

MOUNT LAUREL

FIRE DEPARTMENT

REGULAR MEETING AGENDA

Monday, November 20, 2017 @ 8:00 PM
Headquarters Station Meeting Room

REMINDER:

THE BOARD REQUESTS THAT ALL CELL PHONES BE MUTED TO PREVENT UNNECESSARY INTERRUPTION OF TONIGHT'S MEETING. THANK YOU FOR YOUR COOPERATION.

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. Public Hearing on New Paid Position of Account Clerk
 - a. Clerk reads Resolution 2017-49 (Second Reading)
 - b. Public Discussion
 - c. Consideration of Amendments
 - d. Comments of Fire Commissioners
 - e. Adoption of Resolution #2017-49
"Establishment of the Paid Position of Account Clerk for the Mount Laurel Fire District #1"
6. Adoption of Resolutions;

Resolution #2017-48	"Authorization for the Sale of Surplus Equipment Assets"
Resolution #2017-50	"Approval of 90-Day Test Period for Proposed Methodology change to Administrative Policy #04-015, Additional Work Hours"
Resolution #2017-51	"Appointment of Jennifer Z. Dawson to the Part-Time position of Account Clerk for the year 2017"
7. Approval of Meeting Minutes;
Regular Meeting of October 16, 2017

8. Financial Matters;
 - a. Approval of Monthly Bills (November 2017)
 - b. Questions / Comments by Treasurer
9. Monthly Report by Deputy Chief - Administration
10. Monthly Report by Chief of Department
11. Standing Committee Reports
12. Other Matters (*if necessary*);
13. Comments of Fire District Professionals
14. Comments of Fire Commissioners
15. Public Participation
16. Resolution #2017-52 "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. Outstanding Grievance Status - Chief Colucci
 3. Any other personnel matter that may come before the Board
18. Adjournment of Closed Session
19. Return to Open Session
20. Adjournment of Meeting

MOUNT LAUREL FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054-9630

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

RESOLUTION 2017-48

AUTHORIZATION FOR THE SALE OF SURPLUS EQUIPMENT ASSETS

WHEREAS, certain equipment assets of the Fire Department have been determined to be surplus and no longer needed for public use by the Fire Department; and,

WHEREAS, the sale or other disposition of any surplus property must be authorized by resolution of the Board of Fire Commissioners per Local Public Contracts Law, N.J.S.A. 40A:11-36, et seq. in an "as is" condition without an expressed or implied warranty of any kind; and,

WHEREAS, pursuant to Local Finance Notice #2008-9, the Board is authorized to sell surplus equipment assets through the GovDeals.com internet auction website in accordance with the terms and conditions outlined in New Jersey State Contract #A70967: and,

WHEREAS, all interested bidders shall be required to pre-register with GovDeals through their website (www.Govdeals.com) and agree to follow the terms and conditions of the auction and sale process as set forth by GovDeals.com.

NOW, THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of Fire District #1, Township of Mount Laurel, Burlington County, New Jersey that the attached list of surplus equipment assets shall be sold to the highest bidder through the GovDeals.com internet auction site.

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 regular meeting held on November 20, 2017.

Richard Hamilton, Clerk

Lot #2017-11-01:

Sixteen (16) assorted printers with no certification to functionality. Printers may be missing parts.

<u>Model</u>	<u>Serial Number</u>
HP1100	USGP027125
OKI B4350	22104A
HP1300	CNCB116897
HP1100	USPG026011
OKI4300	311A0022100
OKI4300	311A0022098
HP1100	USGP027117
HP1100	USJ8082781
OKI2200	N22108A
HP2100TN	USGW149003
HP2100TN	USGW148970
HP2100TN	USGW148978
HP1300	CNCB116891
HP1300	CNCB116907
Oki B2200	BB86001862A0
Oki B2200	BB86001263A0

Lot #2017-11-02:

Five (5) computer monitors with no certification to functionality.

<u>Model</u>	<u>Serial Number</u>
Viewsonic E90	365034600595
Viewsonic E90	709024421665
Viewsonic E90	365034600593
Viewsonic E90	365034600607
Viewsonic E90	365034600594

Lot #2017-11-03:

Two (2) fax machines with no certification to functionality.

<u>Model</u>	<u>Serial Number</u>
Brother Fax2800	U56577J4J912588
Brother Fax2800	U56577J4J912415

Lot #2017-11-04:

Two (2) helmet camera cases.

<u>Model</u>	<u>Serial Number</u>
Cairns TIC helmet camera hard case.	N/A
Cairns TIC helmet camera hard case.	N/A

Lot #2017-11-05:

One (1) Negative pressure box fan.

<u>Model</u>	<u>Serial Number</u>
1/3 HP motor	5KH37NG

Lot #2017-11-06:

Five (5) lengths of rope, varying lengths.

<u>Model</u>	<u>Serial Number</u>
135' 5/8 static kermantle	N/A
150' 5/8 static kermantle	
150' 5/8 static kermantle	
200' 5/8 static kermantle	
300' 5/8 static kermantle	N/A

Lot #2017-11-07:

Two (2) tripod light stands.

<u>Model</u>	<u>Serial Number</u>
Tele-Light, 4'-6'	N/A
Tele-Light, 4'-6'	N/A

Lot #2017-11-08:

Two (2) tripod light stands.

<u>Model</u>	<u>Serial Number</u>
Tele-Light, 4'-6'	N/A
Tele-Light, 4'-6'	N/A

Lot #2017-11-09:

Two (2) tripod light stands.

<u>Model</u>	<u>Serial Number</u>
Tele-Light, 4'-6'	N/A
Tele-Light, 4'-6'	N/A

Lot #2017-11-10:

One (1) helmet mounted thermal imaging camera and accessories.

