

**Board of Fire Commissioners
LINDENWOLD FIRE DISTRICT No.1
Monthly Board Meeting Minutes**

Meeting Date: June 18, 2018
Meeting Place: Fire Administration Building
Meeting Called To Order: 7:30pm
Members of Board Present: **Chairman** – Clifford Ruth
Vice Chairman – Richard Paul
Treasurer – Raymond McManus
Secretary – Wayne Hans
Commissioner – Frank Weindel
District Clerk – Kathleen Crockett, excused
Solicitor – Richard Tavani

Salute the Flag

Sunshine Law – Comm. Ruth

In accordance with the NJ Sunshine Law this meeting has been properly advertised and is open to the public. The public portion will follow the regular business of the Board.

Roll Call Commissioners – Comm. Ruth

All present.

Minutes of the Previous Meeting – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to approve the 05/21/18 meeting minutes as they are available to the public upon request. Any questions? (hearing none) All in favor,

Correspondence – Cl.Crockett

No report.

Treasurer’s Report – Comm. McManus

As of 06/18/18:

TD Bank General Checking	55,328.45
TD Bank Money Market Account	318,109.18
TD Bank Money Market Capital	2,553.98
TD Bank Payroll Checking	16,783.65
TD Bank LEA Dedicated Penalty	5,576.36
TD Bank LEA Trust Penalty	16,050.12
Petty Cash	200.00
Total Current Assets	414,601.74

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 43 bills totaling \$48,174.26.

Motion made by Comm. Paul, seconded by Comm. Weindel to approve the payment of bills.

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

COMMITTEE REPORTS

Fire Department Equipment – Comm. Paul

Comm. Paul: Everything is OK.

Turn-Out Gear – Comm. Paul

Comm. Paul: We ordered 3 sets of gear last week. We’re still waiting for the helmets to come in for the Junior 1’s. The helmet details are in for the new helmets, along with the other decals for the member’s cars.

Fitness Center – Comm. Paul

Comm. Paul: The quarterly maintenance was done. They found one treadmill that was o.o.s. from a power surge. It's \$1,200 to repair. He has a slightly used one for \$1,000. I was going to call him tomorrow and place that order and have him deliver it.

Recruitment / Membership – Comm. Paul

Comm. Paul: We have two members being sworn-in, James Sheridan and Christian Grieco. That's all I have.

S.O.G.'s – Comm. Paul

No report.

Communications – Comm. McManus

Comm. McManus: I know all the portables and mobiles are doing good. I just ordered a half dozen pager clips.

Apparatus – Comm. McManus

Comm. McManus: As far as vehicle maintenance, all the PM's are done. The Squad needs to have its seat belts replaced. So I talked to Steve, and we're going to put out an email to make sure they're retracted before you close the door. He said if there was an accident, those seat belts wouldn't hold anything. So it's written up now to replace the driver & passenger side.

The Squad, Engine and Ladder all need exhaust systems. So tomorrow I will look into that. The Squad and the Engine only need mufflers. The Ladder is more extensive. They are going to do the Aerial testing on the Ladder on the 25th. I talked to Fire Flow and they said the new truck doesn't have to be done every year like the Ladder's do. What they recommend doing is just a 5 year non-destructive test, so that's what we'll do. That's all I got.

Computers – Comm. McManus

Comm. McManus: I bought the Training Dept. a new laptop.

Sale of Assets – Comm. McManus

No report.

Assist Personnel – Comm. McManus

No report.

Budget – Comm. McManus

No report.

Insurance – Comm. Weindel

No report.

Incentive Program – Comm. Weindel

No report.

Uniforms – Comm. Weindel

Comm. Weindel: I'm ordering Class C for everybody for the 125th Anniversary so everybody has some kind of shirt. Some of the active guys don't have a Class C, so I'm ordering them for everybody.

Fuel – Comm. Weindel

Comm. Weindel: I've got a Wawa bill for over \$400.00. Make sure everybody is going to the Borough garage Public Works for fuel.

Train Display – Comm. Weindel

No report.

Building Maintenance / Grounds – Comm. Hans

Comm. Hans: We have somebody now who's going to cut the grass at Station 3 probably every 2 weeks unless it needs otherwise.

Fixed Assets – Comm. Hans

No report.

Health & Safety – Comm. Hans

Comm. Hans: I ordered the new eye cartridges, so he should be calling me any day. As soon as they get done, they'll put them in. As far as the other stuff that's outdated I'll wait for him to get back to me on that.

