

**Board of Fire Commissioners
LINDENWOLD FIRE DISTRICT No.1
Re-Organization Meeting Minutes**

Meeting Date: March 1, 2016
Meeting Place: Fire Administration Building
Meeting Called To Order: 7:34 pm
Members of Board Present: **Chairman** – Clifford Ruth
Vice Chairman – Richard Paul
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. This is the Re-Organization meeting of the Board. The public portion will follow the re-organization of the Board.

Roll Call Commissioners – All present

Comm. Ruth: At this time, we'll swear in the two Commissioners, Richard J. Paul, Jr. and Frank F. Weindel. (Sol.Tavani swore-in Richard J. Paul, Jr. and Frank Weindel to the Office of Commissioner) Congratulations.

Comm. Ruth: At this time, we'll go to the nomination of Executive positions:

Chairman	Clifford Ruth, nominated by Comm. Hans, seconded by Comm. Weindel. Any questions? (hearing none) Roll call vote, all yes, Comm. Ruth abstained.
Vice Chairman	Richard Paul nominated by Comm. Hans, seconded by Comm. Weindel. Any questions? (hearing none) Roll call vote, all yes, Comm. Paul abstained.
Secretary	Wayne Hans nominated by Comm. McManus, seconded by Comm. Paul. Any questions? (hearing none) Roll call vote, all yes, Comm. Hans abstained.
Treasurer	Raymond McManus nominated by Comm. Hans, seconded by Comm. Weindel. Any questions? (hearing none) Roll call vote, all yes, Comm. McManus abstained.

Comm. Ruth: That completes the nominations of the Executive positions. At this time, we'll move on to Committees.

C. Ruth	Administration/Personnel, Office of Fire Prevention and Training Division
R. Paul	Fire Dept. Equipment, Turn-Out Gear, Fitness Center, Recruitment/Membership, S.O.G.'s
W. Hans	Building Maintenance/Grounds, Fixed Assets, Health & Safety, Hydrants and Water
R. McManus	Communications, Apparatus, Computers, Assist Personnel, Budget and Sale of Assets
F. Weindel	Insurance, Incentive Program, Fuel, Uniforms and Train Display

Motion made by Comm. McManus, seconded by Comm. Paul to accept these committees. Any question on the motion or committees? (hearing none) Roll call vote, all yes.

Resolutions: 2016-1	Authorize Appointment for Professional Services for the 2015-2016 Fiscal Year
a) Attorney	Richard K. Tavani, Esquire
b) Accountant	Koerner & Koerner, P.A.
c) Auditor	Holman Frenia Allison, P.C.
d) Computer Services	Donald Miller
e) Preventive Medical	Virtua at Work and/or Interstate Mobile
f) Security Screening	IntelliCorp

Resolutions, continued

Resolution 2016 – 1

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

Resolution 2016 – 2 Monthly Board Meeting Dates and Times

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

Resolution 2016 – 3 Designating Newspapers for Publication - Courier Post or Central Record

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

Resolution 2016 – 4 Authorizing Bank of Record – TD Bank

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

Resolution 2016 – 5 Adopting a Cash Management Plan

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

Resolution 2016 – 6 Establishing the Paid Positions and Duties

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

Resolution 2016 – 7 Appointment of the Fire Department Officers

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

Resolution 2016 – 8 Disposal of Gear, Fire Dept. Equipment & Sale of Other Assets

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

Public Portion – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to open to the Public. All in favor? Ayes have it.
(hearing none)

Motion made by Comm. Hans, seconded by Comm. Paul to close to the Public. All in favor? Ayes have it.

Open to the Commissioners – Comm. Ruth

n/a

Adjourn – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to adjourn the meeting at 7:43 pm.
All those in favor? Ayes have it.

