

**Board of Fire Commissioners
LINDENWOLD FIRE DISTRICT No.1
Monthly & Year-End Meeting Minutes**

Meeting Date: December 28, 2016
Meeting Place: Fire Administration Building
Meeting Called To Order: 7:32 pm
Members of Board Present: **Chairman** – Clifford Ruth
Vice Chairman – Richard Paul, Jr.
Treasurer – Raymond McManus
Secretary – Wayne Hans, excused
Commissioner – Frank Weindel
District Clerk – Kathleen Crockett
Solicitor – Richard Tavani

Salute the Flag

Sunshine Law – Comm. Ruth

In accordance with the NJ Sunshine Law this meeting that has been properly advertised and is open to the public. The public portion will follow the regular business of the Board. This is also the Board of Fire Commissioners year-end meeting.

Roll Call Commissioners

Comms. McManus, Paul, Weindel and Ruth present. Comm. Hans is excused.

Minutes of the Previous Meeting – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to accept the 11/21/16 meeting minutes as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it.

Correspondence – Cl.Crockett

Outgoing

Cl.Crockett: We sent a letter to the Borough of Lindenwold asking for the waiver of fee for the sewer service to the three fire stations for the 2017 year.

And there has been correspondence sent back and forth regarding the 2017 Budget.

Comm. Ruth: Any other correspondence? (hearing none)

Treasurer’s Report – Comm. McManus

As of 12/28/16:

TD Bank General Checking	182,864.71
TD Bank Money Market Account	598,516.21
TD Bank Money Market Capital	243,368.07
TD Bank Payroll Checking	16,271.46
TD Bank LEA Dedicated Penalty	7,461.36
TD Bank LEA Trust Penalty	16,038.10
Petty Cash	200.00
Total Current Assets	1,064,719.91

Motion made by Comm. Weindel, seconded by Comm. Paul to accept the Treasurer’s Report as read.

Any questions? (hearing none) Roll call vote, all yes.

Payment of Bills – Comm. McManus

Comm. McManus: In front of you, you have a list of 74 bills totaling \$88,939.41.

Motion made by Comm. Paul, seconded by Comm. Weindel to approve the payment of bills. Any question on the motion? (hearing none) Roll call vote, all yes.

COMMITTEE REPORTS

Fire Department Equipment – Comm. Paul

Comm. Paul: All the equipment ordered for 2016 is in. The 5inch hose came in the other day.

Turn-Out Gear – Comm. Paul

Comm. Paul: Four sets of gear came in, they were distributed. The old gear is now in the closet.

I put together a new helmet policy that was emailed to the Commissioners, everyone should have it in their packet to be voted on tonight or discussed tonight and voted on at the next meeting.

We have a helmet we're going to discuss in Closed Session, what we're going to do with it.

Recruitment / Membership – Comm. Paul

Comm. Paul: We have one application that is on the desk that came back today. One was sent out for a new member.

Fitness Center – Comm. Paul

Comm. Paul: The fans are in and installed. We're putting in a new radio and speakers...they are in and will be installed, probably by one of the members.

S.O.G.'s – Comm. Paul

Comm. Paul: The S.O.G.'s are in progress. They are working on them. There have been a lot of emails back and forth. That's all I got.

Insurance – Comm. Weindel

Nothing to report.

Incentive Program – Comm. Weindel

Nothing to report.

Uniforms – Comm. Weindel

Comm. Weindel: We ordered job shirts for the guys that made their 40% so they were ordered. When they come in they'll be distributed. That's all I got.

Fuel – Comm. Weindel

Nothing to report.

Train Display – Comm. Weindel

Nothing to report.

Communications – Comm. McManus

Comm. McManus: The twelve pagers I bought have been distributed, and I have some that have to go back out for repair of the ones I got back. The radios are good.

Apparatus – Comm. McManus

Comm. McManus: First Priority came down yesterday and replaced one of the drain valves on the Ladder, so we're all caught up with truck repairs for the end of the year.

Under NFPA Testing, UL has put us off 3 times, and the last dates they gave me were January 4th & 5th. So I told them that since we're into the new year, let's just wait for warmer weather. So we're going to get the Aerials tested in March or April. But evidently UL is getting a lot of complaints too. They did Laurel Springs with no problem, but us, they pushed off 3 times from November to the first of the year. That's all I've got.

Computers – Comm. McManus

Nothing to report.

Sale of Assets – Comm. McManus

Nothing to report.

Assist Personnel – Comm. McManus

Nothing to report.

Budget – Comm. McManus

Nothing to report.

Administration / Personnel – Comm. Ruth

Nothing to report.

Office of Fire Prevention – Comm. Ruth

Nothing to report.

Training Division – Comm. Ruth

Comm. Ruth: The Training report was read aloud for November 2016, a copy is attached to the minutes. Respectfully submitted, Steve Schwegel, Jr. & Justin Mastalski and Andrew Sarli-Prelle, Training Division.