Dep. Chief Polifrone: If you could, wait on Station 1. We're probably going to have to relocate it because we're putting in new lockers.

Comm. Hans: OK, if it comes in, then I'll wait on Station1, not a problem. Other than that, that's all I have.

Hydrants / Water – Comm. Hans

No report.

Administration / Personnel – Comm. Ruth

Comm. Ruth: An ad's been placed on-line, in the Courier Post and the front page of our website for the Clerk's position. It will come off the Friday prior to our July meeting. We've had 4 resume's turned in so far, so we're moving on that.

I have a letter that I'll be signing going back to the Bureau of Authority Regulation, Dept. of Community Affairs. The letter states we have properly advertised the Synopsis of Audit and will pass the resolution later on tonight.

Office of Fire Prevention – Comm. Ruth

Comm. Ruth: I did not get a report, so I'll have to contact him. I did speak with Acting Fire Official Shannon, and everything was going as planned for what they were doing.

Training Division – Comm. Ruth

Comm. Ruth: The Training report was read aloud, a copy is attached to the minutes. Respectfully submitted, Capt. Anthony Dimitri, Training Division.

Chief's Report – Chief Beeler

Chief Beeler: The report was read aloud by Chief Beeler, a copy is attached to the minutes.

President's Report – Comm. Ruth

Comm. Ruth: President's? (hearing none)

Borough of Lindenwold – Councilman DiDominico

Comm. Ruth: Councilman DiDominico not present.

Solicitor – R. Tavani

Sol.Tavani: We have two Resolutions tonight. One is for the acceptance of the Audit, I'd ask for action on that, and we also have a Resolution to go into Closed Session regarding some personnel issues. And I believe we have two swearing-ins tonight. That's all I have Mr. Chairman.

Resolutions – Comm. Ruth

Comm. Ruth:

Resolution 2018-18 A resolution for the annual Audit Report for the fiscal year ending 2017.

Motion made by Comm. Paul, seconded by Comm. Weindel. Any questions? (hearing none) Roll call vote, all yes.

Resolution 2018-19 A resolution to go into Closed Session for a personnel issue. Motion made by Comm. Paul, seconded by Comm. Weindel to go into Closed Session. Roll call vote, all yes.

Old Business – Comm. Ruth

Comm. Ruth: Old Business? (hearing none)

New Business – Comm. Ruth

Comm. Paul: Sol.Tavani swore in Christian Grieco as Junior 1 Firefighter. Congratulations. (applause)

Sol.Tavani swore in James Sheridan as Firefighter. Congratulations. (applause)

New Business – continued

Comm. Paul: I would like to make a motion that the Board look into an architect and engineer to possibly start building one building and moving forward.

Motion made by Comm. Paul, seconded by Comm. Weindel. Any question? (hearing none). All in favor, ayes have it.

Comm. Ruth: Do you have another Commissioner who's going to work with you on that?

Comm. Paul: We can use Comm. Wayne Hans.

Comm. Ruth: OK. Any other New Business? (hearing none)

Public Portion – Comm. Ruth

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

Audience – thank you for your service.

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

Open to Commissioners – Comm. Ruth

Comm. Weindel: Everybody is aware that Bud Farrell passed away in April...he was a life member of the Department. His wife just passed away the other day. Tomorrow there will be a service for her at the Christ Redeemer Parish in Atco from 9:30 to 10:45. Please keep her in your prayers.

Comm. Ruth: Just hope everybody has a nice 4th of July and is safe over the holiday.

Closed Session – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to discuss personnel matters in Closed Session. All in favor, ayes have it at 7:50pm.

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

Adjourn - Comm. Ruth

Motion made by Comm. McManus, seconded by Comm. Weindel to adjourn the meeting at 8:32pm. All in favor, ayes have it.

