

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, August 1, 2016 @ 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 DiPietrantonio, Hamilton, Ridenour, Roura and Shestack
4. Public Announcements - Clerk
5. Presentation of 2016 Volunteer Recognition Award to Firefighter John Barlow by the Knights of Columbus
6. Approval of Meeting Minutes;
 - Regular Meeting of May 16, 2016
 - Special Meeting of June 8, 2016
 - Regular Meeting of June 20, 2016
7. Adoption of Resolutions;
 - Resolution #2016-21 "Appointment of Jacob Schonwald as a 'Junior' Member of the Mount Laurel Fire Department"
 - Resolution #2016-22 "Appointment of Caleb D. Demree to Active Membership in the Fellowship Fire Company #2 and the Mount Laurel Fire Department"
 - Resolution #2016-23 "Acceptance of Audit Report for 2015"
 - Resolution #2016-24 "Adoption of Cash Management Plan"

8. Financial Matters;
 - a. Approval of Monthly Bills (July 2016)
 - b. Questions / Comments by Treasurer
9. Monthly Report by Administrator
10. Monthly Report by Chief of Department
11. Standing Committee Reports
12. Other Matters
13. Comments of Fire District Professionals
14. Comments of Fire Commissioners
15. Public Participation
16. Resolution #2016-25 "Closing of Meeting Pursuant to Open Public Meetings Act"
17. 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. New Firefighter Hiring Status
 3. CBA Negotiations Status - Comm. Roura
 4. Any other personnel matter that may come before the Board
18. Adjournment of Closed Session
19. Return to Open Session
20. Adjournment of Special Meeting

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RESOLUTION 2016-21

*APPOINTMENT OF
JACOB SCHONWALD
AS A 'JUNIOR' MEMBER OF THE
MOUNT LAUREL FIRE DEPARTMENT*

WHEREAS, JACOB SCHONWALD has applied for membership as a 'JUNIOR' member of the MOUNT LAUREL FIRE DEPARTMENT; and,

WHEREAS, all pertinent Mount Laurel Fire Department membership requirements have been met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that JACOB SCHONWALD is hereby appointed as a 'JUNIOR' member of the MOUNT LAUREL FIRE DEPARTMENT.

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 August 1, 2016.

Richard Hamilton, Clerk

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RESOLUTION 2016-22

*APPOINTMENT OF
CALEB D. DEMREE
TO ACTIVE MEMBERSHIP IN THE
FELLOWSHIP FIRE COMPANY #2
AND THE MOUNT LAUREL FIRE DEPARTMENT*

WHEREAS, CALEB D. DEMREE has applied for membership as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and MOUNT LAUREL FIRE DEPARTMENT; and,

WHEREAS, the applicant has previously served with the Mount Laurel Fire Department as a 'JUNIOR' member.

WHEREAS, all pertinent Mount Laurel Fire Department membership requirements have been met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that CALEB D. DEMREE is hereby appointed as an ACTIVE MEMBER of the FELLOWSHIP FIRE COMPANY #2 and the MOUNT LAUREL FIRE DEPARTMENT.

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 August 1, 2016.

Richard Hamilton, Clerk

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RESOLUTION 2016-23

ACCEPTANCE OF AUDIT REPORT FOR 2015

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and,

WHEREAS, the annual Report of Audit for the year ended December 31, 2015 has been completed and filed with the Board of Fire Commissioners of Fire District #1 of the Township of Mount Laurel, County of Burlington pursuant to N.J.S.A. 40A:5A-15; and,

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual Report of Audit, and specifically the section entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and,

WHEREAS, the Board of Fire Commissioners have received the annual Report of Audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations", in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED the Board of Fire Commissioners of Fire District #1 of the Township of Mount Laurel, County of Burlington hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual Report of Audit for the year ended December 31, 2015 and specifically has reviewed the sections of the Report of Audit entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Clerk of the Fire District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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 August 1, 2016.

Richard Hamilton, Clerk

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LOCAL AUTHORITIES GROUP AFFIDAVIT FORM PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD AUDIT REVIEW CERTIFICATE

We, the members of the Board of Fire Commissioners of Fire District #1 of the Township of Mount Laurel, County of Burlington, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly elected members of the Board of Fire Commissioners of Fire District #1 of the Township of Mount Laurel, County of Burlington.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual Report of Audit for the year ended December 31, 2015 and specifically the section of the Report of Audit entitled "Schedule of Findings and Recommendations".

NAME

SIGNATURE

David Ridenour, Chairperson

Robert Shestack, Vice-Chairperson

Phil Roura, Treasurer

Richard Hamilton, Clerk

Cynthia DiPietrantonio, Deputy Treasurer/Clerk

Sworn to and subscribed before me this 1st day of August, 2016.

