

**Board of Fire Commissioners  
Washington Township Fire District No. 1  
P. O. Box 152  
Washington, New Jersey 07882**

**Minutes for September 11, 2013:**

**Meeting Called to Order by C. Shotwell at 8:00 P.M.**

**Pledge of Allegiance**

C. Shotwell requested a moment of silence for all fallen firefighters and noted that this was the twelve year anniversary of the September 11 attacks.

**Roll Call**

Chairman – Ralph Dorio – Absent  
Vice Chairman – Carl Shotwell – Present  
Secretary – Karl Spolarich – Absent  
Treasurer – Margaret Tobin – Present  
Assistant Secretary/Treasurer – Matthew Noctor - Present

**Certification of Public Meeting Law**

M. Noctor, assistant secretary, noted that this meeting was being held in compliance with the Open Public Meetings Law of 1975 in as much as a notice had been published *The Express Times* and/or *The Star Ledger* and posted at the municipal building.

**Reading of Minutes**

Minutes from the August 14, 2013, meeting were read by M. Noctor. Motion to accept minutes as read made by M. Tobin. Second was made by C. Shotwell. All were in favor.

**Correspondence**

None.

**Report of Fire Chief**

Monthly activity report for August 2013 read and submitted by Chief M. Frenzel.

Chief M. Frenzel requested the use of 76-85 for the annual Wildwood convention.

## **Report of Fire Department**

W. Crampton, fire department representative, reported that the department will be using a website to create its standard operating procedures and requested a representative from the Board to serve on this committee. M. Noctor will serve on this committee. W. Crampton also requested hard copies of the Board's policies for inclusion in the department's standard operating procedures.

W. Crampton also expressed concerns on behalf of the department regarding the Board's current insurance policy and that the coverage is ineffective. M. Noctor will meet with A. Jardine, fire department Insurance Committee representative, to review the Board's current policies. W. Crampton further reported that injured Firefighter E. Kiley's insurance is going to run out and asked if there was anything more the Board could do as the employer or if its Accident, Sickness, and Health policy will cover Firefighter E. Kiley. C. Shotwell will contact R. Braslow regarding further insurance coverage and costs incurred by Firefighter E. Kiley. A copy of a letter regarding disability benefits received by Firefighter E. Kiley from the Township of Lebanon, his current employer, was submitted to the Board.

## **Report of Fire Official**

Monthly activity report for August 2013 submitted by Fire Official W. Heerwagen, Jr.

M. Noctor reported that the fire department will be providing the manpower for fire prevention and the Bureau of Fire Prevention will be providing the materials.

## **Old Business**

None.

## **New Business**

Motion made by M. Tobin to allow Chief M. Frenzel to use 76-85 for the annual Wildwood convention. Second was made by M. Noctor. All were in favor.

M. Tobin reported that the Board's annual audit is currently in process.

M. Tobin reported that former Fire Official W. Cooper requested that his Nextel cell phone number be transferred to him. M. Tobin will handle this transfer.

## **Meeting opened to the public by C. Shotwell at 8:43 P.M.**

E. Kiley, 35 Long Hill Avenue, requested that the Fire Official obtain copies of the hydrant records from New Jersey American Water due to the high cost of annual maintenance paid by the taxpayers.

## **Meeting closed to the public by C. Shotwell at 8:45 P.M.**

### **Treasurer's Report/Payment of Bills**

Treasurer's report for September 11, 2013, read by M. Tobin and submitted. Motion to pay bills made by M. Noctor. Second was made by C. Shotwell. All were in favor. The total of the approved bills for September 11, 2013, is \$8,613.11.

### **Miscellaneous**

M. Noctor requested a quote from the fire department to replace the lost pager for submission to the Board's insurance company.

### **Adjournment**

Motion made by M. Noctor to adjourn meeting at 8:50 P.M. Second was made by M. Tobin. All were in favor.

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**Karl B. Spolarich**  
Secretary

# Washington Township Fire Department

P.O. Box 307

Washington, NJ 07882

9/11/13

Washington Township Fire Commissioners,

In the month of August 2013 the Washington Township Fire Department held one business meeting, conducted three drills and responded to fourteen emergency calls for a total of 190.19 hours.