Executive Fire Administrator’s Report – E.F.A. Nolan

Comm. Ruth: Mike is going to give a year-end report at the January meeting. He’s been sick, hopefully we don’t get sick. Other than that, I have nothing else at this time.

EFA Nolan: The only other thing I need to add is there is going to be some Officer changes. I’m supposed to meet with a couple of them this week, but I don’t know if that’s going to happen if I take the meds he gave me and Friday I feel better, I don’t know, but if not it will be the first week in January it will be done. That’s all I have.

Comm. Weindel: Line Officer’s?

EFA Nolan: Line Officers, yes.

Building Maintenance / Grounds – Comm. Hans

No report.

Health & Safety – Comm. Hans

No report.

Fixed Assets – Comm. Hans

No report.

Hydrants / Water – Comm. Hans

No report.

President’s Report – Comm. Ruth

Comm. Ruth: President’s Report? (hearing none)

Solicitor – R. Tavani

Sol.Tavani: Mr. Chairman and members of the Board, we do have 5 Resolutions tonight. The first one being the adoption of the 2017 Budget, that must be open to Public Portion. With regard to that specific Resolution with comment on the Budget, I would ask for action on each of the Resolutions. We do also have Closed Session regarding the helmet policy and a personnel matter. After we act on the Resolutions, I would ask you to go into Closed Session with the possibility of the Board coming out and taking additional action on the two matters in Closed Session.

Resolutions – Comm. Ruth

Resolution 2016-20 The 2017 Adopted Budget Resolution, Lindenwold Fire District No. 1, Fiscal Year 01/01/17-12/31/17.

Motion made by Comm. McManus, seconded by Comm. Weindel to open the public portion for the Budget. All in favor, ayes have it. At this time, the meeting is now open to the Public. (hearing none)

Motion made by Comm. McManus, seconded by Comm. Paul to close to the Public. All in favor, ayes have it.

Resolutions – continued

Motion made by Comm. Paul, seconded by Comm. Weindel to approve Resolution 2016-20, the 2017 Adopted Budget Resolution. Any questions? (hearing none) Roll call vote, all yes.

Resolution 2016 – 21 Temporary Budget Adoption 2017 – That is so we have operating funds until our budget is approved. Any questions? (hearing none)

Motion made by Comm. Paul, seconded by Comm. Weindel to accept Resolution 2016-21. Roll call vote, all yes.

Resolution 2016 – 22 Line Item Transfers.

Motion made by Comm. Paul, seconded by Comm. McManus to accept Resolution 2016-22.

Any questions? (hearing none) Roll call vote, all yes.

Resolution 2016 – 23 Accounts Payable

Motion made by Comm. McManus, seconded by Comm. Weindel to accept Resolution 2016-23.

Any questions? (hearing none) Roll call vote, all yes.

Resolution 2016 – 24 Encumbrances

Motion made by Comm. Paul, seconded by Comm. McManus to accept Resolution 2016-24.

Any questions? (hearing none) Roll call vote, all yes.

Old Business – Comm. Ruth

Comm. Ruth: Old Business? (hearing none)

New Business – Comm. Ruth

Comm. Ruth: New Business?

EFA Nolan: All the banquet invitations are out, they're starting to come back. We did have a request, and I'll send it to the Exec. Board members about changing the banquet from 6pm to 6:30pm because they have another affair earlier in the day, and they need an extra ½ hour. As soon as I get something back from them, it will probably be an email to change it from 6pm-11pm to 6:30pm -11:30pm. That's all I got.

Public Portion – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. McManus to open the meeting to the Public. All in favor, ayes have it. (hearing none)

Motion made by Comm. Weindel, seconded by Comm. Weindel to close to the public. All in favor, ayes have it.

Open to Commissioners – Comm. Ruth

Comm. Weindel: To wish everybody a Happy New Year coming up and be safe. (all said the same)

Closed Session – Comm. Ruth

Motion made by Comm. McManus, seconded by Comm. Weindel to go into Closed Session. All in favor, ayes have it.

Sol.Tavani: It's in reference to personnel issues and the helmet policy.

Motion made by Comm. Paul, seconded by Comm. Weindel to come out of Closed Session. All in favor, ayes have it.

Comm. Ruth: At this time, we're back into regular session. Do we wish to go to New Business for the policy or are you going to rewrite it and adopt the policy in January.

Comm. Paul: There are only a few things I got to change. It's to approve the stickers by Administrator or Chairman, and limit of three. That's the only change I have to put in there.

Comm. Ruth: This way everybody has it with the change. You really only have 3 weeks until our next meeting.

Comm. Paul: I'll redo it with the changes.

EFA Nolan: And spelling corrections...there was a lot.

Adjourn - Comm. Ruth

Motion made by Comm. Weindel, seconded by Comm. McManus to adjourn the meeting at 8:10pm.