Attorney or Notary Public

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RESOLUTION 2016-24

ADOPTION OF CASH MANAGEMENT PLAN

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the Fire District is a municipal entity as defined in the rules and regulations promulgated by the Local Finance Board; and,

WHEREAS, pursuant to N.J.S.A. 40A:5-1 et. Seq. and Subchapter 3, Section 5:31-3.1(a) provide that governing bodies shall, by resolution passed by not less than a majority of the full membership, adopt a Cash Management Plan, which shall include the designation of a deposit, which may be the State of New Jersey Cash Management Fund and/or a public depository or depositories; and,

WHEREAS, the Cash Management Plan seeks to ensure to the extent practicable that the investment of local funds are in interest bearing accounts and other permitted investments as allowed by N.J.S.A. 40A:5-14(d), which provides that the Cash Management Plan may include an authorization to invest in any of the accounts, securities and investments authorized pursuant to N.J.S.A. 40A:5-15.1; and,

WHEREAS, it is the policy of the Mount Laurel Fire District #1 Board of Fire Commissioners to obtain the highest return on its investments while safeguarding to the best extend possible the initial investment of monies and to consider the preservation of capital, liquidity, current historical investment returns, diversification maturity requirements, costs and fees.

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

1. This resolution shall act as a formal adoption by the Mount Laurel Fire District #1 Board of Fire Commissioners of the attached Cash Management Plan and govern the investments of the Fire District funds that may be made and/or maintained in the types of investments of account, securities and investments enumerated in N.J.S.A. 40A:5-15.1.

2. The official depositories of the Fire District shall be the Bank of America, N.A. and TD Bank National Association.

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 August 1, 2016.

Richard Hamilton, Clerk

MOUNT LAUREL FIRE DISTRICT #1

BURLINGTON COUNTY, NEW JERSEY

CASH MANAGEMENT PLAN

The Board of Fire Commissioners of Mount Laurel Fire District #1, Township of Mount Laurel, County of Burlington, New Jersey hereby adopts the following Cash Management Plan for Fiscal Year 2016.

1. Cash Management and Investment Objectives:

The Mount Laurel Fire District #1 objectives in this area are:

- A. Preservation of capital
- B. Adequate safekeeping of assets
- C. Maintenance of liquidity to meet operating needs
- D. Diversification of the Fire District's portfolio to minimize risks associated with individual investments
- E. Investment of assets in accordance with State and Federal Laws and regulations

2. Designation of Official Depositories:

- A. The following Government Unit Depository Protection Act (GUDPA) approved banks are authorized depositories for the deposit of funds:
 - 1. Bank of America, N.A.
 - 2. TD Bank National Association
- B. Designated official depositories are required to submit to the Treasurer a copy of the Governmental Unit Deposit Protection Act Notification of eligibility, which is filed semi-annually with the Department of Banking each June 30th and December 31st of each year.
- C. Designated official depositories are required to submit to the Treasurer a copy of the institution's "Annual Report" on an annual basis.

3. Designation of Security Broker/Dealers:

- A. The following are approved security broker/dealers:

None.

4. Cash Management:

- A. All funds shall be deposited within 48 hours of receipt in accordance with N.J.S.A. 40A:5-15.
- B. The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into an investment portfolio.
- C. The method of calculating banking fees and compensating balances shall be reviewed on a monthly basis.
- C. Investment decisions shall be guided by the cash flow projections prepared by the Treasurer.

5. Permissible Investments:

- A. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- B. Government money market mutual funds.
- C. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors.
- D. Bonds or other obligations of the local unit or school districts of which the local unit is a part of.
- E. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.
- F. Local government investment pools.
- G. New Jersey State Cash Management Fund.
- H. Repurchase agreements of fully collateralized securities.

6. Authority for Investment Management:

- A. The Treasurer is authorized and directed to make investments on behalf of the Fire District. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.

7. Safekeeping:

- A. Securities purchased on behalf of the Fire District shall be delivered electronically or physically to the Fire District's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Fire District.

8. Reporting:

A. The Treasurer shall report to the Board of Fire Commissioners all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.

9. Audit:

A. The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-14.

10. Disposition of Abandoned Property:

A. The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for 12 or more months after the date of issuance.

Approved By:

Chairperson

Treasurer

Vice Chairperson

Clerk

Asst. Clerk / Treasurer

Resolution # & Date of Adoption

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RESOLUTION 2016-25

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 regular meeting of July 18, 2016 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 August 1, 2016.

Richard Hamilton, Clerk