

Board of Fire Commissioners

Fire District #5

180 Old Bloomfield Ave.

Parsippany, NJ 07054

May 13, 2015 Meeting Minutes

Meeting Called to Order at 8:00 pm

Pledge of Allegiance

Moment of Silence for Fallen Comrades

<u>Commissioners Roll Call:</u>	<u>Meeting Start</u>	<u>Meeting End</u>
Lambert	ABSENT	
Nazario	X	X
Palmieri	X	X
Umana	X	X
Campbell	X	X

Minutes of Previous Meeting: Approved and posted.

Treasurers Report: Opening balance was \$361,403.55, we paid Firefighter One \$7,697.00 for the bottles and Firefighters Equipment, \$7,398. We ended the month with a closing balance of \$325,451.98.

The Audit has been completed and Resolutions are on the Agenda for approval tonight.

Joint Board Meeting: The meeting next month will be at District 1

Fire Prevention Bureau: No meeting.

Correspondence: Received just some bills.

LOSAP: Quarterly statements are out, everyone should have received theirs.

Insurance: None

Station 1: The door, Raynor has the door and Overhead Door Company will have them next Wednesday ready to be installed.

Station 2: Nothing.

Dinner: Progress

Good and Welfare: None

Chiefs Report:

1. Chief's fund \$250.53
2. Paul is still out on medical
3. No new members
4. Calls 20 day 9 night for a total of 29
5. Truck 52 is out of service because 2 relief valves and the front suction air valve is being replaced
6. All other trucks are good
7. There will be a Swift Water Class on June 27 & 28

Truck Committee: We will be meeting here on May 29th about the new truck.

Public: None

Old Business: The bay door is getting fixed it is recommended that we look into getting a new door company, all members in attendance agreed and Commissioner Nazario will look into it and make a recommendation.

New Business: None

Resolutions:

Resolution 15-23

RESOLUTION OF AUDIT

WHEREAS, N.J.S.A. 40A:5A-15 requires the Board of Fire Commissioners District #5 for the Township of Parsippany-Troy Hills, to have made an Annual Audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Audit Report for the year 2014 has been filed by a Registered Municipal Accountant with the Secretary of the Board as per the requirements of **N.J.S. 40A:5A-15**, and a copy has been received by each member of the authority; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the Local Fiscal Affairs, as per **R.S. 52:27BB-34**; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the Board of Fire Commissioners District #5 shall by Resolution certify to the Local Finance Board of the State of New Jersey that all members of the Board have reviewed, as a minimum, the sections of the Annual Audit entitled:

GENERAL COMMENTS

RECOMMENDATIONS

and

Resolutions continued:

Resolution 15-23 continued

WHEREAS, the members of the Board have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

GENERAL COMMENTS

RECOMMENDATIONS

as evidenced by the Group Affidavit form of the Board of Fire Commissioners District #5; and

WHEREAS, such Resolution of Certification shall be Adopted by the Board no later than forty-five (45) days after the receipt of the Annual Audit, as per the requirements of the Local Finance Board; and

WHEREAS, all members of the Board of Fire Commissioners District #5 have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the Affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the Local Authority to the penalty provisions of **R.S. 52:27BB-52 – to wit:**

R.S. 52-27BB-52 – “A local officer or member of the Local Board who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provisions of this Article, shall qualify of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners District #5 of the Township of Parsippany-Troy Hills hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a Certified Copy of this Resolution and the required Affidavit to said Board show evidence of said compliance.

Yes: Commissioners: Nazario, Palmieri, Umana, Campbell

No: None

Absent: Commissioner Lambert

Abstain: None

The Resolution was Adopted

Resolutions continued:

Resolution 15-24

BE IT RESOLVED by the Board of Fire Commissioners of the Parsippany-Troy Hills Volunteer Fire Department, District #5, hereby approves the March 2015 Bill List in the amount of \$33,995.73.

Yes: Commissioners: Nazario, Palmieri, Umana, Campbell

No: None

Absent: Commissioner Lambert

Abstain: None

The Resolution was Adopted

Resolution 15-25

BE IT RESOLVED by the Board of Fire Commissioners of the Parsippany-Troy Hills Volunteer Fire Department, District #5, hereby approves the April 2015 Bill List in the amount of \$15,588.20.

Yes: Commissioners: Nazario, Palmieri, Umana, Campbell

No: None

Absent: Commissioner Lambert

Abstain: None

The Resolution was Adopted.

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Resolution 15-26

BE IT RESOLVED by the Board of Fire Commissioners of the Parsippany-Troy Hills Volunteer Fire Department, District #5, hereby approves the **CORRECTIVE ACTION PLAN** as attached for the year ending December 31, 2014.

Resolutions continued:

Resolution R15-26 continued

Parsippany District 5 Annual Audit Daniel Umana 9735171748

The District Maintains segregation of duties with respect to cash, and cash handling	The District will implement a check and balance system, alternating monthly a different board member reviews all invoices and compares to purchase order and signs each purchase order	Manually reviewing each voucher	Treasurer	1 Feb	
A Fixed Assets accounting and reporting system be fully implemented	Reviewing options to tag any assets option to tag any over \$5,000.00	Physical inventory of assets in excess of \$5,000.00 recording all serial numbers or other means of identification	Board Designee	1 June	
Bank accounts reconciled on a monthly basis	Use Quick Books to track cleared checks	Manual	Treasurer	1 Feb	
All related supporting documentation for receipts be maintained	Create Journal for Receipts	Treasurer	Treasurer	15 Feb	
The Budget be periodically reviewed and adjustments be made so there are no over expenditures	Review Budget quarterly to identify areas to adjust	Manual	All Board Members	Quarterly	

The bills be approved in the minutes prior to disbursements being made	Approve all bills and record on monthly minutes	Manual	All Board Members	1 Feb	

Yes: Commissioners: Nazario, Palmieri, Umana, Campbell

No: None

Absent: Commissioner Lambert

Abstain: None

The Resolution was Adopted.

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Resolution 15-27

BE IT RESOLVED by the Board of Fire Commissioners of the Parsippany-Troy Hills Volunteer Fire Department, District #5, hereby authorizes the expenditure of Normal Operating Expenses.

Yes: Commissioners: Nazario, Palmieri, Umana, Campbell

No: None

Absent: Commissioner Lambert

Abstain: None

The Resolution was Adopted.

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Adjournment: The meeting was Adjourned at 8:19 pm

Robert Campbell, Chairman

Annette Maida-Smith, Administrative Assistant