

MOUNT LAUREL

FIRE DEPARTMENT

Est. 1953

69 Elbo Lane
Mount Laurel, NJ 08054

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

A G E N D A

REGULAR MEETING

Monday, July 16, 2018 @ 7:00 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 #2018-31 "Acceptance of Audit Report for 2017"
6. Approval of Meeting Minutes;

Regular Meeting of June 18, 2018
7. Financial Matters;
 - a. Approval of Monthly Bills (July 2018)
 - b. Questions / Comments by Treasurer
8. Monthly Report by Deputy Chief - Administration
9. Monthly Report by Chief of Department
10. Standing Committee Reports
11. Other Matters *(if necessary)*
12. Comments of Fire District Professionals
13. Comments of Fire Commissioners
14. Public Participation

15. Resolution #2018-32 "Closing of Meeting Pursuant to Open Public Meetings Act"
16. 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
17. Adjournment of Closed Session
18. Return to Open Session
19. Adjournment of Regular Meeting

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RESOLUTION 2018-31

ACCEPTANCE OF AUDIT REPORT FOR 2017

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, 2017 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, 2017 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 regular meeting held on July 16, 2018.

Richard Hamilton, Clerk

**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, 2017 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

John Cornue, Deputy Treasurer/Clerk

Sworn to and subscribed before me this 16th day of July, 2018.

Attorney or Notary Public

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RESOLUTION 2018-32

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 16, 2018 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 July 16, 2018.

John Cornue, Deputy Clerk

MOUNT LAUREL FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
June 18, 2018
Fire Department Headquarters Station
Meeting Minutes #7

IN ATTENDANCE:

1. Commissioner Cornue
2. Commissioner Hamilton
3. Commissioner Roura
4. Commissioner Shestack
5. Chief of Department Colucci
6. Deputy Chief Burnett (Administration)
7. Deputy Chief Evans (Operational)
8. Solicitor Braslow

NOT IN ATTENDANCE:

1. Commissioner Ridenour (arrived at 7:22 PM)

The meeting was called to order by Commissioner Shestack at 7:03 PM.

The Pledge of Allegiance was recited and a moment of silence observed.

Public announcements were read by Commissioner Hamilton.

ADOPTION OF RESOLUTIONS:

Resolution #2018-27 It was decided to hold off on this resolution until discussed in Closed Session. "Approval & Authorizing Execution of an Employment Contract for Senior Account Clerk Jennifer Zimmer Dawson from 7/1/2018 through 6/30/2021. Following closed session Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.

Resolution #2018-28 "Permanent Appointment of Patrick W. Bigoss to the Position of Training Officer for the Year 2018" Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.

Resolution #2018-29 "Permanent Appointment of William D. Constantine to the Position of Training Officer for the Year 2018" Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.

APPROVAL OF MINUTES:

Commissioner Cornue made a motion to approve the May 21, 2018 Regular Meeting Minutes that was seconded by Commissioner Shestack. The motion was approved by the Board with Commissioners Roura and Hamilton abstaining.

FINANCIAL MATTERS:

Commissioner Roura reported he reviewed the May 2018 monthly bills and found them all to be in order. He then made a motion to approve the monthly bills totaling \$163,980.85 that was seconded by Commissioner Cornue.

MONTHLY REPORT BY DEPUTY CHIEF - ADMINISTRATION:

The Deputy Chief provided his monthly report to the Board. Received word from Bowman with a meeting scheduled on the 25th to review the 2017 audit; there were no findings.

BOARD QUESTIONS FOR THE CHIEF OF DEPARTMENT:

Chief Colucci had submitted his monthly report to the Board for their review prior to the meeting. He stated, on behalf of Captain Einstein he wanted to convey to the Board how that the volunteers appreciated the opportunity to attend the Harrisburg Expo and training they received from it. He stated they are requesting more training similar to what they received while out there. There were no further questions or comments.

He then reported that the township is going to have a National Night Out which will be held August 7 at Laurel Acres Park. We will be attending and requested the Commissioners to attend as well.

Commissioner Shestack stated the Chairman had asked him to discuss the banquet and to have something this year such as a BBQ or something similar. He stated his suggestion was to have something on an annual basis recognizing the top responders, firefighter of the year to name a couple. It was recommended to utilize some of that money towards department hands-on training as done in the past, or bring quality instructors here. It was also recommended to have the awards during a Board meeting and then possibly meet someplace afterwards with a small buffet set up (something less expensive than a banquet). It was suggested to start up labor management and discuss some of the options.

At this time Commissioner Ridenour arrived at 7:22 PM with Chief Colucci updating him on the overall discussions held prior to his arrival.

STANDING COMMITTEE REPORTS:

None

Commissioner Ridenour asked if there was anything further to discuss regarding the buildings. DC Burnett stated he's been meeting with contractors that are interested on the brickwork and sealing of windows at 363. He is now waiting on proposals.

OTHER MATTERS:

Commissioner Shestack asked how we made out with GovDeals. Chief Burnett replied most of the items sold.

Commissioner Shestack then recommended putting a new line item in the budget for an identity theft program.

COMMENTS OF FIRE DISTRICT PROFESSIONALS:

Solicitor Braslow had nothing new to report.

Commissioner Roura asked Solicitor Braslow when is the deadline for notifying the State for fire districts to elect to move to the November election. Solicitor Braslow replied a resolution should be made no later than November and to reiterate the difficulty is the applicability of Title 19, stating that Title 19 applies to every other election that you have once you've switched to November. He said with your general election any cost related is picked up by the County but any other elections, you have to comply to Title 19 the district would be responsible for advertising the cost. He seems to think that the Title 19 issue is still unclear to him and will look into it and if needed work on getting it amended.

COMMENTS OF FIRE COMMISSIONERS:

None

PUBLIC PARTICIPATION:

No one was in attendance.

Resolution #2018-30 "Closing of Meeting Pursuant to Open Public Meetings Act". A motion to approve the resolution was made by Commissioner Roura that was seconded by Commissioner Cornue. The motion was unanimously approved by the Board.

Commissioner Roura made a motion to adjourn the meeting that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

THE OPEN SESSION ENDED AT 7:03 PM.

A CLOSED SESSION BEGAN AT 8:10 PM.

THE CLOSED SESSION ENDED AT 8:19 PM.

THE MEETING ADJOURNED AT 8:20 PM.