

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

Meeting Date: October 19, 2015
Meeting Place: Fire Administration Building
Meeting Called To Order: 7:30pm
Members of Board Present: **Chairman** – Clifford Ruth
Vice Chairman – Richard Paul, Jr.
Secretary – Wayne Hans
Treasurer – Raymond McManus
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 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

Comms. Paul, McManus, Weindel and Ruth present. Comm. Hans notified he will be a few minutes late.

Minutes of the Previous Meeting – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. McManus to approve the 09/21/15 meeting minutes as they are available to the public upon request. Any question on the motion? (hearing none)
All in favor, ayes have it. Comm. Weindel abstained.

Motion made by Comm. McManus, seconded by Comm. Weindel to approve the budget meeting of 10/05/15. Any question on the motion? (hearing none) All in favor, ayes have it. Comm. Paul abstained.

Correspondence – Cl.Crockett

Incoming

A letter was received from HGAC (Houston Galveston Area Council) returning the original signed copy of the interlocal contract to utilize national cooperative contracts.

Outgoing

A letter was prepared for the DMV authorizing EFA Nolan to sign and obtain vehicle registrations. An email was sent to SmartProcure providing information requested in an OPRA request.

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

Treasurer's Report – Comm. McManus

As of 10/19/15:

TD Bank General Checking	107,814.58
TD Bank Money Market Account	552,105.95
TD Bank Money Market Capital	441,683.82
TD Bank Payroll Checking	34,146.55
TD Bank LEA Dedicated Penalty	7,463.36
TD Bank LEA Trust Penalty	16,028.72
Petty Cash	200.00
Total Current Assets	1,159,442.98

Motion made by Comm. Paul, seconded by Comm. Weindel 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 37 bills totaling \$34,727.85.

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: Hose was tested, it all passed. We had one or two lengths that failed that were repaired.

Chief Nolan has started ordering equipment for this year. That should be coming in shortly.

Turn-Out Gear – Comm. Paul

Comm. Paul: Everything should be good with turn-out gear. We are just waiting for the two sets that were ordered to come in.

Recruitment / Membership – Comm. Paul

Comm. Paul: There is one application out, I believe we're still waiting to get his physical. There was two or three that was handed out at Fire Prevention. We're still waiting for them to come back to us.

Fitness Center – Comm. Paul

No report.

Apparatus – Comm. McManus

Comm. McManus: The turbo went in the Engine. It's intermittent right now. They have the new turbo ordered, hopefully it will be in one day this week. All of our NFPA testing has been done except for the Aerials and the Engine will have to be retested. The hose was done, and we had two pieces that failed. Larry Winters fixed it for us at no charge. He came to the Station last Tuesday night and fixed it. The ladders were good...everything went really well that day.

Computers – Comm. McManus

Comm. McManus: Everything is going good with the computers except with the mail server acting up every once in a while. What we're looking at doing for the new truck is getting away from the Toughbook and going with a pad. Magnolia is using it, they love it. So we're going to play around with it from now until the time we get the truck and see how it works.

We did sit down with the truck committee last Wednesday with Skip and went line by line through all the specs, everything looks good. Now it's going to go back to Skip and wait for KME to give us a price. That's pretty much it.

Communications – Comm. McManus

No report.

Sale of Assets – Comm. McManus

No report.

Assist Personnel – Comm. McManus

No report.

Budget – Comm. McManus

No report.

Insurance – Comm. Weindel

Comm. Weindel: EFA Nolan sent out an email not too long ago about putting JIF cards in all the trucks in case somebody gets injured, what to do with the procedures.

Sol.Tavani: The insurance cards?

Comm. Ruth: Not a vehicle insurance card.

Sol.Tavani: Joint Insurance card.

Cl.Crockett: It's a card with the Consolidated Services Group information on the back so that if anyone has to go to an emergency situation, they hand them that card rather than their own address and have a lot of confusion with sending things to their home. Everything goes right to the company.

Incentive Program – Comm. Weindel

No report.

Uniforms – Comm. Weindel

No report.

