

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

Meeting Date: July 17, 2017
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. Hans to approve the minutes 06/19/17 as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it.

Correspondence – Cl.Crockett

Cl.Crockett: Nothing to report.

Treasurer’s Report – Comm. McManus

As of 07/17/17:

| | |
|-------------------------------|------------|
| TD Bank General Checking | 72,820.11 |
| TD Bank Money Market Account | 336,491.95 |
| TD Bank Money Market Capital | 2,500.18 |
| TD Bank Payroll Checking | 41,185.39 |
| TD Bank LEA Dedicated Penalty | 7,461.36 |
| TD Bank LEA Trust Penalty | 16,042.10 |
| Petty Cash | 200.00 |
| Total Current Assets | 476,701.09 |

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 36 bills totaling \$23,055.45.

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

Office of Fire Prevention – Comm. Ruth

Comm. Ruth: The Fire Official’s report for 06/19/17 – 07/17/17 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.

Administration / Personnel – Comm. Ruth

No report.

Training Division – Comm. Ruth

No report.

Fire Department Equipment – Comm. Paul

No report.

Turn-Out Gear – Comm. Paul

Comm. Paul: The leather helmets are in. We're waiting for the fronts and the Bullard helmets, the ones the probies and juniors use.

Recruitment / Membership – Comm. Paul

Comm. Paul: There are no new applications, but in front of you I do have a copy of policy that I wrote, hopefully to adopt tonight about the new application process so we don't have any issues with the background checks.

We had the issue with Steve Zimmerman to be discussed in Closed Session. I do have the interview that Lt. Dimitri and Lt. Candidate Justin Busch read. I don't see anything in here that says we shouldn't take him.

Sol.Tavani: If this is a personnel issue, it should be covered in Closed Session, just a recommendation.

Comm. Paul: OK, that's it.

Fitness Center – Comm. Paul

Comm. Paul: I ordered replacement treads for the two treadmills, they're shot. I talked to the guy today who recommended doing the treads and all the parts necessary to replace them, they are the original treads. Those parts are ordered.

For the next meeting I'll be amending the gym policy to incorporate the Gibbsboro Police Dept. with the \$75 annual fee, \$10 key FOB, the waiver they sign, and they do not get a guest. That email was sent to everybody.

S.O.G.'s – Comm. Paul

No report.

Communications – Comm. McManus

Comm. McManus: I talked to Ann O'Keefe from Wireless today. They're going to take care of removing the radio out of the old Squrt and putting it in this one as soon as we're ready.

Apparatus – Comm. McManus

Comm. McManus: The only thing I know there is a problem with is the new truck. The mechanic was out here the other day doing some of the repairs. The generator has been fixed. All the handles in the roll up drawers have to be replaced. When they built the truck they cut the handles too short, that's why the alarm keeps going on. He still hasn't addressed the air conditioning. When you use the air conditioner for a while, it sets like a waterfall inside the cab. They think it's just the condensation pump on the roof isn't working or something came apart.

I've got to meet tomorrow with Walter's Signs out of Berlin, get them to do the vinyl scotch light on the side, the back and the lower doors. The guy is supposed to come in a couple weeks and do the gold leaf.

Computers – Comm. McManus

Comm. McManus: Justin is still ordering parts to install the new computer in the new truck. Other than that, I know of nothing.

Sale of Assets – Comm. McManus

No report.

Assist Personnel – Comm. McManus

No report.

Budget – Comm. McManus

No report.

Insurance – Comm. Weindel

Comm. Weindel: Me and Kathy had a meeting with the Insurance Co. this morning. Everything is pretty much in order. We added the new apparatus so we should be pretty good with the insurance.

Incentive Program – Comm. Weindel

No report.

Uniforms – Comm. Weindel

Comm. Weindel: They all came in and been distributed to everybody. As far as I know there are no problems with them as far as I know. We should be up to date with uniforms.

Fuel – Comm. Weindel

No report.

Train Display – Comm. Weindel

No report.

Building Maintenance / Grounds – Comm. Hans

No report.

Health & Safety – Comm. Hans

No report.

Fixed Assets – Comm. Hans

No report.

Hydrants / Water – Comm. Hans

Comm. Hans: The hydrants at the intersection of Monroe and Wallace. Mike did call and ask me about that, about putting two new hydrants. I think the closest one was out on Chews Landing Road. They're running a new water line so now is the time to put new hydrants in. That will be an extra cost for our monthly rate, \$100 each hydrant a month.

Sol.Tavani: They charge us under a tariff through the water company.

Comm. Hans: Mike asked me about that, so I think it's a good idea we put them in. They were authorized to do that. I don't know if Mike signed the authorization form or not, he didn't run it by me. That's all I have right now.

Executive Fire Administrator's Report – E.F.A. Nolan

EFA Nolan is not here.

