

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

**Minutes for May 8, 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.

**Roll Call**

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

**Certification of Public Meeting Law**

K. Spolarich, 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 April 10, 2013, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. Tobin. Second was made by M. Noctor. All were in favor.

**Correspondence**

M. Tobin reported that the fire district received a \$965.00 final audit refund from Liberty Mutual.

M. Tobin reported that the fire district received a \$450.01 refund from VFIS for removing 76-63 from the Board's policy and adding 76-75 to said policy.

M. Tobin reported that the fire district received a \$1,893.52 reimbursement from the fire department for the trip to Pierce Manufacturing.

M. Noctor reported that Firefighter E. Kiley was injured at a house fire during April.

M. Noctor reported that he received the Workmen's Compensation audit packet from Liberty Mutual.

M. Noctor reported that the Liberty Mutual safety audit was completed with Chief G. Mitchell and will be submitted.

### **Report of Fire Chief**

Monthly activity report for April 2013 read and submitted by Chief G. Mitchell.

### **Report of Fire Department**

None.

### **Report of Fire Official**

Monthly activity report for April 2013 read and submitted by Fire Official W. Heerwagen, Jr.

### **Old Business**

M. Tobin reported that the fire district's payments for the Bureau of Fire Prevention's pensions have been paid to date to the State of New Jersey. M. Tobin also reported that the employee contributions will be paid to date as soon as she receives the necessary information from the state.

M. Tobin reported that she is currently looking for other payroll companies to handle the Bureau of Fire Prevention's payroll.

### **New Business**

M. Tobin made a motion to accept the "Mission Statement" as it appears on the fire district's website as the official "Mission Statement" of the fire district. Second was made by M. Noctor. All were in favor.

### **Meeting opened to the public by C. Shotwell at 8:33 P.M.**

No public participation.

### **Meeting closed to the public by C. Shotwell at 8:34 P.M.**

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

Treasurer's report for May 8, 2013, read by M. Tobin and submitted. Motion to pay bills made by K. Spolarich. Second was made by M. Noctor. All were in favor. The total of the approved bills for May 8, 2013, is \$26,685.91.

### **Miscellaneous**

None.

### **Adjournment**

Motion made by K. Spolarich to adjourn meeting at 8:43 P.M. Second was made by M. Noctor. All were in favor.

---

**Karl B. Spolarich**  
**Secretary**

**Washington Township Fire Department  
P.O. Box 307  
Washington, NJ 07882**

**May 8, 2013**

**To: Washington Township Fire District #1**

**Subject: Monthly Activity Report for April 2013**

**The below summary of fire department activity for the month of March 2013 is submitted for your records:**

**Call Volume – 27            Call hours – 204.4 hrs  
Training classes – 5        Training hours – 206**

**Points of Interest:**

- **76-75 is still being organized to be put into service. Expect it to be in service by mid-May.**
- **OSHA is inspecting all Warren county fire departments. Once the Fire Dept. is contacted, a member of the district may be required to attend.**

**Respectfully submitted:**

**Greg Mitchell, Chief**

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

**Monthly Report April 2013**

Non Life Hazard Inspections – 2

Life Hazard Inspections – 5

CSDCMAC – 4

Permits Issued – 0

Non-Life Hazard Fee's collected - \$369.00

Life Hazard Fee's from State of New Jersey - \$726.05

Smoke Detector Fee's (CSDCMAC) collected - \$185.00

Permit Fees collected - 0

Fire Official hours for the month were 57.

Respectfully,

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

**Washington Township Fire District #1**  
**Treasurers Report Bill Detail**  
All Transactions  
05/08/13

**Type Date Memo Open Balance Num**

**Advance Auto Parts**

Bill 05/08/2013 47.02

Total Advance Auto Parts 47.02

**C&M Auto Parts**

Bill 05/08/2013 76-82 43.99

Total C&M Auto Parts 43.99

**Comcast**

Bill 05/08/2013 internet and phones brass castle 138.39

Bill 05/08/2013 phones and internet washburn 247.05

Total Comcast 385.44

**FireFighter One**

Bill 05/08/2013 first aid kit 119.98

Total FireFighter One 119.98

**Fleet Services**

Bill 05/08/2013 truck fuel 743.26

Total Fleet Services 743.26

**New Jersey American Water**

Bill 05/08/2013 hydrants 5,450.00

Total New Jersey American Water 5,450.00

**Nextel**

Bill 05/08/2013 82.44

Total Nextel 82.44

**Richard M. Braslow, ESQ**

Bill 05/08/2013 16.00

Total Richard M. Braslow, ESQ 16.00

**Verizon Wireless**

Bill 05/08/2013 cell phones line officers 352.27

Total Verizon Wireless 352.27

**VFIS**

Bill 05/08/2013 3,721.26

Total VFIS 3,721.26

**Warren Healthcare Alliance**

Bill 05/08/2013 mfr 50.00

Total Warren Healthcare Alliance 50.00

**Washington Township Fire Department**

Bill 05/08/2013 15,674.25

Total Washington Township Fire Department 15,674.25

**TOTAL 26,685.91**