

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

Minutes for March 9, 2016:

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 – Ralph Dorio – Absent
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 in *The Express Times* and/or *The Star Ledger* and posted at the municipal building.

Reorganization

Oath of Allegiance

C. Shotwell and J. Vinson, elected on February 20, 2016, 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 #16-002

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 #16-003

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 #16-004

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 #16-005

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 #16-006

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 #16-007

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 #16-008

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

Resolution #16-009

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. Vinson. All were in favor.

Resolution #16-010

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.

Resolution #16-011

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

Reading of Minutes

Minutes from the February 10, 2016, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. Tobin. Second was made by J. Vinson. All were in favor.

Correspondence

M. Tobin received a recall from Ford Motor Company for the headlights on the Bureau of Fire Prevention's vehicle. The Board will receive notice once the parts necessary for repair are available.

Report of Fire Department

None.

Report of Fire Chief

Monthly activity report for February 2016 read and submitted by Chief M. Tobin.

Report of Fire Official

None.

Old Business

J. Vinson has not received a written report from Fire Official W. Heerwagen, Jr., regarding his accident with the Bureau of Fire Prevention's vehicle. This report is needed for insurance purposes.

M. Tobin reported that the windshield on the Bureau of Fire Prevention's vehicle will be repaired at Jack's Glass.

New Business

Motion made by M. Tobin to approve the application of Miguel Ressurreicao of 18 Douglas Lane as a probationary member of the fire department pending the results of the Board's required drug test. Second was made by J. Vinson. All were in favor.

Motion made by J. Vinson to approve the application of Luke Kiley of 35 Long Hill Avenue as a cadet member of the fire department. Second was made by M. Tobin. All were in favor.

Meeting opened to the public by C. Shotwell at 8:15 P.M.

W. Crampton, 173 Washburn Avenue, questioned why the fire official has not yet provided a written report for insurance purposes and expressed his concerns regarding taxpayer dollars being wasted if no claim is filed with the insurance company. K. Spolarich assured W. Crampton that the Board will pursue an insurance claim once said report is received from the fire official.

E. Kiley, 35 Long Hill Avenue, requested that members of the Bureau of Fire Prevention are provided with personal protective gear to complete inspections of fire scenes. Discussion followed. The fire department will provide the members of the Bureau of Fire Prevention with said personal protective gear.

Meeting closed to the public by C. Shotwell at 8:20 P.M.

Treasurer's Report/Payment of Bills

Treasurer's report for March 9, 2016, read by M. Tobin and submitted. Motion to pay bills made by J. Vinson. Second was made by K. Spolarich. All were in favor. The total of the approved bills for March 9, 2016, is \$45,219.92.

Miscellaneous

None.

Adjournment

Motion made by J. Vinson to adjourn meeting at 8:25 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 # 16-002

Authorizing Appointment of Attorney for the 2016-2017 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 2016-2017; 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 # 16-003

Authorizing Appointment of Accountant for the 2016-2017 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 2016-2017 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 # 16-004

Authorizing Appointment of Auditor for the 2016-2017 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 2016-2017 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 2017 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 #16-005

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 #16-006

Authorizing Regular Meeting Schedule for the 2016-2017 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 13, 2016	October 12, 2016
May 11, 2016	November 9, 2016
June 8, 2016	December 14, 2016
July 13, 2016	January 11, 2017
August 10, 2016	February 8, 2017
September 14, 2016	March 8, 2017

(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 #16-007

**Designation of Official Newspapers for
Publications for the 2016-2017 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 2016-2017 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 2016-2017 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 #16-008

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 #16-009

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 #16-010

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 2016.
- (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 #16-011

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) Edward Kiley (NJDFS License I.D. No. 114728) of 35 Long Hill Avenue, Washington, New Jersey, is hereby appointed to act as Fire Inspector with the amount of compensation received as \$20.61 per hour.

Washington Township Fire Department
Chiefs Report February 2016
March 7, 2016

For the month of February 2016 the Washington Township Fire Department held 1 Business Meeting 7 Drills/Work Details and responded to 14 Emergency calls for a total of 224.25 Man Hours.

I would like to thank the members who responded to the Hillsborough fire with 76-72. 76-72 has been repaired. We still have not received a bill from Stews.

I have met with Chairman Dorio and finalized the LOSAP numbers. I have not received them back from him as of today. They will be posted as soon as I receive them.

Harrisburg Fire Expo – Friday May 20, 2016 – Sunday May 22, 2016. We will be attending as a group on the Friday. Would like to do a bus charter if there is enough interest or at least renting a van for transportation to the event.

Members are reminded that they and their spouse can have a cardiac workup done by Deborah at no cost. This is a full day workup and you will get the results when completed. Please go to <http://www.captainsgift.com/> for more information.

Reminder – The Installation Dinner will be held on March 19 Hawk Point 6 - 11PM. Please sign up by Friday March 11 so we can get a final head count.

Gas meter from 76-64 has been returned from the fire store and is back in service. I am still working with Fire Fighter one to get back any money owed for the maintenance contract.

The clean air systems at both fire houses need maintenance I will have an update on the status by next meeting.

Breathing air systems have had their maintenance performed and I am awaiting the results of the air quality testing.

76-75 is out of service for maintenance.

Warren county will be reprogramming our fire ground channels Friday March 11 beginning at Brass Castle 9 AM. Officers please drop your handhelds off at the fire house before Friday morning.

