

**MOUNT LAUREL FIRE DISTRICT#1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
December 16, 2019**

**Fire Department Headquarters Station
Meeting Minutes #15**

IN ATTENDANCE:

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

NOT IN ATTENDANCE:

1. Solicitor Richard Braslow

The meeting was called to order by Commissioner Ridenour at 7:06 PM.

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

Public announcements were read by Commissioner Hamilton.

ADOPTION OF RESOLUTIONS:

Resolution #2019-38 "Agreement Between Mt. Laurel Fire District #1 and Mount Laurel Professional Fire Fighters Association I.A.F.F. Local 4408 (Firefighters) AFL-CIO-CLC January 1, 2020 through December 31, 2023" Motion made by Commissioner Shestack and seconded by Commissioner Roura to approve resolution. The motion was unanimously approved.

Resolution #2019-39 "Agreement Between Mt. Laurel Fire District #1 and Mount Laurel Professional Fire Fighters Association I.A.F.F. Local 4408-0 (Supervisory) AFL-CIO-CLC January 1, 2020 through December 31, 2023. Motion made by Commissioner Shestack and seconded by Commissioner Roura to approve resolution. The motion was unanimously approved.

Resolution #2019-40 "Agreement Between Mt. Laurel Fire District #1 and Mount Laurel Professional Fire Fighters Association I.A.F.F. Local 4408-S (Support Staff) AFL-CIO-CLC January 1, 2020 through December 31, 2023" Motion made by Commissioner Shestack and seconded by Commissioner Roura to approve resolution. The motion was unanimously approved.

Motion made by Commissioner Roura and seconded by Commissioner Cornue to conduct the blanket approval for resolutions #2019-41 thru #2019-57 below. Following the reading of the resolutions by titles a vote was taken and was unanimously approved.

Resolution #2019-41 "Administrative Policy #04-001 - Clarification of Departmental Guidelines, General Orders, Policies, Memorandums, and Forms"

Resolution #2019-42 "Administrative Policy #04-002 - Non-Emergency Activities During Extreme Weather"

Resolution #2019-43 "Administrative Policy #04-003 - Personal Property Replacement"

Resolution #2019-44 "Administrative Policy #04-004 - Per Diem"

- Resolution #2019-45 "Administrative Policy #04-005 - Personnel Files"
- Resolution #2019-46 "Administrative Policy #04-006 - Protection from Communicable Diseases/Exposure Control Plan"
- Resolution #2019-47 "Administrative Policy #04-007 - Career Uniform Issuance"
- Resolution #2019-48 "Administrative Policy #04-008 - Physical Fitness Training"
- Resolution #2019-49 "Administrative Policy #04- 009 - Inspector Certification"
- Resolution #2019-50 "Administrative Policy #04-010 - EMT Certification"
- Resolution #2019-51 "Administrative Policy #04-011 - Bulletin Board"
- Resolution #2019-52 "Administrative Policy #04-012 - Time Off Request (s)"
- Resolution #2019-53 "Administrative Policy #04-013 - Paychecks"
- Resolution #2019-54 "Administrative Policy #04-014 - Mutual Exchange of Time"
- Resolution #2019-55 "Administrative Policy #04-015 - Additional Work Hours"
- Resolution #2019-56 "Administrative Policy #04-016 - Employee Development"
- Resolution #2019-57 "Administrative Policy #04-034 - Support Staff Uniform Components"
- Resolution #2019-58 "Authorization to Amend the 2020 Introduced Budget" Motion made by Commissioner Roura and seconded by Commissioner Cornue to approve resolution. Roll call was conducted with 5 Aye and 0 Nay. Motion was unanimously approved.
- Resolution # 2019-59 "Appointment of Michael D. Simpson to Active Membership in the Fellowship Fire Company #2 and the Mount Laurel Fire Department". Motion made by Commissioner Roura and seconded by Commissioner Hamilton to approve resolution. Motion was unanimously approved.

Motion made by Commissioner Roura and seconded by Commissioner Shestack to open the Public Hearing on 2020 Budget. Motion was unanimously approved.

Discussion and Comments by Board: Commissioner Roura expressed his appreciation to the administrative staff for their hard work on budget preparations. Commissioner Ridenour also expressed his gratitude for a job well done.

Comments and Questions from the Public Regarding Approved 2020 Budget: None

Final Discussion and Comments by Board: None

Motion was made by Commissioner Roura to Close the Public Hearing on 2020 Budget, seconded by Commissioner Shestack. Motion was unanimously approved.

A brief recess was taken at 7:20 PM. Meeting resumed at 7:34 PM.

