#### AUGUST 7,2013

The regular scheduled meeting was called to order by Chairman Hogan at 8:05pm & Lt. Frueh Led all present with the salute to the Flag. Mr. Youssouf read the Sunshine Statement- Notice of the time, date, location & agenda of this meeting known was duly published at least 48 hrs in advance of this meeting held by posting in official newspaper of this District. Mr. Spevak was asked to take Roll call- Flannery, Kirkland , Hogan , Warshany & Spevak were present . Sign in sheet was on table for attendance. Others in attendance were ; Petrics , Youssouf , Larson , Sorscher , Marini ,Hall , T. Kirkland, & Perrone .

Chairman Hogan asked all Fire Comm if they had enough time to review minutes from July 3,2013 YES. Mr. Kirkland made a motion to accept minutes as read & 2<sup>nd</sup> by Mr. Flannery, approved by all.

#### CHIEF'S REPORT-

Sta. 26-2 ..... Chief Keaney reported responding to 36 fire calls with 179.73 manhrs.

Upcoming Events: Reported by Chief Keaney

- 1. Aug. 12th ....... Fire Co. mtg. at 8pm
- 2. Aug. 19th ........ Relief Caucus mtg in Long Branch & ATV Training
- 3. Aug. 26th ....... Tanker & folding tank Drill w/ 12-1
- 4. Sept. 2<sup>nd</sup>.....Work Detail
- 5. Sept. 4th.....Fire Comm mtg. 8pm
- 6. Sept. 9th ......Fire Co. mtg at 8pm

Following items reported by Chief Perrone & his Line Officers

- Lt. Freuh stated there are problems with Radio & headphones in 26-2-78, AllComm Will be contacted since they did installation for repairs.
- Capt Auletta stated some equipment that was ordered from Balt. Expo came in. To Be brought up in New Business.
- Sta.12-1......Chief T. Kirkland reported responding 7 fire calls in 26-2 area & 11 fire calls in primary Response area for month of June . For month of July there were 8 fire calls in 26-2 Area & 6 fire calls in primary response area. All equip. is in Service.

#### TRUCK REPORT- Sorscher

TROCK REPORT SOLSCHE		
1. 26-2-78 Install new air controlled solenoid switch for foam compressor	F	ire & Safety
& pump indicator lites.		
2. 26-2-80Install new 3" Akron valve for Discharge #1	. First	Priority
Install new 3" " " " #3		"
Install new 3" " " Auxiliary Suction	"	"
Install new 5" Suction screen on Officers Side		u
New all previous pump defects are corrected		
3. 26-2-87Annual chassis Service	Englis	htown Auto
4. 26-2-90New seal kits installed at 2 connections on waterway	Blaze	Auto
New water tank gauge installed ( labor only )	"	"
Rebuild 2 1/2 " Intake valve at drivers side	"	u
Rebuild small drain valve for aerial		"
Rebuild rear drain valve for aerial	u	"
5. 26-2-96Install new air line	in Ho	use

All Trucks have been Hose & Pump tested by Fail Safe. Mr. Spevak has results for his minutes. Moved tool crib & tools back into Engine bay after floor repair.

#### PRES. of the Fire Co. - Sacks / Keaney

Combined picnic of 12-1,32-1, & 26-2 to be held on Aug.11th, 12 noon to 6pm

#### INSURANCE- Marini

- 1. Bob Soden at Middlesex County Relief mtg , sorry not to make our meeting.
- No losses on Flood.
- 3. Sandy flood problems regarding repairs on 26-2-86 bills to be discussed with Mr. Soden

#### **LEGAL- Youssouf**

- 1. Financial Audit done by Mr. Petrics
- Bond Council- McMillan & Scotland.....Received no statements
- 3. Letter from Mr. Youssouf sent to Withum ,Smith & Brown . Attn. Mr. Petrics / copy attached.

#### **AUDITOR - Petrics**

- Conference on Audit. Chairman Hogan asked if anyone had any questions regarding Audit. No. Mr. Kirkland made a motion to accept Audit Report ending in 12/31/12 & 2<sup>nd</sup> by Mr. Flannery. Roll Call vote-Kirkland, Flannery, Warshany, Hogan & Spevak voted YES, approved.
- 2. Financial Statements Dec. 31, 2012 & 2011. Mr. Petrics reviewed Financial figures with the Board
- 3. Copy of Statement of Net Assets , handed out to Board / copy attached

Chairman Hogan asked the Board if anyone had any questions for Mr. Petrics. No one had any questions Chairman Hogan thanked Mr. Petrics for a fine job.

