

February 11, 2021

The Chairman announced that as required by The Open Meetings Act, adequate notice of this meeting has been provided which notice specified time and place of meeting. The notice was posted on the bulletin board at the Municipal Building and mailed to the Daily Record and the Citizen, placed on file at the Township Clerk's Office and on the public notice website for the Montville BOFC District1.

Call to Order

Minutes of the meeting of the Board of Fire Commissioners of District # 1, Montville Township, held at the Firehouse 86 River Road, Montville, N.J. This meeting is being held within the regulations and recommended guidelines of the State of New Jersey and the Township of Montville as pertains to the Covid19 virus. Meeting was called to order at 7:14 P.M. by Chairman Lewis, who presided. Chairman Lewis pointed out the Fire Exits.

Roll Call

Those present were: Commissioners Carl Lewis, Michael Caggiano, Robert Purnell and Robert Cook; Fire Chief Jim Longobardi; Fire Official Alex Phostole and Denise Phostole District Clerk.

Minutes

The minutes of the meeting of January were read and accepted as read. Motion to accept made by Commissioner Purnell; seconded by Commissioner Cook and carried.

Public Comment

None

Financial Report

The Treasurer gave the financial report and presented the bills for payment; the vouchers were reviewed by the commissioners and paid as follows on a motion made by Commissioner Cook, seconded by Commissioner Purnell, and carried:

Disbursements February 2021	
Administration	\$ 2,252.17
Office Expense	\$ 64.31
Supplies	\$ 437.37
Buildings and Grounds	\$ 9,033.06
Training	\$ 77.00
Apparatus repairs	\$ 1,001.38
Equipment repairs	\$ 1,553.00
Insurance	\$ 2,418.67
Utilities	\$ 3,802.11
UFSA	\$ 2,465.90
Total Disbursements:	\$ 23,104.97

Commissioner Caggiano reviewed the bank statements and the budget. Motion to accept financial report was made by Commissioner Purnell; seconded by Commissioner Cook and carried.

Chief's Report

Chief reported that there were 12 fire calls for the month of January, bringing the yearly fire calls to 12, and the total yearly activities to 19. 350 is out of service. The department has been

having meetings with several companies regarding ladder trucks. Motion to accept Chief's report was made by Commissioner Cook; seconded by Commissioner Purnell and carried.

Fire Official's Report

Fire Official Phostole reported that there was a total of 14 home inspections for the month of January. Business is getting completed. The Fire Official would like to thank the commissioners for hiring Ron Baldwin as a daytime inspector. Motion to accept Fire Official's report was made by Commissioner Purnell; seconded by Commissioner Cook and carried.

Correspondence

- Received email from Township requesting confirmation of info on website.
- Received invoices from ALM

Old Business

Roof at station one still pending. Commissioners discussed the 2021 budget.

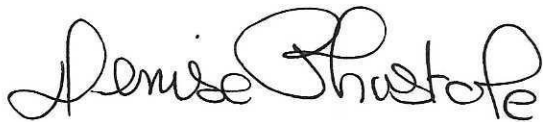
New Business

On a motion made by Commissioner Cook and seconded by Commissioner Purnell the corrective action plan presented by Commissioner Caggiano; resolution was passed.

Adjournment

Motion to adjourn meeting was made by Commissioner Purnell seconded by Commissioner Cook and carried. Meeting was adjourned by Chairman Lewis at 8:43 P.M.

Respectfully Submitted,



Denise Phostole
District 1 Clerk
Montville Township BOFC
District One

**MONTVILLE BOARD OF FIRE COMMISSIONERS, DISTRICT 1
TOWNSHIP OF MONTVILLE, MORRIS COUNTY, NEW JERSEY
RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN FOR THE AUDIT
RECOMMENDATIONS IN THE 2019 AUDIT REPORT**

WHEREAS, recommendations were made in the 2019 Annual Audit Report

WHEREAS, the Montville Board of Fire Commissioners, District 1, Township of Montville, have reviewed the corrective action plan addressing all audit recommendations

NOW, THEREFORE BE IT RESOLVED, by the Montville Board of Fire Commissioners, District 1, that the Corrective Action Plan for the audit recommendations in the 2019 Audit Report is hereby approved.

Certified to be a true and correct copy of a resolution adopted by the Montville Board of Fire Commissioners, District 1, of the Township of Montville, County of Morris, State of NJ at its meeting of February 11, 2021.



Denise Phostole, District Clerk Montville BOFC District 1

VOTE:

Commissioner	YES	NO	ABSTAIN
Carl Lewis	X		
Robert Purnell	X		
Michael Caggiano	X		
Robert Cook	X		
Steven Schmidt	- Absent -		

RECOMMENDATIONS

It is recommended that:

1. Internal controls over general ledger maintenance be reviewed and enhanced.
2. A capital assets inventory be maintained to report all assets, including all current year additions, disposals and depreciation expense.
3. The District verify on a monthly basis that the various payroll deduction has been paid by the District's third-party payroll service provided by the required due dates.
4. Payroll processing procedures be reviewed and enhanced.
5. Procedures be implemented to ensure that all required vendors receive the IRS Form 990.
6. Internal controls relating to purchasing be reviewed and enhanced. Furthermore, procedures be developed to ensure all contract awards and purchases are made in accordance with the requirements of the Local Public Contracts Law.

CORRECTIVE ACTION PLAN 2021

MONTVILLE FIRE DISTRICT #1

Type of Audit: Financial as of December 31, 2020
 Date of Board Meeting: FEBRUARY 11 , 2021
 Contact Person: MICHAEL CAGGIANO
 Telephone Number: 973 617 7619

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1. Internal controls over general ledger maintenance be reviewed and enhanced	The District will consider strengthening internal control within reason of the costs, benefits derived and budget constraints.	Manual	Treasurer	Ongoing
2. A capital assets inventory be maintained to report all assets, including all current year additions, disposals and depreciation expense.	The District will obtain the assets lists from our current auditors and maintain the information on the Districts general ledger.	Manual	Treasurer	Ongoing
3. The District verify on a monthly basis that the various payroll deductions have been paid by the District's 3 rd party payroll service by the required due dates.	The District will verify that the various payroll deductions are paid by our 3 rd party vendor on a timely basis each month.	Manual	Treasurer	Ongoing
4. Payroll processing procedures be reviewed and enhanced.	New individual timesheets are submitted for review and approval to the Board of Fire Commissioners.	Manual	Treasurer	Ongoing

<p>5. Procedures be implemented to ensure that all required vendors receive the IRS Form 1099.</p>	<p>A review of 2020 disbursements by vendor was performed. IRS Form W-9 was mailed to all vendors that will be issued an IRS Form 1099.</p>	<p>Manual</p>	<p>Treasurer</p>	<p>Ongoing</p>
<p>6. Internal controls relating to purchasing be reviewed and enhanced. Furthermore, procedures be developed to ensure all contract awards and purchases are made in accordance with the requirements of the Local Public Contracts Law.</p>	<p>Board of Fire Commissioners have made Supervisory Personnel aware of the Boards requirements concerning purchases and contract awards and will monitor conformity with the Local Public Contracts Law.</p>	<p>Manual</p>	<p>Board of Fire Commissioners</p>	<p>Ongoing</p>