

MEETING OF JUNE 25, 2010

The meeting of the Board of Fire Commissioners, Fire District No. 1 was called to order by Commissioner JC Kenny at 5:30 P.M.

The Clerk read the "Open Meeting Act" requirements.

Comm. JC Kenny led a pledge to the flag.

A moment of silence was observed for departed members.

ROLL CALL: Comm. JC Kenny, Patrick Kenny, Howell: Present.
Comm. Gould: Excused. Comm. Gardner: Absent.
Attorney-Robert Goodman and Clerk-John Ur: Present.
Auditor-Michael Bart: Present.

MOTION to accept the minutes from the previous meeting of June 2, 2010, as written made by Comm. Howell, seconded by Comm. Patrick Kenny, all in favor.

Michael Bart gave a summary of the 12/31/09 Audit Report. You have and reviewed earlier the Audit Report. Basically to summarize, we again gave the Fire District the unqualified audit opinion which basically means that the financial statements are in accordance with the accepted accounting principles applied to government units. Gave a clean opinion on the financial statements. Found nothing in the course of the audit and in the preparation of the audit report that leads them to believe that you are anything other than being in compliance with generally accepted accounting principles as applied to government units. So, received for another year what we call an unqualified opinion on the financial statements. We also issued a report on compliance and internal controls over financial reporting. Based on our audit of the financial statements on page 2. Basically, what this opinion is, is our opinion of an independent audit that the Fire District was, in fact, in compliance with government auditing standards in its preparation of its financial statements, as well as in compliance with the requirements for internal control over financial reporting. This is big because basically this is, in our opinion as independent auditors, your district was in compliance with its financial reporting requirements which meant that your district prepares its financial statements, general ledger, trial balance and financial information for the Board to review on a monthly basis. They do prepare the basic financial statements, balance sheet, profit and loss that is available for audit. We get a lot of fire districts in this state, unfortunately, who do not really hold themselves up to this standard that you have. A lot of times, they basically, for lack of a better word, they put all their information together in a box and send to the auditor and have them put all the stuff together. That's a no-no. Basically, one of the standards required by this opinion, is that you as a district are in a position where you can prepare financial statements. Not audit them, but prepare them for audit and, again, you have complied with that. The standards have been here for the past four years. There was a change. It used to be that you would be able to have someone other than yourselves prepare the financial statements. This really solidifies the fact that you have. You guys were in compliance again. So we issued a clean opinion on that. We did not have to make any material adjustments on the financial statements. The third page is basically management review. This is basically

