

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

Minutes for March 13, 2019:

Meeting Called to Order by C. Shotwell at 8:00 P.M.

Pledge of Allegiance

C. Shotwell requested a moment of silence for all fallen firefighters.

Roll Call

Chairman – Carl Shotwell – Present
Vice Chairman – John Kappus – Absent
Secretary – Karl Spolarich – Present
Treasurer – Marc DeMarco – Present
Assistant Secretary/Treasurer – William Epps – 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 in *The Express Times* and/or *The Star Ledger* and posted at the municipal building.

Reorganization

Oath of Allegiance

C. Shotwell, elected on February 16, 2019, recited and signed his Oath 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 – Carl Shotwell
Vice Chairman – John Kappus
Secretary – Karl Spolarich
Treasurer – Marc DeMarco
Assistant Secretary/Treasurer – William Epps

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

Resolution #19-004

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

Resolution #19-005

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

Resolution #19-006

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

Resolution #19-007

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. DeMarco. All were in favor.

Resolution #19-008

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. DeMarco. All were in favor.

Resolution #19-009

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. DeMarco. All were in favor.

Resolution #19-010

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

Resolution #19-011

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. DeMarco. All were in favor.

Resolution #19-012

Motion made by K. Spolarich to appoint Edward Kiley as the Fire Official for the Washington Township Bureau of Fire Prevention. Second was made by M. DeMarco. All were in favor.

Resolution #19-013

Motion made by K. Spolarich to appoint Frederick C. Roll the Fire Inspector for the Washington Township Bureau of Fire Prevention. Second was made by M. DeMarco. All were in favor.

Reading of Minutes

Minutes from the February 13, 2019, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. DeMarco. Second was made by C. Shotwell. All were in favor.

Correspondence

M. DeMarco received the New Jersey State Association of Fire Districts December 1, 2018 Quarterly Meeting minutes.

Report of Fire Department

President K. Norris submitted a Background Check policy to the Board. The Board will review said policy and consult its attorney, if necessary.

President K. Norris reported that the key pass codes have been updated at both firehouses

Report of Fire Chief

Monthly activity report for February 2019 read and submitted by Chief Brian Trimmer.

Report of Fire Official

Monthly activity report for February 2019 read and submitted by Fire Official E. Kiley.

Old Business

None.

New Business

Motion made by K. Spolarich to approve the application of Caleb Lee of 55 Grand Avenue as a junior member of the fire department. Second was made by M. DeMarco. All were in favor.

Motion made by K. Spolarich to approve the application of Thomas Gabriel of 169 Anthony Road as a junior member of the fire department. Second was made by M. DeMarco. All were in favor.

Meeting opened to the public by C. Shotwell at 8:42 P.M.

No public participation.

Meeting closed to the public by C. Shotwell at 8:43 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for March 13, 2019, read and submitted by M. DeMarco. Motion to pay bills made by K. Spolarich. Second was made by C. Shotwell. All were in favor. The total of the approved bills for March 13, 2019, is \$43,303.40.

Miscellaneous

None.

Adjournment

Motion made by K. Spolarich to adjourn meeting at 8:48 P.M. Second was made by M. DeMarco. All were in favor.

Karl B. Spolarich
Secretary

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

Resolution # 19-004

Authorizing Appointment of Attorney for the 2019-2020 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 2019-2020; 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 # 19-005

Authorizing Appointment of Accountant for the 2019-2020 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 2019-2020 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 # 19-006

Authorizing Appointment of Auditor for the 2019-2020 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 2019-2020 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 2020 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 #19-007

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 #19-008

Authorizing Regular Meeting Schedule for the 2019-2020 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 10, 2019	October 9, 2019
May 8, 2019	November 13, 2019
June 12, 2019	December 11, 2019
July 10, 2019	January 8, 2020
August 14, 2019	February 12, 2020
September 11, 2019	March 11, 2020

(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 #19-009

**Designation of Official Newspapers for
Publications for the 2019-2020 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 2019-2020 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 2019-2020 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 #19-010

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 #19-011

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 #19-012

Appointing Fire Official

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

WHEREAS, Edward Kiley 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) Edward Kiley (NJDFS License I.D. No. 114728) is hereby reappointed as Fire Official for 2019.
- (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 #19-013

Appointing Fire Inspector

WHEREAS, the Fire District enforces the Fire Safety Act; and

WHEREAS, a Fire Inspector is necessary to properly engage in such enforcement.