RESOLUTION

2016 – 1

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Authorizing Appointment of Professional Services for the 2016-2017 Fiscal Year (Attorney, Accountant, Auditor, Computer Services, Preventive Medical & Security Screening)

WHEREAS, There exists a continuing need for professional services to be provided to Fire District No.1 in the Borough of Lindenwold, County of Camden, concerning various responsibilities undertaken by the Fire District, and

WHEREAS, Funds are available for these services, and

WHEREAS, The subject resolution providing for the awarding of a contract without public advertising for competitive where the nature of said contract is in the form of a professional service, and

NOW THEREFORE, Be it resolved by the Commissioners as follows:

- a) **Attorney:** Richard K. Tavani, Esq., of Weber Gallagher Simpson Stapleton Fires & Newby LLP is hereby appointed to provide legal services.
- b) **Accountant:** Koerner & Koerner, P.A. is hereby appointed to provide accounting services.
- c) **Auditor:** Holman Frenia Allison, P.C. is hereby appointed to provide auditing services.
- d) **Computer Services:** Donald Miller is hereby appointed to provide computer technical services.
- e) **Preventive Medical:** Virtua at Work and Interstate Mobile are hereby appointed to provide preventive medical services.
- f) **Security Screening:** IntelliCorp is hereby appointed to provide security screenings.

These professional services are relative to any and all issues presented to the Fire District pursuant to any of its obligations or responsibilities for the 2016-2017 fiscal year.

Dated: March 1, 2016


Chairman of the Board


Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 1a

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Authorizing Appointment of Attorney for the 2016-2017 Fiscal Year under a Fair and Open Process

WHEREAS, there exists a continuing need for legal services to be provided to the Board of Fire Commissioners for Fire District No. 1 and:

WHEREAS, THE Board of Fire Commissioners for Fire District No. 1 are desirous of making an appointment to this position for the 2016-2017 fiscal year under the provisions of NJSA 19:44A-20.4 that provide for the approval of a fair and open contract, and;

WHEREAS, the Board of Fire Commissioners for Fire District No. 1 has determined that the proposal submitted Richard K. Tavani, Esquire, meets the specifications set forth in the Board's requests for qualifications to perform legal work for the Board, and;

WHEREAS, the Local Public Contracts Law, NJSA 40A:11-5 *et seq.* provides that the governing body may award a contract without public advertising or pursuant to a request for qualifications (RFQ) where the nature of the contract is for a professional service, and;

WHEREAS, Local Public Contracts Law, NJSA 40A:11-5(1)(a)(i), provides that a notice of the award (which set forth in nature, duration, service and amount of the contract and which also states that the resolution and contract are on file and available for public inspection at the Board's offices) of said contract shall be published in a newspaper authorized by law to publish the Board of Fire Commissioners' legal advertisements,

NOW, THEREFORE, IT IS RESOLVED by the Commissioners of Fire District No. 1, Borough of Lindenwold, County of Camden, as follows:

- (1) Richard K. Tavani, Esquire, is hereby appointed to provide legal services to the Board of Fire Commissioners for Fire District No. 1 relative to any issues presented to the Commissioners, pursuant to any of its obligations or responsibilities, including all labor issues and collective bargaining agreements. This appointment is made pursuant to the proposal as submitted and attached hereto.
- (2) This resolution, notice of award of contract and the contract shall be available for public inspection.

Dated: March 1, 2016


Clifford S. Ruth, Chairman of the Board


Attest: Kathleen Crockett, District Clerk


AGREEMENT

This Agreement is made on this 1st day of March, 2016 between Richard K. Tavani, Esquire, of the law firm of Weber Gallagher Simpson Stapleton Fires & Newby, LLP, 305 Fellowship Road, Suite 200, Mount Laurel, NJ 08054 (hereinafter referred to as "attorney"), and the Board of Fire Commissioners Fire District No. 1, Borough of Lindenwold, County of Camden (hereinafter referred to as "Board of Fire Commissioners") for legal services to be rendered to the Board of Fire Commissioners from 03/01/16-03/06/17.

