

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

Minutes for March 12, 2014:

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 - Absent

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.

Reorganization

Oath of Allegiance

K. Spolarich and M. Tobin, elected on February 15, 2014, recited and signed their Oaths of Allegiance for the position of Fire District Commissioner.

Commissioner Positions

Motion was made by K. Spolarich to appoint Commissioners to the following positions:

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

Second was made by M. Tobin. All were in favor.

Resolution #14-002

Motion made by K. Spolarich to appoint Richard Braslow as the Board's attorney. Second was made by M. Tobin. All were in favor.

Resolution #14-003

Motion made by K. Spolarich to appoint Urban and Jinks as the Board's accountant. Second was made by M. Tobin. All were in favor.

Resolution #14-004

Motion made by K. Spolarich to appoint Urban and Jinks as the Board's auditor. Second was made by M. Tobin. All were in favor.

Resolution #14-005

Motion made by K. Spolarich to appoint Wells Fargo as the public depository of the Board's cash management plan. Second was made by M. Tobin. All were in favor.

Resolution #14-006

Motion made by K. Spolarich that all regular meetings of the Board shall take place on the second Wednesday of each month at 8:00 P.M., with caucus meetings to be held at 7:30 P.M., at the Washington Township Firehouse, 16 Pleasant Valley Road, Washington, New Jersey. Second was made by M. Tobin. All were in favor.

Resolution #14-007

Motion made by K. Spolarich that the official newspapers in which the Board will publish all required notices shall be *The Express Times* and/or *The Star Ledger*. Second was made by M. Tobin. All were in favor.

Resolution #14-008

Motion made by K. Spolarich to authorize approval and payment of claims. Second was made by M. Tobin. All were in favor.

Resolution #14-009

Motion made by K. Spolarich to designate surety bonding for the Commissioners with VFIS in the amounts of \$1,000,000.00 for each Commissioner and \$2,000,000.00 for the Treasurer. Second was made by M. Tobin. All were in favor.

Resolution #14-010

Motion made by K. Spolarich to appoint William Heerwagen, Jr., as the Fire Official for the Washington Township Bureau of Fire Prevention. Second was made by M. Tobin. All were in favor.

Reading of Minutes

Minutes from the February 12, 2014, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. Tobin. Second was made by R. Dorio. All were in favor.

Correspondence

None.

Report of Fire Chief

None.

Report of Fire Department

None.

Report of Fire Official

Monthly activity report for February 2014 read and submitted by Fire Official W. Heerwagen, Jr.

Old Business

None.

New Business

R. Dorio reported that the fire department is behind in its inventory, personnel, and training record keeping, and he suggested hiring an individual to update these records on the current software that the department is using. Firefighter W. Crampton volunteered to assist in updating the department's records without compensation.

R. Dorio reported that the fire department is experiencing difficulty producing accurate numbers from 2013 for the Board's LOSAP program. R. Dorio requested that the fire department address these concerns.

Meeting opened to the public by R. Dorio at 8:30 P.M.

Ed Kiley, 35 Long Hill Avenue, raised the issue of clearing the snow from the fire hydrants. The Board will discuss this issue with Chief Frenzel.

Meeting closed to the public by R. Dorio at 8:35 P.M.

Treasurer's Report/Payment of Bills

Motion made by R. Dorio to pay the bills once the March 2014 report is completed. Second was made by K. Spolarich. All were in favor. The total of the approved bills for March 20, 2014, is \$31,524.31.

Miscellaneous

None.

Adjournment

Motion made by K. Spolarich to adjourn meeting at 8:38 P.M. Second was made by M. Tobin. All were in favor.

Karl B. Spolarich
Secretary

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

Resolution # 14-002

Authorizing Appointment of Attorney for the 2014-2015 Year

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2014-2015; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A: 11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration, and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities.

(2) This resolution and the notice of award of contract shall be available for public inspection.

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

Resolution # 14-003

Authorizing Appointment of Accountant for the 2014-2015 Year

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2014-2015 year; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A: 11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services, and the notice of the award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration, and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) Urban and Jinks is hereby appointed to provide accounting services to the Commissioners.

(2) This resolution and the notice of award of contract shall be available for public inspection.

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

Resolution # 14-004

Authorizing Appointment of Auditor for the 2014-2015 Year

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2014-2015 year; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A: 11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration, and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) Urban and Jinks is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2015 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes.

(2) This resolution and the notice of award of contract shall be available for public inspection.

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

Resolution #14-005

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be The State Cash Management Fund and/or Wells Fargo.

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

Resolution #14-006

Authorizing Regular Meeting Schedule for the 2014-2015 Year

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

(1) All regular meetings of the Commissioners shall take place on the second Wednesday of every month at 8:00 P.M. with caucus meetings to be held at 7:30 P.M. at the Washington Township Firehouse, 16 Pleasant Valley Road, Washington, New Jersey.

