

# *Board of Fire Commissioners*

Fire District #5

P.O. Box 151

Parsippany, N.J. 07054

April 10, 2013 Meeting Minutes

Meeting Called to Order at 7:57 p.m.

<u>Commissioners Roll Call:</u>	<u>Meeting Start</u>	<u>Meeting End</u>
Lambert	X	X
Nazario	X	X
Ymana	X	X
Palmieri	X	X
Campbell, Sr.	X	X

**Minutes:** Minutes of previous month's meeting were on record.

**Treasurers Report:** Treasurer's report and Audit was covered, month of March paid our truck payment in the amount of \$5,139.50, paid Safety in the amount of \$3,090.50, Fire Equipment for \$2,149. Deposit made for \$206,136.50 leaving a balance of \$338,150.84.

## **Audit:**

### **Remarks:**

1. Disposition was to be strong for the Fire District
2. Broke down how we entered the lease/purchase at 451, with a down payment of \$125
3. Long term debt is \$2,443,000.73.
4. As of December 2012, \$2,042,438.00 invested Capital and assets

### **Recommendations:**

1. Better documentation of bids of vendors awarded the bids
2. Bank reconciliations to be done
3. Better documentation of deposits
4. Over expenditure on line items, periodic review of budget line items

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**Recommendations (continued):**

5. Bill list must be approved at meetings
6. Approval of Legal depositories at meetings
7. General Ledger to be done

Letter to be sent to Attorney Bucco for any litigation last year also received was a contract for Nisivoccia for work to be performed next year.

**Joint Board Meeting:** Meeting was held last Wednesday, went over the new fit test machine. Board going over policies and procedures for the new machine, talked about standardization and have a meeting tomorrow at Station 2 with the some of the Commissioners, trying to come up with policies and procedures for the new machine. Talked about Commissioners Election being moved to November General Election, no Legislation on the topic.

**Correspondence:** Bills and advertisements were received.

**LOSAP:** Paperwork sent to Lincoln Financial after changes were made, added 3 new members.

**Insurance:** Waiting to hear back, received quarterly check.

**Old Building:** Parking lot paving job will be July or August. Engineering will give us a letter on how to word it.

**New Building:** No problems. Nothing yet on lighting

**Dinner:** Date has been set.

**Good and Welfare:** Past Chief Cavalier was in the hospital with kidney problems.

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**Chiefs Report:**

1. Chief's fund \$110.44
2. No new members, no one on leave of absence, no one on medical
3. Fire Calls, 7 day 5 night for a total of 12
4. All equipment and trucks good, going out to be serviced
5. Everything as of this meeting on tule fuel
6. Stabilization Class invoice
7. Needs new printer, scanner for computer
8. Needs 9 sets of Stationware

**Truck Committee Report:** NONE

**Open to Public:** NONE

**Old Business:**

1. Computers Start Date is the beginning of May, voucher will be sent to us. Recommendation is to purchase Anti Virus software, at \$300.00 per month, \$50.00 per computer.
2. Web site needs 3 years of minutes, audit, and budgets, list of vendors, Commissioners Names, any large purchases, bids, meeting dates, special meeting dates for this year and February of next year.

**New Business:**

1. Nationwide Truck Repair, repair foam tanker cost is \$3,253.99.
2. Place a Mail Box at Station 2 request permission from Construction Official and Postmaster to change address back to 180 North Bloomfield Ave.
3. Two (2) contracts from Two Brothers Landscaping for Station 1 and 2.
4. Build up Capital Account.

**Resolutions:**

1. Net Link for Anti Virus Protection plus 24 hours IT security and support for computer systems at a cost of \$300.00 a month.

Aye: Commissioners Lambert, Nazario, Ymana, Palmieri

Abstain: Commissioner Campbell, Sr.

Nay: NONE

2. Nationwide Truck Repair for foam tanker in the amount of \$3,263.99

Aye: Commissioners Lambert, Nazario, Ymana, Palmieri and Campbell

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Nay: NONE

3. Two Brothers Landscaping for Station 1 and Station 2 in the amount of \$7,000.00

Aye: Commissioners Palmieri, Ymana, Nazario, Lambert, Campbell

Nay: NONE

4. Normal Operating Expenses.

Aye: Commissioners Ymana, Nazario, Lambert, Palmieri, Campbell

Nay: NONE

**Adjourn:**

Meeting Adjourned at 8:42pm.