Lindenwold Fire District No.1
Treasurer's Report
As of June 18, 2018

	<u>Jun 18, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH	
1010 · TD Bank General Checking	55,328.45
1011 · TD Bank Money Market Acco...	318,109.18
1013 · TD Bank Money Market Capital	2,553.98
1020 · TD Bank Payroll Checking	16,783.65
1030 · TD Bank LEA Dedicated Pen...	5,576.36
1040 · TD Bank LEA Trust Penalty	16,050.12
1090 · Petty Cash	200.00
	<hr/>
Total 1000 · CASH	414,601.74
	<hr/>
Total Checking/Savings	414,601.74
	<hr/>
Total Current Assets	414,601.74
	<hr/>
TOTAL ASSETS	414,601.74
	<hr/> <hr/>
LIABILITIES & EQUITY	0.00



Lindenwold Fire Department
2201 Bangor Avenue
Lindenwold, NJ 08021
(856)-346-0935

May Training Report

The three members going through the academy all completed the program and took part in the graduation on June 10th 2018. All three of them passed the hands on part of the program but we are currently waiting for the State Test results from the state. We were scheduled to have training three Tuesdays in May but because of weather we only trained on two of them, below you will find the information on them drills. Respectfully submitted, Captain/Training Officer DiMitri, Captain Burns, Lieutenant Maldonado.

May 8, 2018 – Hose Advancement

Taught by: Captain DiMitri

Location – Under Laurel Springs Police Station

Lindenwold Fire Department Members – 24

Laurel Springs Fire Department Members – 11

Clementon Fire Department Members - 6

May 29, 2018 – Roof Operations & Forcible Entry

Taught by: Captain DiMitri, Lieutenant Maldonado

Location – Lindenwold Training Ground

Lindenwold Fire Department Members – 29

Laurel Springs Fire Department Members – 8

Clementon Fire Department – 4

CHIEFS REPORT

05/22/2018 – 06/18/2018

Calls for service – 53

Laurel Springs-1/Clementon- 11/Pine Hill-2

Attended both company meetings on 6/5

05-25 91 Blackwood Clementon Rd / small arson fire in apartment FM notified

06-06 Belmont – Female lit male's clothes on fire in apt/ FM notified

6/16 226 Aman place female lit male clothes on fire / FM notified

Squrt passenger side mirror replaced

Companies attended Memorial Day services- Strong showing by our membership

Ladder attended and displayed the flag at the Training Center memorial service

Myself and Chief Polifrone attended the PATCO/DRPA security group meeting on 6/13

1 members gear was removed for non-activity and a letter was sent. We have had another life member, John Brady come back to service as well as a few other prospects for membership.

Some new equipment has been coming in and placed in service as we receive it accordingly. Justin will be doing some work to Ladder to wire in a charging plug for the new strongarm tool

3 members were fitted for new gear

3 members graduated Fire 1. Chief Polifrone, Captain Dimitri, Captain Burns and others attended

We met with EMS. The Knox boxes were installed. The personnel were given instructions and their id numbers were assigned.

We are going to be setting up a new member orientation that will meet with new members once they join. Purpose of the group is to ensure they understand what we expect of them. We will be encouraging Junior 1 and 2 parents to attend as well so they can be aware of what we will do with their children.

Respectfully submitted

P.K Beeler, Chief

2018 - 18

RESOLUTION

WHEREAS, N.J.S.A.40A:5A-15 requires the governing body to each Fire District to cause an annual audit of its accounts to be made, and


WHEREAS, the annual audit report for the fiscal year ended 2017 has been completed and filed with the DIVISION OF LOCAL GOVERNMENT SERVICES pursuant to N.J.S.A.40A:5A-15, and

WHEREAS, N.J.S.A.40A:-17, requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A.40A:5A-17.

NOW, THEREFORE BE IT RESOLVED, that the governing body of the LINDENWOLD FIRE DISTRICT NO. 1 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended 2017, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by the certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JUNE 18, 2018.


Secretary

JUNE 18, 2018
Date

FIRE DISTRICTS
GROUP AFFIDAVIT FORM

PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the LINDENWOLD FIRE DISTRICT NO. 1
being of full age and being duly sworn according to law, upon our oath depose and say:

We are duly appointed/elected (cross out one) members of the LINDENWOLD FIRE DISTRICT
NO. 1

We certify, pursuant to N.J.S.A.40A:5A-17, that we have each reviewed the annual audit report for the
fiscal year ended 2017, and specifically the sections of the audit report entitled
"General Comments" and "Recommendations."

