

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

**Minutes for May 8, 2024:**

**Meeting Called to Order by M. Riotto at 7:00 P.M.**

**Pledge of Allegiance**

M. Riotto requested a moment of silence for all fallen firefighters.

**Roll Call**

Chairman – Michael Riotto – Present  
Vice Chairman – Matthew Noctor – Absent  
Secretary – Karl Spolarich – Present  
Treasurer – Marc DeMarco – Present  
Assistant Secretary/Treasurer – Chase Darwin – 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.

**Reading of Minutes**

Minutes from the April 10, 2024, meeting were read by K. Spolarich. Motion to accept minutes as read made by M. DeMarco. Second was made by M. Riotto. All were in favor.

**Correspondence**

None.

**Report of Fire Department**

None.

**Report of Fire Chief**

Monthly report for April 2024 read and submitted by Fire Chief T. Wilson.

**Report of Fire Official**

Monthly report for April 2024 read and submitted by Fire Official E. Kiley.

## **Old Business**

K. Spolarich requested the necessary LOSAP information from the fire department.

## **New Business**

### **Resolution #24-003 – Authorizing Increase in Salary of Fire Official**

M. DeMarco made a motion to increase the salary of the Fire Official in accordance with the employee's contract. Second was made by K. Spolarich. All were in favor.

### **Resolution #24-004 – Authorizing Increase in Hourly Rate of Firehouse Caretaker**

M. DeMarco made a motion to increase the hourly rate of the Firehouse Caretaker to \$25.00 per hour. Second was made by K. Spolarich. All were in favor.

### **Resolution #24-005 – Authorizing Hiring of Per Diem Employee**

Motion made by M. Riotto to hire Brian Trimmer as a Firehouse Caretaker, a per diem employee of the Board. Second was made by M. DeMarco. All were in favor.

M. Riotto discussed the hiring practices of the Bureau of Fire Prevention adhering to the Equal Opportunity Employment laws.

### **Meeting opened to the public by M. Riotto at 7:45 P.M.**

No public participation.

### **Meeting closed to the public by M. Riotto at 7:46 P.M.**

### **Treasurer's Report/Payment of Bills**

Treasurer's report for May 6, 2024, read and submitted by M. DeMarco. Motion to pay bills made by K. Spolarich. Second was made by M. Riotto. All were in favor. The total of the approved bills for May 6, 2024, is \$19,988.58.

## **Miscellaneous**

None.

## **Adjournment**

Motion made by M. DeMarco to adjourn meeting at 7:52 P.M. Second was made by K. Spolarich. All were in favor.

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**Karl B. Spolarich**  
Secretary



## Washington Township Fire Department

196 Washburn Ave. Washington, NJ 07882

Phone: 908-689-0575 Fax: 908-689-3131

Chief's Report

Chief Tom Wilson

5/8/24

Business Meeting

4/1/24

DRILLS 3

Pump Drill refresher

Small Equipment refresh and run

Stop the Bleed Class from Warren County

Pumping off a Tender Refresher

Calls

16 Fire Calls

3 EMS calls

6 MVAs

TOTAL CALLS 25

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

**APRIL 2024  
Monthly Report 2024**

Non Life Hazard Inspections - 11  
Life Hazard Inspections - 6

Non Life Hazard Fees Collected -337.00

Life Hazard Fees collected from State of NJ -0.00  
Smoke Detector Fees (CSDCMAC) collected- 1104.00

FEES COLLECTED FOR PERMITS - 698.00

Edward Kiley  
Fire Official - Washington Township Fire District #1

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

**Resolution #24-003**

**Authorizing Increase in Salary of Fire Official**

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

WHEREAS, the Fire District deems it appropriate to increase the salary in accordance with the employee's 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 salary of the Fire Official is hereby increased to \$88,695.60.

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

**Resolution # 24-004**

**Authorizing Increase in Hourly Rate of Firehouse Caretaker**

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

WHEREAS, the Fire District deems it appropriate to increase the hourly rate of per diem employees relative to the position.

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 hourly rate of Firehouse Caretaker is hereby increased to \$25.00 per hour for services rendered to be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

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

**Resolution # 24-005**

**Authorizing Hiring of Per Diem Employee**

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

WHEREAS, the Fire District is desirous of employing a per diem employee relative to  
the position.

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

- (1) Brian Trimmer is employed relative to the referenced position.
- (2) This individual shall undertake all job responsibilities relative to the position as  
previously adopted by the Fire District.
- (3) This individual shall receive \$25.00 per hour for services rendered to be paid on  
the 15<sup>th</sup> and 30<sup>th</sup> of each month.
- (4) The commencement date of employment shall be upon adoption of this resolution  
and satisfaction by the employee of any conditions of employment.

**Washington Township Fire District #1**

**Unpaid Bills Detail**

**As of May 6, 2024**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Chase Darwin - V</b>						
	Bill	05/06/2024	stipend	05/16/2024		<u>1,200.00</u>
Total Chase Darwin - V						1,200.00
<b>Comcast</b>						
	Bill	05/06/2024	8499052730036227	05/16/2024		23.45
	Bill	05/06/2024	8499052730036219	05/16/2024		<u>410.93</u>
Total Comcast						434.38
<b>Karl Spolarich - v</b>						
	Bill	05/06/2024	stipend	05/16/2024		<u>1,500.00</u>
Total Karl Spolarich - v						1,500.00
<b>Marc De Marco</b>						
	Bill	05/06/2024	stipend	05/16/2024		<u>1,500.00</u>
Total Marc De Marco						1,500.00
<b>Matt Noctor - V</b>						
	Bill	05/06/2024	stipend	05/16/2024		<u>1,200.00</u>
Total Matt Noctor - V						1,200.00
<b>Mike R. Riotto - V</b>						
	Bill	05/06/2024	stipend	05/16/2024		<u>1,500.00</u>
Total Mike R. Riotto - V						1,500.00
<b>New Jersey American Water</b>						
	Bill	05/06/2024	1018-210023095075	05/06/2024		<u>7,539.20</u>
Total New Jersey American Water						7,539.20
<b>New Jersey Fire Equipment</b>						
	Bill	05/06/2024	71960	05/16/2024		<u>985.00</u>
Total New Jersey Fire Equipment						985.00
<b>Richard Braslow</b>						
	Bill	05/06/2024	04718	05/06/2024		<u>50.00</u>
Total Richard Braslow						50.00
<b>Urban And Jinks</b>						
	Bill	05/06/2024	16624	05/16/2024		<u>4,080.00</u>
Total Urban And Jinks						<u>4,080.00</u>
<b>TOTAL</b>						<u><u>19,988.58</u></u>