

# MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane  
Mount Laurel, NJ 08054-9630

Tel: (856) 234-6053  
Fax: (856) 234-3756

## A G E N D A

SPECIAL MEETING / WORK SESSION  
Wednesday, November 4, 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 Resolution;  
  
Resolution #2015-62      "Resolution to Recognize the Service and Dedication of John I. Cornue to the Mount Laurel Fire District #1 as a Member of the Board of Fire Commissioners"
- 6a. Reading of adopted Resolution #2015-51 "Provisional Promotion of Christopher R. Santone to the Position of Battalion Chief for the Year 2015"
- 6b. Reading of adopted Resolution #2015-52 "Provisional Promotion of Daniel J. Opizzi to the Position of Captain for the Year 2015" and administration of Oath of Office
- 6c. Reading of adopted Resolution #2015-53 "Provisional Promotion of Martin J. Gaynor, Jr. to the Position of Lieutenant for the Year 2015" and administration of Oath of Office
7. Adoption of Resolutions (continued);  
  
Resolution #2015-56      "Formal Adoption of Administrative Policy #04-044 (revised 10/19/15) volunteer Stipend Program"  
  
Resolution #2015-57      "Award of A XXXXXX (X) Year Contract for the Supply of Electricity to \*\*\*\* TBD \*\*\*\* for \$X.XX/kW-hr"  
  
Resolution #2015-58      "Provisional Appointment of Patrick W. Bigoss to the Part-Time Position of Training Officer for the Year 2015"

Resolution #2015-59      "Appointment of James W. Arpino to the Part-Time Position  
of Fire Prevention Specialist for the Year 2015"

Resolution #2015-60      "Appointment of James J. Bannar to the Part-Time Position  
of Fire Prevention Specialist for the Year 2015"

8.    Approval of Meeting Minutes;
  - Regular Meeting of September 21, 2015
  - Special Meeting of October 5, 2015
  - Regular Meeting of October 19, 2015
  
9.    Other Matters
  
10.   Comments by Fire Commissioners
  
11.   Public Participation
  
12.   Resolution #2015-61      "Closing of Meeting Pursuant to Open Public Meetings Act"
  
13.   Closed Session:
  - a.    Legal Matters;
    1.    Any other legal matter that may come before the Board
  
  - b.    Personnel Matters;
    1.    Employee Disciplinary Action / Injury Update - Chief Colucci
    2.    Outstanding Grievance Status - Chief Colucci
    3.    Status of Battalion Chief Collier Retirement Promotions/Backfills
    4.    Any other personnel matter that may come before the Board
  
  - c.    Board review of resumes for vacant Commission seat
  
14.   Adjournment of Closed Session
  
15.   Return to Open Session
  
16.   Adjournment of Special Meeting

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## RESOLUTION 2015-62

*RESOLUTION TO RECOGNIZE THE SERVICE AND DEDICATION OF*

*JOHN I. CORNUE*

*TO THE MOUNT LAUREL FIRE DISTRICT #1  
AS A MEMBER OF THE BOARD OF FIRE COMMISSIONERS*

**WHEREAS**, John I. Cornue Nash has served as a Fire Commissioner on the Board of Fire Commissioners from:

March 6, 2007 through November 4, 2015

representing the citizens of Mount Laurel with dedication and distinction; and,

**WHEREAS**, during each of these terms of service, John I. Cornue has selflessly donated many hours of his personal time serving in the role of Chairman, Vice-Chairman, Clerk and Assistant Clerk/Assistant Treasurer as well as chairing many Standing and Ad-Hoc Committees of the Board.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that John I. Cornue is hereby presented with this formal Resolution recognizing the service and dedication that he has given to the Board of Fire Commissioners, Mount Laurel Fire District #1, Mount Laurel Fire Department and the citizens of Mount Laurel.

## CERTIFICATION

We, Robert Shestack, Chairman and 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 November 4, 2015.