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summarized by the key financial highlights. You had \$1.2 million available fund balance at the end of 2009. This a slight decrease from 2008. But, still ample to cover your projected expenditures and is available for future budget needs. Comm. JC Kenny asked how much is a good practice for a fund balance that the auditor feels we should have. Well, considering the fact, that over the past few years, you have utilized approximately anywhere between \$700,000.-\$800,000., your fund balance of \$1.2 million is more than ample to cover. Meaning, that if you had a fund balance less than you're utilizing, that means you are covering for a prior year's deficit, which you are not in position. So, I think at least 1, 1.1, 1.2 times what you utilize is fair. Your assets in your general fund increased by \$250,000. over last year. Your liabilities and reserves increased \$400,000., which basically means that you are reserving what you intend to use for future equipment purchases and future projects here at the district. The district reduced your bonds payable by \$60,000. in 2009 according to your bond indentures and you paid your interest. It also goes on to say that we discussed reserves for your operating fund. As we say, we are estimating you are going to save approximately \$700,000. over the next 30 years which is substantial. So, we make note of it here. Behind that, is just basically page 5, the balance sheet of the general fund of the Fire District which again, just basically backs up what we are saying in our analysis. Plenty of cash on hand, \$2.8 million. Had undesignated available fund balance of \$1.2 million. The next page 6, is basically your revenue, expenditures, budget to actual which is a required statement. We have to submit down to Trenton as part of these financial statements, budget to your actual costs and revenues for the past year. Page 7 is a more line specific breakdown of your administrative costs and operations expenditures compared to budget. It's a good helpful tool to see how you are falling in line in terms of your budget. The following pages go into subsequent additional funds you have here in the district. You have a general fixed asset fund and a capital fund. Page 9 shows your capital fund which shows the amount to be provided for the retirement of debt. Here at the Fire District, we are down to less than half a million dollars in bonded and release debt, which is good, in that you have ample funds to pay those down. You have \$115,000. in material bonds left that were taken out in 2001 Series bonds. I think you have 3 or 4 years left on your capital lease at \$337,000. Page 12 is the balance sheet of the general fixed assets account group. This is a separate fund within the district, much like the capital fund. But, this fund reflects all the activity of the capital items here at the district; equipment and related accumulated depreciation. Now that is an estimate of management based on accounting guidelines. It's a non-cash charge. But, the Fire District had totaled that asset at \$2.5 million. We had related accumulated depreciation on those assets of \$1.2 million, leaving us with a net investment in our fixed assets as of 12/3/09 of \$1.2 million. Basically, the expense there is accumulated depreciation expense. It's a non-cash charge. It's an accounting entry which recognizes that these assets will not last forever. They will depreciate. The following pages are just the footnotes to the financial statements. Basically, stating the accounting theories and further explanation of the accounting balance sheet and the assets and liabilities of the Fire District. Now, importantly and the biggest thing you need to act on tonight is page 19, which is the comments and recommendations section. It's a required section in the audit report which basically, we as auditor's would have to make comments on anything we found which would be a matter of material deficiency in your internal controls in your financial reporting. We did not find anything that we felt was worthy of comment, which means we are not issuing any comments. We are not issuing any

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recommendations to you on how to improve your system of accounting or internal controls over your assets here. That's very important because there is an affidavit that has to be signed by all of the commissioners of the Fire District saying that yes, we indeed reviewed the audit report specifically the section of comments and recommendations on page 19. You had none. You have to sign the affidavit that you reviewed that. He has to then take that affidavit and send along with a copy of the audit report and an approved resolution accepting the audit report along with his cover letter down to Trenton at the Dept. of Community Affairs. Upon that, will round out the audit process.

No questions from the Board. Comm. JC Kenny asked that the report given by Michael Bart be transcribed verbatim into the minutes for next month.

MOTION to accept the Resolution to adopt the 2009 Audit Report, made by Comm. Howell, seconded by Comm. Patrick Kenny. **ROLL CALL VOTE:** Comm. Howell: Yes, Comm. Patrick Kenny: Yes, Comm. JC Kenny: Yes. All in favor.

Comm. JC Kenny asked how long ago the report was sent out to the commissioners to review for any comments or concerns. Maria stated about 2 ½ weeks ago. Comm. JC Kenny thanked Michael Bart. Mr. Bart thanked Maria and John. They do a wonderful job.

COMMITTEE REPORTS:

PERSONNEL: Comm. Howell reported that Employees #1374 and #1401 are still out. Vacation schedules are proceeding with no problems.

EQUIPMENT & PURCHASING: Comm. JC Kenny reported monthly janitorial supplies. Hose testing is scheduled for August. Still working with Capt. Golden in getting appraisal so that Engine 11 can be sold.

BUILDING & RADIOS: Comm. Patrick Kenny reported normal janitorial supplies. All new pagers are in and are slowly being handed out. Will be switching from low band to high band within the next two weeks. Low band will be shut down for paging. Haven't heard any complaints about high band paging, only compliments.

FIRE PREVENTION BUREAU: Comm. Patrick Kenny gave the reports for the month of May 2010 submitted by Fire Lt. Keith Repace, copies on file in the F.P.B. Comm. Patrick Kenny read a letter from the Woodbridge Community Advisory Panel commending Fire Official Lt. Keith Repace, Fire Inspector Thomas McNamara, Chuck Mangione, Firefighter William Kogut in participating in the first annual Safety Day Emergency Services Program at School 11. The copies of the certificates will be given to the Clerk to put in their respective personnel files. There will also be an award tonight at 7:00 p.m.