President's Report – Comm. Ruth

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

Borough of Lindenwold – Councilman DiDominico

Comm. Ruth: The Councilman is not here tonight.

Solicitor – R. Tavani

Sol.Tavani: Mr. Chairman we have several matters for Closed Session. Proposed resolution for closed session, contract issues and personnel issues regarding a worker's compensation issue. The Board reserves the right to come out of Closed Session and take further action.

Resolutions – Comm. Ruth

Comm. Ruth: **Resolution 2017 – 18** Authorizing Closed Session at the 07/17/17 meeting.

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

Old Business – Comm. Ruth

Comm. Ruth: Old Business? (hearing none)

New Business – Comm. Ruth

Comm. Paul: Policy Directive 1215, Recruitment Probationary Firefighter Application Process, I'd like to vote on it.

Comm. Ruth: Has everybody reviewed Policy Directive 1215? Any questions? (hearing none)

Motion made by Comm. Weindel, seconded by Comm. McManus to accept Policy 1215. Any questions? (hearing none) Roll call vote, all yes.

Public Portion – Comm. Ruth

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

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

Open to Commissioners – Comm. Ruth

Comm. Weindel: I feel the Chief (EFA Nolan) should be at the meetings. Every time we have a meeting he should be here. I don't think we should be reading his report out. It's only once a month, that's my opinion.

Comm. Ruth: You're right, ok. We're going to....

Comm. Weindel: I actually think the Fire Inspectors should be here too, but whatever, I think the Chief (EFA Nolan) should be here at every meeting. That's just my opinion.

Comm. Paul: So should the President's too, but.

Comm. Ruth: All the President's come for is their money, when they do come.

Comm. Weindel: If you think about that, he should be here, it's in his contract.

Sol.Tavani: This discussion should probably be held in Closed Session.

Comm. Weindel: OK.

Comm. Ruth: Anything else open to the Commissioners?

Comm. Hans: Just to let everybody know National Night Out is August 1st in case anybody doesn't know that, and Lindenwold Day is September 23rd.

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

Closed Session – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Hans to go into Closed Session. All in favor, ayes have it.

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

Comm. Ruth: Can I have a motion to go back to New Business?

Motion made by Comm. Paul, seconded by Comm. Hans. All in favor, ayes have it.

New Business, continued

Motion made by Comm. Paul, seconded by Comm. Hans to accept Steve Zimmerman as a new member.

Any questions? (hearing none) Roll call vote, Comms. Hans and Weindel yes, Comms. McManus and Ruth no.

Comm. Paul abstained.

Comm. Ruth: Now what do we do, it's 2-2.

Sol.Tavani: You can table it for further discussion. Do we have an established procedure under our by-laws for a 2-2 vote of the Commissioners?

Comm. Ruth: No idea.

Sol.Tavani: And the basis of the abstention?

Comm. Paul: Because I'm close to the father, and there were comments that I'm too friendly with him so I abstained.

Sol.Tavani: How would that cloud your ability to make a fair determination of the candidate?

Comm. Ruth: Make another motion.

Sol.Tavani: It's your right to abstain, no one on this Board can force you to vote, but you do have a 2-2 tie.

Comm. Hans: Is it really 2-2? Abstain doesn't count as a vote?

Cl.Crockett: The vote was - Hans yes, McManus no, Weindel yes, Ruth no and Paul abstained.

Sol.Tavani: I think it's legally permissible because you have the majority of those able to vote voting, and the abstention would act to knock the Board down to a 4 membership. So 2 would be a majority, so he's approved.

Cl.Crockett: What's this now?

Comm. Hans: An abstain doesn't count as a no?

Cl.Crockett: It's 2-2. Hans yes, McManus no, Weindel yes, Ruth no and Paul abstained.

Comm. Hans: Oh never mind. I thought there was only one no. That's correct, my bad, sorry Mr. Chair.

Sol.Tavani: I misunderstood, I thought it was 2-1.

New Business, continued

Comm. Ruth: That's OK. Now where do we go with this Rich? You have basically the final vote.

Sol.Tavani: You don't have to abstain.

Comm. Paul: Do we make a second motion to have a vote again?

Comm. Ruth: Make the motion.

Motion made by Comm. Paul, seconded by Comm. Hans to have a second vote on Steve Zimmerman as a member.

All in favor, ayes have it. Roll call vote, Comms. Hans, Paul, and Weindel yes, Comms. McManus and Ruth, no.

Comm. Ruth: 3-2, motion carries, he's in.

Comm. Ruth: Do we have anything else under New Business? (hearing none)

Adjourn - Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to adjourn the meeting at 9:01pm.

All in favor, ayes have it.

4:34 PM
07/17/17
Accrual Basis

Lindenwold Fire District No.1
Treasurer's Report
As of July 17, 2017

Jul 17, 17

ASSETS

Current Assets

Checking/Savings

1000 · CASH

1010 · TD Bank General Checking

72,820.11
~~74,650.11~~ *-1,830.00 Treadmill
repair*

1011 · TD Bank Money Market Acco...