Fuel – Comm. Weindel

No report.

Training Division – Comm. Ruth

Comm. Ruth: The Training reports for August and September were read aloud, copies are attached to the minutes. Respectfully submitted, Steve Schwegel, Jr. & Justin Mastalski, Training Division.

Office of Fire Prevention – Comm. Ruth

Comm. Ruth: The Fire Official's report for 09/22/15 - 10/19/15 was read aloud, a copy is attached to the minutes. For better Fire Protection, Michael Nolan - Fire Official, Michael Brezee & Timothy Shannon - Fire Prevention Specialists.

Executive Fire Administrator's Report – Comm. Ruth

Comm. Ruth: Since EFA Nolan is not here, I'll do his Chief's report. The report was read aloud, a copy is attached to the minutes. Submitted Michael J. Nolan, Executive Fire Administrator/Fire Official.

Does anybody have anything else? (hearing none) Comm. Hans can give his report if he gets here before we're adjourned.

Administration / Personnel – Comm. Ruth

No report.

President's Report – Comm. Ruth

Comm. Ruth: President's? (no President's)

Solicitor – R. Tavani

Sol.Tavani: Thank you Mr. Chairman. As was noted by our able Clerk, we did respond to an OPRA request from SmartProcure. We also have a proposed resolution for next month's meeting on the 11/16/15 for the boarding-up company, and I believe the Clerk has obtained a draft resolution from Collingswood, is it?

Cl.Crockett: Correct.

Sol.Tavani: So I'm going to review that and put it in whatever form we need to have it in so we can get that on the agenda for the 11/16/15 meeting. I have nothing further for tonight.

Resolutions – Comm. Ruth

Comm. Ruth: There are no Resolutions.

Old Business – Comm. Ruth

Comm. Ruth: Old business? (hearing none)

New Business – Comm. Ruth

Comm. Ruth: New Business (hearing none)

Public Portion – Comm. Ruth

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

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

Open to Commissioners – Comm. Ruth

Comm. McManus: I just have one thing under Josh (Barnum). They didn't have any renters insurance. I just talked to Anthony, and they're planning a benefit for him and his family on 12/05/15. They'll be selling tickets and everything.

Sol.Tavani: Can you get some tickets my way?

Comm. McManus: Sure.

Open to Commissioners – continued

Comm. Paul: Also I know they put a GoFundMe sight on our page.

Comm. McManus: I don't know if Justin every put it up there.

Comm. Ruth: It's on the front page of the website also.

Comm. McManus: We had a bunch of clothes ready to go to Good Will, and we gave them. They were just the right size, gave that to them.

Comm. Weindel: The Relief Association, we cut them a check and all, so hopefully if they need more we told him to call us, whatever his needs are. On that end he's taken care of I hope.

Comm. McManus: They do have some vacant apartments in there, so hopefully they can get them into another unit pretty quick.

Comm. Ruth: That's funny. Stonington requires the renters insurance when we renew our lease. We have to provide a certificate showing it.

Comm. Weindel: It's cheap, couple hundred bucks a year. A lot of people don't think of that.

Comm. McManus: It all started from an exterior light outside his door. It shorted out and started a fire and went right to the roof.

Comm. Ruth: Just a reminder that on 11/2, Oliver Walling, CPA will be here to attend our budget meeting.

Comm. McManus: I've got a lot of questions for him.

Comm. Ruth: He can earn his money.

Comm. McManus: He is that night.

Comm. Hans arrived at 7:50 pm.

Building Maintenance / Grounds – Comm. Hans

No report.

Health & Safety – Comm. Hans

Comm. Hans: The physicals are set up. I know Kathy sent out as far as setting up the physicals for 11/17 starting at 5:00pm. So that's all set. I think we're full with that, aren't we Kath?

Cl.Crockett: All filled up, everybody responded.

Comm. Hans: Next year, I think what I want to do is to try and set that up a little earlier.

Cl.Crockett: Yes, maybe July.

Comm. Hans: Maybe I can get in the beginning of the year and try setting that up.

