

**MINUTES OF A MEETING OF THE  
BOARD OF FIRE COMMISSIONERS,  
TOWNSHIP OF DENNIS; DISTRICT #2**

**July 10, 2018**

A meeting of the Board of Fire Commissioners of the Township of Dennis, District #2, was held on July 10, 2018 at 7:00 p.m. at the Dennisville Volunteer Fire Company in Dennisville, NJ.

Commissioners **Cliff Lockwood**, **Carla Coffey** and **Bruce Knoll, Jr** were present. Commissioners **Edward Beck** and **Bob McClure** were unable to attend. Also present were **Cheryl Ward, CPA**, Accountant and Recording Secretary to the Board, **Michael Gihorski**, Chief of the Dennisville Volunteer Fire Company, and **Bruce Knoll, Sr.**, member of the volunteer fire company.

The meeting was opened by **Cliff Lockwood**, who read the appropriate notice in accordance with the Open Public Meetings Act of the State of New Jersey.

As the first order of business, the Board reviewed and approved the minutes of the prior meeting, held on May 1, 2018.

**Ms. Ward** presented a financial report, including a list of checks to be approved, signed and distributed. The checks were approved as presented. **Ms. Ward** also reviewed the Board's year-to-date actual income and expenses relative to budget. **Bruce Knoll, Jr.** discussed a "statement of account" received from Advanced Rental. He expressed concern with Advanced Rental's inconsistent and confusing invoices and statements. **Ms. Ward** will thoroughly review the statements and invoices to ensure there are no duplicate invoices or payments.

Advantage Rental provided an "account update" form to be completed by the Board. All persons authorized to make purchases on behalf of the Board must be disclosed on the form. **Bruce Knoll, Jr.** will complete the form and forward it to Advantage Rental.

**Ms. Ward** reviewed an application and questionnaire from Brown & Brown insurance agency for the accident insurance policy with National Union Fire Insurance Company. The application was signed by **Bruce Knoll, Jr.** **Ms. Ward** will submit the renewal application to Brown & Brown.

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**July 10, 2018**  
(continued)

**Ms. Ward** reviewed the completed 2017 Audit Report issued by the Board's Auditor, **Kenneth Yeutter, CPA**. The audit results were "clean" as could be, without any recommendations from the Auditor as to methods to improve the Board's system of accounting controls. The Board approved the Audit report as presented, and signed a Group Affidavit and passed a Resolution documenting its approval. **Ms. Ward** will submit the Audit Report to the State of New Jersey, Department of Community Affairs.

**Michael Gihorski** discussed the need for new air packs. He is going to get an estimate for the air packs. The board will review the estimates and determine if there is room in this years' budget to purchase some air packs. Additional air packs, if needed, will be considered for the 2019 budget. The volunteer fire department will also look into any grant opportunities that may be available with regards to the purchase of the air packs.

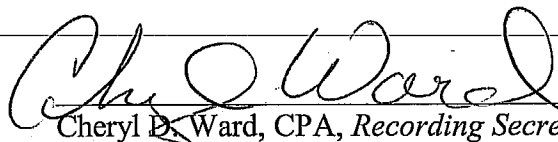
**Ms. Ward** reminded the Board that the next meeting will be held on September 4th, 2018, at 7:00 p.m.

There being no further business for the Board, the meeting was adjourned at 7:55 p.m.

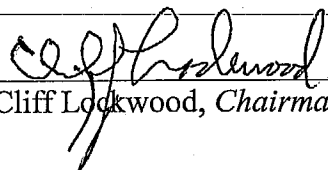
Respectfully submitted,

Approved and Submitted,

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Cheryl D. Ward, CPA, Recording Secretary

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Cliff Lockwood, Chairman