#### **BOOKKEEPER-Larson**

Received Local Finance Notice. Thru National Cooperative, Fire Equip. can be purchased/ Pierce is a listed Vendor.

#### ADMINISTRATOR'S REPORT- Marini

- 1. Received paperwork regarding, two underground fuel tanks. Diesel fuel & gas tanks on south side of building / heating oil tank at rear.
- 2. Floor renovation is completed......Extra's to be paid
- 3. A/Cond pan vents on door......A/C line leaking into computer closet upstairs.
- 4. Cellphones / possible updates in Sept. hopefully rep. could be at meeting

#### IT OFFICER- Hall

- 1. Mr. Hall thanked the Board for Baltimore Conv.
- 2. Report was given
- 3. We have 19 cellphones being used
- Discussed Laptop replacement in 26-2-90

#### OLD BUSINESS- No Business

#### **NEW BUSINESS**

- 1. Capt Auletta thanked the Board for purchasing of ladder holder which is on 26-2-90 & hand lights have not arrived yet.
- 2. Chief Keaney asked to purchase (1) flat axe & 6qt gas/mix......cost of \$117.00

3. Lt. Freuh stated he needs (5) mic's for #1250 radio & (1) mic's for #6550 have no price quote from AllComm yet.

Mr. Flannery made a motion to OPEN PUBLIC PORTION at 8:57pm & 2<sup>nd</sup> by Mr. Warshany, approved by all. No Business Mr. Flannery made a motion to CLOSE PUBLIC PORTION at 8:59 pm & 2<sup>nd</sup> by Mr. Warshany, approved by all.

#### TREASURER'S REPORT - Kirkland

Mr. Flannery made a motion to pay bills total of \$ 99,821.31 & 2<sup>nd</sup> by Mr. Warshany , approved by all.

#### GOOD & WELFARE-

1. No Workshop mtg on Aug. 15,2013

Since there was no further business Mr. Warshany made a motion for adjournment at 9:10pm & 2<sup>nd</sup> by Mr. Flannery , approved by all.

Respectfully submitted

oseph F. Spevak

Secretary

# RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.2 TOWNSHIP OF MANALAPAN ACCEPTING THE REPORT ON AUDIT FOR THE YEAR ENDED 12/31/12

Whereas; N.J.S.A. 40A:14-89 requires boards of fire commissioners to have prepared annually a report on audit of the District's financial books and records; and

Whereas; The Board of Fire Commissioners heretofore appointed the firm of Withum, Smith and Brown to serve as auditors, Ronald Petrics, C.P.A., R.M.A. being auditor in charge, to perform the audit required by statute and administrative regulations; and

Whereas; The Board received the audit for the year ended December 31, 2012 at its regularly scheduled meeting of August 7, 2013 and reviewed same, paying careful attention to the sections of the audit report entitled "General Comments" and "Recommendations"; and

Whereas; The Board finds the Report on Audit to be accurate and acceptable as prepared and notes that there were no recommendations which would require the adoption of a corrective action plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that the audit for the year ended December 31, 2012 be, and the same is hereby accepted.

**BE IT FURTHER RESOLVED**, that a synopsis of said audit be published in the official newspaper of the Fire District and a copy of the proof of publication be filed with the Division of Local Government Services, State of New Jersey as soon as practicable.

Moved by: KIRKLAND Seconded by: FLANNERY

Roll Call Vote:

Ayes: 5 Nays: 0 Absent: 0 Abstain: 0

KIRKLAND, FLANNERY, WARSHANY, HOGAN, PEVAK

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners
of Fire District No. 2 Township of Manalapan on the THE day of AVGUST., 2013.

,Clerk

#### **BOARD OF FIRE COMMISSIONERS**

## MANALAPAN TOWNSHIP FIRE DISTRICT #2

#### P.O. BOX 54 TENNENT, NEW JERSEY 07763

#### Bill List Monthly Meeting August 7, 2013

ADP	8,244.08
Air & Gas Technologies, Inc.	1,330.50
American Cloud Services	250.00
Auto King	319.74
Bailey's Janitorial Services	300.00
Bargs Lawn & Garden Shop, Inc.	57.38
Belasco Petroleum	1,366.76
Blaze Emergency Equipment, LLC	1,816.46
Brian Toia	67.41
Cablevision	159.80
Charles Sacco	67.41
Christopher Thoresen	120.00
Document Solutions Leasing	132.82
Douglas Frueh	67.41
Edward Dillon	67.41
Englishtown Automotive, Inc.	77.90
Eric Sacks	645.56
Fire & Safety Services, LTD	712.00
First Priority Emergency Vehicles	1,062.19
First Responder Joint Insurance Fund	27,183.00
Generation Consultants, LLC	150.00
George Kline Sales	870.00
Gordons Corner Water Co.	1,964.46
Helios Construction, Inc.	29,800.00
Helios Construction, Inc.	5,105.10
International Association of Fire Chiefs	209.00
James Thompson	67.41
John Marini	990.93
Joseph Spevak	1,887.75