Comm. Hans: As far as the replacements for the First Aid kits. I ordered stuff and Mike put it at No. 2, I didn't hear if he put it in No. 1, the replacement. I'll follow that up with him because I ordered double for both places and make sure that was back in there. Other than that, that's all I have at this time.

Fixed Assets – Comm. Hans

No report.

Hydrants / Water – Comm. Hans

No report.

Closed Session – Comm. Ruth

Sol.Tavani: I have nothing for Closed Session Mr. Chairman.

Adjourn - Comm. Ruth

Motion made by Comm. Weindel, seconded by Comm. Paul to adjourn the meeting at 7:52pm.

All in favor, ayes have it.

5:30 PM
10/19/15
Accrual Basis

Lindenwold Fire District No.1
Treasurer's Report
As of October 19, 2015

	<u>Oct 19, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH	
1010 · TD Bank General Checking	107,814.58
1011 · TD Bank Money Market Acco...	552,105.95
1013 · TD Bank Money Market Capital	441,683.82
1020 · TD Bank Payroll Checking	34,146.55
1030 · TD Bank LEA Dedicated Pen...	7,463.36
1040 · TD Bank LEA Trust Penalty	16,028.72
1090 · Petty Cash	200.00
Total 1000 · CASH	<u>1,159,442.98</u>
Total Checking/Savings	<u>1,159,442.98</u>
Total Current Assets	<u>1,159,442.98</u>
TOTAL ASSETS	<u><u>1,159,442.98</u></u>
LIABILITIES & EQUITY	0.00

LINDENWOLD FIRE DEPARTMENT

TRAINING DIVISION

To: Commissioner Ruth
From: Training Division
Date: 10/09/2015
Re: September Training Report

Department Training

- September 8, 2015
 - Topic: PIA
 - Instructor: Chief Cheeseman
 - Students: 15
 - Hours 2
- September 15, 2015
 - Topic: Rope & Knots
 - Instructor: Company Officers
 - Students: 18
 - Hours: 3
- September 22, 2015
 - Topic: Ropes & Knots
 - Instructor: Training Division
 - Students: 17
 - Hours 3
- September 29, 2015
 - Topic: Battalion Night (Preparation for fire prevention)

Respectfully Submitted,

Steve Schwegel Jr
Justin Mastalski
Andrew Sarli-Prelle

LINDENWOLD FIRE DEPARTMENT

TRAINING DIVISION

To: Commissioner Ruth
From: Training Division
Date: 09/21/2015
Re: August Training Report

Department Training

- August 11, 2015
 - Topic: Officers Cookout
- August 18, 2015
 - Topic: Water Rescue
 - Instructor: Training Division
 - Students: 18
 - Hours: 3
- August 25, 2015
 - Topic: Water Rescue – Hands – on
 - Instructor: Training Officer Schwegel
 - Students: 12
 - Hours 2.5

Respectfully Submitted,

Steve Schwegel Jr
Justin Mastalski
Andrew Sarli-Prelle

LINDENWOLD BUREAU OF FIRE PREVENTION

2201 BANGOR AVENUE
LINDENWOLD, NEW JERSEY, 08021
856-346-0935
(Fax) 856-346-3638

10/19/15

FIRE MARSHAL'S REPORT

September 21, 2015 / October 19, 2015

Inspections Completed to date:

1. Mini Trails
2. Meineke
3. C&H Auto
4. Canals
5. Balsamos
6. Napoleon Creampuffery
7. Animal Adoption
8. Kennedy EMS
9. Laceno Italian Rest
10. Glen Oaks Auto
11. Honesty Auto
12. Christ Community Church
13. Elite Family Dental
14. Lindenwold Child Care
15. Lutheran Church
16. All smiles learning center
17. William R. Hall Co.

