**Board of Fire Commissioners**

**LINDENWOLD FIRE DISTRICT No.1**

**Monthly Board Meeting Minutes**

**Meeting Date:** August 15, 2016

**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

 **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 07/18/16 meeting minutes as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it. Comm. McManus abstained.

**Correspondence** – Cl.Crockett

**Incoming**

We received the quarterly report for the NJ State Association of Fire Districts.

We received a thank you note from the Timber Ridge Condo’s, a resident there, regarding the rules for gas and propane grills near their home. The matter was taken care of quickly and a thank you note was sent to EFA Nolan.

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

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

As of 08/15/16:

TD Bank General Checking 22,185.16

TD Bank Money Market Account 648,083.94

TD Bank Money Market Capital 242,962.88

TD Bank Payroll Checking 27,357.99

TD Bank LEA Dedicated Penalty 7,461.36

TD Bank LEA Trust Penalty 16,035.42

Petty Cash 200.00

Total Current Assets 964,286.75

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 44 bills totaling $70,506.77.

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

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

**COMMITTEE REPORTS**

**Fire Department Equipment** – Comm. Paul

**Comm. Paul:** The Rescue 42 jacks have cracks in them and we’re going to be replacing them shortly.

**Turn-Out Gear** – Comm. Paul

**Comm. Paul:** We’re going to be ordering 10 bail out kits…5 for members that don’t have them and 5 will be strictly for training.

**Recruitment / Membership** – Comm. Paul

**Comm. Paul:** We have one application that’s back. We’re waiting for EFA Nolan to issue his gear, and we have two that are out.

**Fitness Center** – Comm. Paul

**Comm. Paul:** Lt. Pizzo and myself have been talking, and we put up a sign in sheet and some rules. Everybody has been signing in so we kind of have an idea of who’s coming in and out, and the rules are basically clean up after yourself, put the weights away, and it seems to be working out pretty good.

We also need to visit the membership on who’s using the gym. We have one person who’s key fob was turned off, he’s a Gibbsboro Police Officer. He’d like to use our gym instead of using the outside gym so he doesn’t meet up with people who have been arrested or locked up, just for his safety. I guess we can discuss that later or maybe change those rules.

**S.O.G.’s –** Comm. Paul

**Comm. Paul:** We got an email from Dep. Chief Mark Winters who sent an email on what they want to go over and some of the things they want to change. September 13th, there is going to be a meeting with the Chief Officer of the Alliance to discuss the changes. That’s all I got.

**Communications** – Comm. McManus

No report.

**Sale of Assets** – Comm. McManus

No report.

**Assist Personnel** – Comm. McManus

No report.

**Budget** – Comm. McManus

No report.

**Computers** – Comm. McManus

**Comm. McManus:** The computer for the Squad, Justin should have the back-light in it shortly if he doesn’t already have it back in. The one for the Ladder is shot, that’s the second one we got on the grant, so that’s the oldest one. Justin is putting a spec together of putting a pad in there instead of the Toughbooks. Go with a tablet and try it out before we buy it for the new truck. So that’s what we’re looking at with computers.

**Apparatus** – Comm. McManus

**Comm McManus:** Everybody is aware of what’s going on with the new truck. The price is staying the same which is under contract, but because the corporation that bought them, their parent company, decided that KME is not going to build that boom anymore at all, unless we force them to build the one, that they’re going to use a boom out of England from a company called Translink. It’s used on trash trucks and a lot of stuff over in England, South America, and there are none in the United States yet. They will have all parts available for that boom at KME and at E-One in Florida. E-One is putting together a demo truck just like ours with that boom on it. So KME is going to offer one and E-One is going to offer one. So that’s why I have the letter tonight for the Board, if everybody is OK with it, I’ll sign the letter and get it back to KME so they can get the boom ordered. They’re going to take it on the chin because that boom is a lot more money than the one they were going to build themselves.

**Sol.Tavani:** So they’re going to do it at the same contract price?

**Comm. McManus:** Same contract price.

**Sol.Tavani:** How much more beneficial is it to the District?

**Apparatus** – continued

**EFA Nolan:** He said they’re taking a hit, it’s how he put it.

**Comm. McManus:** He said they’re taking a big hit, but he won’t tell us how much it is.

**Sol.Tavani:** And it’s essentially compliant with the specifications.

**Comm. McManus:** It’s all NFPA approved, everything. And if you want I have a question and answer sheet between Translink and KME with the specs and everything to make sure everything is the way we want it.

**Sol.Tavani:** As long as it’s compliant with our specifications.

**Comm. McManus:** Everything looks good with our specifications. If we can get this letter out tomorrow if the Board would like and that’s the way we want to go. Mike and I both recommend that that’s the way we ought to go, because we’re under contract with them for the one boom. They said under contract we could force them to

build that boom, but it’s going to be a one and done, and no guarantee on parts. So that kind of got us between a rock and a hard place I think, but I think it’s better for us after looking at everything. Some who deal with aerials a lot, Electrico and another one of their companies is Simon, used to be Simon Bruco, Simon Baker, and there are even some aerial fire trucks around that were Simon’s. So they have a good reputation from what I’m told.

