

MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054-9630

Tel: (856) 234-6053

Fax: (856) 234-3756

AGENDA

SPECIAL MEETING / WORK SESSION

Monday, February 2, 2015 @ 8:00 PM
Headquarters Station Meeting Room

REMINDER:

**THE BOARD REQUESTS THAT ALL CELL PHONES EITHER BE SET TO VIBRATE OR BE TURNED OFF TO PREVENT UNNECESSARY INTERRUPTION OF TONIGHT'S MEETING.
THE BOARD THANKS YOU FOR YOUR COOPERATION IN ADVANCE.**

1. Call to Order
2. Pledge of Allegiance / Moment of Silence
3. Roll Call - Commissioners Cornue, Hamilton, Ridenour, Roura and Shestack
4. Public Announcements - Clerk
5. Adoption of Resolutions;
 - Resolution #2015-06 "Provisional Appointment of Patrick W. Bigoss to the Part-Time Position of Fire Prevention Specialist for the Year 2015"
 - Resolution #2015-07 "Provisional Appointment of James W. Arpino to the Part-Time Position of Fire Prevention Specialist for the Year 2015"
 - Resolution #2015-08 "Provisional Appointment of James J. Bannar to the Part-Time Position of Fire Prevention Specialist for the Year 2015"
 - Resolution #2015-09 "Formal Adoption of Administrative Policy #04-015 (revised 1/15/15) Additional Work Hours"

6. Approval of Meeting Minutes;

Regular Meeting of September 15, 2014
Special Meeting of October 6, 2014
Regular Meeting of October 20, 2014 (prepared but not reviewed yet)
Special Meeting of November 5, 2014 (prepared but not reviewed yet)
Regular Meeting of November 17, 2014 (prepared but not reviewed yet)
Public Hearing / Special Meeting of December 1, 2014
Regular Meeting of December 15, 2014 (prepared but not reviewed yet)
Special Meeting of December 23, 2014
Regular Meeting of January 19, 2014

7. Other Matters;

- a. 2/21/15 Election Preparations
- b. Annual Newsletter Final Draft

8. Comments by Fire Commissioners

9. Public Participation

10. Resolution #2015-10 "Closing of Meeting Pursuant to Open Public Meetings Act"

11. Closed Session:

- a. Firefighter Guelich Disciplinary Hearing (scheduled to begin @ 8:30 PM)

12. Adjournment of Closed Session

13. Return to Open Session

14. Adjournment of Special Meeting

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RESOLUTION 2015-06

PROVISIONAL APPOINTMENT OF

PATRICK W. BIGOSS

*TO THE PART-TIME POSITION
OF FIRE PREVENTION SPECIALIST FOR THE YEAR 2015*

WHEREAS, N.J.S.A. 40A:14-81.1 provides that a Fire District may establish paid positions within the Fire Department or for the Fire District as such positions shall be determined by the Fire Commissioners to be required for the purposes of the Fire District; and

WHEREAS, N.J.S.A. 40A:14-81.1 provides that a Fire District shall, by resolution, appoint persons to, determine the terms of, fix the compensation for, and prescribe the powers, functions and duties of all paid positions so established and under a separate resolution entitled "ESTABLISHED PAID POSITIONS FOR FIRE DISTRICT #1, MOUNT LAUREL TOWNSHIP", the Board of Fire Commissioners has established and created paid positions within the Fire District for the purpose of the Fire District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that PATRICK W. BIGOSS is hereby appointed to the part-time paid position of "FIRE PREVENTION SPECIALIST" from 3/02/15 to 12/31/15 at an hourly rate of \$19.00 per hour. The requirements, benefits, duties and powers of said position are as described in the "Fire Prevention Specialist" Civil Service Commission job description.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a special meeting held on February 2, 2015.

Richard Hamilton, Clerk

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RESOLUTION 2015-07

PROVISIONAL APPOINTMENT OF

JAMES W. ARPINO

*TO THE PART-TIME POSITION
OF FIRE PREVENTION SPECIALIST FOR THE YEAR 2015*

WHEREAS, N.J.S.A. 40A:14-81.1 provides that a Fire District may establish paid positions within the Fire Department or for the Fire District as such positions shall be determined by the Fire Commissioners to be required for the purposes of the Fire District; and

WHEREAS, N.J.S.A. 40A:14-81.1 provides that a Fire District shall, by resolution, appoint persons to, determine the terms of, fix the compensation for, and prescribe the powers, functions and duties of all paid positions so established and under a separate resolution entitled "ESTABLISHED PAID POSITIONS FOR FIRE DISTRICT #1, MOUNT LAUREL TOWNSHIP", the Board of Fire Commissioners has established and created paid positions within the Fire District for the purpose of the Fire District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that JAMES W. ARPINO is hereby appointed to the part-time paid position of "FIRE PREVENTION SPECIALIST" from 3/02/15 to 12/31/15 at an hourly rate of \$19.00 per hour. The requirements, benefits, duties and powers of said position are as described in the "Fire Prevention Specialist" Civil Service Commission job description.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a special meeting held on February 2, 2015.