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

(1) Frederick C. Roll (NJDFS License I.D. No. 154871) is hereby appointed to act as Fire Inspector for 2019.

Washington Township Fire Department

Date: March 13, 2019

Board of Fire Commissioners:

Chief's report for the month of February 2019

Accomplishments for the month:

We had 28 fire calls.

We held a total of 3 drills.

We held 1 Business meetings

Agenda for the following month:

Sincerely, Chief Brian Trimmer

**Washington Township Bureau of Fire Prevention
Fire Official Report
211 Route 31 North
Washington, NJ 07882**

**FEB 2019
Monthly Report**

Non Life Hazard Inspections - 15

Life Hazard Inspections - 10

CSDCMAC - 6

Permits Issued - 1

Non Life Hazard Fees Collected -351.00

Life Hazard Fees collected from State of NJ - 0

Smoke Detector Fees (CSDCMAC) collected 328

Permit Fees collected - 42

Fire Official Hours - 48

Fire Inspector Hours - 22

Edward Kiley

Fire Official - Washington Township Fire District #1

Washington Township Fire District #1
Unpaid Bills Detail
As of March 13, 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Comcast						
	Bill	03/09/2019	8499052730036227	03/19/2019		344.62
	Bill	03/09/2019	8499052730036219	03/19/2019		<u>167.51</u>
Total Comcast						512.13
Continental Fire and Safety						
	Bill	03/09/2019	J1141	03/19/2019		<u>1,742.00</u>
Total Continental Fire and Safety						1,742.00
D & J Truck and RV Repair, LLC						
	Bill	03/09/2019	1912	03/19/2019		<u>270.00</u>
Total D & J Truck and RV Repair, LLC						270.00
Edward Kiley - V						
	Bill	03/13/2019	computer	03/23/2019		<u>426.98</u>
Total Edward Kiley - V						426.98
Fleet Services						
	Bill	03/09/2019	57960611	03/19/2019		<u>554.14</u>
Total Fleet Services						554.14
JDP						
	Bill	03/13/2019	26527	03/23/2019		<u>151.85</u>
Total JDP						151.85
Liberty Mutual						
	Bill	03/09/2019	3320917-0000	03/19/2019		<u>11,476.00</u>
Total Liberty Mutual						11,476.00
New Jersey American Water						
	Bill	03/09/2019	1018- 210023095075	03/09/2019	4	<u>5,796.00</u>
Total New Jersey American Water						5,796.00
New Jersey State Assoc. Of Fire Districts						
	Bill	03/09/2019	dues	03/09/2019	4	<u>300.00</u>
Total New Jersey State Assoc. Of Fire Districts						300.00
NJ Advanced Media						
	Bill	02/10/2019	1121081	02/20/2019	21	3,875.00
	Bill	02/10/2019	0008934828	02/20/2019	21	60.45
	Bill	02/10/2019	0008946659	02/20/2019	21	27.90
	Bill	02/10/2019	0009007472	02/20/2019	21	186.75
	Bill	03/09/2019	1121081	03/19/2019		38.75
	Bill	03/09/2019	1164966	03/19/2019		<u>2,120.40</u>
Total NJ Advanced Media						6,309.25

Richard Braslow

Bill	03/09/2019	20299	03/09/2019	4	324.00
Bill	03/13/2019	20377	03/13/2019		<u>72.00</u>

Total Richard Braslow 396.00

St. Lukes

Bill	03/09/2019	WASH5392-110972	03/19/2019		<u>160.00</u>
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Total St. Lukes 160.00

Verizon Wireless

Bill	03/09/2019	9824638224	03/09/2019	4	<u>473.22</u>
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Total Verizon Wireless 473.22

Warren County Treasurer's Office

Bill	03/09/2019	election	03/19/2019		<u>936.58</u>
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Total Warren County Treasurer's Office 936.58

Washington Township Fire Department

Bill	03/13/2019		03/13/2019		<u>13,799.25</u>
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Total Washington Township Fire Department 13,799.25

TOTAL

43,303.40