HYDRANTS: Comm. Patrick Kenny reported that he met with Middlesex Water, the Board

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of Ed. and the Twp. of Woodbridge. The township and Board of Ed are doing a memorandum of understanding with the water company to give them easement on Rte. 35 on the grass. As soon as they get the easement, running the 12 inch line from Rte. 35 through the parking lot of Woodbridge High, through the back and up through the tennis courts, and up the service road to West Prospect to tie in to give us more water in that area and to continue through the park to Norwood Ave. with an 8 inch line. Once this is complete, will be able to sign off with the Board of Ed that there internal line going through the school can be shut down. Will have new hydrants up there to cover library, health center and school. A cooperative effort with everyone. Should start within 2 to 3 weeks. The relining has been started in Sewaren. The Conrail project should be moving forward too.

SAFETY: Comm. JC Kenny reported that he was not able to hold a safety meeting due to family emergency. Will have meeting in July.

LIAISON TO FIRE CO: Comm. Patrick Kenny reported that at the last meeting, the volunteer fire company voted no for the Explorer Program. If anyone is interested, we are to refer them to Hopelawn, Fords, Iselin or Colonia.

The report of PAYROLL and BILLS for June 2010:

Payroll: \$290,047.91 Bills: \$180,216.57

Comm. Patrick Kenny reported that the solar panel bill has already been approved, just need to pay. The solar panels are turned on, everything is running. The bill received from the town was \$12,000. over what we originally voted upon. The Clerk's office spoke with Mr. Cahill. It was a double bill. Maria did catch it and it has been corrected to the price we voted on.

Comm. JC Kenny reported two add-on bills; Jim Flood for Right To Know and SOG's, not to exceed what was voted upon and Michael Bart for the 2009 Audit for \$8,000.

MOTION authorizing Jim Flood to do the 2010 Right To Know, not to exceed \$1,500., made by Comm. Howell, seconded by Comm. Patrick Kenny. All in favor.

MOTION authorizing checks for payroll and vouchers approved by the Board, including the add-ons was made by Comm. Howell, seconded by Comm. Patrick Kenny. All in favor.

TREASURER'S REPORT as of June 25, 2010, read by Mr. Ur (see attached).

MOTION to accept the Treasurer's report as read by Comm. Howell, seconded by Comm. Patrick Kenny, all in favor.

COMMUNICATIONS: John Ur reported that all communications were passed on to the Board.

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UNFINISHED BUSINESS: Comm. JC Kenny reported on the solar panel project. We are short on about 1 ½ kilowatts because there was not enough room on roof. In turn, instead of giving us one inverter for the entire system, they broke it down into six sections. So, we only lose a segment of our solar panel instead of the whole system at one time. The BPU will be here July 1st to do inspection. At that point, should receive our State rebate check for the installation of the solar panel system.

NEW BUSINESS: Comm. Howell reported that he reviewed the cell phone bill and eliminated four telephone lines. Will save the district about \$1,874. for the year.

MOTION to authorize the attorney to negotiate on the bill that was pending legal and to strike an agreement and if not, to have that bill paid in full as needed, made by Comm. Howell, seconded by Comm. Patrick Kenny. All in favor.

MOTION to accept JFK's 2010 contract, made by Comm. Patrick Kenny, seconded by Comm. Howell. All in favor.

Comm. JC Kenny reported on the Hero Program. Tuesday, the 29th at 6:00 p.m. will be the kickoff rally. Will be held at Rugs & Riffys. Is sponsored by the Woodbridge Police, State Police, Woodbridge Township First Aid. They asked for a car over there to show unity throughout the township in the emergency services. This is all about drinking and driving and designated drivers.

Comm. JC Kenny reported that the computer system should be installed within the next week or two and the new copier is up and running.

EXECUTIVE SESSION:

Comm. JC Kenny reported that there will be discussions with Mr. Bernstein with regard to pending negotiations with Local 290, legal matters with regard to Employees #1374, #2877, #2878, and #2879 and other personnel matters.

MOTION IN by Comm. Howell, seconded by Comm. Patrick Kenny, all in favor at 5:56 P.M.