Richard Hamilton, Clerk

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RESOLUTION 2015-08

PROVISIONAL APPOINTMENT OF

JAMES J. BANNAR

*TO THE PART-TIME POSITION
OF FIRE PREVENTION SPECIALIST FOR THE YEAR 2015*

WHEREAS, N.J.S.A. 40A:14-81.1 provides that a Fire District may establish paid positions within the Fire Department or for the Fire District as such positions shall be determined by the Fire Commissioners to be required for the purposes of the Fire District; and

WHEREAS, N.J.S.A. 40A:14-81.1 provides that a Fire District shall, by resolution, appoint persons to, determine the terms of, fix the compensation for, and prescribe the powers, functions and duties of all paid positions so established and under a separate resolution entitled "ESTABLISHED PAID POSITIONS FOR FIRE DISTRICT #1, MOUNT LAUREL TOWNSHIP", the Board of Fire Commissioners has established and created paid positions within the Fire District for the purpose of the Fire District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that JAMES J. BANNAR is hereby appointed to the part-time paid position of "FIRE PREVENTION SPECIALIST" from 3/02/15 to 12/31/15 at an hourly rate of \$19.00 per hour. The requirements, benefits, duties and powers of said position are as described in the "Fire Prevention Specialist" Civil Service Commission job description.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a special meeting held on February 2, 2015.

Richard Hamilton, Clerk

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RESOLUTION 2015-09

*FORMAL ADOPTION OF
ADMINISTRATIVE POLICY #04-015 (revised 01/15/15)
ADDITIONAL WORK HOURS*

WHEREAS, Administrative Policy #04-015 (ADDITIONAL WORK HOURS) has been revised, signed and approved by the Board; and

WHEREAS, this Administrative Policy is a written policy that is applicable to and shall be followed by all members of the Department and the Board as it pertains to the operation of the Fire Department; and,

WHEREAS, this Administrative Policy supercedes and nullifies all previous revisions of Administrative Policies #04-015 and #04-015A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Mount Laurel Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that it hereby formally adopts this Administrative Policy for use by the Fire District.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a special meeting held on February 2, 2015.

Richard Hamilton, Clerk

MOUNT LAUREL FIRE DEPARTMENT	ADMINISTRATIVE POLICY #04-015	EFFECTIVE 03/02/04
ADDITIONAL WORK HOURS		
REFERENCE:		
RESCINDS:	04-015(a)	
REVISED:	10/01/07, 06/13/2013, 1/15/15	RESOLUTION #2015-09

SCOPE: To offer Additional Work Hours (AWH) to career personnel as equitably as possible.

PURPOSE: This policy has been developed to guide schedulers when offering AWH to career personnel.

1. ADDITIONAL WORK HOURS BOX (AWH)

- 1.1 The scheduler will be the custodian of the AWH box.
- 1.2 The AWH box will be maintained in the duty battalion chief's office.

2. GENERAL

- 2.1 A card system will be utilized for the purpose of tracking AWH and distributing it fairly and equitably. This card system will be utilized in the following manner:
 - 2.1.1 Duty specific AWH will be assigned by management to specific employees, i.e., fire prevention, training division, technical calls, and administrative assignments.
- 2.2 At the time management determines that AWH are required, the utilization of the AWH procedure will commence.
- 2.3 AWH shall be offered to all qualified personnel on a rotating seniority basis by rank, for the position being filled.
- 2.4 AWH will not be offered to employees that are suspended, on leave of absence, or out sick.
- 2.5 Company officer positions will be filled by captains and lieutenants.
- 2.6 The duty battalion chief position will be filled by a battalion chief or a captain.
- 2.7 When reporting for duty, the employee shall work a minimum of two (2) hours at the AWH regular rate for the position being filled.
- 2.8 If the AWH are cancelled, the employee must be notified prior to reporting to the duty assignment location. At the time the AWH are cancelled, the employee's AWH card will be placed in the front of the AWH box.