**Comm. Ruth:** So do we make a motion?

**Sol.Tavani:** A motion to accept or to authorize the signing…what’s the date of the letter and the entity sending the letter?

**Comm. McManus:** Dated today, and we have a letter already typed to send to them.

**Comm. Ruth:** So that would come under New Business then, to approve the letter to accept the changes and the design of the new truck. OK.

**Comm. McManus:** I did meet with Oliver on the purchase of the new truck. We can build without taking out a loan…we can pay cash for it. He said the only thing it’s going to do is, in the first quarter of next year where we always have this cushion that we don’t have to worry about what we spend, we’ll have to adhere to our percentage of what we can spend out of our line items until the checks come in like they are supposed to from the Borough.

**Cl.Crockett:** They’ve been much better. The only big check we usually have at that time is the insurance bill.

**Comm. McManus:** So we’ll go over some of the other stuff during budget meetings.

**Comm. McManus:** And in PK’s car, the air conditioning went. It costs $600+ to get a hose replaced. That’s it.

**Uniforms –** Comm. Weindel

**Comm. Weindel:** I asked Mike to make me a Directive up for the Class B about the hat to be worn with the uniform. You all got a copy of it, and it specifies the hat with a logo on the front in navy blue. What I want to do on that is, you also have to have it approved tonight for the policy to go into effect, and I want to check out how many people have the hats now, and maybe we can buy everybody one and they only use it for that uniform. They don’t use it for anything else except when we go out in public. So I’m going to check on the prices for the hats.

**EFA Nolan:** It’s $15 per hat. It’s embroidered with the name on the back. Bob Taylor, it had Chaplain on the back.

**Comm. Weindel:** I’d like everybody to have a new hat, and they got to take care of it. If they mess it up, they got to buy a new one. Mike already said $15, so I got to get a head count on it.

**Comm. Paul:** I have a question. I think with the baseball caps, there should either be names embroidered on the back or blank on the back so it’s all uniform.

**EFA Nolan:** I don’t care either way.

**Comm. Paul:** Right, if we’re going to put it here, it should be either your last name on the back or nothing at all.

**Comm. Weindel:** What is the feeling of everybody? Leave it blank?

**Comm. McManus:** Your name is on your shirt, I don’t know if it has to be on the back of your hat.

**Comm. Weindel:** Just get the regular hat and our logo on the front.

**EFA Nolan:** If you’re approving the policy, I’ll take that part out of the policy.

**Comm. Paul:** Either or blank or name, it doesn’t matter.

**EFA Nolan:** If you want them uniform, so it’s got to be one or the other. If you say no name, I’ve got to take that part out of the policy.

**Comm. Paul:** It doesn’t matter to me if their name is on the back or it’s not, but they all should be the same.

**EFA Nolan:** What are you approving, no name or name.

**Comm. Paul:** The policy states personalized with last name or not.

**EFA Nolan:** I know, I’ll change the policy.

**Comm. Ruth:** Whoever makes the motion when we go into New Business, make the motion with the names or without the names, then we’ll vote on it.

**Comm. Paul:** OK.

**Uniforms –** Comm. Weindel

**Comm. Weindel:** Also, Kathy helped me out with this form here. I’m trying to get inventory on who’s got what throughout the department. I left forms on each watch desk at each station. So far some have filled them out,

but still more need to be filled out. It’s just going to give me an inventory of what everybody has in uniforms.

That’s all I got.

**Insurance** – Comm. Weindel

No report.

**Incentive Program –** Comm. Weindel

No report.

**Fuel –** Comm. Weindel

No report.

**Train Display –** Comm. Weindel

No report.

**Building Maintenance / Grounds** – Comm. Hans

**Comm. Hans:** Quality Landscaping placed the shrubs on the side by the walkway, also sprayed for weeds.

The A/C unit was installed in the Administrative office. Hopefully Kathy is happy with that now.

**Cl.Crockett:** Yes.

**Comm. Hans:** To stay cool.

**Health & Safety** – Comm. Hans

**Comm. Hans:** I did set up with Interstate Mobile for October 4th at Station 2 starting at 5:00 for their physicals.

So everybody has to take their time slot for physical.

**Comm. McManus:** On November 7th?

**Comm. Hans:** No October 4th on Tuesday.

**Comm. McManus:** I wasn’t even close on that one.

**Comm. Hans:** That’s what Mike wanted me to get and I was able to get it early enough because I know we had a problem getting that date the last time.

**Hydrants / Water** – Comm. Hans

**Comm. Hans:** Nobody has been saying anything, but I noticed a lot of weeds growing up and over the hydrants, so I’m going to try and find out who’s responsible in that area.

