

**MEETING OF THE FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1  
UPPER TOWNSHIP, CAPE MAY COUNTY, NJ**

September 27, 2012 – 5:00 PM

PRESIDING: Edmund Bamford, Jr. Chairman  
Ken Weaver, Vice Chairman  
Donna Diefenderfer, Secretary  
Ted Kingston resign  
Steve Nickelsberg  
Michael J. Bohrer, Esq. CPA-Representative

Mike talked about setting up a web site for commissioners by February 1<sup>st</sup>, 2013. Mike gave us a package with everything that has to be put on the web site. The package contained the last three years of financials.

Ted Bamford opened the meeting.

TREASURER'S REPORT: Ken made a motion to pay checks # 4325 to 4356

Steve 2<sup>nd</sup> the motion.

Mike went over our audit report. Mike reported that our audit report shows everything to be good.

Pages 3,4,5,6,7,8, Management's Discussion and Analysis of the township of Upper Fire District #1.

- 9 & 10 Balance Sheet /Profit and Loss
- 11 to 14 Foot Notes / supports pages 9 & 10
- 15 Shows budget Actual General Fund
- 16 Township of Upper Fire District #1, Required Supplementary information Budget – to-Grap-Reconciliation.
- 17 & 18 Talks about report on internal control over Financial Reporting and on compliance and other meeting based on an audit of Financial Statements.
- 19 Statistical Information
- 20 Rosters of Officials
- 21 It has been suggested we use purchase orders.

Audit report is an A+, so the commissioners voted to approve the Audit Report. As secretary I signed the Resolution to accept the Audit Report. Mike asked us to keep a copy of the Audit Report in our files here at the Fire House.

Mike talked about the budget for next year. Next month we will hold a workshop to work on our 2013 Budget. We also need to talk about what percent we want to use for next year's 2014 budget. We can vote to use anything from a 0 to 2 percent increase in our budget.

We had a discussion about the ten thousand dollars we give to the Fire Company which they put into their truck fund.

Mike also discussed that we have about 49 thousand and it has to last us for the next 6 months. Mike feels that we are in good shape at this time.

Mike talked more about being in compliance for the web site.

Ken talked about the truck fund and about the difference between the money the commission handles and the Fire Company money. This discussion helped the commission to understand how the Fire Company handles the money for the Truck Fund.

Ken introduced a motion which talks about the money the Commission gives to the Fire Company, known as the Truck Fund:

Recognizing that, over the years, the Fire Commission and the Fire Company have worked together to ensure that we have a modern and efficient vehicle fleet, while at the same time avoiding any debt, both organizations have a right to be proud of this record.

The Commission recognizes the knowledge and expertise of the Company with regard to the selection of fire and safety fleet vehicles, and the responsibility of this Commission to provide oversight of all funds raised from taxpayers through the Fire District property taxes.

Accordingly, the Commission wishes to clarify and formalize some principles with regard to the "Truck Fund", the monies used to purchase fleet vehicles.

1. The Fire Commission will continue to designate a part of its annual budget to the Fire Company, to place into the Truck Fund.
2. The purpose of the Truck Fund is to accumulate savings toward the future purchases of fire and safety vehicles. It is a "capital" fund, and not intended to be used for maintenance expenses of any kind, including the fleet.
3. In its financial records, the Fire Company will separately identify the Truck Fund receipts, disbursements and balance.
4. All funds provided by the Commission for the Truck Fund will go into the Truck Fund (account), as will any interest earned on the balance. The Company may or may not choose to add to the Truck Fund.

5. The Company will, annually, provide the Commission with a statement showing the beginning and end of year balances and all receipts and disbursements.

6. The Company will determine what fleet purchases and their timing are appropriate from the truck fund. However, when nearing such a decision, the Company will review with the Commission, at a Commission Meeting, the alternatives considered and what is being recommended. This will permit the Commission to have input to the decision, but the final decision will rest with the Company.

The motion was seconded by Ted, discussed and then tabled until next month.

Ted Bamford moved to give up his position as Chairman and to nominate and elect Ken as Chairman. Steve seconded the motion.

Steve moved to adjourn the meeting and 2<sup>nd</sup> by Donna

ADJOURNED: 5:45 PM  
Respectfully Submitted  
Donna Diefenderfer, Secretary