The fire department received applications for membership from Dominic Felici, Zachary Kappus, and Robert Falzarano. The applications appear in order; however, I request that the Fire District conduct criminal background checks as well as a driver history check on the applicants prior to approval.

The fire department will be on automatic dispatch with the Washington Boro (83 Fire) and Franklin Twp (57 Fire) Fire Departments for all calls starting at 0600hrs on 9/12/13 and lasting until 1800 hrs on 9/15/13 to combat low staffing due to the Firemen's Convention in Wildwood. The OIC has been designated as F/F Bill Crampton since all line officers will be attending the convention. I am requesting use of Incident Command Unit 76-85 as transportation to the Wildwood Convention. Thank you in advance for your consideration.

I was approached by, Bob Camarotta, the Assistant Chief of the Washington Boro Fire Department with an upcoming training opportunity. A/C Camarotta advised me that he was contacted by an acquaintance that recently purchased a house on Harmony Brass Castle Road in the township that they plan to demolish and then rebuild. The homeowner has offered both fire departments use of the vacant structure to conduct any training they see fit. The tentative date is scheduled for 9/16/13. I am requesting the Districts approval to conduct training at this site. All training will be conducted in a safe manner in accordance with NJDFS and PEOSHA guidelines and laws. I will seek a hold harmless letter from the homeowner prior to conducting the training.

Respectfully Submitted,

Mark K Frenzel  
Chief – WTFD

**Washington Township Bureau of Fire Prevention  
Fire Official Report  
211 Route 31 North  
Washington, New Jersey 07882  
(908) 689-1208**

**Monthly Report August 2013**

Non Life Hazard Inspections – 12

Life Hazard Inspections – 4

CSDCMAC – 6

Permits Issued – 2

Non-Life Hazard Fee's collected - \$596.00

Smoke Detector Fee's (CSDCMAC) collected - \$300.00

Permit Fees collected - \$84.00

Acting Fire Official hours for the month were 42.

Respectfully,

William Heerwagen Jr.  
Fire Official – Washington Fire District #1

**Washington Township Fire District #1**  
**Unpaid Bills Detail**  
All Transactions  
09/11/13

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>	<u>Num</u>
<b>Advance Auto Parts</b>				
	09/11/2013	batteries for pass devices	15.98	
Total Advance Auto Parts			15.98	2960
<b>Comcast</b>				
	09/11/2013	internet and phones washburn	247.06	
	09/11/2013	phones and internet brass castle	138.41	
Total Comcast			385.47	2961
<b>CPR 4 YOU</b>				
	09/11/2013	CPR CLASS 17 firefighters	425.00	
Total CPR 4 YOU			425.00	2962
<b>Fire and Safety Services , LTD.</b>				
	09/11/2013	MIRROR FOR 76-65	514.39	
Total Fire and Safety Services , LTD.			514.39	2963
<b>Fleet Services</b>				
	09/11/2013	fuel	480.69	
Total Fleet Services			480.69	2964
<b>Lifesavers Inc.</b>				
	09/11/2013	Defibulator supplies	374.58	
Total Lifesavers Inc.			374.58	2965
<b>New Jersey American Water</b>				
	09/11/2013	hydrants	5,450.00	
Total New Jersey American Water			5,450.00	2966
<b>Quest Diagnostics</b>				
	09/11/2013	Asst. Chief M. Tobin Titer test	11.33	
Total Quest Diagnostics			11.33	2967

**Richard M. Braslow, ESQ**

	09/11/2013	misc.	<u>80.00</u>	
Total Richard M. Braslow, ESQ			80.00	2968

**Verizon Wireless**

	09/11/2013	line officers cell phones	<u>362.42</u>	
Total Verizon Wireless			362.42	2969

**Washington Township Fire Department**

	09/11/2013	tools 76-75	393.73	
	09/11/2013	light bulbs and oil for trucks	93.90	
	09/11/2013	oil for 7675	<u>25.62</u>	
Total Washington Township Fire Department			<u>513.25</u>	2970

**TOTAL**

8,613.11