

**WESTVILLE FIRE DISTRICT NO. 1**  
**23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093**

**PAYMENT OF FIXED COST BILLS**

**POLICY#** F1.5  
**DATE ADOPTED** 5/22/97  
**DATE REVISED** 10/26/10

**PURPOSE OF POLICY:** **TO ENSURE THE PROMPT PAYMENT OF THE FIXED COST BILLS OF THE WESTVILLE FIRE DISTRICT NO. 1**

Fixed cost bills that can be classified under the following categories will be paid when due, rather than waiting until approval by the Board of Commissioners at their regularly monthly meeting. These bills will still be included in the *Monthly Bill List* submitted to the Board of Commissioners for review and approval at the regular monthly meeting.

1. Contracts that have been previously approved by the Board of Commissioners and are paid periodically, over an extended period of time.
2. Insurance
3. Leases
4. Utilities