

**BOARD OF FIRE COMMISSIONERS
WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 8
MINUTES OF MEETING
July 23, 2013**

The regular monthly meeting of the Board of Fire Commissioners, Fire District No. 8, as publicized in the Home News Tribune, was called to order at 7:00 p.m. by President Solovey. The Pledge of Allegiance was followed by a moment of silence for our deceased brothers.

ROLL CALL R. Gillespie – present
T. Mayoros – present
D. Petrick – absent
K. Petz – present
M. Solovey – present

President Solovey: At this time we'll take a brief recess from our regular meeting to go over the audit.

Ron: Okay Commissioners, what you have in front of you today are the documents that pretty much resemble the prior five years. Well the course of action now is..... this is a draft. I don't anticipate any changes but I'm going to give you a week to review it. If there are no changes we are going to file with the Division. Then at your next meeting there's going to be the Affidavit and the Resolution that you have to execute and that says at a minimum you read the last forty-three through forty-six pages, the Comments and Recommendation section of the report. There were no recommendations so it should be pretty light reading. Of significance, I think that one thing we might want to take a look at, you know you guys have in 2013 is the last year of your debt service on the truck so I understand with your conversation with Maria you might be looking for something down the road so you have a little bit of leeway there now with the debt service being completed in 2013 for any type of capital going forward. You know it's not a bad spot that you are in. If you look at Page 13 in the report I think that's the most important schedule where you're at is December 31st, 2012. That's after we had used surplus to balance the budget. The most useful column is the General Fund column which is the first column on the financials. Down towards the bottom half of it it tells you a recap of where you're at as far as Fund Balance. Right now at 12/31/12 the district has capital reserve monies of \$410,223.00. That will be increased by the number that you put into the 2013 Budget which is roughly about \$45,000.00. That's the money you have going forward for capital. The 2013 Budget we used \$60,694.00 to balance the 2013 Budget and the \$115,000.00 right now is the free balance that you have going forward unassigned that you could use for if the district has any kind of emergency problems or for future budgets, those types of issues. I know the district spent substantial money renovating your firehouse last year so pretty much that's out of the way now. That's basically where you're at. I wanted to keep it simple and Dennis provided some information down the road where the contractor that you used to do the work

was on the state bid list so it satisfied that question. The truck was on state contract so all those type of bid issues were handled and we have no recommendations.

President Solovey: That's a good thing.

Ron: I just think you have to keep things going forward. You know your outside contract with John Urs office is helping you out. You need to rely on them for the day to day operations. They give you some help. You know because I even called Maria and said I need to see copies of 1099s of some individuals outside of the employee relationship and they provided the information. So that makes everything pretty easy. I know you guys had a tough year last year with what had transpired so putting everything in perspective was.....financially it was a good year. I think financially we know where we're at, the fund balance that we just went over, because we talked about when you used almost the three hundred to balance the budget and for the capital downstairs for the building. So we're pretty much on pace where we're at and you know capital is going to grow by the forty-five thousand. You're in good shape to go forward now for whatever you decide you're going to do as far as equipment replacements. And like I had mentioned if you want to take the time to at least read those last pages if you have any questions about anything in the report you know feel free to give me a call.

Kevin Petz: What are those pages again?

Ron: Forty-three to forty-six. So at the next meeting you'll have a Resolution that the audit has been filed. There's going to be an affidavit that you'll have each commissioner sign that they've read at least those pages. Probably it's not a bad idea to skim the entire report but at a minimum the state law requires that you review those last couple of pages.

President Solovey: With the glasses or without?

Ron: Well they're not that detailed but I would wear them if you need them.

President Solovey: It's the same thing like we did last year.

Ron: Exactly.

President Solovey: Last you said read basically these and make sure you get them read.

Ron: It's standard. You know but as part of the budget process now they make sure that Resolutions are file down in Trenton. They look for the affidavit and they look for the summary synopsis that has to be advised. They're getting to be more check list oriented down in Trenton. You know God forbid you ever wanted to go out and go to the local finance board for a lease approval or whatever you know everything has got to be online and filed.

Kevin Petz: That's what we're doing this year?

Ron: So we want to make sure everything is in good shape. You know the local finance board with what's going down in Trenton is getting a little bit tougher. You know the governor is make them more conscious of what they're doing because I just heard some of the applicants were turned down with their requests.

Kevin Petz: What applicants....is it for fire trucks or is it for.....

Ron: No, what I'm talking about is an improvement authority for some of these capital lease things with the different municipalities. I haven't seen like a fire truck....I don't think how they could.....

Kevin Petz: When we went down there last time in '09 we were looking to finance five hundred thousand and we're butting heads with people spending twenty-seven or twenty-eight million dollars.

Ron: What do you mean for fire equipment?

Kevin Petz: Well no, for land purchases. It just seemed like we were just sort of outcasts. Like we were like the lowest.

Ron: Well you know plus the fact that a fire truck is an essential piece of equipment and there are only a couple of ways you can go out and buy it. All districts can't go out and do it. You have to have some kind of debt you know whether its bonds or capital lease or however you're going to finance it. Capital lease seems to be the most popular because you go to the local finance board but when they give the approval then you go through with you know issue bonds and you need a referendum and all that kind of stuff and then you bring the public into it. Sometimes that's not the best.

Kevin Petz: And we even applied for that Houston Grant where you didn't have to go out to bid but we still have to go get approval for finance board though because we were leasing it.

