

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

SPENDING CONTROLS FOR FIRE DISTRICT FUNDS

POLICY # F1.2

DATE ADOPTED

DATE REVISED 10/26/10

PURPOSE OF POLICY; TO ESTABLISH CONTROLS FOR THE SPENDING OF FIRE DISTRICT FUNDS BY FIRE DEPARTMENT PERSONNEL

1. The spending of Funds of the Westville Fire District is limited to Fire Department officials approved by the Board of Fire Commissioners.
2. All purchases of items by the Westville Fire District must meet the requirements of the *Local Finance Notice* from the New Jersey Department of Community Affairs, which is published bi-yearly and must be attached to this policy.
3. If an item costs between the “Informal receipt of quotations threshold” and the “Bid threshold for contracting Units” as stated in the current “*Local Finance Notice*,” the Westville Fire District must get three (3) price quotations for the purchase of the desired equipment and receive approval from the Board of Fire Commissioners.
4. If an item exceeds the “Bid threshold for contracting units” as stated in the current “*Local Finance Notice*,” then bids will be solicited according to New Jersey bidding laws. An attempt should be made to get at least three (3) bids in this situation.

NOTE FOR PARAGRAPHS (2) THROUGH (4):

Pursuant to N.J.S.A. 40A:11-3(b), the governor shall, no later than March 1 of each odd-numbered year, adjust the threshold amount for determining when a governing body is obligated to publicly advertise for bids for the purchase of materials or supplies. The governor must, no later than June 1, notify each governing body of the adjustment. The adjustment becomes effective on July 1.

5. An exception to this policy will apply only when a fire apparatus need emergency Repair, or when other Fire District equipment needs emergency repair or immediate replacement. The Administrator or the Fire Chief has permission from the Board of Fire Commissioners to do whatever is necessary, at such time, to insure that the members of the Fire Department and residents of Westville will not be in jeopardy as far as safety and property are concerned. Pursuant to N.J.S.A. 40A:11-6, when the cost of such repairs or replacement items exceeds the threshold for contracting units as set forth on the “*Local Finance Notice*,” a written requisition for the furnishing of such supplies or services must be filed with the Fire District describing the nature of the emergency, the time of its occurrence and the need for invoking this statute, which requisition must be certified by the Chairperson of the Board of Fire Commissioners or the Chairperson of the Property and Equipment committee. If the cost of such repair falls below the bid threshold for contracting units as set forth on the “*Local Finance Notice*,” the Fire Chief must advise the Board of Commissioners of this expenditure at the next Fire Commission meeting. In either case, the Board of Commissioners must approve this expenditure, by resolution, at their next regular meeting.

Anyone who spends funds without authorization will be subject to any legal remedy required to recover the funds.