Manalapan Twp. Fire Co. #1	1,201.47
Matthew O'Brien	100.00
Michael Auletta	901.50
Middlesex County Fire Academy	341.00
Millhurst Mills. Inc.	1,250.00
Muyong Oh	67.41
NetLink	1,060.00
NetLink Web Services, LLC	199.00
Patrick Flannery	847.63
Peter Hall	289.90
Richard Hogan	1,039.27
Stockels Lawn & Landscaping, Inc.	348.83
Timothy Kirkland	4,997.72
Ventilation Footing Device, LLC	870.00
Verizon	167.14
Verizon Wireless	1,047.96

TOTAL \$

99,821.31

Respectfully submitted,

Timothy Kirkland
Treasurer

#### Township of Manalapan Fire District No. 2

Synopsis of audit report of the Township of Manalapan Fire District No. 2, Monmouth County, New Jersey for the years ended December 31, 2012 and 2011 as required by N.J.S. 40A:5A-16.

	Statements of Net Assets				
			2012		<u>2011</u>
Assets		121	. 222.200	9	
Cash and Investments		\$	1,280,304	\$	1,200,659
Prepaid Insurance			4,864		6,931
Capital Assets, net		_	2,436,836	_	2,550,302
Total Assets		\$	3,722,004	\$	3,757,892
Liabilities and Net Assets					
Current Liabilities:		120		121	
Accounts Payable		\$	30,493	\$	19,977
Encumbrances Payable			7,273		19,475
PERSPP			9,132		9,535
Reserve for LOSAP Trust			124,115		110,639
Accrued Interest			6,300		7,088
Capital Lease Payable - Current			41,810		39,914 150,000
Serial Bonds Payable - Current		=	160,000		
			379,123		356,628
Other Liabilities:			10 700		05.000
Capital Lease Payable - Long Term			43,796		85,606
Serial Bonds Payable - Long Term			580,000	-	740,000
Total Liabilities		-	1,002,919	-	1,182,234
Net Assets:					
Invested in Capital Assets, Net of Accur	nulated				
Depreciation and Related Debts			1,604,930		1,527,694
Restricted for Capital Acquisitions			300,276		207,926
Unrestricted		_	813,879	-	840,038
			2,719,085	_	2,575,658
Total Liabilities and Net Assets		\$	3,722,004	\$	3,757,892
Statements of Re	venues, Expenses and Chang	ges in	Net Assets		
Revenue and Other Financing Sources					
District Taxes		\$	1,057,156	\$	1,032,482
Supplemental Fire Service Grant		Ψ	2,631	Ψ	2,631
Interest on Deposits and Investments			6,214		7,542
Miscellaneous Income			11,569		206
			(2,280)		(491)
Loss on Disposition of Fixed Assets	vi.		1,075,290	-	1,042,370
Total Revenue and Other Financing Sources	•		1,075,290		1,042,370
Expenditures			004 000		005 450
Operating		-	931,863	2	895,459
Escess of Revenues Over Expenditures			143,427		146,911
Net Asset Beginning of the Year		_	2,575,658		2,428,747
End of the Year		\$	2,719,085	\$	2,575,658

#### Recommendations

None

The above synopsis was prepared from the report of the audit of the ManalapanTownship Fire District No. 2, County of Monmouth, for the years ended December 31, 2012 and 2011.

The report of audit, submitted by Ronald C. Petrics, CPA, RMA, is on file at the Board of Fire Commissioners office and may be inspected by any interested person.

J. Spevak Secretary of the Board Manalapan Township Fire District No. 2

# Joseph D. Youssouf

Attorney at Law



137 Route 9 South • P.O. Box 809 Manalapan, New Jersey 07726 732/972-3010 Fax 732/972-1521

August 7, 2013

Withum Smith and Brown 1144 Hooper Avenue Suite 202 Toms River, New Jersey 08753

Attn: Ronald C. Petrics, CPA, RMA

Re: Manalapan Twp. F.D. No.2

Dear Mr. Petrics:

This letter is written in response to your request for information concerning the legal affairs of Manalapan Township Fire District No.2 for the year ended December 31, 2012.