Ron: Well I think what Maria had said that I guess you're looking at maybe possibly Apierce. That they're on their state bid list.

President Solovey: Right.

Ron: I'll tell you what if you use state contract vendors it saves you because some times when you go though the whole bid process it's tedious you know because you have to have someone like.....especially with a truck you know the specs are unbelievable. Someone to put the specs together and then you have to go out and officially request proposal submissions.

Kevin Petz: But sometimes it's the time. Sometimes you don't have the time to get the three bids or four bids that are.....

Ron: Well you know unfortunately.....well okay to use state contracts yeah but you know.....like if the district ever, ever had an emergency situation, you declare an emergency and at the next meeting you pass a Resolution saying it was an emergency and we had to go out and buy something that was essential to fire fighting operations, you know. Normally your attorney would sign off and say yeah it was an emergent situation or there are other exceptions to the bid requirements. If it's something that's extraordinary, unique or unspecifyable there are ways you can pass a Resolution that says that it was something that we couldn't go out to bid for. But I think what I understand happened is that you consulted Braslow and he said yup do it this way. It gives us guidance and that's not a bad way to go about it. So what I'm going to do is, I'm actually going to leave a copy for Maria too I guess she had a conflict she had a meeting in Keasbey tonight or somewhere.

Kevin Petz: I'm going to leave this with Dennis and then make sure she gets it.

Ron: They could skim through it and like I had said a week. Nobody has any kind of major concerns. We'll file it and then we're good and then at the next meeting you'll pass that Resolution and execute the Affidavit. And that's basically it. It's pretty good when we're right on course. We kind of know where we would be because at budget time with your budget process you guys know exactly where you would hopefully wind up unless you had something catastrophic, something happened during the year, but it didn't happen.

President Solovey: Okay, and like you said we'll get that to Dennis.

Ron: Yeah, let Dennis take a look. I know he'll probably has some questions or whatever so can call me directly.

President Solovey: And then we'll get that to Maria Thursday unless I have to go there tomorrow.

Ron: Very good.

President Solovey: Thank you.

BILLS: (June 26th, 2013 to July 23rd, 2013)

1.	Home Depot – Supplies for firehouse	\$	68.99
2.	Medina Tire Auto Service - Two tires for the rescue truck	\$	1,890.90
3.	Manerva Cleaners – Cleaning and repair for gear	\$	391.25

4.	New Jersey Fire Equipment - Bench test Scott air packs	\$ 209.54
5.	Villa Borghese - Refreshments for the meeting on 6/17/13	\$ 15.00
6.	Rex Bank - New credit for fuel	\$ 724.07
7.	Elizabethtown Gas - Gas for firehouse and annex	\$ 266.05
8.	Middlesex Water - Water for the firehouse and annex	\$ 294.20
9.	Netlink - Website for firehouse	\$ 199.00
10.	Family Medical Center - Volunteer physicals	\$ 90.00
11.	Fire & Safety - Work performed on Rescue 8	\$ 1,759.42
12.	Fire & Safety - Work performed on A2	\$ 985.69
13.	Jaime Neves - Driver's training	\$ 300.00
14.	John Urs - Monthly fee	\$ 1,083.33
15.	Defined Contribution Retirement Program	\$ 12.34
16.	Hopelawn Engine Company - Fire protection services - July payment	\$ 2,000.00
17.	Liberty Mutual - Workmen's Comp second installment	\$ 3,800.00
18.	Middlesex Water - Hydrant service	\$ 5,056.63
19.	VFIS	\$ 459.00
20.	Approved Fire Protection - One fire extinguisher recharger	\$ 221.82
21.	Comcast - TV service	\$ 13.31
22.	Fleetstone - Remaining balance on old credit card for gas	\$ 9.00
23.	Verizon - Phone service	\$ 116.49
24.	PSE&G - Electric for the firehouse and annex	\$ 1,032.33
25.	VFIS - Installment of Accident and Sickness Insurance	\$ 4,071.00
26.	Michael Solovey - Reimbursement for pumper meeting refreshments	\$ 403.00
27.	Advanced Auto Parts - Supplies	\$ 123.62
28.	Communications Specialist - Fire prevention truck repair	\$ 69.00
29.	Lowes - Miscellaneous supplies	\$ 124.19
30.	Sequoia Landscaping Maintenance	\$ 240.00
31.	Staples Credit Plan	\$ 149.54
32.	Villa Borghese - Refreshments for meetings and drills	\$ 260.15
TOTAL		\$ 26,887.96

MM Petz SEC Mayoros to pay the bills.

TREASURER'S REPORT

1.	Provident Bank (Savings)	\$ 91,085.99
2.	Provident Bank (Checking)	\$ 71,600.88
3.	Capital Apparatus Fund	\$ 355,645.97
4.	Fire Prevention Bureau	\$ 27,052.63

TOTAL CHECKING AND SAVINGS

\$545,385.47

MM Petz SEC Mayoros to accept Treasurer's Report

COMMISSIONER ISSUES

MICHAEL SOLOVEY

1. Driving training – Driver training is still going on. Bobby Gillespie was qualified on A3 yesterday and Kevin Petz on A2 and will start working on A3.
2. Light Tower - Saw Dennis today and he said he's working on that still. He's going to Truck & Tow to see if he can deal with them.

MINUTES TRANSCRIBED BY MARYANN SOFKA