1. The attorney (and any other partner) shall be paid \$155.00 per hour for all legal work performed for the Board by them. Any associate attorney working on legal work shall be paid at a rate of \$145.00 per hour.
2. The above rate will apply to activities of the attorney, including telephone calls, legal research or attendance at meetings and travel to and from Court. Additionally, the Board of Fire Commissioners shall reimburse the attorney for customary out-of-pocket expenses incurred.
3. Payment for services shall be made at the end of each month and directed to Weber Gallagher Simpson Stapleton Fires & Newby, LLP, 2000 Market Street, 13th Floor, Philadelphia, PA 19103, ATTN: Mr. Brian Reeves.

The above terms of this Agreement are acceptable by the attorney and by the Board of Fire Commissioners.

Dated: March 1, 2016


Richard K. Tavani, Esquire


Clifford S. Ruth, Chairman of the Board


Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 1b

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Authorizing Appointment of Accounting Services for the 2016-2017 Fiscal Year

WHEREAS, There is a need for Accounting Services; and

WHEREAS, Funds are available for such services; and

WHEREAS, The Local Public Contract Law NJSA 40A11-1 et seq. requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law without competitive bids be adopted and publicly advertised.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

1. Koerner & Koerner, P.A. be and is hereby appointed Accountants for Lindenwold Fire District No.1 for the 2016-2017 fiscal year to perform professional services required by the Board, and to receive compensation at the rate of \$65-\$170 per hour.

2. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That this resolution shall be published as required by law.

Dated: March 1, 2016


Chairman of the Board


Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 1c

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Authorizing Appointment of Auditor for the 2016-2017 Fiscal Year

WHEREAS, There is a need for Auditing Services; and

WHEREAS, Funds are available for such services; and

WHEREAS, The Local Public Contract Law NJSA 40A11-1 et seq.

requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law without competitive bids be adopted and publicly advertised.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

1. That Holman Frenia Allison, P.C., be and is hereby appointed Auditor for Lindenwold Fire District No.1 for the 2016-2017 fiscal year to perform professional services required by the Board, and to receive base compensation of \$5,750.

2. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That this resolution shall be published as required by law.

Dated: March 1, 2016



Chairman of the Board



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 1d

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Designating Computer Technical Services for the 2016-2017 Fiscal Year

WHEREAS, There is a need for Computer Technical Services; and

WHEREAS, Funds are available for such services; and

WHEREAS, The Local Publics Contracts Law NJSA 40A:11-1 et seq. requires that a resolution authorizing the award of contracts for professional services, licensed and regulated by law, without competitive bids be adopted and publicly advertised.

NOW THEREFORE Be it resolved by the Board of Fire Commissioners as follows:

1. Donald Miller of 12 N. Franklin Ave., Berlin, New Jersey is hereby appointed to perform Computer Technical Services for Lindenwold Fire District No.1 for the 2016-2017 fiscal year and to perform the professional services required by the Board and to receive base compensation of \$15,000 per year.
2. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That this resolution shall be published as required by law.

Dated: March 1, 2016



Chairman of the Board



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 1e

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Designating Preventive Medical Services for the 2016-2017 Fiscal Year

WHEREAS, There is a need for Preventive Medical Services; and

WHEREAS, Funds are available for such services; and

WHEREAS, The Local Public Contracts Law NJSA 40A:11-1 et seq. requires that a resolution authorizing the award of contracts for professional services licensed and regulated by law without competitive bids be adopted and publicly advertised.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

1. That Virtua at Work, 2309 Evesham Road, Suite 104, Voorhees NJ, 08043 and Interstate Mobile Care, PO Box 64, Sewell, NJ 08080 are hereby appointed for Preventive Medical Services for Lindenwold Fire District No.1 for the fiscal year 2016-2017 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services.
2. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, That this resolution shall be published as required by law.

Dated: March 1, 2016


Chairman of the Board


Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 1f

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Designating Security Screening Services for the 2016-2017 Fiscal Year

WHEREAS, There is a need for Security Screening Services; and

WHEREAS, Funds are available for such services; and

WHEREAS, The Local Public Contracts Law NJSA 40A:11-1 et seq. requires that a resolution authorizing the award of contracts for professional services licensed and regulated by law without competitive bids be adopted and publicly advertised.