\_\_\_\_\_  
Robert Shestack, Chairman

\_\_\_\_\_  
Richard Hamilton, Clerk

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### **RESOLUTION 2015-56**

*FORMAL ADOPTION OF  
ADMINISTRATIVE POLICY #04-044 (revised 10/19/15)  
VOLUNTEER STIPEND PROGRAM*

**WHEREAS**, Administrative Policy #04-044 (VOLUNTEER STIPEND PROGRAM) 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 Policy #04-044.

**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 November 4, 2015.

Richard Hamilton, Clerk

<b>MOUNT LAUREL FIRE DEPARTMENT</b>	<b>ADMINISTRATIVE POLICY</b>		<b>CREATED</b>
	<b>#04-044</b>		<b>October 19, 2015</b>
<b>VOLUNTEER STIPEND PROGRAM</b>			
<b>REFERENCE:</b>	01-802, 01-810, MLFD Form 056		
<b>RESCINDS:</b>			
<b>REVIEWED:</b>			
<b>REVISED:</b>		<b>RESOLUTION:</b>	2015 - 56

**PURPOSE:** The District has created a volunteer stipend program designed to recruit and retain volunteer firefighters by incentivizing various behaviors necessary to fulfill critical positions and perform associated tasks that will directly enhance fire operations resulting in better service to the community.

**SCOPE:** Volunteer Firefighters

## **1. ANNUAL VOLUNTEER STIPEND PROGRAM**

**1.1** Members will receive a nominal stipend for their activity as listed below. The receipt of the stipend shall be subject to income tax reporting. The stipend shall be paid in accordance with this Policy.

**1.1.1** The annual cycle will run December 1<sup>st</sup> through November 30<sup>th</sup>.

**1.1.2** In order for a member to qualify to receive a stipend they shall meet AG #01-810, Minimum Standard for Active Volunteer Members.

**1.1.3** Eligibility for the stipend program is limited to Volunteer Firefighters. Volunteer Junior Firefighters are not eligible.

**1.1.4** The following will be the recognized holidays:

**1.1.4.1** New Year's Eve

**1.1.4.2** New Year's Day

**1.1.4.3** Memorial Day\*

**1.1.4.4** Independence Day\*

**1.1.4.5** Labor Day\*

**1.1.4.6** Thanksgiving Day

**1.1.4.7** Christmas Eve

**1.1.4.8** Christmas Day

*\*Including weekend shifts if holiday falls on Friday or Monday*

**1.2 Activity related stipends:** The following stipends are accumulated on a per activity basis.

ACTIVITY	DESCRIPTION		STIPEND Per Activity	NOTES
Duty Crew	Monday - Friday	0600 – 1200	\$8	*Must sleep in station for overnight shifts.
		1200 - 1800		
		1800 - 2300		
		2300 – 0600*		
Duty Crew	Saturday - Sunday	0600 - 1200	\$10	*Must sleep in station for overnight shifts.
		1200 - 1800		
		1800 - 2300		
		2300 – 0600*		
Duty Crew	Holiday/Holiday Weekends	0600 - 1200	\$15	*Must sleep in station for overnight shifts.
		1200 – 1800		
		1800 - 2300		
		2300 – 0600*		
Off-duty response	Anytime 365 / 24/7		\$3	
Special Events	Includes: scheduled cover assignments, community events, public relations events, public education, work details, special requests, etc.		\$6 per assign.	

**1.3 Title / Certification Stipends:** The following stipends are accumulated on an appointment and/or credential related basis.

