

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

Minutes for November 13, 2013:

Meeting Called to Order by R. Dorio at 8:00 P.M.

Pledge of Allegiance

R. Dorio requested a moment of silence for all fallen firefighters.

Roll Call

Chairman – Ralph Dorio – Present
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 October 9, 2013, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. Tobin. Second was made by C. Shotwell. All were in favor.

Correspondence

M. Tobin received a reimbursement check from VFIS in the amount of \$3,721.26 because of a duplicate payment.

Report of Fire Chief

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

Report of Fire Department

None.

Report of Fire Official

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

Old Business

M. Tobin reported that she will be meeting with K. Jinks, the Board's accountant, on November 22, 2013, to rectify the pension issues with the Bureau of Fire Prevention.

R. Dorio reported that there was a problem with the paperwork for the Board's LOSAP program with Lincoln Financial that has been resolved. He also notified the fire department that there are eight members eligible for LOSAP benefits but who have not yet completed the necessary paperwork.

New Business

M. Tobin reported that she attended all of the fire prevention programs that the fire department conducted in October and November and complimented the members on a job well done. R. Dorio complimented the department as well.

M. Tobin reported that the 2012 audit has been completed and returned to K. Jinks, the Board's accountant.

R. Dorio presented a draft of the Board's 2014 proposed budget in the amount of \$513,592.00 with \$487,887.00 to be raised by taxes and a projected tax rate of \$0.071. The budget presentation will be at the monthly meeting on December 11, 2013, and the budget adoption will be at the monthly meeting on January 8, 2014.

Resolution #13-014 Transfers of Funds

M. Noctor made a motion to make the following transfers of funds to the 2013 budget:

\$1,155.00 from account #50-0003 to account #50-0001
\$250.00 from account #50-0003 to account #50-0010
\$8,324.00 from account #50-0003 to account #50-0011

Second was made by C. Shotwell. All were in favor.

Resolution #13-015 Certification of Annual Audit

M. Tobin made a motion to certify that the annual audit for 2012 has been completed and reviewed in compliance with N.J.A.C. 5:30-6.5. Second was made by K. Spolarich. All were in favor.

Meeting opened to the public by R. Dorio at 8:16 P.M.

W. Crampton, 173 Washburn Avenue, questioned why the Fire Official's office is stationed at the municipal building instead of one of the firehouses. R. Dorio answered Mr. Crampton's concerns and stated that the Board will further explore this issue.

Meeting closed to the public by R. Dorio at 8:21 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for November 13, 2013, read by M. Tobin and submitted. Motion to pay bills made by C. Shotwell. Second was made by M. Noctor. All were in favor. The total of the approved bills for November 13, 2013, is \$37,676.07.

Miscellaneous

R. Dorio reported that he has investigated completing background checks with both the local and state police. He will further investigate to see if VFIS can conduct DMV checks of potential members and ask that the local police department conduct background checks for "volunteers."

Adjournment

Motion made by M. Tobin to adjourn meeting at 8:28 P.M. Second was made by C. Shotwell. All were in favor.

Karl B. Spolarich
Secretary

Washington Township Fire Department

P.O. Box 307

Washington, NJ 07882

11/13/13

Commissioners,

In the month of October the Washington Township Fire Department held one business meeting, conducted three drills, and responded to 18 emergency calls for a total of 288.41 man hours. As we all know the month of October is fire prevention awareness. The Washington Township Fire Department conducted training at seven different sites to educate the community about fire prevention. I would like to thank the following members for their participation; Mitch Tobin, Louis Tobin, Al Jardines, Aaron Depack, Mike Riotto, Ralph Dorio, Luke Miller, Rich Dekmar, Keith Dunn, and Brian Trimmer. I would like to thank Maggie Tobin for scheduling the training sessions. Lastly I would like to thank Dicolos Pizza and Quick for donating lunch for two training sessions.

The department received an application for probationary membership from Thomas Yuhas, whom resides on Glen Eagles Drive. The applicant has gone for his physical and drug test. The department received a request to move from active to life membership from Greg Mitchell. The Fire department elected the following slate of officers for 2014: Chief – M. Frenzel, A/Chief – M. Tobin, Captain – T. Wilson, Lieutenant – J. Kappus, President – D. Settle, V/P M. Riotto, Treasurer - R. Duffell, and Secretary – E. Howell. All line officers meet state division of fire safety requirements.

The electrical issue on 76-72 appears to have been corrected by Captain Tom Wilson. Captain Wilson spent approximately 10 hours trouble shooting the electrical system. I would like to commend Captain Wilson's efforts since he resolved the problem and saved the department and district considerable amount of labor costs.