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners as follows:

1) IntelliCorp, PO Box 27903, New York, NY 10087 is hereby appointed for Security Screening Services for Lindenwold Fire District No.1 for the fiscal year 2016-2017 to perform the professional services required by the Board, and to receive such compensation as may be reasonable for such services.

2. This contract is awarded without competitive bids as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids.

BE IT FURTHER RESOLVED, This resolution shall be published as required by law.

Dated: March 1, 2016



Chairman of the Board



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 2

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Meeting Dates and Times for the 2016-2017 Fiscal Year

NOTICE IS HEREBY GIVEN of the schedule of meeting dates and times for the Board of Fire Commissioners, District No.1, Borough of Lindenwold, County of Camden, New Jersey for the 2016-2017 fiscal year, as set by the Board at the re-organization meeting held on March 1, 2016. The meetings will take place at the Fire Administration Building located at 2201 Bangor Ave., Lindenwold, NJ.

Board Meetings 7:30 PM

March 21, 2016
April 18, 2016
May 16, 2016
June 20, 2016
July 18, 2016
August 15, 2016
September 19, 2016
October 17, 2016
November 21, 2016
December 28, 2016 & Year-End
January 16, 2017
February 20, 2017
March 7, 2017 Re-Organization

Caucus Meetings 7:30 PM

September 12, 2016
October 3, 2016
November 7, 2016
December 5, 2016

Dated: March 1, 2016



Chairman of the Board



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 3

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Designating Newspapers for Publications for the 2016-2017 Fiscal Year

WHEREAS, the Commissioners of Fire District No. 1, Borough of Lindenwold, County of Camden, must by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish various items during the 2016-2017 fiscal year;

NOW THEREFORE BE IT RESOLVED, that the Commissioners of Fire District No. 1, designate the Courier Post and/or the Central Record to publish required notices or other items during the 2016-2017 fiscal year pursuant to New Jersey statutes, unless said New Jersey statutory law otherwise mandates that a newspaper other than those referenced herein be used for said publications.

Dated: March 1, 2016



Chairman of the Board



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 4

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Authorizing Bank of Record for the 2016-2017 Fiscal Year

WHEREAS, There exists a need for services of a bank for deposit of funds for Fire District No. 1, Borough of Lindenwold, County of Camden,

NOW THEREFORE, Be it resolved by the Board of Fire Commissioners that TD Bank is hereby named to provide the banking services for Lindenwold Fire District No. 1 for the 2016-2017 fiscal year.

Dated: March 1, 2016


Chairman of the Board


Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 5

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Adopting a Cash Management Plan for the 2016-2017 Fiscal Year

WHEREAS, Pursuant to N.J.S.A. 40A:5-14, the Fire District is required to adopt a Cash Management Plan for the Fire District, and;

WHEREAS, The Board has received and approved a Cash Management Plan and desires that said plan be approved by adoption of a Resolution.

NOW THEREFORE, It is herein resolved by the Board of Fire Commissioners that the current plan be and is hereby adopted as the Cash Management Plan for the Fire District.

BE IT FURTHER RESOLVED, That said plan shall remain as the Cash Management Plan for the Fire District unless a written resolution amending the plan is adopted by the Board pursuant to the laws of the State of New Jersey.

Dated: March 1, 2016



Chairman of the Board



Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 6

FIRE DISTRICT No.1 BOROUGH OF LINDENWOLD

Establishing Paid Positions & Duties for the 2016-2017 Year

WHEREAS, N.J.S.A. 40A:14-81.1 provides that the Commissioners of Lindenwold Fire District No. 1, County of Camden, New Jersey by resolution shall establish paid positions within the department.