**EFA Nolan:** Depends on what it is. The Borough Ordinance says the resident, if it’s on their property has to keep it clear. Same thing with snow or anything else.

**Comm. Hans:** Right, I understand. But some of them, South Jersey gas owns it.

**EFA Nolan:** Right, and there are some up the County that I stopped one of the County guys and they went and took care of the one on Chews Landing Rd.

**Comm. McManus:** At Scott Ave?

**EFA Nolan:** I asked them and they cut the weeds, I don’t know if it grew back already.

**Comm. Hans:** I’ll be around town more, so I’ll try to keep up on that a little bit better, but I did notice a lot of them. I saw one of them one day and you couldn’t even see the hydrant, it was up over it. So I’ll try and get that resolved.

**EFA Nolan:** Just real quick, they hydrant flags, they’ve been ordered a year and a half. The boy scouts wanted to do them as a service project and it kind of fell through the wayside last year, they never got back to me. So I did make contact with Bob Taylor’s son and I’m waiting for a response. We would have the boy scouts with the adults of the boy scouts take them on the side streets, all the avenues that are not of regular traffic. Major roads, I have two guys, Rich Luebberman being one after he is healed, that will take the Cascade out and he will take the main roads like White Horse Pike, Linden Ave., Gibbsboro Rd., the high traffic areas.

**Comm. Hans:** That’s for when the snow comes along so you can see them.

**EFA Nolan:** Right. They’ll be up there and you can always see where the hydrant is. The flags are already ordered by main-size, I just have to go through and separate them. A red main is 6”, 8”, 12” down to 4”.

**Comm. Hans:** NJ American Water owns the hydrants.

**Hydrants / Water** – continued

**EFA Nolan:** They gave us permission, they actually approved…and I have the emails, they approved which one we could go with, because the first one we were going to go with, they don’t like so they contacted the company and said it has to be this way, they manufactured them that way.

**Comm. Hans:** So they’ll be color coded is what you’re saying.

**EFA Nolan:** Yes, by main size.

**Comm. Hans:** OK, that’s all I have. Thank you.

**Fixed Assets –** Comm. Hans

No report.

**Administration / Personnel** – Comm. Ruth

No report.

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

**Comm. Ruth:** The Fire Official’s report for 07/18/16 - 08/15/16 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.

**Training Division** – Comm. Ruth

**Comm. Ruth:** The June & July Training reports were read aloud, 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

**EFA Nolan:** The report was read aloud by EFA Nolan, a copy is attached to the minutes.

**President’s Report –** Comm. Ruth

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

**Solicitor** – R. Tavani

**Sol.Tavani:** Thank you Mr. Chairman. Pursuant to our last meeting, I did draft a letter to Ms. Garretson regarding her volunteer status with the District. I had thought that it was sent by both regular and certified mail to Ms. Garretson. When I spoke to Ms. Garretson tonight, she confirmed and claimed she did not receive it. I did provide her with a copy of the letter. She has now requested that she can send me some additional information regarding the situation which I advised her that I would bring to the Board’s attention. The letter pursuant to the decision of the Board of 07/18/16 has been provided to Ms. Garretson, and I would ask the Board members and EFA Nolan to not make any statements in reference to this situation because of the sensitive nature of same. I believe Ms. Garretson wanted to address the Board in reference to the letter, which is certainly her right.

Ms. Garretson: Anything else will be coming from my attorney.

**Comm. Ruth:** Anything else Sol.Tavani?

**Sol.Tavani:** I have nothing further.

**Resolutions** – Comm. Ruth

**Comm. Ruth:** No Resolutions tonight.

**Old Business** –Comm. Ruth

**Comm. Ruth:** Old Business? (hearing none)

**New Business** – Comm. Ruth

**Comm. Weindel:** I’d like to make a motion on the hats to change the Policy #1206 revision 08/20/16 to approve baseball caps, taking out “that baseball caps may be personalized on the back of the hat.”

**Comm. Ruth:** OK…everybody understands that the motion is taking out “no names on the hat”, and it’s Policy Directive #1206.

Motion made by Comm. Weindel, seconded by Comm. Paul as read. Roll call vote, all yes, Comm. Weindel abstained.

**New Business** – continued

Comm. Ruth: We need a motion to accept the changes for the new Squrt.

Motion made by Comm. Paul, seconded by Comm. Weindel to accept the changes for the new Squrt, and send the letter out. Any question? (hearing none) Roll call vote, all yes.

**Comm. Ruth:** Is there any other 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. Hans, seconded by Comm. Weindel to close to the Public. All in favor, ayes have it.

**Open to Commissioners –** Comm. Ruth

No report.

**Closed Session** – Comm. Ruth

n/a

**Adjourn** - Comm. Ruth

Motion made by Comm. Hans, seconded by Comm. Paul to adjourn the meeting at 7:58pm.

All in favor, ayes have it.