Respectfully Submitted,

Mark 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 October 2013

Non Life Hazard Inspections – 3

Life Hazard Inspections – 4

Rechecks - 1

CSDCMAC – 10

Permits Issued – 1

Non-Life Hazard Fee's collected - \$496.00

Life Hazard Fee's from State of New Jersey - 0

Smoke Detector Fee's (CSDCMAC) collected - \$485.00

Permit Fees collected - \$42.00

Fire Official hours for the month were 49

Respectfully,

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

**THE COMMISSIONERS OF FIRE DISTRICT NO. 1
IN THE TOWNSHIP OF WASHINGTON, COUNTY OF WARREN**

Resolution #13-014

**Authorizing Budget Transfers and/or
Encumbrances Relative to 2013 Budget**

WHEREAS, the Commissioners are authorized to undertake various budget transfers and/or encumbrances by statute; and

WHEREAS, it is necessary to undertake certain transfers and/or encumbrances.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No.

1 in the Township of Washington, County of Warren, as follows:

(1) The budget transfers and/or encumbrances as reflected below are hereby adopted:

\$1,155.00 from account #50-0003 to account #50-0001

\$250.00 from account #50-0003 to account #50-0010

\$8,324.00 from account #50-0003 to account #50-0011

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT
FORM OF RESOLUTION #13-015

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2012 has been filed with the *Municipal Clerk* pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Board of Commissioners of the Fire District No. 1 of the Township of Washington, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON **NOV. 13**, 2013.



Clerk

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

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>	<u>Num</u>
Advance Auto Parts					
	Bill	11/13/2013		48.99	
	Bill	11/13/2013		<u>26.00</u>	
Total Advance Auto Parts				74.99	2979
Alert-all					
	Bill	11/12/2013	fire prevention	1,563.00	
	Bill	11/12/2013	fire prevention	272.48	
	Bill	11/12/2013	fire prevention	<u>414.50</u>	
Total Alert-all				2,249.98	2980
Carl Shotwell - V					
	Bill	11/13/2013		<u>800.00</u>	
Total Carl Shotwell - V				800.00	2981
Comcast					
	Bill	11/13/2013	internet and phones brass castle	140.92	
	Bill	11/13/2013	internet and phones washburn	<u>247.12</u>	
Total Comcast				388.04	2982
Continental Fire and Safety					
	Bill	11/12/2013		<u>1,923.00</u>	
Total Continental Fire and Safety				1,923.00	2983
Fleet Services					
	Bill	11/13/2013	vehicle fuel	<u>497.29</u>	
Total Fleet Services				497.29	2984
Karl Spolarich - v					
	Bill	11/13/2013		<u>1,000.00</u>	
Total Karl Spolarich - v				1,000.00	2985
Margaret Tobin - v					
	Bill	11/13/2013		<u>1,000.00</u>	
Total Margaret Tobin - v				1,000.00	2986

Matt Noctor - V

Bill	11/13/2013		<u>800.00</u>	
Total Matt Noctor - V			800.00	2987

New Jersey Fire Equipment

Bill	11/13/2013		<u>1,892.87</u>	
Total New Jersey Fire Equipment			1,892.87	2988

Nextel

Bill	11/12/2013	cooper final bill	<u>14.49</u>	
Total Nextel			14.49	2989

Postmaster Of Washington

Bill	11/13/2013	post office box rental fee	<u>180.00</u>	
Total Postmaster Of Washington			180.00	2990

Ralph Dorio - V

Bill	11/13/2013		<u>1,000.00</u>	
Total Ralph Dorio - V			1,000.00	2991

Richard M. Braslow, ESQ

Bill	11/12/2013		<u>48.00</u>	
Total Richard M. Braslow, ESQ			48.00	2992

Urban And Jinks

Bill	11/12/2013	2012---audit	<u>5,300.00</u>	
Total Urban And Jinks			5,300.00	2993

Verizon Wireless

Bill	11/13/2013	line officer phones	<u>362.54</u>	
Total Verizon Wireless			362.54	2994

VFIS

Bill	11/13/2013	liability ins.	<u>3,832.00</u>	
Total VFIS			3,832.00	2995

Warren Healthcare Alliance

Bill	11/13/2013	pe and drug screen rf	<u>100.00</u>	
Total Warren Healthcare Alliance			100.00	2996

Washington Township Fire Department

	Bill	11/12/2013	271.62	
	Bill	09/09/2013	<u>15,674.25</u>	
Total Washington Township Fire Department			15,945.87	2997

Weeping Willow Garage

	Bill	11/12/2013	76-85	121.00	
	Bill	11/12/2013	76-82	<u>100.00</u>	
Total Weeping Willow Garage				221.00	2998

William Heerwagen

	Bill	11/13/2013		<u>46.00</u>	
Total William Heerwagen				<u>46.00</u>	2999

TOTAL				<u><u>37,676.07</u></u>	
--------------	--	--	--	-------------------------	--