MOTION OUT by Comm. Howell, seconded by Comm. Patrick Kenny, all in favor at 6:58 P.M.

Attorney, Robert Goodman, reported that during executive session there were discussions regarding contract negotiations with the Board and the Local.

Comm. Howell reported that twice, once by the President of the Board and once by himself, Comm. Gardner was asked to serve on the committee to negotiate the contract that he was so concerned about last year. Both times, he turned us down. He has not made one single meeting concerning the negotiations or the suggestions. He has not made one single suggestion, either verbal or written to

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assist us with this project. Comm. JC Kenny stated that this meeting was changed to try and accommodate him because of the sole purpose of negotiations.

REMARKS, COMMENTS OR QUESTIONS FROM THE AUDIENCE:

CHIEF'S REPORT: Chief Rob Foerch

	<u>2010</u>	<u>2009</u>
June Calls	40	37
Y-T-D Calls	487	308

- Next Friday is fireworks. Meet at 7:30 p.m. by church.
- Asked about new tones. Comm. Patrick Kenny stated that they will be extended.
- Drill at Fire Academy. Excellent job. Thanked for engine.

Comm. JC Kenny informed the Chief of the Hero Program kickoff.

Comm. Howell presented awards to recognize citizens who have gone above and beyond the call of duty for their help in a vehicle fire at the A&P on June 3rd with a driver slumped over the wheel, to Kevin Carr and Virgil Dworak. Kevin thanked the Woodbridge Fire Dept.

Bruce Horvath - asked if his records ever had a public request or an OPRA request.

Comm. JC Kenny responded none that they know of.

Bruce Horvath - gave a copy of the anonymous letter to Comm. JC Kenny and Robert Goodman. He still believes that it was internal. Asked if there is anyway that someone could get his records. He hopes the letter gets investigated. Whether it's someone within the organization or on the Board, he wants action taken against them. He felt that he was called a liar last month by Comm. Gardner. There is a bill list attached and also minutes from a year ago when he asked Comm. Gardner to give up his salary. This put him and his family through a lot of grief. Comm. Gardner had stated that Mr. Horvath had disrespected the Board. Comm. Gardner disrespected him. He believes that he has bent over backwards for the Board. He put his heart into this place for 24 years. For that to appear at his job. Brought up the number of people at the election.

Comm. JC Kenny asked the attorney to look into the letter and get back to us with regard to any legal ramifications.

Mr. Goodman asked if there is anything in the letter that could only have gotten through the Board. In looking at the letter, there are a lot of "appears", "allegedly". Mr. Horvath stated that his LOSAP is between the volunteer firefighters and the Board. Who knows what calls he goes to or doesn't go to. Who knows what he does with the Hazmat vehicle. Mr. Goodman stated it's an anonymous

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letter and you have to understand the difficulty in investigating. There is nothing specific in the letter from his personnel file. Most information is public knowledge. Mr. Goodman is not justifying anything. He is stating that as a Board, it is very difficult to act on something like this. Comm. JC Kenny stated that the LOSAP names are never put in public. LOSAP names are never in the minutes. The names are posted in the firehouse in the backroom. Mr. Goodman will look into the letter. Comm. JC Kenny stated that there may have been lying at last month's meeting and some allegations or the interpretation that maybe this letter did not exist. On behalf of the Board, he thanks Mr. Horvath for being able to get the letter which we were not able to get from County council. We do take this matter seriously and we are going to look into. He apologizes if any of the Board members gave any type of inkling that this letter was fabricated.

Mr. Leonard Minkler - asked how he gets a copy of the proposed budget this year and the revised budget. Comm. JC Kenny stated the Clerk's office.

No further business to come before the Board.

MOTION to adjourn the meeting was made by Comm. Patrick Kenny, seconded by Comm. Howell, all in favor at 7:20 P.M.

