

Pittsgrove Fire District #2
Willow Grove Board of Fire Commissioner's
879 Willow Grove Road Pittsgrove, NJ 08318
Minutes of Meeting
October 2, 2018

Call to Order:

- Chairman Concannon called the meeting to order at 1908.
- Chairman Concannon advised everyone that notice of this meeting has been advertised in accordance with the provisions of the "Open Public Meetings Act" and has been advertised in the Elmer Times Newspaper.

Roll Call:

- After the salute to the flag, Chairman Concannon called the roll: Snyder (P), Scarpa (P), Concannon (P), Cavagnaro (P), O'Donnell (P)

Chief Hughes and Assistant Chief Rumpp were Present
Henry Ludwigsen from Bowman and company in attendance.

Minutes of Previous Meeting:

- The minutes of the September 4, 2018 meeting were read by Secretary Cavagnaro. A motion to accept was made by Commissioner Scarpa and seconded by Commissioner O'Donnell. All members in attendance were in favor.

Special Topics:

- Henry Ludwigsen of Bowman & Company provided the Audit for year ending December 31, 2017. Board reviewed the report and it's findings with Henry. Discussion was had how to purchase parts for trucks that are made by the truck manufacturer while meeting State rules.
- 11-2018 Resolution Certifying Annual Report of Audit.
Commissioners: Snyder – Yes; O'Donnell – Yes; Scarpa – Yes; Cavagnaro – Yes.
4 Yes – 0 No.
Signed the Local Group Affidavit from Prescribed by the New Jersey Local Finance Board Audit Review Certification.
- LOSAP – Retaining Money from inactive members that are no longer running with the fire department and are not invested. Henry to review the LOSAP contract and advise how to handle the recovered money and to review how the policy was written.

Treasurer's Report:

- The bills from October meeting were read by Treasurer Snyder.
- A motion to accept the Treasurer's report was made by Commissioner Cavagnaro and Seconded by Commissioner O'Donnell. All members in attendance were in favor.

Communications:

- Notification from the New Jersey State of Fire Districts informing the Board of the passing of President Potts. The Letter was read and filed.
- The Governmental Unit Deposit Protective Act Notification of Eligibility from Newfield National Bank was read and filed.

Old Business:

- No response to the letter sent to Bowman and company's Henry Ludwigsen. Commissioner Snyder received a quote from BKC for possible accounting firm change. The Letter was read and filed. Commissioner Snyder is reaching out to other firms for quote comparisons. The Board also asked for references of fire departments the firms currently work with.
- Waste Management produced a contract stating we are under contract for 5 years starting July 2016 last meeting. They agreed to reduce the price to \$95.00 for the remainder of the contract. Commissioner O'Donnell contacted them but has not heard back. He will continue to look into the issue.
- Lights for 2210 are in except the light bar. Once the light bar is in, the chief will have them installed. Birch Electronics has not stated the light bar is in yet. Chief to investigate.
- Letter from the insurance company for trucks explaining how dollar ratings vs. insured amounts works. Commissioner Snyder to investigate the value of the trucks and how that number is calculated by insurance company.
- 5 Letters were sent out to members of the fire company notifying them of the intent to close out their LOSAP accounts due to inactive membership. The names were read and filed. The Letters were sent out September 18th.
- The VIN from the old 2210 is needed to get a tentative estimate of its worth to put it up for sale. Tentative price will be discussed at the future meeting.
- Check for gear washer from District #3 for \$4165.00 was received. Commissioner Cavagnaro to review purchase to see if check belongs to fire company or commissioners.

New Business:

- Sloan Insurance getting quotes for workman's comp. coverage. They are requesting a list of active and a list of non-active members. Chief to get the Board a list.
- Incident with 22-9 backing into the building. Board needs an estimate of damages.

- Incident with 22-5 backing into 22-6 at a call. Board also needs an estimate of damages. Chief to look into the SOP for backing up apparatus and make any needed changes.

Chief's Report:

- Read and filed.

Public Comment:

- Motion was made to open the floor to public comment at 2025. No public comment.

Adjournment:

- Motion to adjourn was made at 2030 by Commissioner O'Donnell and seconded by Commissioner Scarpa. All members in attendance were in favor.

Respectfully,
Mark Cavagnaro, Secretary