ADOPTION OF RESOLUTIONS - Continued

- Resolution #2019-60 "2020 Adopted Budget Resolution, Mount Laurel Fire District #1, Fiscal Year: From January 1, 2020 to December 31, 2020" Motion made by Commissioner Roura and seconded by Commissioner Shestack to approve resolution. Roll call was conducted with 5 Aye and 0 Nay. Motion was unanimously approved.
- Resolution #2019-61 "Authorization for 2020 Budget Transfers" Motion made by Commissioner Roura and seconded by Commissioner Shestack to approve resolution. Motion was unanimously approved.

Motion made by Commissioner Roura and seconded by Commissioner Shestack to conduct the blanket approval for resolutions #2019-62 thru #2019-71 below. Following the reading of the resolutions by titles a vote was taken and was unanimously approved.

- Resolution #2019-62 "Designation of the Official Newspapers of the Mount Laurel Fire District #1 for Fiscal Year 2020"
- Resolution #2019-63 "Authorizing the Award of Purchase Orders for Materials and Supplies Purchased Under Contract by the State Division of Purchase and Property Pursuant to N.J.S.A. 40A:11-12"
- Resolution #2019-64 "Appointment of Career Employees for the Year 2020"
- Resolution #2019-65 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Insurance Broker Services In Fiscal Year 2020 to Arthur J. Gallagher & Company"
- Resolution #2019-66 "Resolution Authorizing the Award of a Non-Fair and Open Contract for General Legal Counsel Services in Fiscal Year 2020 to Richard M. Braslow, Esq."
- Resolution #2019-67 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Municipal Accounting & Auditing Services in Fiscal Year 2020 to Bowman & Company, LLP"
- Resolution #2019-68 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Labor Counsel Services In Fiscal Year 2020 to Lane J. Biviano, Esq."
- Resolution #2019-69 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Investigative Special Counsel Services in Fiscal Year 2020 to Barker, Gelfand & James, PC"
- Resolution #2019-70 "Resolution Authorizing the Award of a Non-Fair and Open Contract for FLSA & FLMA Counsel Services in Fiscal Year 2020 to Capehart & Scatchard, P.A."
- Resolution #2019-71 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Special Counsel Services In Fiscal Year 2020 to the Firm of Martin Melody, LLC"
- Resolution #2019-72 "Regular & Special Meeting Dates for 2020" Motion made by Commissioner Roura and seconded by Commissioner Cornue to approve resolution. Motion was unanimously approved.
- Resolution #2019-73 "Adoption of Cash Management Plan for 2020" Motion made by Commissioner Roura and Seconded by Commissioner Shestack to approve resolution. Motion was unanimously approved.
- Resolution #2019-74 "Authorize Signatories for Bank Accounts for the Fiscal Year 2020" Motion made by Commissioner Roura and seconded by Commissioner Shestack to approve resolution with modification to remove the phrasing "Directed" in Section 2. Motion was unanimously Approved.
- Resolution #2019-75 "Resolution to Approve the 2019 LOSAP Program Certified List of Eligible Volunteer Members" Motion made by Commissioner Roura and seconded by Commissioner Shestack to approve Resolution. Motion was unanimously approved.

APPROVAL OF MINUTES:

A motion was made to approve the December 3, 2019, Special Meeting Minutes by Commissioner Roura seconded by Commissioner Cornue. The motion was unanimously approved.

FINANCIAL MATTERS:

Commissioner Roura made a motion to approve the December bill list of \$181,649.35, seconded by Commissioner Cornue. The motion was unanimously approved.

MONTHLY REPORT BY DEPUTY CHIEF OF ADMINISTRATION:

Deputy Chief Burnett stated how appreciative he was for the assistance of his staff in preparing for the meeting and that there was nothing further to add.

MONTHLY REPORT OF THE CHIEF OF DEPARTMENT:

Chief Colucci commended the board on their assistance with contract negotiations which went smoothly. He was very satisfied with the outcome.

OTHER MATTERS: None

COMMENTS OF FIRE DISTRICT PROFESSIONALS: None

COMMENTS OF FIRE COMMISSIONERS:

Commissioner Hamilton stated how appreciative he was for all the hard work performed by Fire District #1 all year. Commissioner Shestack also stated his gratitude to all members of the MLFD for their continued hard work and dedication for a job well done. Commissioner Cornue continued the sentiment with how proud he is to work with such dedicated and loyal members of the department. He expressed his thanks to everyone who continue to accomplish and achieve the goals set. Commissioner Ridenour further thanked the men and women of the department who continue to support and assist the community. He conveyed his best wishes for a wonderful holiday season.

PUBLIC PARTICIPATION: None

Resolution #2019-76 "Closing of Meeting Pursuant to Open Public Meetings Act". This resolution was not acted on there was no need to enter into closed session.

CLOSED SESSION: None

A motion was made by Commissioner Roura and seconded by Commissioner Cornue to adjourn the meeting. The motion was approved.

THE MEETING ADJOURNED AT 7:50 PM.