Re - Inspections pending:

Complaints: Received: 2 Complaints: Resolved: 2 Imminent Hazards

Requested Response: 0 Time Extensions: 0

Civilian Burn Reports: 1

Permits Issued: Type I 5 (Lindenwold Day) Type II 0

Penalties Issued: 0

Correspondences: N/A

Comments to District Commissioners:

1. NJDMV for trailer registration. 9-29-15
2. Investigation complaint of a Motorcycle parking in the Fire Lane in Kingsrow apt. 503. 10/2/15
3. Received the \$500 penalty from Tejas Grill, for the outdoor cooking. 10/5/15
4. Investigation of a complaint of a buildup of brush in the woods behind the 800 and 900 buildings in Timber Creek. 10/5/15
5. Attended the Five County Fire Marshal meeting 10/8/15
6. Comm. McManus picked up the trailer, after it was lettered. 10/16/15

Fire Prevention Programs:

1. Chews Landing FD Fire Prevention Open House. 10/5/15
2. Pine Hill FD FD Fire Prevention Open House. 10/6/15
3. Lindenwold School #4, #5, and Pre-school Fire Prevention presentations. 10/7/15
4. Berlin Twp. FD FD Fire Prevention Open House. 10/7/15
5. Voorhees FD FD Fire Prevention Open House. 10/7/15
6. Laurel Lake Regional FD Fire Prevention Open House and Lindenwold Day. 10/10/15
7. Erial and Lambs Terrace FD's FD Fire Prevention Open House. 10/12/15
8. Sterling Regional FD Fire Prevention Open House. 10/15/15
9. West Berlin FD FD Fire Prevention Open House. 10/17/15

Problems: 0

Code Violation Investigations: 0

Total fee's received to date:

LHU Rebate:	\$ 4,135.63
LHU Rebate:	\$ 1,735.50
LHU Rebate:	\$ 5,122.77
LHU Rebate:	\$ 3,533.40

NLH Registrations:

Registrations: \$ 16,082.75
Registration late fee: \$ 885.00
Permits: \$ 376.00
Penalty: \$ 3,500.00

Total: **\$35,747.05**

For Better Fire Protection,

Michael J. Nolan, Fire Official

Tim D. Shannon, Fire Prevention Specialist

Mike Breeze, Fire Prevention Specialist

BOARD OF FIRE COMMISSIONERS

LINDENWOLD FIRE DISTRICT NO.1

**2201 BANGOR AVENUE
LINDENWOLD, NJ 08021
PHONE: 856-346-0935
FAX: 856-346-3638**

October 19, 2015

October 2015 Chief's Report

1. Attended a Planning Section meeting for the Papal Visit. 9/22/15
2. Attended a dress rehearsal for the JOC, for the Papal Visit. 9/22/15
3. Attended Lindenwold Revitalization meeting. 9/22/15
4. Attended the Alliance training drill – Ropes Hands-On. 9/22/15
5. Myself and Comm. McManus attended pre-Papal visit meeting at Sta. 5-1 9/23/15
6. Attended PIA for 42 Highland Ave. in Erial. 10/23/15
7. Worked in the Joint Operations Center for the Papal visit. 9/25/15
8. Attended FEMA meeting Phillip Abby for wind storm from 6/23/15. Signed FEMA paperwork. Looks like the department will get a reimbursement of approx... \$4,900 from FEMA. 9/25/15
9. Worked in the Joint Operations Center for the Papal Visit. 9/27/15
10. Attended budget meeting for EFA and Training Division. 10/5/15
11. Attended the C.C. Chiefs meeting. 9/10/15
12. Attended 5 County Fire Marshal meeting. 10/8/15
13. Attended the Alliance training drill – Burn Building. 10/13/15
14. Attended the Exe. Board C.C. Chiefs meeting. 9/10/15
15. Attended meeting with LFD truck committee and KME representative Skip Stinger, finalized the new truck, awaiting price for truck from KME. 10/14/15
16. Working Fire – 1024 Manson Apartment's, Ladder, Engine and Squad 63 provided manpower. Lindenwold FF Josh Barnum's apartment was involved in the fire. He and his family lost all of their property. 10/17/15

Michael Nolan
Executive Fire Administrator/Fire Official
Lindenwold Fire Department
Cell - 609-923-8354