All in favor, ayes have it.

5:54 PM
12/28/16
Accrual Basis

Lindenwold Fire District No.1
Treasurer's Report
As of December 28, 2016

	<u>Dec 28, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH	
1010 · TD Bank General Checking	182,864.71
1011 · TD Bank Money Market Acco...	598,516.21
1013 · TD Bank Money Market Capital	243,368.07
1020 · TD Bank Payroll Checking	16,271.46
1030 · TD Bank LEA Dedicated Pen...	7,461.36
1040 · TD Bank LEA Trust Penalty	16,038.10
1090 · Petty Cash	200.00
Total 1000 · CASH	<u>1,064,719.91</u>
Total Checking/Savings	<u>1,064,719.91</u>
Total Current Assets	<u>1,064,719.91</u>
TOTAL ASSETS	<u><u>1,064,719.91</u></u>
LIABILITIES & EQUITY	0.00

LINDENWOLD FIRE DEPARTMENT

TRAINING DIVISION

To: Commissioner Ruth
From: Training Division
Date: 12/28/2016
Re: November Training Report

Department Training

- November 8, 2016
 - Topic: Burn Building - Live Fire
 - Instructor: Training Officer Schwegel
 - Students: 12
 - Hours:3

- November 15, 2016
 - Topic: Vehicle Anatomy
 - Instructor: Chief Ceilona
 - Students: 18
 - Hours: 3

- November 22, 2016
 - Topic: PIA of the plane crash
 - Instructor: Chief Nolan and BC Beeler
 - Students: 15
 - Hours: 2

- November 29, 2016
 - Topic: Vehicle Anatomy
 - Instructor: Chief Ceilona
 - Students: 11
 - Hours: 3

Note: Probationary firefighter Sean Polifrone successfully passed the firefighter 1 course. The other members taking the course have to retake the written test.

Respectfully Submitted,

Steve Schwegel Jr
Justin Mastalski
Andrew Sarli-Prelle

2016 – 20

2017 ADOPTED BUDGET RESOLUTION

LINDENWOLD FIRE DISTRICT NO. 1

FISCAL YEAR: January 1, 2017 to December 31, 2017

WHEREAS, the Annual Budget for the Borough of Lindenwold Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2017 and ending December 31, 2017, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of December 28, 2016; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) includes a proposed public referendum in the amount of \$450,000 in excess of the allowable amount to be raised by taxation; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$1,891,626, which includes amount to be raised by taxation of \$1,351,550, and Total Appropriations of \$1,891,626; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on December 28, 2016 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2017 and ending December 31, 2017, is hereby adopted and, subject to the proposed referendum being approved by 50 percent of the voters shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,891,626, which includes amount to be raised by taxation of \$1,351,550, and Total Appropriations of \$1,891,626; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

Raymond McManus
(Secretary's Signature)

12-28-16
(Date)

Board of Commissioners Recorded Vote

Table with 5 columns: Member, Aye, Nay, Abstain, Absent. Rows include Ruth, Paul, McManus, Hans, Weindel with handwritten marks indicating votes.

RESOLUTION

2016 - 21

TEMPORARY BUDGET ADOPTION 2017

WHEREAS, N.J.S.A. 40A:14-78.17 directs that a Board of Fire Commissioners shall adopt a temporary budget when appropriations are to be made prior to the adoption of the budget.

NOW THEREFORE, It is herein resolved and approved that a temporary budget be and is hereby adopted by the Board of Fire Commissioners covering the period prior to the adoption of the budget by the voters, in an amount not to exceed 14% of the total appropriations made for all purposes in the budget for 2017 fiscal year, excluding appropriations for interest, debt redemption and capital improvements.

Dated: 12/28/2016



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 - 22

LINE ITEM TRANSFERS

WHEREAS, The Board of Fire Commissioners has determined the necessity of making end of the year line item transfers, and

WHEREAS, the laws of the State of New Jersey permits said transfers,

NOW THEREFORE, It is herein resolved and approved, that line item transfers, in accordance with the attached schedule and is hereby approved.

Date: 12/28/2016



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 - 23

ACCOUNTS PAYABLE

WHEREAS, The Board of Fire Commissioners desires to establish accounts payable to fund all expenditures for pending contracts of purchases and services from the year 2016 budget.

NOW THEREFORE, It is herein resolved and approved that an accounts payable account be and is hereby established for the 2016 budget by the Board of Fire Commissioners, in accordance with the attached schedule.

Dated: 12/28/2016



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 - 24

ENCUMBRANCES

WHEREAS, The Board of Fire Commissioners desires to establish an encumbrance schedule to fund all expenditures for pending contracts of purchases and services from the year 2016 budget.

NOW THEREFORE, It is herein resolved and approved that an encumbrance account be and is hereby established for the 2016 budget by the Board of Fire Commissioners, in accordance with the attached schedule.

Dated 12/28/2016



Clifford S. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk