

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

**Meeting Date:** February 15, 2016  
**Meeting Place:** Fire Administration Building  
**Meeting Called To Order:** 7:35 pm  
**Members of Board Present:** **Chairman** – Clifford Ruth  
**Vice Chairman** – Richard Paul  
**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 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. McManus, Paul, Weindel and Ruth present. Comm. Hans is excused, he had a death in the family.

**Minutes of the Previous Meeting – Comm. Ruth**

Motion made by Comm. Paul, seconded by Comm. Weindel to accept the 01/18/16 minutes as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it.

**Correspondence – Cl.Crockett**

**Incoming**

We received the NJ State Association of Fire District's Quarterly Report.  
We received the adopted budget that we sent to Trenton back from the State.

**Outgoing**

There was various correspondence regarding the budget, election and audit.  
**Comm. Ruth:** Any other correspondence? (hearing none)

**Treasurer's Report – Comm. McManus**

As of 02/15/16:

TD Bank General Checking	62,681.38
TD Bank Money Market Account	512,467.61
TD Bank Money Market Capital	242,359.67
TD Bank Payroll Checking	23,041.22
TD Bank LEA Dedicated Penalty	7,461.36
TD Bank LEA Trust Penalty	16,031.42
Petty Cash	200.00
Cash Transfer Acct.	2.00
Total Current Assets	864,244.66

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 40 bills totaling \$30,364.47.

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:** There was an email sent out by Capt. Burns. Apparently the equipment is not being tagged and reported as broken. So I'm going to send an email to him to have that properly addressed and forwarded to the right people so we can get it fixed, replaced or repaired.

### **Turn-Out Gear – Comm. Paul**

No report.

### **Recruitment / Membership – Comm. Paul**

No report.

### **Fitness Center – Comm. Paul**

**Comm. Paul:** Treadmill #1 is not working, I have to get a phone call out to the repair guy and have him fix it. Also some members have sent me some emails about getting a new machine in there. I'll look at prices for that, and wait till after the Election.

### **Computers – Comm. McManus**

**Comm. McManus:** The new server is in for Scott Ave. Justin's going to start working on that as soon as he can.

### **Communications – Comm. McManus**

No report.

### **Apparatus – Comm. McManus**

**Comm. McManus:** We went up the other day and picked the Ladder up. It's back and in service and rides a lot better and everything seems good with it. I'm going to wait before I do anything and make sure this cab doesn't crack again, because it's the third time they fixed it. I just put that gold leaf on there less than a year ago.

**Comm. Weindel:** Is there a guarantee that it won't crack again?

**Sol.Tavani:** Is that under warranty?

**Comm. McManus:** The first time they did it, it lasted maybe 2 months and cracked. This time it lasted about a year and a half and it cracked. If they send me a bill for it, there's going to be an argument with them. Hopefully they're going to take care of it. The guy really seemed good because he did a lot of other work for us too while it was in there.

**Comm. Weindel:** Is there a reason behind why it's still cracking?

**Comm. McManus:** They don't know why. It's the only cab they ever had crack like that. Mike and I were talking and wondered if going over the railroad tracks has anything to do with it, the way the cab twists going over there.

**Comm. Ruth:** They're telling you it's that, maybe contact Deptford Township whose truck's almost identical, see if they're having any cab problems.

**Comm. McManus:** They're not. KME said it's the only cab they've ever known that's cracked like that. I don't know if it's metal fatigue. But this time where it's cracked, it's double plated so hopefully it won't be an issue. Justin has been taking care of some minor stuff, mud flaps on the Cascade. They tore a couple of them off during the snow storm. That's all I got.

### **Sale of Assets – Comm. McManus**

No report.

### **Assist Personnel – Comm. McManus**

No report.

### **Budget – Comm. McManus**

No report.

### **Insurance – Comm. Weindel**

No report.

### **Uniforms – Comm. Weindel**

No report.

#### Fuel – Comm. Weindel

**Comm. Weindel:** I guess you guys are aware, we had an issue with the fuel pumps at the highway department. The gas pump went down, not the diesel. I took the initiative and applied for Wawa cards. Right now I'm in the process of getting them. That will be like a backup, because they have diesel and gas there. So I took the initiative to apply for them. There are no fees, and I did the tax exempt thing, they said they won't charge tax. I don't know, but we'll find out. I also want to reinstate the Sunoco cards, just for when the Chief's cars go to like Emmetsburg MD or something, maybe there are no Wawa's down that way, but we can still have fuel for the trucks to go out of town somewhere far away. So I'll try to reinstate them, it's up to you guys. The Wawa cards are in process now, we should have them soon. Do you guys have any comments on that?

**Comm. McManus:** The only thing I liked the Sunoco cards for is when I needed fuel, I could always stop on the turnpike at Sunoco.

**Comm. Weindel:** We'll have both so we have a backup. If the pumps go down, we'll have diesel at the Wawa. I'm going to get Sunoco cards.

**Comm. McManus:** That will be interesting to see too what the price difference is between the Borough and Wawa.

**Comm. Weindel:** We're only going to use them in emergency situations, not going to really use them on a daily basis. So that's in the works right now.

**Comm. McManus:** It depends on what the price is. It's a lot easier to go to Wawa than it is over here, having to unlock the gate and all that stuff.

#### Incentive Program – Comm. Weindel

**Comm. Weindel:** Maybe we can go back into it and see the percentages, what the deal is and all that stuff. Maybe me and Mike can sit down and revisit the percentages and what they're doing and all that stuff. That's all I got.

#### Administration / Personnel – Comm. Ruth

No report.

#### Office of Fire Prevention – Comm. Ruth

**Comm. Ruth:** The Fire Official's report for 01/18/16 - 02/15/16 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 – E.F.A. Nolan

**Comm. Ruth:** The Administrator is not here. The report was read aloud by Comm. Ruth, a copy is attached to the minutes.

#### Training Division – Comm. Ruth

n/a

#### 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:** No President's.

#### Solicitor – R. Tavani

**Sol.Tavani:** You have for the consideration of the Board tonight a notice for request for proposals for Attorney. This is advertising under the Fair and Open Process for the solicitation of bids for attorney. I do intend to put a bid in for my firm, but this would be advertised in accordance with both Title 40A and also Title 19, and I'd ask for action on this tonight.

**Solicitor – continued**

**Comm. Ruth:** I'm confused on this Rich, because all we've ever done every year if we haven't decided to change is at our Re-Org meeting, reappoint the same Solicitor.

**Sol.Tavani:** I understand that. Under both the Anti Pay to Play laws and under Title 40A, they call for what I would characterize as an ersatz bidding process. It's a submission of a bid, but it's not a bid in the traditional sense of a bid that you take the lowest response for bidder, it's that there are qualifications that are enumerated in what is a request for proposals, that's incorporated in this document which I sent over today, and it's specifically for Lindenwold Fire District, and it basically says what qualifications are the Board looking for in a Solicitor. They're looking for years of service, availability and submissions in accordance with the proposals submitted. Again, it's not a formal bidding process under Title 40 or Title 40A, because you're not bound to take the lowest responsible bidder, it's that you will review proposals that are received in sealed envelopes, then open them up, then the Board weighs them whatever's received, then you make your decision. It is a better practice to follow. Title 40A:11 simply provides that since it's a professional contract it can be awarded without any bid process under, as I understand under Title 19 and under the relatively new law, they want professionals to be hired through a proposal process. Again as I said, it's an ersatz bidding process, it's not a binding bidding process, because the Board gets to weigh different proposals based upon experience with this one particular vendor, length of service in its particular field, length of service with the Board if they so wish in their proposals. So I would ask for action on that. I unfortunately, shortly before this evening I got the prior resolutions that we did for both our Auditor and Accountant. I wasn't able to put together requests for proposals for them prior to tonight. If you wish, we can hold off on doing that, although you have your reorganization on March 1<sup>st</sup>, and you would have to hold off then on appointment on both Accountant and Auditor until such time as you issued a...

**Comm. Ruth:** We'd have to hold off on you too then, because if we're going out for bid on that to get resumes and everything, we wouldn't get it back by March 1<sup>st</sup> so we couldn't appoint you also on March 1<sup>st</sup>.

**Sol.Tavani:** Actually this calls for advertising it and having the bids back by 4pm on March 1<sup>st</sup>. So you would get the bids by March 1<sup>st</sup>. That night when you do your re-org, you'll have your bids there to review. If you wish, we could or I could propose to you tonight to follow up with the resolutions tomorrow for both the Auditor and for the Accountant, then we would simply have to list the minimum qualifications, years of service as Accountant and Auditor for a Fire District.

**Comm. Ruth:** Seems like the State is making us spend more money than what we necessarily have to because you're telling us we have to pay for advertisement...

**Sol.Tavani:** Correct.

**Comm. Ruth:** ...and all that to come back to appoint the same people we were going to already appoint. That's taking money out and putting it in the trash can. That's what it is.

**Sol.Tavani:** That is essentially correct, but they created this additional layer in order to, under the guise of fostering transparency. Again, it is not a real bidding process.

**Comm. Ruth:** I understand that.

**Sol.Tavani:** I call it ersatz. It's set up like a bid process because you have sealed envelopes, the people open it and they review the proposals, and you can either reject or accept them as you wish. I would ask for action at least on the Solicitor one. What we could do is request proposals for the Auditor and the Accountant with the request for proposals subject to me creating them tomorrow when I'm in the office and shooting them over here so they can be one advertised, because they would have to be advertised of course. And then they would be sealed bids and they would have to be submitted, I would suggest by March 1, 2016 at 4pm so you have them for your meeting at 7:30pm that evening.

**Comm. Ruth:** Does it have a Resolution number on it?

**Cl.Crockett:** No, but I'll apply it. I know we're not on 1, let me see if there's one in here from January.

**Comm. Weindel:** Rich, is this something new? Did we do it last year?

**Comm. Ruth:** We didn't do it last year.

**Cl.Crockett:** No.

**Sol.Tavani:** We didn't do it last year, but I believe our Auditor suggested it.

**Comm. Ruth:** We had no write-ups on our Audit.

**Sol.Tavani:** You were clean?

**Comm. Ruth:** We were clean.

**Sol.Tavani:** Interesting.

**Comm. Weindel:** He didn't say anything to us.

**Cl.Crockett:** No. That's what I said, Oliver never mentioned anything, the Auditor never mentioned anything.

**Sol.Tavani:** You know what Mr. Chairman, why don't we table this Resolution, and I'll contact DCA to be sure. I thought our Auditor last year had raised an eyebrow about it.

**Cl.Crockett:** Not to me. There were no recommendations...none.

**Solicitor – continued**

**Sol.Tavani:** The Audit was clean?

**Cl.Crockett:** Yes.

**Comm. Ruth:** The Audit was clean, no recommendations.

**Sol.Tavani:** Oliver didn't raise a question?

**Cl.Crockett:** No.

**Sol.Tavani:** OK, I thought they had. I stand corrected then. Then I would suggest we table the Resolution for now and I'll thoroughly research this again. My only concern is that we're doing whatever DCA wishes us to do so we don't run afoul potentially. Obviously Title 40A:11 still gives us the power to make professional appointments. But this Title 19:44 as I said sets the bidding process. I'm unaware of any case law interpreting the conceptions, so I think there is a bid of a conflict. But I would suspect DCA would say in terms of transparency go for the ersatz bidding process, but again Mr. Chairman, your point is well taken. Its additional expense, it's advertising, and the reality is the Board is not a stop from selecting that professional which he or she feels would be the most beneficial to the Board.

**Comm. Ruth:** OK. Do you have anything else Sol. Tavani?

**Sol.Tavani:** I do not. I believe there was some discussion about potential closed session, but I don't believe you...

**Comm. Ruth:** No, we're not going to do it.

**Resolutions – Comm. Ruth**

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. Weindel. All in favor, ayes have it.

**Open to Commissioners – Comm. Ruth**

**Comm. Weindel:** The Election is coming up.

**Comm. Ruth:** Yes, Saturday 2-9pm. And I will oversee as the Chairman the Election as I do when I'm not running.

**Sol.Tavani:** The budget and Commissioners?

**Comm. Ruth:** Two, unopposed.

**Sol.Tavani:** You're so lucky.

**Comm. Ruth:** Anybody have anything else? (hearing none)

**Closed Session – Comm. Ruth**

n/a

**Adjourn - Comm. Ruth**

Motion made by Comm. Paul, seconded by Comm. Weindel to adjourn the meeting at 7:56pm. All in favor, ayes have it.

4:57 PM  
02/15/16  
Accrual Basis

Lindenwold Fire District No.1  
**Treasurer's Report**  
As of February 15, 2016

	<u>Feb 15, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>1000 · CASH</b>	
1010 · TD Bank General Checking	62,681.38
1011 · TD Bank Money Market Acco...	512,467.61
1013 · TD Bank Money Market Capital	242,359.67
1020 · TD Bank Payroll Checking	23,041.22
1030 · TD Bank LEA Dedicated Pen...	7,461.36
1040 · TD Bank LEA Trust Penalty	16,031.42
1090 · Petty Cash	200.00
1099 · Cash Transfer/Wash Account	2.00
<b>Total 1000 · CASH</b>	<u>864,244.66</u>
<b>Total Checking/Savings</b>	<u>864,244.66</u>
<b>Total Current Assets</b>	<u>864,244.66</u>
<b>TOTAL ASSETS</b>	<u><u>864,244.66</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

# LINDENWOLD BUREAU OF FIRE PREVENTION

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

2/16/16

## FIRE MARSHAL'S REPORT

January 18, 2016 / February 15, 2016

### Inspections Completed to date:

1. A-1 Hollywood Braiding Hair Salon & Bout.
2. Aarons Electronics
3. African Jamaican Restaurant
4. National Furniture, Inc.
5. Philly Styles Unisex Barber Shop, LLC
6. Save A Lot #282
7. T.V. at L.C. Superv. Living Apt. AB-238 1900 Laurel Rd.
8. T.V. at L.C. Superv. Living Apt. AC-248 1900 Laurel Rd.
9. T.V. at L.C. Superv. Living Apt. AC-250 1900 Laurel Rd.
10. T.V. at L.C. Superv. Living Apt. AC251 1900 Laurel Rd.
11. T.V. at L.C. Superv. Living Apt. W-194 1900 Laurel Rd.
12. T.V. at L.C. Superv. Living Apt. W-195 1900 Laurel Rd.
13. T.V. at L.C. Superv. Living Off. Apt. S-156 1900 Laurel Rd.,
14. Good Sheppard Church
15. The village at laurel creek
16. Uhaul of Lindenwold
17. Danks Hinski

**Re - Inspections pending: 0**

**Complaints: Received: 0 Complaints: Resolved: 0 Imminent Hazards 0**

**Requested Response: 0 Time Extensions: 0**

**Civilian Burn Reports: 0**

**Permits Issued: Type I 0 Type II 0**

**Penalties Issued: 0**

**Correspondences: N/A**

**Comments to District Commissioners:**

1. Channel 6 "Save a life" smoke detector giveaway - 1/21/16
2. Submitted Completed DFS Yearend report - 1/29/16

**Fire Prevention Programs:**

**Problems: 0**

**Code Violation Investigations: 0**

**Total fee's received to date:** LHU Rebate: \$ 3,1501.85  
LHU Rebate: \$  
LHU Rebate: \$  
LHU Rebate: \$

**NLH Registrations:**

Registrations: \$  
Registration late fee: \$  
Permits: \$  
Penalty: \$

**Total: \$ 3,150.85**

**For Better Fire Protection,**

Michael J. Nolan, Fire Official

Tim D. Shannon, Fire Prevention Specialist

Mike Breeze, Fire Prevention Specialist



# **BOARD OF FIRE COMMISSIONERS**

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**LINDENWOLD FIRE DISTRICT NO.1**

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

February 15, 2016

## **February 2016 Chief's Report**

1. Attended the active shooter drill at Lindenwold Highschool. 1/19/16
2. Oil change in Car 1. 1/19/16
3. Interview for new membership 1/19/16
4. Alliance Drill – CO meters 1/19/16
5. Blizzard 2016 – A duty was in each station, Department ran all calls with BLS. 1/23/16
6. Alliance Drill – Chimney Fires 1/26/16
7. Attended CC Chiefs Exe. Board meeting – 2/3/16
8. Attended Radio Operations meeting in Bellmawr – 2/5/16
9. Attended State Fire Coord. Meeting in Middlesex County – 2/6/16
10. Attended Camden County Active Shooter meeting – 2/8/16
11. Went with Comm. McManus to pick up Ladder 63 from KME factory. 2/11/16
12. Attended C.C. Chiefs meeting in Pennsauken – 2/11/16

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