

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

Minutes for January 9, 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 – Absent
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 December 12, 2012, 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. Noctor received a bill from Liberty Mutual for the Workmen's Compensation policy in the amount of \$18,284.00. The payment is due February 22, 2013.

Report of Fire Chief

Monthly activity report for December 2012 read and submitted by Chief G. Mitchell.

Report of Fire Department

None.

Report of Fire Official

None.

Old Business

M. Tobin reported that the new computer for the Board's office has been received and will be installed this weekend.

M. Tobin reported that the website is currently a work in progress. The commissioners will receive new emails and the site will be maintained by Captain M. Tobin at no cost to the Board.

R. Dorio provided the fire chief with an updated list of members who are eligible to receive LOSAP but have not submitted the necessary paperwork.

R. Dorio reported that he has been working with both the state and the payroll company to work out the problems with the pensions for the Bureau of Fire Prevention.

New Business

R. Dorio has prepared the new lease and service agreement for the fire department. The lease will run from January 1, 2013, to December 31, 2016, with the rent amount to be approved in the annual budget by the taxpayers. There are currently no changes to the service agreement. Motion made by M. Noctor to approve the lease and service agreement. Second was made by M. Tobin. All were in favor.

R. Dorio reported that there was a mistake in the current lease agreement that provided the fire department with an additional \$3,779.84 in rent for 2012. He also reported that the fire department has already received \$2,000.00 of this surplus amount. Motion made by M. Noctor to not pay the additional surplus of \$1,779.84 to the fire department. Second was made by M. Tobin. All were in favor.

Resolution #13-001 – 2013 Budget Adoption

Proposed 2013 budget of the Board was presented for public discussion and adoption. The total budget for 2013 is in the amount of \$501,176.00, with a total of \$475,671.00 to be raised by taxes at a \$0.068 tax rate per hundred. K. Spolarich made a motion to adopt the 2013 proposed budget. Second was made by M. Noctor. All were in favor.

M. Noctor made a motion to allow the fire department to change the locks as per the lease agreement. Second was made by K. Spolarich. All were in favor. The Board also requested that the fire department provides a keypad lock for the Board's office.

Meeting opened to the public by R. Dorio at 8:33 P.M.

Mr. William Crampton of 173 Washburn Avenue requested a copy of the Board's 2013 approved budget. The Board will provide Mr. Crampton a copy of the approved budget when said copy is available.

Meeting closed to the public by R. Dorio at 8:34 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for January 2013 read by M. Tobin and submitted. Motion to pay bills made by M. Noctor. Second was made by K. Spolarich. All were in favor. The total of the approved bills for January 2013 is \$14,174.85.

Miscellaneous

R. Dorio commended the commissioners for cleaning the Board's office and moving forward with the various issues facing the Board. He thanked all of the members for their efforts.

Adjournment

Motion made by M. Noctor to adjourn meeting at 8:42 P.M. Second was made by M. Tobin. All were in favor.

Karl B. Spolarich

Secretary

January 7, 2013

To: Washington Township Fire Department
Washington Township Board of Fire Commissioners

Subject: Chief's Report for December 2012

Please find the attached Departmental Activity Report for your records and review.

Summary:

Calls 15 Hours: 72.34 Training: 3 Hours: 188

Total hours: 260.34

Points of interest:

1. There will be a MANDATORY HARRASSMENT TRAINING DRILL on Monday, Jan 14. All members are REQUIRED to attend.
2. Congratulations to Rich Dekmar for graduating Firefighter One.
3. Preliminary year end percentages are in but we still need input from the President of committee participations before final numbers are ready.
4. The Fire District has made the LOSAP payments for 2010 and 2011. All participating members should be receiving their summary shortly.
5. I will be posting an organizational chart of officer responsibilities as they relate to day to day business of the fire department and who members can make first contact with for various issues.
6. REMINDER – if you need to borrow tools from the department they are not to leave the premise but may be used at the firehouse and all tools must be put away and apparatus ready for service before you leave.

Respectfully Submitted:

Greg Mitchell, Chief

Washington Township Board Of Fire Commissioners

Treasures Report

January 9 , 2013

6:10 PM
01/09/13

Washington Township Fire District #1
Reconciliation Summary
1010 - Checking Account - Wachovia, Period Ending 12/31/2012

	<u>Dec 31, 12</u>
Beginning Balance	34,566.12
Cleared Transactions	
Checks and Payments - 15 items	-64,197.26
Deposits and Credits - 1 item	50,000.00
Total Cleared Transactions	<u>-14,197.26</u>
Cleared Balance	<u>20,368.86</u>
Uncleared Transactions	
Checks and Payments - 11 items	-9,387.72
Total Uncleared Transactions	<u>-9,387.72</u>
Register Balance as of 12/31/2012	<u>10,981.14</u>
Ending Balance	10,981.14

6:21 PM
01/09/13

Washington Township Fire District #1
Reconciliation Summary
1020 - Savings Account - Wachovia MMA, Period Ending 12/31/2012

	<u>Dec 31, 12</u>
Beginning Balance	465,138.16
Cleared Transactions	
Checks and Payments - 1 item	-50,000.00
Deposits and Credits - 5 items	116,832.93
Total Cleared Transactions	<u>66,832.93</u>
Cleared Balance	<u>531,971.09</u>
Uncleared Transactions	
Deposits and Credits - 1 item	19,500.63
Total Uncleared Transactions	<u>19,500.63</u>
Register Balance as of 12/31/2012	<u>551,471.72</u>
Ending Balance	551,471.72

6:28 PM
01/09/13

**Washington Township Fire District #1
Unpaid Bills Detail
All Transactions**

Type	Date	Memo	Open Balance	Num
Advance Auto Parts				
Bill	1/9/2013		4.99	
Total Advance Auto Parts			4.99	
FireFighter One				
Bill	1/9/2013		4,781.84	
Total FireFighter One			4,781.84	
Fleet Services				
Bill	1/9/2013	truck fuel	352.82	
Total Fleet Services			352.82	
John Kappus - V				
Bill	1/9/2013	gym membership reimbursement 3 yrs	375.00	
Total John Kappus - V			375.00	
M&W Communications				
Bill	1/9/2013	headset repair	210.00	
Bill	1/9/2013	chargers, case straps	922.00	
Bill	1/9/2013		1,080.00	
Total M&W Communications			2,212.00	
Metcom				
Bill	1/9/2013	office supplies	271.41	
Total Metcom			271.41	
New Jersey American Water				
Bill	1/9/2013	hydrants	5,450.00	
Total New Jersey American Water			5,450.00	
Nextel				
Bill	1/9/2013	bill cooper phone	82.61	
Total Nextel			82.61	
R&L Data Centers Inc.				
Bill	1/9/2013		125.20	
Total R&L Data Centers Inc.			125.20	
The Express Times				
Bill	1/9/2013	advertising	71.00	
Total The Express Times			71.00	
The Star Ledger				
Bill	1/9/2013		87.00	
Total The Star Ledger			87.00	
Verizon Wireless				
Bill	1/9/2013	cell phones officers	360.98	
Total Verizon Wireless			360.98	
Washington Township Fire Department				
Bill	1/9/2013	lease shortage payment	1,779.84	
Total Washington Township Fire Department			1,779.84	
TOTAL			15,954.69	

1,779.84 NOT PAID AS PER MTR.
1,779.84
15,954.69
14,174.85