(PRINT-NAME)

(SIGNATURE)

CLIFFORD S. RUTH
Richard J. Paul, Jr.
Wayne Huns
FRANK WEINDEL
Raymond McManus

Clifford S. Ruth
Richard J. Paul, Jr.
Wayne Huns
Raymond McManus

Sworn to and subscribe before me

this 18th day of June, 2018

Kathleen Crockett
Notary Public of New Jersey

AFFIDAVIT OF PUBLICATION

Publisher's Fee \$106.48 Affidavit \$30.00

State of New Jersey } SS.
Camden County

Personally appeared *Jack B. Liskman*

Of the **Courier Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

06/19/18 A.D 2018

Mary Jo Szwak
Notary Public of New Jersey

Ad Number: 0002984277



COURIER-POST

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Classified Ad Receipt (For Info Only - NOT A BILL)

Customer: LINDENWOLD FIRE DIST

Ad No.: 0002984277

Address: 2201 BANGOR AVE
LINDENWOLD NJ 08021
USA

Pymt Method: Invoice

Net Amt: \$134.72

Run Times: 1

No. of Affidavits: 1

Run Dates: 06/19/18

Text of Ad:

FIRE DISTRICT NO. 1 OF THE BOROUGH OF LINDENWOLD COUNTY OF CAMDEN

As required by N.J.S.A. 40A:5A-15, the following is a synopsis of the audit of the financial statements and supplementary data for the year ended December 31, 2017.

	December 31, 2017
Assets:	
Cash and cash equivalents	\$ 484,354
Account receivable	1236
Total assets	\$ 485 590
Liabilities:	
Accounts payable	\$ 13,752
Accrued wages	2,367
Accrued professional fees	8,750
Accrued PERS	9 616
Total liabilities	34485
Fund balances:	
Restricted for:	
Capital	32,156
Assigned to:	
Other purposes	3,588
Designated for subsequent year's expenditures	75,000
Unassigned, reported in:	
General fund	340,361
Total fund balances	451105
Total liabilities and fund balance	485.590

FIRE DISTRICT NO. 1 OF THE BOROUGH OF LINDENWOLD Governmental Fund

Statement of Revenues, Expenditures and Changes in Fund Balance
For the year ended December 31, 2017

Totals
December 31,
2017

Revenues:	
Miscellaneous anticipated revenue	2,819
Total miscellaneous revenues	2,819
Operating grant revenues:	
Supplemental fire service act	7,885

Total operating grant revenue	7,885
Miscellaneous revenues offset with appropriations:	
Uniform fire safety act revenues:	
Annual registration fee	12,165
Other revenues	18,340
Total uniform fire safety act revenues	30,505
Total miscellaneous revenues offset with appropriations	30,505
Total revenues	41,209
Amount raised by taxation to support district budget	901,550
Total anticipated revenues	942,759
Expenditures:	
Operating appropriations:	
Administration:	
Salaries and wages	141,480
Fringe benefits	46,254
Other expenditures:	68,180
Total administration	255,914
Cost of operations and maintenance:	
Salaries and wages	26,000
Fringe benefits	3,890
Other expenditures	530,247
Total cost of operations and maintenance	560,137
Operating appropriations offset with revenues:	
Salaries and wages	17,000
Fringe benefits	1,412
Other expenditures	13,231
Total operating appropriations offset with revenues	31,643
Capital appropriations	669,074
Total operating appropriations	1,516,768
Excess (efficiency) of revenues over (under) expenditures	(574,009)
Fund balance, January 1	1,025,114
Fund balance, December 31	\$451,105

For the year ended December 31, 2017, there were no recommendations submitted.

The above synopsis was prepared from the report of the audit of the Fire District No. 1 of the Township of Lindenwold as of December 31, 2017.

This report of audit, submitted by Holman Frenia Allison, P.C., Certified Public Accountants, is on file at the office of the Fire District No.1 of the Township of Lindenwold, 2201 Bangor Avenue, Lindenwold, New Jersey and may be inspected by any interested person.

Dated: 06/19/18
R. McManus, Treasurer
(106.48)

RESOLUTION 2018 –19

**Board of Fire Commissioners
Fire District No 1**

Resolution to Authorize Closed Session

WHEREAS, matters have come before the Board of Fire Commissioners as follows: Personnel

WHEREAS, the Open Public Meetings Act permits a Closed Session to discuss said matters;

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners shall meet in Closed Session on 6/18/18 at 7:30 pm or soon thereafter as the Board directs as part of its meeting to discuss said matters. Such Closed Session in connection with this personnel shall not be disclosed; and

BE IT FURTHER RESOLVED that the public is hereby advised that formal action may or may not be taken on any matters disclosed in Closed Session when the Board enters into open session; and

BE IT FURTHER RESOLVED that the Board may take formal action on any other matters when it returns to open session.

Dated: 6/18/18



Clifford Ruth, Chairman



Attest: Kathleen Crockett, District Clerk