Respectfully submitted,

John Ur, District Clerk

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WOODBRIIDGE FIRE DISTRICT NO. 1

MONTHLY BILL LIST

June 25, 2010

Date	Num	Name	Memo	Amount
Voucher - Columbia Savings				
3/03/2010	10290	Carpet Maven, L.L.C	Balance Due on Radio Room Carpeting	-375.00
06/07/2010	10291	Knot Just Bagels	Refreshments - Mayor's Breakfast	-301.53
06/08/2010	10292	Bruce Horvath	Custodian - Primary Election - June 8, 2010	-75.00
06/08/2010	10293	Joseph Leahy	Custodian - Primary Election - June 8, 2010	-75.00
06/09/2010	10294	The Star Ledger	Account #XWOOD2393021 - Special Meeting December 15, 2009	-31.32
06/10/2010	10295	McNeil & Co., Inc.	Accident & Health Policy Renewal - 1st Installment	-1,763.50
06/25/2010	10296	AT&T	Long Distance - Clerk & Firehouse Landline	-73.69
06/25/2010	10297	Catherine Crowe	Reimbursement - Health Coverage June 2010	-762.20
06/25/2010	10298	Charles Mangione	Reimbursement - 2006 International Fire Code & Commentary	-101.16
06/25/2010	10299	Comcast	2 - Digital Adapter Service Fee	-4.17
06/25/2010	10300	Dorothy Wilcox	Reimbursement Health Benefits - June 2010	-419.88
06/25/2010	10302	Home News + Tribune	Legal Notices	-23.22
06/25/2010	10303	Image First	Laundry Service	-99.46
06/25/2010	10304	Kinney Spring Steel Products...	6 - Spring Steel Push Brooms	-162.05
06/25/2010	10305	Madsen & Howell, Inc	Supplies	-202.50
06/25/2010	10306	MegaPath Inc	Account #1826573	-196.01
06/25/2010	10307	Motorola	35 - Pagers for new Trunking System	-9,415.00
06/25/2010	10308	New Jersey State Association...	2010 Dues	-300.00
06/25/2010	10309	Owen S Dunigan & Co, Inc	Inspect Boiler for Insurance Co & Clean Slop Sink Drain & Floor Drain	-1,480.80
06/25/2010	10310	Riggins Inc	Fuel	-1,721.33
06/25/2010	10311	Sophie Bader	Reimbursement Health Benefits - June 2010	-419.88
06/25/2010	10312	United Computer Sales & Ser...	Monthly Customer Service- June 2010	-582.00
06/25/2010	10313	Xerox Corporation	Account #072350267 Base Charge - May 2010	-54.76
06/25/2010	10314	Gregory Goodman, Esq	Professional Services Rendered - July 2010	-3,900.00
06/25/2010	10315	JOHN TAKACS CONSTRUC...	Rent - 400 School Street & Back Garage - July 2010	-1,875.00
06/25/2010	10316	John Ur	Monthly Fee - June 2010	-4,333.33
06/25/2010	10317	Postmaster-Woodbridge	2 - Rolls of Stamps	-88.00
06/25/2010	10320	AT&T	Long Distance - landline	-35.93
06/25/2010	10318	Bowco Laboratories Inc	Regular Service - June 2010	-35.00
06/25/2010	10321	Campbell Supply, Inc	Truck #6 - Coolant Leak Repair & Door Handle Repair	-665.96
06/25/2010	10322	Eric M. Bernstein & Associate...	Professional Services Rendered - 5/5/10 to 5/28/10	-1,037.50
06/25/2010	10323	Verizon Wireless	Account #585555042-00001 Cell Phones	-267.50
06/25/2010	10324	Atlantic Tire & Service	2005 Ford Crown Victoria - Flat Repair	-18.00
06/25/2010	10325	Blooston, Mordhofskey, Dicken...	Radio Communications - Annual Retainer	-353.39
06/25/2010	10326	Elizabethtown Gas	Acct# 8116341423 - BACK GARAGE	-26.20
06/25/2010	10327	HEWLETT PACKARD COMP...	Computer Server	-66.00
06/25/2010	10328	Image First	Laundry Service	-99.51
