

Board of Fire Commissioners

Fire District #5 Parsippany

A G E N D A

Regular Meeting

Wednesday, February 11, 2015

8:00 PM.

- I. Pledge of Allegiance
- II. Moment of Silence
- III. Roll Call
- IV. Resolution to Adopt 2014 Corrective Action Plan
- V. Minutes of Previous Meeting
- VI. Treasurer's Report
- VII. Joint Board Meeting
- VIII. Fire Prevention Bureau
- IX. Correspondence
- X. LOSAP
- XI. Insurance
- XII. Station 1
- XIII. Station 2
- XIV. Dinner
- XV. Good & Welfare
- XVI. Chief's Report
- XVII. Truck Committee
- XVIII. Public Portion
- XIX. Old Business
- XX. New Business
- XXI. Resolutions
- XXII. Executive Session
- XXIII. Adjournment

Resolution 15-8

BE IT RESOLEVED that the Board of Fire Commissioners for the Parsippany-Troy Hills Volunteer Fire Department, District Number 5, hereby approves the **CORRECTIVE ACTION PLAN** as attached for the year ending December 31, 2013.



Robert Campbell, Chairman

ATTEST



Annette Maida-Smith, Administrative Assistant

I, **HEREBY CERTIFY** that this is a True Copy of a Resolution Adopted by the Board of Fire Commissioners of Parsippany-Troy Hills Volunteer Fire Department District #5 at their Regular Meeting dated February 11, 2015.



Annette Maida-Smith, Administrative Assistant

Commissioners:

Yes:	Commissioners: Lambert, Nazario, Palmieri, Campbell
No:	None
Abstain:	None
Absent:	None Umana

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 \$5000	Physical inventory of assets in excess of \$5000 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	Manual	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	

RESOLUTION 15-9

BE IT RESOLVED, by the Board of Fire Commissioners of the Parsippany-Troy Hills Volunteer Fire Department, District Number 5 that they hereby approves the January, 2015 Bill List.



Robert Campbell, Chairman

ATTEST:



Annette Maida-Smith, Administrative Assistant
Board of Fire Commissioners

I, **ANNETTE MAIDA-SMITH**, Administrative Assistant for the Parsippany-Troy Hills Volunteer Fire Department, District Number 5, hereby certifies the foregoing to be a true and correct copy of a Resolution Adopted by the Board of Fire Commissioners at the February 11, 2015 Regular Meeting.



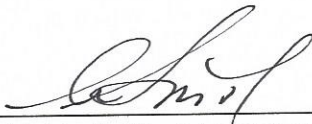
Annette Maida-Smith, Administrative Assistant
Board of Fire Commissioners

RESOLUTION 15-10

BE IT RESOLVED, by the Board of Fire Commissioners of the Parsippany-Troy Hills Volunteer Fire Department, District Number 5 that they hereby approves the purchase of one (1) Dewalt Drill and Batteries from NORTHERN TOOL AND EQUIPMENT COMPANY at a cost not to exceed \$300.00


Robert Campbell, Chairman

ATTEST:


Annette Maida-Smith, Administrative Assistant
Board of Fire Commissioners

I, **ANNETTE MAIDA-SMITH**, Administrative Assistant for the Parsippany-Troy Hills Volunteer Fire Department, District Number 5, hereby certifies the foregoing to be a true and correct copy of a Resolution Adopted by the Board of Fire Commissioners at the February 11, 2015 Regular Meeting.


Annette Maida-Smith, Administrative Assistant
Board of Fire Commissioners

RESOLUTION 15-11

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



Robert Campbell, Chairman

ATTEST:



Annette Maida-Smith, Administrative Assistant
Board of Fire Commissioners

I, **ANNETTE MAIDA-SMITH**, Administrative Assistant for the Parsippany-Troy Hills Volunteer Fire Department, District Number 5, hereby certifies the foregoing to be a true and correct copy of a Resolution Adopted by the Board of Fire Commissioners at the February 11, 2015 Regular Meeting.



Annette Maida-Smith, Administrative Assistant
Board of Fire Commissioners