

**Board of Fire Commissioners
LINDENWOLD FIRE DISTRICT No.1
Monthly Board Meeting Minutes**

Meeting Date: April 16, 2018
Meeting Place: Fire Administration Building
Meeting Called To Order: 7:36pm
Members of Board Present: **Chairman** – Clifford Ruth
Vice Chairman – Richard Paul
Treasurer – Raymond McManus
Secretary – Wayne Hans, excused
Commissioner – Frank Weindel
District Clerk – Kathleen Crockett
Solicitor – Richard Tavani

Salute the Flag

Sunshine Law – Comm. Ruth

In accordance with the NJ Sunshine Law this meeting has been properly advertised and is open to the public. The public portion will follow the regular business of the Board.

Roll Call Commissioners – Comm. Ruth

Comms. Paul, McManus, Weindel and Ruth present. Comm. Hans is excused.

Minutes of the Previous Meeting – Comm. Ruth

Motion made by Comm. Paul, seconded by Comm. Weindel to approve the 03/19/18 minutes as they are available to the public upon request. Any questions? (hearing none) All in favor, ayes have it.

Correspondence – Cl.Crockett

A letter was sent to the Borough of Lindenwold regarding the newly adopted budget and approval by the State, and that Comm. Ruth was elected to another three year term.

A letter was sent to the Knox Box Co. to change the authorized signers.

Treasurer’s Report – Comm. McManus

As of 04/16/18:

TD Bank General Checking	30,672.88
TD Bank Money Market Account	142,852.78
TD Bank Money Market Capital	2,553.34
TD Bank Payroll Checking	19,441.85
TD Bank LEA Dedicated Penalty	5,576.36
TD Bank LEA Trust Penalty	16,048.78
Petty Cash	200.00
Total Current Assets	217,345.99

Motion made by Comm. Weindel, seconded by Comm. Paul to accept the Treasurer’s Report as read. Any questions? (hearing none) Roll call vote, all yes.

Payment of Bills – Comm. McManus

Comm. McManus: In front of you, you have a list of 41 bills totaling \$59,417.96.

Motion made by Comm. Paul, seconded by Comm. Weindel to approve the payment of bills.

Any questions? (hearing none) Roll call vote, all yes.

COMMITTEE REPORTS

Fire Department Equipment – Comm. Paul

Comm. Paul: The ladder for the Squad that was damaged or failed the ladder testing has been ordered.

Turn-Out Gear – Comm. Paul

Comm. Paul: I placed a big order for helmets, gloves...that's all in the closet. Chief Beeler put an email out about having our gear washed probably twice a year unless there is a fire.

Recruitment / Membership – Comm. Paul

Comm. Paul: There is an application in the office for Christian Grieco. Chief Beeler is going to be meeting with him tomorrow night at Battalion 1.

Capt. Dimitri: Justin Busch gave one out Saturday morning and said he'd be here this of the week to return it.

Fitness Center – Comm. Paul

Comm. Paul: I'm still looking to find somebody to install that stereo system we bought last year.

Comm. Ruth: Two years ago.

I've got a phone call into Craig, one of the toilets is running. He's going to take a look at that.

S.O.G.'s – Comm. Paul

No report.

Insurance – Comm. Weindel

Comm. Weindel: I have a couple things under Insurance. Right now, we have to renew our Accident and Sickness Policy on 06/18/18. There are two plans on here. I recommend the first plan because that's the one we've been using. It's going up roughly a \$1,000. The premium will be \$8,011. I recommend we do that plan, I don't know if we need a motion on that.

Sol.Tavani: That would be a motion, second and vote.

Comm. Ruth: Do that under New Business Frank.

Comm. Weindel: OK.

Comm. Weindel: Also, ISO requested some stuff from me. They wanted a hydrant map, I sent it to them. It was addressed to Mike Nolan, but I sent them the maps as they requested.

Comm. Weindel: Also on Insurance, we'll get back to the Explorer Program. I think we'll go into Closed Session.