06/25/2010	10329	LifeSavers, Inc	11 - Lifeline AED Adult & 11 Pediatric Defibrillation Pad Package	-1,141.25
06/25/2010	10330	Madsen & Howell, Inc	Supplies	-331.42
06/25/2010	10331	Public Safety Educators and ...	EMT Core 13 Refresher	-2,250.00
06/25/2010	10332	Robert Fizer.	Reimbursement - Fire Inspector I Certification Test	-180.00
06/25/2010	10333	United Computer Sales & Ser...	Services to Install 2-Port KVM Switch	-135.00
06/25/2010	10334	Verizon	Landline	-108.67
06/25/2010	10335	Verizon Wireless - Laptop Mo...	Account #982554463-00001 - Laptop Modems	-842.90
06/25/2010	10336	Barbara Golden	Reimbursement - Medicare - January 2010 to June 2010	-663.00
06/25/2010	10337	John Tomko	Medicare Reimbursement - January 2010 to June 2010	-1,326.00
06/25/2010	10338	Joseph Karnas	Medicare Reimbursement - January 2010 to June 2010	-1,326.00
06/25/2010	10339	Martin Snyder	Medicare Reimbursement - January 2010 to June 2010	-1,326.00
06/25/2010	10340	Peter Fenick	Medicare Reimbursement - January 2010 to June 2010	-1,326.00
06/25/2010	10341	Sophie Bader	Reimbursement - Medicare - January 2010 to June 2010	-663.00
06/25/2010	10342	Richard Gould	Medicare Reimbursement - January 2010 to June 2010	-1,326.00
06/25/2010	10343	Louis Bader	Medicare Reimbursement - January 2010 to June 2010	-1,326.00
06/25/2010	10344	Dorothy Wilcox	Medicare Reimbursement - January 2010 to June 2010	-663.00
06/25/2010	TEPS	State of New Jersey- Health ...	Retiree Health Benefits July 2010	-12,833.35
06/25/2010	TEPS	State of NJ- Health Benefits ...	Health Benefits & Prescription Coverage - June 2010	-46,315.54
06/25/2010	10345	Delta Dental Plan of NJ	Group # 1063-00001 07/01/2010 TO 07/31/2010	-9,609.88
06/25/2010	10346	Standard Insurance Company	Life Insurance - Policy #136829	-3,129.28
06/25/2010	10347	Vision Service Plan	Vision coverage - July 2010-GRP#120784800001	-1,179.80
06/25/2010	10349	Board of Fire Commissioners...	3rd Quarter 2010 Dispatch Service	-18,205.25
06/25/2010	10350	Life Insurance Company of N...	Volunteer Life Insurance- Policy # GL-5474	-375.72
06/25/2010	10351	General Graphics	3 Orders of 250 Roll Call Sheets	-225.00
06/25/2010	10352	J.A.B Automotive Service Ce...	2003 Dodge Durango - Lube, Oil & Filter	-26.50
06/25/2010	10353	Joshua Marcus Group	Supplies and Table Cloth	-700.00
06/25/2010	10354	MIDDLESEX WATER COMP...	Hydrant Bill for June 2010	-38,810.56
06/25/2010	10355	Elizabethtown Gas	Acct #2164284700 - Firehouse	-757.66
06/25/2010	10356	PSE&G	Electric - Firehouse	-1,933.84
06/25/2010	10357	The Star Ledger	Special Meeting Notices - May 5, 2010 & June 2, 2010	-60.32
06/25/2010	10358	PSE&G	Electric - 400 School Street & Back Garage	-78.85

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Date	Num	Name	Memo	Amount
		Total Voucher - Columbia Savings		-180,616.57
		TOTAL		-180,616.57

THE BOARD OF FIRE COMMISSIONERS DISTRICT NO 1

TREASURER'S REPORT

25-Jun-10

PREVIOUS BALANCE 06/02/10	\$	2,491,870.87
DEPOSITS		5,570.76
PAYROLL AND RELATED TAXES		-262,496.78
CURRENT BILLS		<u>-180,616.57</u>
ENDING BALANCE 06/25/10	\$	2,054,328.28