<u>Model</u>	<u>Serial Number</u>
Cairns Viper	N/A

Lot #2017-11-11:

Five (5) ring buoys

<u>Model</u>	<u>Serial Number</u>
Stearns 31" life ring	1030REF

Lot #2017-11-12:

Five (5) ring buoys

<u>Model</u>	<u>Serial Number</u>
Stearns 31" life ring	1030REF

Lot #2017-11-13:

Three (3) pike poles of varying lengths

<u>Model</u>	<u>Serial Number</u>
12' pike pole	
8' pike pole	
6' pike pole	N/A

Lot #2017-11-14:

Two (2) pike poles

<u>Model</u>	<u>Serial Number</u>
9' with 1 1/2" diameter pole	N/A

Lot #2017-11-15:

Two (2) 6' pike poles

<u>Model</u>	<u>Serial Number</u>
6' NY hook w/extendable pole	
6' pike pole	N/A

Lot #2017-11-16:

Two (2) pike poles of varying lengths

<u>Model</u>	<u>Serial Number</u>
8' pike pole	
6' pike pole	N/A

Lot #2017-11-17:

Two (2) pike poles of varying lengths

<u>Model</u>	<u>Serial Number</u>
8' pike pole	
6' pike pole	N/A

Lot #2017-11-18:

Three (3) pike poles of varying lengths

<u>Model</u>	<u>Serial Number</u>
8' drywall hook	
6' drywall hook	
4' drywall hook	N/A

Lot #2017-11-18:

Three (3) pike poles of varying lengths

<u>Model</u>	<u>Serial Number</u>
8' drywall hook	
6' drywall hook	
4' drywall hook with D handle	N/A

Lot #2017-11-18:

Two (2) pike poles of varying lengths

<u>Model</u>	<u>Serial Number</u>
8' drywall hook	
6' drywall hook	
4' drywall hook	N/A

Lot #2017-11-17:

Two (2) pike poles of varying lengths

<u>Model</u>	<u>Serial Number</u>
8' drywall hook	
6' trash hook	N/A

Lot #2017-11-18:

Portable floodlight with bad lamp assembly

<u>Model</u>	<u>Serial Number</u>
Tele Lite	N/A

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RESOLUTION 2017-49

INTRODUCTION OF THE ESTABLISHMENT OF THE PAID POSITION OF ACCOUNT CLERK FOR THE MOUNT LAUREL FIRE DISTRICT #1

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

WHEREAS, the Board of Fire Commissioners has determined that the establishment and creation of the paid position of ACCOUNT CLERK is required for the purposes of the Fire District; and,

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 position of ACCOUNT CLERK is hereby established.
- (2) The compensation, benefits and terms and conditions of employment for this position shall be as determined by the Commissioners and as otherwise mandated by New Jersey statutory law.
- (3) The ACCOUNT CLERK shall undertake any and all responsibilities and administrative obligations relative to the fire district as required and as directed by the Commissioners.
- (4) The ACCOUNT CLERK shall be under the supervision of the Commissioner as designated by the Commissioners pursuant to N.J.S.A. 40A:14-81.3.
- (5) This resolution shall take effect following final adoption and publication pursuant to New Jersey statutory law.

NOTICE, is hereby given that the above resolution was introduced and passed upon Introduction (first reading) at a regular meeting of the Commissioners held on October 16, 2017 and will be considered for final passage (second reading) at a regular meeting to be held November 20, 2017 at 8 p.m. at the Headquarters Station, 69 Elbo Lane, Mount Laurel, New Jersey at which time and place any person wishing to be heard shall be given the opportunity.

PLEASE TAKE FURTHER NOTICE that copies of said resolution shall be made available to each person requesting a copy of same during the week prior to the second reading of this resolution and during the hearing concerning the same, and said copies may be obtained from the Commissioners.

CERTIFICATION – FIRST READING

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 on first reading by the Board of Fire Commissioners at a regular meeting held on October 16, 2017.

Richard Hamilton, Clerk

CERTIFICATION – SECOND READING

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 on second reading by the Board of Fire Commissioners at a regular meeting held on November 20, 2017.

Richard Hamilton, Clerk

MOUNT LAUREL *FIRE DEPARTMENT*

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RESOLUTION 2017-50

*APPROVAL OF 90-DAY TEST PERIOD FOR PROPOSED
METHODOLOGY CHANGE TO
ADMINISTRATIVE POLICY #04-015,
ADDITIONAL WORK HOURS*

WHEREAS, a Memorandum of Agreement (MOA) regarding a 90-Day Test Period for Proposed Methodology Changes to Administrative Policy #04-015, ADDITIONAL WORK HOURS has been revised, signed and mutually agreed to by the Board and Mount Laurel Professional Firefighters, Local 4408; and

WHEREAS, this written MOA 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 MOA supersedes and nullifies all previous revisions of Administrative Policies #04-015 and #04-015A, during the 90-Day test period (starting December 1, 2017 through March 1, 2018).

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 20, 2017.

Richard Hamilton, Clerk

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RESOLUTION 2017-51

APPOINTMENT OF

JENNIFER Z. DAWSON

*TO THE PART-TIME POSITION
OF ACCOUNT CLERK FOR THE YEAR 2017*

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 JENNIFER Z. DAWSON is hereby appointed to the part-time paid position of "ACCOUNT CLERK" from 11/21/17 to 12/31/17. The requirements, benefits, duties and powers of said position are as described in the "ACCOUNT CLERK" 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 regular meeting held on November 20, 2017.

Richard Hamilton, Clerk

MOUNT LAUREL

FIRE DEPARTMENT

RESOLUTION 2017-52

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 November 20, 2017 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 regular meeting held on November 20, 2017.

Richard Hamilton, Clerk