336,491.95

1013 · TD Bank Money Market Capital

2,500.18

1020 · TD Bank Payroll Checking

41,185.39

1030 · TD Bank LEA Dedicated Pen...

7,461.36

1040 · TD Bank LEA Trust Penalty

16,042.10

1090 · Petty Cash

200.00

Total 1000 · CASH

478,531.09

Total Checking/Savings

478,531.09

Total Current Assets

478,531.09

TOTAL ASSETS

~~478,531.09~~

LIABILITIES & EQUITY

0.00

476,701.09

LINDENWOLD BUREAU OF FIRE PREVENTION

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

7/17/17

FIRE MARSHAL'S REPORT

June 19, 2017 to July 17, 2017

Inspections Completed to date:

1. Lindenwold School 4
2. Lindenwold School 5
3. Lindenwold Middle School
4. Lindenwold High School
5. Kelsch Associates at Pine Ridge E-37
6. Kelsch Associates at Pine Ridge E-38
7. Kelsch Associates at Pine Ridge E-39
8. Kelsch Associates at Pine Ridge E-40
9. Kelsch Associates at Pine Ridge H-61
10. Kelsch Associates at Pine Ridge J-77
11. Kelsch Associates at Pine Ridge J-80

Re - Inspections completed:

Complaints: Received: 1 Complaints: Resolved: 1 Imminent Hazards 0

Requested Response: 0 Time Extensions: 0

Civilian Burn Reports: Permits Issued: Type I 0 Type II 0

Penalties Issued: 0

Comments to District Commissioners:

1. Investigate a complaint from Kingsrow Apartments for a motorcycle parked at the front door of apartment 121, told resident that the motorcycle cannot be parked at his front door and needs to be moved to the parking lot. 7-3-17
2. Investigation of fire set by a 9 year old juvenile that found a lighter and used it to set fire to a bush at 31 A Timber Ridge apartments. 7-5-17
3. The department did a Fire Prevention presentation for Lindenwold Police Department's Jr. Police Academy. 7/14/17

Fire Prevention Programs: 1

Problems: 0

Code Violation Investigations:

| | | |
|--------------------------------------|---------------------------------------|------------|
| Total fee's received to date: | LHU Rebate: 2017 1 st . ¼ | \$3,046.55 |
| | LHU Rebate: 2nd qtr. LH | \$1,346.80 |
| | LHU Rebate: 3 rd . qtr. LH | \$2,067.00 |
| | LHU Rebate: | |

NLH Registrations:

Registrations: \$16,045.00

|

Registration late fee: \$1,425.00

Permits: \$ 374.00

Penalty: \$

Total for 2017 \$24,304.35

Total for 2016 \$32,707.64

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**

July 17, 2017

July 2017 Chief's Report

1. Attended Lindenwold High School Graduation 6-19-17
2. Alliance 63 provided fire protection for Clementon Park fireworks 7-3-17
3. The Department attended West Berlin, Laurel Springs, and Stratford Fire Departments 4th. Of July parades. 7-4-17
4. Phone conference with Ed Opczynski – NJ American Water Co. for 2 new hydrants to be installed on pine Grove Ave. 7-6-17

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

RESOLUTION 2017 – 18

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

Resolution to Authorize Closed Session at the 7/17/2017 Meeting

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

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 07/17/17 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 and contract matter 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: 07/17/17



Clifford R. Ruth, Chairman



Attest: Kathleen Crockett, District Clerk

Policy Directive 1215

RECRUIT/PROBATIONARY FIREFIGHTER

Application Process

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE: July 10, 2017

GENERAL INFORMATION

- Candidates can pick up an application at either fire house or the Fire Administration Building (FAB), or contact the Department via e-mail at join@lindenwoldfire.com They should be instructed to return their completed application to the FAB.
- Candidate submits application at the FAB including birth certificate, driver's license and social security card.
- Applicant's general information is submitted to the Membership Commissioner and the Fire Administrator via e-mail for them to contact the candidate ASAP.
- Background check and drivers abstract are submitted.
- Candidate application packet with background check and drivers abstract are submitted to Membership Commissioner and Fire Administrator for the interview.
- The interview will be conducted by the Membership Commissioner, Fire Administrator or Deputy Chief. If candidate is accepted, the interviewer will provide the candidate with instructions and authorization to get their physical. *(no gear or equipment is to be issued until the candidate has completed their physical and insurance beneficiary forms)
- Candidate returns the relief association form to FAB for notarization and have their insurance beneficiary forms filled out.
- Candidate is asked to attend the next regular Board of Fire Commissioners meeting for introduction and swearing in.

****All applications, background checks and forms are to remain at the FAB at all times.****