TITLE / CERTIFICATION	DESCRIPTION	STIPEND AS NOTED	NOTES
Engine	Qualified Driver / Operator	\$48	Members will be eligible to receive the stipend in the year they become qualified.
Ladder	Qualified Driver / Operator	\$48	
Rescue	Qualified Driver / Operator	\$48	
Foam Unit	Qualified Driver / Operator	\$48	
Brush Unit	Qualified Driver / Operator	\$24	
Marine Unit	Qualified Driver / Operator	\$24	
Emergency Medical Tech. (EMT)	Certified by NJ Department of Health and Senior Services	\$48	1. Certifications must be on file with Fire District, Training Division. 2. Members will be eligible to receive the stipend in the year they become qualified.
Instructor I	Certified by NJ Division of Fire Safety	\$24	
Instructor II	Certified by NJ Division of Fire Safety	\$24	
Battalion Chief	Appointed by Chief of Department	\$25 monthly	Explorer leader/advisors shall attend at least 50% of scheduled meetings/activities to qualify for the stipend.
Captain	Appointed by Chief of Department	\$20 monthly	
Lieutenant	Appointed by Chief of Department	\$15 monthly	
Acting Officer	Appointed by Chief of Department	\$5 monthly	
Explorer Leader	Appointed by Chief of Department	\$15 monthly	
Explorer Advisor	Appointed by Chief of Department	\$5 monthly	

**1.4** Members on administrative leave, suspension and/or unavailable for the above activities as a result of a disciplinary action are not eligible for stipends during such period.

**1.5** The stipend program will be capped so as not to exceed the budgeted amount for any given year. Stipend payments will be made after the close of the annual cycle.

To the extent that the aggregate of the earned stipend payments exceed the budgeted amount for the Stipend Program, all payouts shall be abated pro rata to meet the budget threshold.

- 1.6** Stipend payments may be offset by the cost of any educational offering(s), training assignment(s) and/or other financial obligations to which a volunteer committed but failed to attend or complete.

Board Resolution #2015-56 \_\_\_\_\_ Adopted on Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Board Chair Date: \_\_\_\_\_

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## RESOLUTION 2015-57

AWARD OF A XXXX (X) YEAR CONTRACT FOR  
THE SUPPLY OF ELECTRICITY  
TO \*\*\*\* TBD \*\*\*\* FOR \$X.XX/kW-hr

**WHEREAS**, the Board of Fire Commissioners desire to cut the costs associated with the supply of electricity to each fire station and have authorized their energy consultant L5E, LLC to prepare bid specifications to accomplish this goal; and,

**WHEREAS**, the bid specification for this project was advertised as a "Notice & Advertisement for Bidders - Supply of Electricity" on October 16, 2015 in the Burlington County Times with a bid opening date of November 4, 2015; and,

**WHEREAS**, in accordance with N.J.S.A. 40A:11-4, XXXXXXXX (X) separate bid proposals for this project were received and opened publicly on November 4, 2015; and,

**WHEREAS**, following a thorough review of each bid proposal received, it was determined that XXXXXXXXXXXXXXXXXXXXXXXX was the lowest responsible and acceptable bidder that met the bid specifications with a bid price of \$X.XX/kW-hr.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that, in accordance with N.J.S.A. 40A:11-6.1, XXXXXXXXXXXXXXXXXXXXXXXX is hereby awarded a XXXXXXXX (X) year contract for the supply of electricity at \$X.XX/kW-hr.

## 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 November 4, 2015.

Richard Hamilton, Clerk



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### **RESOLUTION 2015-58**

*PROVISIONAL APPOINTMENT OF*

*PATRICK W. BIGOSS*

*TO THE PART-TIME POSITION  
OF TRAINING OFFICER 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 provisionally appointed to the part-time paid position of "TRAINING OFFICER" from 11/04/15 to 12/31/15 at an hourly rate of \$25.00 per hour. The requirements, benefits, duties and powers of said position are as described in the "Training Officer" 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 November 4, 2015.

Richard Hamilton, Clerk

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## RESOLUTION 2015-59

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 11/04/15 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 November 4, 2015.

Richard Hamilton, Clerk

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## RESOLUTION 2015-60

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 11/04/15 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 November 4, 2015.

Richard Hamilton, Clerk

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### **RESOLUTION 2015-61**

#### ***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 November 4, 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 November 4, 2015.

Richard Hamilton, Clerk