

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

Minutes for March 8, 2017:

Meeting Called to Order by C. Shotwell at 8:15 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 – Absent
Assistant Secretary/Treasurer – John Kappus – 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 in *The Express Times* and/or *The Star Ledger* and posted at the municipal building.

Reorganization

Oath of Allegiance

K. Spolarich and J. Kappus, elected on February 18, 2017, 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 – John Kappus

Second was made by J. Kappus. All were in favor.

Resolution #17-002

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

Resolution #17-003

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

Resolution #17-004

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

Resolution #17-005

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

Resolution #17-006

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. Kappus. All were in favor.

Resolution #17-007

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 J. Kappus. All were in favor.

Resolution #17-008

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

Resolution #17-009

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 J. Kappus. All were in favor.

Motion made by K. Spolarich to table the appointments of Fire Official and Fire Inspectors until the Board's April 12, 2017 meeting. Second was made by J. Kappus. All were in favor.

Reading of Minutes

Minutes from the February 8, 2017, meeting were read by K. Spolarich. Motion to accept minutes as read made by J. Kappus. Second was made by C. Shotwell. All were in favor.

Correspondence

None.

Report of Fire Department

None.

Report of Fire Chief

Monthly activity report for February 2017 read and submitted by Assistant Chief T. Wilson.

Report of Fire Official

Fire Official W. Heerwagen, Jr. reported that there is no monthly report due to the Bureau of Fire Prevention's computer not functioning. Fire Official W. Heerwagen, Jr. requested a 2 percent raise for all employees of the Bureau of Fire Prevention in accordance with raises that other Township employees are receiving.

Old Business

None.

New Business

None.

Meeting opened to the public by C. Shotwell at 8:50 P.M.

No public participation.

Meeting closed to the public by C. Shotwell at 8:51 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for March 5, 2017, submitted by M. Tobin and read by K. Spolarich. Motion to pay bills made by J. Kappus. Second was made by C. Shotwell. All were in favor. The total of the approved bills for March 5, 2017, is \$8,383.69.

Miscellaneous

None.

Adjournment

Motion made by K. Spolarich to adjourn meeting at 8:55 P.M. Second was made by J. Kappus. All were in favor.

Karl B. Spolarich
Secretary

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

Resolution # 17-002

Authorizing Appointment of Attorney for the 2017-2018 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 2017-2018; 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 # 17-003

Authorizing Appointment of Accountant for the 2017-2018 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 2017-2018 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 # 17-004

Authorizing Appointment of Auditor for the 2017-2018 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 2017-2018 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 2018 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 #17-005

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 #17-006

Authorizing Regular Meeting Schedule for the 2017-2018 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 12, 2017	October 11, 2017
May 10, 2017	November 8, 2017
June 14, 2017	December 13, 2017
July 12, 2017	January 10, 2018
August 9, 2017	February 14, 2018
September 13, 2017	March 7, 2018

(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 #17-007

**Designation of Official Newspapers for
Publications for the 2017-2018 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 2017-2018 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 2017-2018 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 #17-008

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 #17-009

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.

Washington Township Fire Department

Chiefs Report February 2017

March 6, 2017

For the month of February, 2017 the Washington Township Fire Department held 1 Business Meeting 2 Drills/Events and responded to 13 Emergency calls for a total of 140.12 Man Hours.

Gas Meters have been ordered for 64, 65, 75. They come with one calibration unit. And yes they will have Hydrogen Cyanide.

External Training – Members are encouraged to attend both in county and external training most training will be approved upon request.

Foam has been ordered.

Accountability tags have been ordered 3 each. 1 Tag for the truck, one for the Door, one to keep. Training will be provided when they arrive.

Johnson Dodge – Need a crew to meet at Johnson Dodge with the engineer to test the pipe.

iPad mounts have been ordered for the trucks.

I will be out of town for the next 2 weeks.

Upcoming Calendar of Events

03/05/2017 – Business Meeting

03/08/2017 – District Meeting

03/13/2017 – TBD

02/20/2017 – TBD

02/27/2017 – TBD

Washington Township Fire District #1

Unpaid Bills Detail

All Transactions

03/05/17

	Type	Date	Memo	Open Balance	Num
C&M Auto Parts					
	Bill	03/05/2017		<u>17.98</u>	
Total C&M Auto Parts				17.98	3622
Clinton First Aid and Rescue Squad					
	Bill	03/05/2017	RD CPR instructor training	<u>225.00</u>	
Total Clinton First Aid and Rescue Squad				225.00	3623
Comcast					
	Bill	03/05/2017	phones and internet brass castle	199.58	
	Bill	03/05/2017	phones and internet washburn	<u>323.95</u>	
Total Comcast				523.53	3624
Fire and Safety Services , LTD.					
	Bill	03/05/2017	equipment 76-82	<u>2,299.16</u>	
Total Fire and Safety Services , LTD.				2,299.16	3625
Fleet Services					
	Bill	03/05/2017		<u>134.73</u>	
Total Fleet Services				134.73	3626
R & B Fabricators					
	Bill	03/05/2017	straps	<u>117.00</u>	
Total R & B Fabricators				117.00	3627
Richard M. Braslow, ESQ					
	Bill	03/05/2017		<u>340.00</u>	
Total Richard M. Braslow, ESQ				340.00	3628
Staples					
	Bill	03/05/2017	Printer and ink washburn chief	<u>310.89</u>	
Total Staples				310.89	3629
The Star Ledger					
	Bill	03/05/2017	budget notice	<u>167.44</u>	
Total The Star Ledger				167.44	3630
Traditions Training LLC					
	Bill	03/05/2017	combat ready training	<u>3,300.00</u>	
Total Traditions Training LLC				3,300.00	3631
Verizon Wireless					
	Bill	03/05/2017	cell phones and tablets line officers,	<u>608.75</u>	

Total Verizon Wireless fire official and inspector and trucks 608.75 3632

Warren County Board of Elections

Bill 03/05/2017 election 339.21

Total Warren County Board of Elections 339.21 3633

TOTAL 8,383.69