

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

Minutes for March 11, 2015:

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 – Jimmy Vinson – 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.

Reorganization

Oath of Allegiance

R. Dorio and J. Vinson, elected on February 21, 2015, 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 – Jimmy Vinson

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

Resolution #15-002

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 #15-003

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 #15-004

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

Resolution #15-005

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 #15-006

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 J. Vinson. All were in favor.

Resolution #15-007

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 C. Shotwell. All were in favor.

Resolution #15-008

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

Resolution #15-009

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 #15-010

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 11, 2015, 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

J. Vinson received the self-audit for the Board's Workmen's Compensation policy with Liberty Mutual. He will forward a current fire department roster to Liberty Mutual and post the Workmen's Compensation signs at both firehouses.

R. Dorio reported that Lincoln Financial has requested the LOSAP payments for 2014 from the Board.

Report of Fire Department

None.

Report of Fire Chief

Monthly activity report for February 2015 read and submitted by Chief M. Frenzel.

Report of Fire Official

Monthly activity report for February 2015 read and submitted by Fire Official W. Heerwagen, Jr.

Old Business

None.

New Business

M. Tobin reported that the officers of the fire department are due for cell phone upgrades with Verizon. Discussion followed. Motion made by R. Dorio to upgrade the officers' cell phones to iPhone 6s, to purchase an additional iPhone 6 as a dedicated line for the Bureau of Fire Prevention, and to purchase protective cases for all phones. Second was made by C. Shotwell. All were in favor.

M. Tobin reported that the Board has received the final approved budget from the New Jersey Department of Community Affairs.

Resolution #15-011 – Bureau of Fire Prevention Salary Increase

K. Spolarich made a motion to increase the salaries of the Bureau of Fire Prevention by 2.4 percent, equal to Washington Township increases. The Fire Official's salary will increase from \$26.44 to \$27.07 per hour, and the Fire Inspector's salary will increase from \$20.13 to \$20.61 per hour. Second was made by M. Tobin. All were in favor.

Meeting opened to the public by R. Dorio at 8:50 P.M.

No public participation.

Meeting closed to the public by R. Dorio at 8:51 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for March 11, 2015, read by M. Tobin and submitted. Motion to pay bills made by C. Shotwell. Second was made by J. Vinson. All were in favor. The total of the approved bills for March 11, 2015, is \$29,193.74.

Miscellaneous

None.

Adjournment

Motion made by K. Spolarich to adjourn meeting at 9:12 P.M. Second was made by C. Shotwell. All were in favor.

Karl B. Spolarich
Secretary

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

Resolution # 15-002

Authorizing Appointment of Attorney for the 2015-2016 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 2015-2016; 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 # 15-003

Authorizing Appointment of Accountant for the 2015-2016 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 2015-2016 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 # 15-004

Authorizing Appointment of Auditor for the 2015-2016 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 2015-2016 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 2016 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 #15-005

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 #15-006

Authorizing Regular Meeting Schedule for the 2015-2016 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 8, 2015	October 14, 2015
May 13, 2015	November 11, 2015
June 10, 2015	December 9, 2015
July 8, 2015	January 13, 2016
August 12, 2015	February 10, 2016
September 9, 2015	March 9, 2016

(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 #15-007

**Designation of Official Newspapers for
Publications for the 2015-2016 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 2015-2016 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 2015-2016 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 #15-008

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 #15-009

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 #15-010
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 2015.
- (2) A copy of this resolution shall be forwarded to the State upon adoption.

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

Resolution #15-011

Authorizing Increase in Salary of Fire Official/Fire Inspector

WHEREAS, the Fire District employs a Fire Official and Fire Inspector relative to enforcement of the Fire Safety Act; and

WHEREAS, the Fire District deems it appropriate to increase the salaries.

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 salaries of the Fire Official and Fire Inspector are hereby increased to \$27.07 and \$20.61 respectively.

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

3/11/15

Commissioners,

During the month of February 2015 the Washington Township Fire Department held one (1) business meeting, conducted three (3) drills and responded to twenty four (24) emergency calls for a total of 259.26 man-hours.