3. ADDITIONAL WORK HOURS OFFERED

- 3.1** When AWH are being offered, it is to be offered in chronological order of the open shifts available, no choice or preference will be given to the persons being called with the exception of instances where AWH are needed to fill Kelly Time. In these instances, AWH will be offered first to the employee using Kelly Time. The employee must either accept or decline the block of AWH being offered unless not qualified, then he/she will automatically hold his/her position in the AWH box. EXAMPLE: when starting to fill a twenty-four (24) hour shift with two (2) twelve (12) hour blocks, beginning with the person in front of the deck offering the first twelve (12) hours until someone accepts. Once the first twelve (12) hour shift is accepted, then continue to fill the second shift in the same manner. The same procedure applies when filling shifts greater than twelve (12) hours.
- 3.2** AWH will be offered in two (2) equal shifts when filling vacancies greater than twelve (12) hours. All other AWH vacancies twelve (12) hours or less will be offered for the amount of time required at the time of need.
- 3.3** If an employee fails to report to duty or AWH becomes available, the most senior individual on duty at that location will have the first chance of accepting the AWH and remain on duty until properly relieved through the card system. If the most senior individual denies the AWH available, it will continue to be offered to each employee in the order of seniority. If every one denies the AWH, the least senior person will remain on duty until properly relieved through the card system. As referenced in section 3.1.
- 3.4** If an on duty employee is detailed to fill the said position during his/her scheduled hours, any hours beyond his/her scheduled hours will be filled in accordance with the card system.
- 3.5** When AWH are offered, the scheduler making the call will specify the shift being offered, i.e., Saturday November 12 at Station 362 for the hours of 0630 to 1430 hrs.
- 3.6** No employee will work more than thirty-six (36) consecutive hours unless approved by the Chief of Department or his designee.

4. USE OF AWH CARDS

- 4.1** All AWH cards will contain on the front of the card, for the purpose of calling for over time and tracking; name, rank, qualifications (i.e. driver, inspector), the contact number provided by employee, and the number that represents his/her current seniority ranking.
- 4.2** Any scheduler offering AWH for any department function will utilize the card system. Exception: duty specific assignments.
- 4.2.1** Duty specific assignments will be exempt from the card system.

- 4.3 Each person contacted for AWH shall be contacted by the telephone number on his/her AWH card, EXCEPT when on duty. Duty personnel will be contacted via the company officers' cellphone and/or station telephone.
- 4.4 When management determines an AWH shift is needed the scheduler will start making phone calls by pulling the card in the front of the AWH box, continuing to pull cards in order, and marking them appropriately.
- 4.5 When someone accepts the AWH, the person who accepted the AWH will have his/her card marked, rotated (behind the red card), then put in order according to seniority. The red card will denote the end of the list and the beginning of the list.
- 4.6 The scheduler will leave a message if possible and mark the AWH card "left message". If a message cannot be left the card will be marked accordingly describing the circumstances.
- 4.7 Every person that is contacted and refuses will rotate (behind the red card) staying in place according to seniority.
- 4.8 A refusal is made when you decline or fail to answer the phone of the number provided for contact.
- 4.9 An employee will hold his or her position in the AWH box if he/she is physically working, out sick or is not qualified for the AWH.
- 4.10 If during this procedure every employee refuses the available AWH the last person who was contacted and qualified will be forced to stay or come in for AWH.
- 4.11 After a person accepts, declines or is not available for AWH, the scheduler shall record on the employee's card the date and time called, the shift offered and his/her disposition. (declined, accepted, working, sick, not qualified).
- 4.12 If an employee is offered AWH that must start A.S.A.P., or is ordered in on AWH A.S.A.P., that employee must be able to report to his/her assigned location within forty-five (45) minutes of the phone call to be eligible to accept the AWH. If the employee cannot report within the specified time limit that employee's card will be marked accordingly and moved to the back of the AWH box just as if the employee declined the AWH as outlined in 4.7. EXAMPLE: If an employee receives a phone call while he/she is in Atlantic City he/she will have to tell the scheduler that he/she cannot report to work within forty-five (45) minutes. The scheduler will then mark his/her card as a decline because the employee could not meet the time requirement and the card will be handled in the same fashion as outlined in 4.7.

5. REPORTING FOR DUTY

5.1 Employees who accept or who have been ordered to work AWH will report to their assigned shift as expeditiously as possible, but not to exceed 30 – 45 minutes from the time of the call. The employees' compensation will begin when they arrive and check in with the supervisor at the assigned location.

Board Resolution #: Resolution No. 2015-09 Passed on: February 2, 2015

Approved by: _____ Board Chair Date: _____

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RESOLUTION 2015-10

CLOSING OF MEETING PURSUANT TO OPEN PUBLIC MEETINGS ACT

WHEREAS, pursuant to the Open Public Meetings Act, the Board is allowed to engage in an Executive (Closed) Session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in Executive (Closed) Session; and,

WHEREAS, it is necessary for the Board to discuss various matters regarding personnel, contracts and/or litigation or legal matters and, accordingly, these matters are eligible for discussion by the Board in an Executive (Closed) Session.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey as follows:

1. The special meeting of February 2, 2015 is hereby closed to the public and will be reopened at such time as the discussions held in Executive (Closed) Session have been completed.
2. The minutes of the Executive (Closed) Session will be revealed to the public at such time as the matters discussed have been resolved.

CERTIFICATION

I, Richard Hamilton, Clerk of the Mount Laurel Board of Fire Commissioners, Fire District #1, Mount Laurel, New Jersey, do hereby certify that this is a true copy of a Resolution adopted by the Board of Fire Commissioners at a special meeting held on February 2, 2015.

Richard Hamilton, Clerk