

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

Minutes for March 13, 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.

Reorganization

Oath of Allegiance

M. Noctor, elected on February 16, 2013, 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 – 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 #13-003

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

Resolution #13-004

Motion made by K. Spolarich to appoint The Metis Group LLC as the Board's accountant. Second was made by M. Tobin. All were in favor.

Resolution #13-005

Motion made by K. Spolarich to appoint The Metis Group LLC as the Board's auditor. Second was made by M. Tobin. All were in favor.

Resolution #13-006

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 #13-007

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. Noctor. All were in favor.

Resolution #13-008

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. Noctor. All were in favor.

Resolution #13-009

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

Resolution #13-010

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. Noctor. All were in favor.

Resolution #13-011

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. Noctor. Commissioners R. Dorio, K. Spolarich, and M. Noctor voted in favor; M. Tobin opposed. Resolution carries.

Reading of Minutes

Minutes from the February 13, 2013, 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. Tobin received a credit from Liberty Mutual in the amount of \$142.00 for the Board's Workmen's Compensation policy.

R. Dorio received paperwork from the state regarding the Fire Official vacancy. R. Dorio will notify the state that W. Heerwagen, Jr., has been appointed as the Fire Official for Washington Township.

M. Noctor received paperwork from Liberty Mutual regarding the annual self-audit. M. Noctor will complete and submit the self-audit by the due date of March 21, 2013.

Report of Fire Chief

Monthly activity report for February 2013 read and submitted by Chief G. Mitchell.

Report of Fire Department

J. Vinson notified the Board that the fire department will be having a wet down on June 29, 2013. The fire department will secure the necessary permits, but an insurance rider will be required from the Board. M. Noctor will secure the necessary insurance rider.

Report of Fire Official

Monthly activity report for February 2013 read and submitted by Fire Official W. Heerwagen, Jr.

Old Business

K. Spolarich received the signed lease from the fire department. The lease is dated January 1, 2013, and expires on December 31, 2016.

New Business

M. Noctor made a motion to elect Workmen's Compensation coverage for the commissioners. Second was made by K. Spolarich. All were in favor.

R. Dorio stated that it has become necessary to clarify the Board's role to the fire department in accordance with Title 40A:14-18. Discussion followed. He requested that the commissioners bring any ideas regarding this issue to the next meeting.

R. Dorio reported that Title 40A:14-96 states that junior firefighters shall be between the ages of 16 and 21. R. Dorio would like to review the fire department's cadet program with both the fire department and the Board's attorney.

Meeting opened to the public by R. Dorio at 8:42 P.M.

W. Crampton of 173 Washburn Avenue expressed concerns regarding the interfacing of policies and procedures between the fire department and the Board. R. Dorio addressed these concerns.

J. Vinson of 96 Rymon Road asked what a Fire Commissioner's duties and responsibilities are at a fire scene. R. Dorio addressed this question.

Meeting closed to the public by R. Dorio at 8:45 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for March 2013 read by M. Tobin and submitted. Motion to pay bills made by R. Dorio. Second was made by M. Noctor. All were in favor. The total of the approved bills for March 2013 is \$8,931.74.

Miscellaneous

M. Noctor requested from Chief Mitchell a list of the fire department's current members for the Liberty Mutual self-audit.

Adjournment

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

Karl B. Spolarich
Secretary

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

Resolution # 13-003

Authorizing Appointment of Attorney for the 2013-2014 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 2013-2014; 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 # 13-004

Authorizing Appointment of Accountant for the 2013-2014 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 2013-2014 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) The Metis Group LLC 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 # 13-005

Authorizing Appointment of Auditor for the 2013-2014 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 2013-2014 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) The Metis Group LLC is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2014 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 #13-006

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 #13-007

Authorizing Regular Meeting Schedule for the 2013-2014 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, 2013	October 9, 2013
May 8, 2013	November 13, 2013
June 12, 2013	December 11, 2013
July 10, 2013	January 8, 2014
August 14, 2013	February 12, 2013
September 11, 2013	March 12, 2014

(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 #13-008

**Designation of Official Newspapers for
Publications for the 2013-2014 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 2013-2014 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 2013-2014 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 #13-009

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 #13-010

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 #13-011
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 2013.
- (2) A copy of this resolution shall be forwarded to the State upon adoption.

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

March 13, 2013

To: Washington Township Fire District #1

Subject: Monthly Activity Report for February 2013

The below summary of fire department activity for the month of February 2013 is submitted for your records:

Call Volume – 18	Call hours – 87.45 hrs
Training classes – 4	Training hours – 156

Points of Interest:

- 4 members of the truck committee will be going to the Peirce facility in Appleton, WI 19-21 Mar for final inspection of 76-75.
- FF Rich Dekmar was moved off probation of active status on 2/4/13.
- Jimmy Hudock was moved from Jr. Firefighter to Probationary FF on 3/4/13. His application is pending.

Respectfully submitted:

Greg Mitchell, Chief

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

Monthly Report February 2013

Non Life Hazard Inspections – 8

Life Hazard Inspections – 2

CSDCMAC – 3

Permits Issued – 1

Non-Life Hazard Fee's collected - \$536

Smoke Detector Fee's (CSDCMAC) collected - \$135

Permit Fee's collected - \$42.00

Acting Fire Official hours for the month were 54.

Respectfully,

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

Washington Township Fire District #1

Treasurer's Report

March 13, 2013

	Type	Date	Memo	Open Balance	Num
Chase Darwin - V					
	Bill	03/12/2013	gym membership reimbursement	<u>125.00</u>	
Total Chase Darwin - V				125.00	2835
Comcast					
	Bill	03/12/2013	internet and phones washburn	323.11	
	Bill	03/12/2013	phone and internet brass castle	<u>135.48</u>	
Total Comcast				458.59	2836
FireFighter One					
	Bill	03/13/2013	gloves	49.99	
	Bill	03/13/2013		<u>459.00</u>	
Total FireFighter One				508.99	2837
Fleet Services					
	Bill	03/12/2013	truck fuel	<u>604.12</u>	
Total Fleet Services				604.12	2838
New Jersey American Water					
	Bill	03/12/2013	hydrants	<u>5,450.00</u>	
Total New Jersey American Water				5,450.00	2839
New Jersey Fire Equipment					
	Bill	03/13/2013	airpack test and installed strap ring connector kit and battery	<u>152.07</u>	
Total New Jersey Fire Equipment				152.07	2840
New Jersey State Assoc. Of Fire Districts					
	Bill	03/12/2013	fire district dues njsaofd	<u>300.00</u>	
Total New Jersey State Assoc. Of Fire Districts				300.00	2841
Nextel					
	Bill	03/12/2013	Cell Phone Walter Cooper ok. per RD	<u>82.35</u>	
Total Nextel				82.35	2842

R&L Data Centers Inc.

Bill	03/12/2013	<u>108.00</u>	
Total R&L Data Centers Inc.		108.00	2843

Richard M. Braslow, ESQ

Bill	03/12/2013	<u>295.00</u>	
Total Richard M. Braslow, ESQ		295.00	2844

The Star Ledger

Bill	03/12/2013	advertising for election and meeting	<u>177.48</u>	
Total The Star Ledger			177.48	2845

Verizon Wireless

Bill	03/12/2013	cell phones line officers	<u>357.76</u>	
Total Verizon Wireless			357.76	2846

Warren County Board of Elections

Bill	03/13/2013	elections	<u>312.38</u>	
Total Warren County Board of Elections			<u>312.38</u>	2847

TOTAL

8,931.74