April 9, 2014	October 8, 2014
May 14, 2014	November 12, 2014
June 11, 2014	December 10, 2014
July 9, 2014	January 14, 2015
August 13, 2014	February 11, 2015
September 10, 2014	March 11, 2015

(2) A summary of this resolution shall be mailed to *The Express Times* and *The Star Ledger*.

(3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Washington, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

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

Resolution #14-007

**Designation of Official Newspapers for
Publications for the 2014-2015 Year**

WHEREAS, the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2014-2015 year.

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 official newspapers in which the Commissioners will publish all required notices or other items during the 2014-2015 year pursuant to New Jersey statutes shall be *The Express Times* and/or *The Star Ledger*, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

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

Resolution #14-008

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

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 checks as issued by the Commissioners for payment of claims shall be signed by the Chairman, Treasurer, and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

(2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.

(3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

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

Resolution #14-009

Designating Surety Bonding for Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, deem it necessary to provide bonding for the Commissioners.

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 Commissioner serving as Treasurer shall be bonded in the amount of \$2,000,000.00.
- (2) All other Commissioners shall be bonded in the amount of \$1,000,000.00.

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

**Resolution #14-010
Appointing Fire Official**

WHEREAS, the Fire District has previously created the position of Fire Official; and

WHEREAS, William Heerwagen, Jr., was appointed as Fire Official; and

WHEREAS, the Fire District deems it appropriate to reappoint this individual to serve in this capacity.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 in the Township of Washington, County of Warren, as follows:

- (1) William Heerwagen, Jr., is hereby reappointed as Fire Official for 2014.
- (2) A copy of this resolution shall be forwarded to the State upon adoption.

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

Monthly Report February 2014

Non Life Hazard Inspections – 2

Life Hazard Inspections – 0

CSDCMAC – 1

Permits Issued – 0

Non-Life Hazard Fee's collected - \$42.00

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

Smoke Detector Fee's (CSDCMAC) collected - \$50.00

Permit Fee's collected - 0

Fire Official hours for the month were 36.

Respectfully,

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

**Washington Township Fire District #1
Unpaid Bills Detail
All Transactions
03/20/14**

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>	<u>Num</u>
Advance Auto Parts					
	Bill	03/18/2014		<u>50.24</u>	
Total Advance Auto Parts				50.24	3085
Comcast					
	Bill	03/18/2014		247.20	
	Bill	03/18/2014		<u>143.47</u>	
Total Comcast				390.67	3086
County Of Warren					
	Bill	03/18/2014	fit test	<u>180.00</u>	
Total County Of Warren				180.00	3087
Fail Safe fire hose testing, Inc.					
	Bill	03/20/2014		<u>3,809.40</u>	
Total Fail Safe fire hose testing, Inc.				3,809.40	3088
Fire and Safety Services , LTD.					
	Bill	03/01/2014	76-65	<u>5,277.67</u>	
Total Fire and Safety Services , LTD.				5,277.67	3089
Fleet Services					
	Bill	03/01/2014	truck fuel	<u>468.36</u>	
Total Fleet Services				468.36	3090
Frank Rymon and Sons Inc.					
	Bill	03/20/2014		<u>590.00</u>	
Total Frank Rymon and Sons Inc.				590.00	3091
Good Impressions					
	Bill	03/18/2014		<u>56.87</u>	
Total Good Impressions				56.87	3092
hunterdon County Emergency Training Cente					
	Bill	03/18/2014		<u>240.00</u>	
Total hunterdon County Emergency Training Cente				240.00	3093

Lawson Products

	Bill	03/18/2014		<u>121.24</u>	
Total Lawson Products				121.24	3094

M&W Communications

	Bill	03/18/2014	battery pack	84.00	
	Bill	03/18/2014		300.00	
	Bill	03/18/2014		<u>120.00</u>	
Total M&W Communications				504.00	3095

New Jersey American Water

	Bill	03/01/2014	hydrants	5,450.00	
	Bill	03/18/2014	hydrants	<u>5,450.00</u>	
Total New Jersey American Water				10,900.00	3096

New Jersey Fire Equipment

	Bill	03/01/2014		1,094.40	
	Bill	03/18/2014		4,860.00	
	Bill	03/20/2014		<u>614.00</u>	
Total New Jersey Fire Equipment				6,568.40	3097

Richard M. Braslow, ESQ

	Bill	03/01/2014		176.00	
	Bill	03/18/2014		<u>80.00</u>	
Total Richard M. Braslow, ESQ				256.00	3098

Verizon Wireless

	Bill	03/20/2014		<u>731.08</u>	
Total Verizon Wireless				731.08	ONL PMT.

Warren County Board of Elections

	Bill	03/01/2014	election	<u>312.38</u>	
Total Warren County Board of Elections				312.38	3099

Washington Township Fire Department

	Bill	03/01/2014	reimbursement for payment	<u>1,068.00</u>	
Total Washington Township Fire Department			of Emergency Reporting bill	<u>1,068.00</u>	3100

TOTAL31,524.31