THEREFORE, Be it resolved that the Lindenwold Board of Fire Commissioners adopts the following paid positions, along with the said duties and salaries:

Elected Positions:

Commissioner/Clifford S. Ruth	\$3,500 annual
Commissioner/Raymond McManus	3,500 annual
Commissioner/ Wayne Hans	3,500 annual
Commissioner/Richard J. Paul, Jr.	3,500 annual
Commissioner/Frank Weindel	3,500 annual

Paid Positions:

Exec. Fire Admin. /Fire Official Michael Nolan	\$80,000 annual
Fire Prevention Specialist Timothy Shannon	13,000 annual
Fire Prevention Specialist Michael Brezee	13,000 annual
District Clerk Kathleen Crockett	51,906 annual

Professional Services:

Computer Services – Donald Miller	\$15,000 annual
Auditor – Holman Frenia Allison, P.C.	5,750 annual
Accountant – Koerner & Koerner, P.A.	65-170 hourly
Attorney – Richard K. Tavani, Esq.	145-155 hourly

BE IT FURTHER RESOLVED, That the Lindenwold Board of Fire Commissioners hereby states that is has complied with N.J.S.A. 40A:14-81.1 and does hereby submit a certified copy of this resolution.

Dated: March 1, 2016


Chairman of the Board


Attest: Kathleen Crockett, District Clerk

RESOLUTIONS

2016 – 7

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Appointment of Fire Department Officers for the 2016-2017 Fiscal Year

WHEREAS, the Lindenwold Fire Department in cooperation with the Board of Fire Commissioners for District No.1 of the Borough of Lindenwold jointly developed and recommends the adoption of a new Fire Command Structure for the Borough of Lindenwold; and

WHEREAS, the appointment of the volunteer positions shall be from the membership of the Lindenwold Fire Department; and

WHEREAS, the Lindenwold Fire Department in cooperation with the Board of Fire Commissioners for District No.1 of the Borough of Lindenwold jointly agree and acknowledge that the Board of Fire Commissioners for District No.1 of the Borough of Lindenwold shall make the appointment of these positions for the year 2016-2017 fiscal year.

NOW, THEREFORE, be it resolved by the Lindenwold Board of Fire Commissioners of the Borough of Lindenwold, County of Camden, State of New Jersey, hereby appoints the following individuals to serve as volunteers in the following capacity for Fire District No.1;

Brett Hoag	Battalion Chief
Philip Beeler, Jr.	Battalion Chief
Steven Burns	Captain Battalion 1
Jason Frederick	Captain Battalion 2
Gio Maldonado	Squad Lieutenant
Salvatore Pizzo	Engine Lieutenant
Christopher Mote	Squirt Lieutenant
Anthony Dimitri	Ladder Lieutenant

Dated: March 1, 2016


Chairman of the Board


Attest: Kathleen Crockett, District Clerk

RESOLUTION

2016 – 8

FIRE DISTRICT No. 1 BOROUGH OF LINDENWOLD

Permitting the Disposal of Turn-Out Gear, Fire Department Equipment and Other Assets by Donation or Sale for the 2016-2017 Fiscal Year

WHEREAS, the Lindenwold Fire District No.1 and Lindenwold Board of Fire Commissioners of the Borough of Lindenwold are empowered pursuant to NJSA 40A:14-81 to purchase, operate, maintain and dispose of turn-out gear, fire department equipment and/or other assets; and

WHEREAS, the Lindenwold Fire District No.1, and the Lindenwold Board of Fire Commissioners having inspected and itemized various pieces of turn-out gear, fire department equipment and other assets, and having determined all of which are no longer needed, have diminished value or serve any useful function; and

WHEREAS, the Lindenwold Fire District No.1 and the Lindenwold Board of Fire Commissioners believe to be in the best interest of the fire district to either donate or sell this turn-out gear, fire department equipment or other assets; and

NOW, THEREFORE, be it resolved by the Lindenwold Board of Fire Commissioners of the Borough of Lindenwold, County of Camden and State of New Jersey that the aforementioned items of turn-out gear, fire department equipment and other assets be either donated or sold to any willing third parties. Such sales or donations shall be made to third party recipients on an "as-is" basis, and the Fire District shall not provide any warranties and/or representations whatsoever as concerns the various items.

Dated: March 1, 2016


Chairman of the Board


Attest: Kathleen Crockett, District Clerk