The Fire Department attended a Fire Behavior Course on Sunday, March 8th 2015 at the Califon Firehouse. The training was invaluable and the fire department is planning to host the training for departments in Warren County. The tentative date for this class is May 17th.

A forcible entry class has been scheduled for Sunday March 22nd, 2015 at the Brass Castle Firehouse. Firehouse Innovations, the maker of our newly delivered forcible entry prop, will conduct this training.

The Fire Department's Box Alarms are currently under review and will be posted at both firehouses and placed in all of the apparatus once the review is complete. This added resource will allow members and officers to view the box alarms so they can choose the best option when requiring additional resources

The department had modified its training calendar to include one Tuesday night drill a month instead of all Mondays. This change will allow members to attend drill that typically work Monday Nights.

The Fire Department voted at the March business meeting to sell 76-82 instead of making the repairs that were in excess of 15,000.00.

Respectfully,

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 February 2015

Non Life Hazard Inspections – 0

Life Hazard Inspections – 0

CSDCMAC – 6

Permits Issued – 0

Non-Life Hazard Fee's collected - 0

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

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

Permit Fee's collected -0

Fire Official hours for the month were - 40

Respectfully,

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

Washington Township Fire District #1
Unpaid Bills Detail
All Transactions
03/11/15

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>	<u>Num</u>
Approved Fire Protection					
	Bill	03/11/2015	meter repair	<u>325.25</u>	
Total Approved Fire Protection				325.25	3266
C&M Auto Parts					
	Bill	03/11/2015	creeper and speedy dry	<u>181.87</u>	
Total C&M Auto Parts				181.87	3267
Comcast					
	Bill	03/11/2015	phones and internet brass castle	146.52	
	Bill	03/11/2015	phones and internet washburn	<u>255.24</u>	
Total Comcast				401.76	3268
Continental Fire and Safety					
	Bill	03/11/2015	hotstick and fire hooks	<u>492.50</u>	
Total Continental Fire and Safety				492.50	3269
ESI Equipment, INC					
	Bill	03/11/2015	equipment installation 76-75	<u>1,478.00</u>	
Total ESI Equipment, INC				1,478.00	3270
Fire and Safety Services , LTD.					
	Bill	03/11/2015	mirror	<u>383.03</u>	
Total Fire and Safety Services , LTD.				383.03	3271
Fleet Services					
	Bill	03/11/2015	fuel	<u>554.32</u>	
Total Fleet Services				554.32	3272
Good Impressions					
	Bill	03/11/2015	med. eval. forms for fit test	<u>56.87</u>	
Total Good Impressions				56.87	3273
New Jersey American Water					
	Bill	03/11/2015	hydrants	<u>5,450.00</u>	
Total New Jersey American Water				5,450.00	3274

New Jersey Fire Equipment

	Bill	03/01/2015		<u>1,324.00</u>	
Total New Jersey Fire Equipment				1,324.00	3275

Richard M. Braslow, ESQ

	Bill	03/01/2015		144.00	
	Bill	03/11/2015		<u>16.00</u>	
Total Richard M. Braslow, ESQ				160.00	3276

The Star Ledger

	Bill	03/11/2015	election advertising	<u>146.16</u>	
Total The Star Ledger				146.16	3277

Tom Wilson - V

	Bill	03/01/2015		<u>40.16</u>	
Total Tom Wilson - V				40.16	3278

Verizon Wireless

	Bill	03/11/2015	line officer cell phones	<u>363.18</u>	3279
Total Verizon Wireless				363.18	

Warren County Treasurer's Office

	Bill	03/11/2015	election expenses bd	<u>321.82</u>	
Total Warren County Treasurer's Office				321.82	3280

Washington Township Fire Department

	Bill	03/11/2015		<u>16,300.00</u>	
Total Washington Township Fire Department				<u>16,300.00</u>	3281

SUB TOTAL27,978.92**State of NJ Div of Pension and Benefits**

	Debit				
Total State of NJ Div of Pension and Benefits				1214.82	

Total Bills**29,193.74**