As of December 31, 2012 the Board of Fire Commissioners of Fire District No.2 Manalapan Township was not a named party defendant in any litigation of any nature whatsoever, nor was the Board a party plaintiff in any pending or contemplated litigation. I know of no pending claims, either asserted or unasserted, which could adversely affect the District's financial position at this point in time.

The representations set forth herein continue to be true as of the date of this letter. Should you require any additional information or have any questions concerning this correspondence, please feel free to contact the undersigned at your convenience.

Very truly yours,

Joseph D. Youssquf

cc: Brd. F. Comm.



10 Minute 250 PSI 50% Test

GPM Pump Rated At:

875

Hose La	yout: 5	5"		Nozzle:	1 3/4"		Pos o	of Xfer Valv	e: PR	ESSURE	
RPM Tach Cab	RPM Tach Pump Pnl	Engine Temp	Oil Prsr	Voltage /Amps	Auto Trans Temp	App Gauge Vac	Test Gauge Vac	App Gauge Prsr	Test Gauge Prsr	Pitot / Flow	Act GPM Flowed
1520	1540	195	50	13	180	1	1	240	250	86	853
2:00 PM		Time									
1520	1540	195	50	13	190	1	1	240	250	86	853
2:05 PM		Time									
1520	1540	195	50	13	190	1	1	240	250	86	853
2:10 PM		Time									

Comments:

1. MASTER PRESSURE GAUGE ON PUMP PANEL OFF BY APPROX. 10 TO 20 PSI (LOW) NEEDS CALIBRATION.



10 Minute 250 PSI 50% Test

GPM Pump Rated At:

325

Hose Layo	ut: 5	5"		Nozzle:	1 1/4"		Pos	f Xfer Valv	e: S/S	3	
RPM Tach Cab	RPM Tach Pump Pnl	Engine Temp	Oil Prsr	Voltage /Amps	Auto Trans Temp	App Gauge Vac	Test Gauge Vac	App Gauge Prsr	Test Gauge Prsr	Pitot / Flow	Act GPM Flowed
2280		210	52	13	210	1	1	250	250	66	325
11:52 AM		Time									
2280		212	52	13	215	1	1	250	250	66	325
11:57 AM		Time									
2280		212	52	13	215	1	1	250	250	66	325
12:02 PM		Time									

Comments:

- 1. RPM GAUGE AT PUMP PANEL OOS.
- 2. TEMP GAUGE AT PUMP PANEL OOS.
- 3. RELIEF VALVE INDICATOR LIGHT OUT, BUT VALVE WORKS, REPLACE BULB.





### 10 Minute 250 PSI 50% Test

GPM Pump Rated At:

1	000	Lavou	t
٦	USE	Lavuu	U.

3"

Nozzle:

2"

Pos of Xfer Valve:

RPM Tach

Cab

Tach Pump Pnl

Engine Temp Oil Prsr

Voltage /Amps

Auto Trans Temp App Gauge Vac Test Gauge Vac App Gauge Prsr Test Gauge Prsr

Pitot / Flow

Act GPM Flowed

Time

Time

Time

#### Comments:

1. ENGINE OVERHEAT ALARM SOUNDED AT COMPLETION OF THE OVERLOAD TEST. TEST STOPPED. HAVE ENGINE SERVICED AND CHECK COOLING SYSTEM. ALSO ASSURE THAT THE ENGINE COOLER AT PUMP PANEL IS OPERABLE.

2. OK TO PUMP LIGHT ON PUMP PANEL IS OUT.



# 10 Minute 250 PSI 50% Test

GPM Pump Rated At:

Hos	e La.	u: 3		1	Nozzle	2"	Pos of Xfer Valve:			Pos of Xfer Valve:			Pos of Xfer Valve:			
RF Ta		RPM Tach Pump Pni	Engine Temp	Oil Prst	Voltage /Amps	Auto Trans Temp	App Gauge Vac	Test Gauge Vac	App Gauge Prsr	Test Gauge Prsr	Pitot / Flow	Act GPM Flowed				
			Time													
			Time													
)																
			Time													

## Comments:

1. ENGINE OVERHEATED AT FOUR MINUTES INTO OVERPRESSURE TEST. FAILED TEST. SERVICE AND CHECK TO ASSURE PROPER COOLANT AND THAT ENGINE COOLING VALVE IS WORKING.