Grand opening of Baker Federal Credit Union newest branch. They have requested an engine April 2nd from 11-2pm, rain date will be April 16th 11-2pm. We will be wearing Class B uniforms and bringing our fire prevention materials.

I would like to thank Shop Rite of Greenwich, Shop Rite of Washington, and Muheisen Bakery for supplying the corned beef and cabbage dinner for this evening. We asked that we be allowed to use multiple price plus discounts for Shop Rite and the stores donated the food and paper products. The bakery supplied the Soda bread. I would like to request thank you letters to the following.

Thank you letters for donations

Greenwich Shop Rite
Joseph Colalillo
272 Rt. 202&31
Flemington, NJ 08822

(Corned Beef, Cabbage, Potatoes)

Shop Rite of Washington
2 Clubhouse Drive
Washington, NJ 07882

(Paper Goods & Condiment's)

Muheisen Bakery
217 West Washington Ave.
Washington, NJ 07882

(Soda Bread)

Application for membership Miguel Ressurreicao 18 Douglas Lane. References have been checked and application is in order and will be turned over to district on 3/9/2016.

Application for junior membership Luke Kiley.

Calendar for the month of February 2016

3/7/2016 – Business Meeting

3/14/2016 – Mandatory FIT Test Brass Castle 18:30

3/9/2016 – District Meeting Brass Castle FH 20:00

3/11/2016 – Radio Programming Brass Castle 09:00

3/17/2016 – Warren County Chiefs Hope FH 19:00

3/17/2016 – Hackettstown St Patrick's Parade See 76-90 if Interested.

3/19/2016 – Installation Dinner Hawk Point 18:00

3/21/2016 – Fire Flow Paths Final Video (BBP Right to Know Reschedule) Brass Castle FH 19:00

3/28/2016 – Building Construction Brass Castle FH 19:00

4/2/2016 – Engine requested Baker Federal Credit Union Grand Opening 11AM-2PM

Respectfully Submitted

Mitch Tobin - Chief

Washington Township Fire District #1

Unpaid Bills Detail

All Transactions

03/09/16

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>	<u>Num</u>
911 Safety Equipment					
	Bill	03/09/2016	flashlight holder	<u>86.00</u>	
Total 911 Safety Equipment				86.00	3435
Comcast					
	Bill	03/01/2016	phones and internet washburn	255.59	
	Bill	03/01/2016	phones and internet brass castle	<u>148.75</u>	
Total Comcast				404.34	3436
Elizabeth Truck Center					
	Bill	03/01/2016	76-64	<u>12,640.10</u>	
Total Elizabeth Truck Center				12,640.10	3437
Emergency Training Consultants, LLC					
	Bill	03/01/2016	elevator training	<u>200.00</u>	
Total Emergency Training Consultants, LLC				200.00	3438
Fire and Safety Services , LTD.					
	Bill	03/01/2016	76-65	401.74	
	Bill	03/09/2016	76-72	<u>362.50</u>	
Total Fire and Safety Services , LTD.				764.24	3439
Harold Teabo - V					
	Bill	03/01/2016	gym membership reimbursement	<u>125.00</u>	
Total Harold Teabo - V				125.00	3440
Mark Frenzel - V					
	Bill	03/01/2016	gym membership reimbursement	<u>125.00</u>	
Total Mark Frenzel - V				125.00	3442
New Jersey American Water					

	Bill	03/01/2016	hydrants	<u>5,637.50</u>	
Total New Jersey American Water				5,637.50	3443
Ok Auto & 4WD					
	Bill	03/09/2016	76-75	<u>1,100.00</u>	
Total Ok Auto & 4WD				1,100.00	3444
Richard M. Braslow, ESQ					
	Bill	03/09/2016		<u>214.50</u>	
Total Richard M. Braslow, ESQ				214.50	3445
State NJ Dept. of Pensions and Benifits					
	Bill	03/09/2016	fine for late irocs	<u>12.19</u>	
Total State NJ Dept. of Pensions and Benifits				12.19	3446
Stewart & Stevenson Power Products LLC					
	Bill	03/01/2016	76-72	<u>4,096.78</u>	
Total Stewart & Stevenson Power Products LLC				4,096.78	3447
The Star Ledger					
	Bill	03/01/2016	election notice and budget summary	<u>154.56</u>	
Total The Star Ledger				154.56	3448
Verizon Wireless					
	Bill	03/01/2016	line officer and fire official cell phones	<u>440.20</u>	
Total Verizon Wireless				440.20	3449
Warren County Board of Elections					
	Bill	03/01/2016	district elections	<u>337.91</u>	
Total Warren County Board of Elections				337.91	3450
Washington Township Fire Department					
	Bill	03/01/2016	rent payment	<u>16,300.00</u>	
Total Washington Township Fire Department				16,300.00	3451
Weeping Willow Garage					
	Bill	03/01/2016	2003 crown victoria	<u>450.00</u>	
Total Weeping Willow Garage				450.00	3452
Witmer Associates Inc.					
	Bill	03/09/2016	MSA meter repair	387.60	
Total Witmer Associates Inc.				387.60	3453

New Jersey State Division of Pensions and Benefits

	Bill	03/09/2016	Pension Appropriation 2016	<u>1,744.00</u>
Total NJ DIV Pen and Benefits				<u>1,744.00</u>
TOTAL				<u><u>45,219.92</u></u>