10 Minute 250 PSI 50% Test GPM Pump Rated At:

Hose La	yout :	3		Nozzle:	2"		Pos of	Xfer Valve	9:		
RPM Tach Cab	RPM Tach Pump Pnl	Engine Temp	Oil Prsr	Voltage /Amps	Auto Trans Temp	App Gauge Vac	Test Gauge Vac	App Gauge Prsr	Test Gauge Prsr	Pitot / Flow	Act GPM Flowed

Time

Time

Time

#### Comments:

- 1. PUMP COOLER LINE BROKE AT START OF 50 PERCENT TEST. COULD NOT CONTINUE TEST.
- 2. PUMP DID NOT HOLD DRY VACUUM TEST, SUSPECT LEAK IN
- DRAIN VALVE AT NEXT SERVICE CHECK FOR AIR LEAK.
- 3. RPM GAUGE AT PUMP PANEL OFF FROM DASH GAUGE BY 300 RPM, CAB GAUGE IS ACCURATE, REPLACE PUMP PANEL GAUGE.
- 4. VOLT METER AT PUMP PANEL OOS.





10 Minute 250 PSI 50% Test

GPM Pump Rated At:

1002

Hose Lay	yout: 5	5"		Nozzle:	1 1/2"		Pos	of Xfer Valv	e: PR	ESSURE	
RPM Tach Cab	RPM Tach Pump Pnl	Engine Temp	Oil Prsr	Voltage /Amps	Auto Trans Temp	App Gauge Vac	Test Gauge Vac	App Gauge Prsr	Test Gauge Prsr	Pitot / Flow	Act GPM Flowed
1800	1800	200 Time	70	13.8	200	1	1	250	250	58	1016
1800 3.37 PM	1800	200 Time	70	13.8	200	1	1	250	250	58	1016
180 3.42 PM	1800	210 Time	70	13.8	200	1	1	250	250	58	1016

Comments:

1. UNABLE TO DO 50 PERCENT TEST IN PRESSURE. DID TEST IN VOLUME. HAVE PUMP TRANSFER VALVE CHECKED TO SEE IF IT IS FULLY OPERATIONAL.

Statements of Net Asse		2010
	2012	2011
	\$1,280,304	\$1,200,659
	4,864	6,931
	2,436,836	2,550,302
	\$3,722,004	\$3,757,892
	\$30,493	\$19,977
	7,273	19,475
	9,132	9,535
	124,115	110,639
distance of pully of the like	6,300	7,088
Dish because the stores		39,914
Current	160,000	150,000
Current	379,123	356,628
drug sur sedand me or	43,796	85,606
Long Term	580,000	740,000
Long Term	1,002,919	1,182,234
and the toy be proved that a		
sets, Net of Accumulated	1,604,930	1,527,694
Acquisitions	300,276	207,926
Acquisterons	813,879	840,038
	2,719,085	2,575,658
Assets	\$3,722,004	\$3,757,892
ments of Revenues, Expenses and C	hanges in Net Assets	
g Sources	\$1,057,156	\$1,032,487
Grant	2,631	2,63
Investments	6,214	7,54
	11,569	20
ixed Assets	(2,280)	(491)
nancing Sources	1,075,290	1,042,37
	931,863	895,45
penditures	143,427	146,91
Year	2,575,658	2,428,74
	\$2,719,085	\$2,575,65

Secretary of the Board

Manalapan Township Fire District No. 2

# STATE OF NEW JERSEY SS

-	DAMANUS M	OCAUS
Being duly sworn	according to law, on his/her	oath sayeth that
he/she is	CLERK	of the
Star-Ledger, in s	aid County of Essex, and th	nat the notice, of
which the attach	ed is a copy, was publishe	d in said paper
	rein for	
successively, at le	east once in each	= ', = = =
for	goe GAY	
	- H	

Sworn to and subscribed before me this 29 day of Aryust , 20 13

NOTARY PUBLIC of NEW JERSEY

\$267.96

LAUREN M. KINCAID NOTARY PUBLIC OF NEW JERSEY MY COMMISSION EXPIRES APRIL 14, 2014 3623/20

Synopsis of audit re for the years ended Assets Cash and Investmen Prepaid Insurance capital Assets, no Total Assets Liabilities and Net Current Liabilitie Accounts Payable Encumbrances Pa PERSPP Reserve for LOS Accrued Interes Capital Lease P Serial Bonds Pa Other Liabilities Capital Lease P Serial Bonds Pa

None

The above synopsis No. 2, County of N The report of au Commissioners office

Total Liabiliti Net Assets: Invested in Car pepreciation Restricted for Unrestricted Total Liabilities Revenue and Other District Taxes Supplemental Fir Interest on Depo Miscellaneous In Loss on Disposit Total Revenue and Expenditures Operating \_\_\_\_ Excess of Revenues Net Asset Beginnin End of the Year Recommendations