Sol.Tavani: That will be handled in Closed Session. I did a rather extensive memorandum on that.

Comm. Weindel: Right, we have something to talk about on that, so that will be addressed in Closed Session.

Uniforms – Comm. Weindel

Comm. Weindel: I had some problem with invoices with Action Uniforms, it's all squared away. Right now I've got 3 more people to square away and we should be almost totally up to date. We had that guy come down and got what we needed, so we should be good to go. We should be receiving all the stuff we ordered soon.

Capt. Dimitri: I have a question on Uniforms. We have the policy for uniform hats, are you putting an order in?

Comm. Weindel: Uniform hats, baseball hats...yes I am. We had problems with invoices, but I'll square that away.

Capt. Dimitri: Like I need a second one, we should buy our own. If we put an order together, I'll buy another one. And the bucket hats for the summer too.

Incentive Program – Comm. Weindel

Comm. Weindel: Jason Frederick has been paid his 40% from last year.

Comm. McManus: When was he paid?

Comm. Ruth: It's in the checks tonight.

Comm. Weindel: And under the Incentive, we have on this Policy Directive #1001, the Organizational Structure. On the back of it would be the stipend for the volunteers. The Chief would be \$15,000, the Dep. Chief will be \$7,500 plus clothing allowance, Captain will be \$1,000 plus clothing allowance, Lieutenants will be \$500 plus clothing allowance. Training Officer would be \$1,000 plus clothing allowance, secondary Training Officer will be \$500 plus clothing allowance. Do we need to make a motion on that?

Comm. Ruth: That will come under New Business also for a motion to accept that.

Comm. McManus: Under Training, there is no clothing allowance to go with that. Training is \$1,000.

Chief Beeler: Under Training it should just say \$1,000. Not plus clothing allowance. The head of Training gets \$1,000 and the assistant gets \$500.00.

Sol.Tavani: And these are stipends.

Comm. Ruth: They're already getting their clothing allowance under Lieutenant or Captain, getting it with that.

Fuel – Comm. Weindel

No report.

Train Display – Comm. Weindel

Comm. Weindel: Under the train...it's been towed here. I guess we've got to do some repairs on it. I don't know how extensive the repairs are.

Chief Beeler: That's something we have to figure out what we're going to do with it.

Comm. McManus: Looking it over, I don't think it's that bad.

Chief Beeler: It's missing that piece of skin on the back, it's dirty.

Comm. McManus: All that is, is the aluminum that you can buy for soffits over at Home Depot.

Chief Beeler: The only problem I have is, where do we want to put it?

Comm. McManus: There is only one place to put it now.

Chief Beeler: Yeah, and it sinks over there. Where else can we put it and leave it for a while, unless we move it week by week. I know when Ray dug it out over there...

Comm. Weindel: At the time, Mike told me to leave it there. Just take a look around and see what we got. Get it repaired first. Other than that, I don't have anything. We'll work on the train. That's all I got.

Communications – Comm. McManus

Comm. McManus: I just ordered some battery clips for the pagers, and I'm looking around to see where I can buy cheap chargers for Minitor V's. We have a couple that are broken, a couple didn't come back. PK's been getting pagers back so we have to dig up some chargers somewhere. I'm probably going to end up buying a few online.

Computers – Comm. McManus

Comm. McManus: The Training Division asked for a new laptop. That's in the works, it should be here tomorrow.

Apparatus – Comm. McManus

Comm. McManus: On the trucks, I started the pm's. The Ladder is done, they did that last Thursday and Friday. They'll be coming in and starting on the other three or four. And I'll just let everybody know what truck they're going to start on and when.

The Squirt...a lot of the issues were taken care of. They came down a couple weeks ago and fixed the generator. He's still trying to figure out why the lights came on and went off those couple times, other than being a computer glitch, that's all he could figure. Other than that, that's it.

Sale of Assets – Comm. McManus

No report.

Assist Personnel – Comm. McManus

No report.

Budget – Comm. McManus

No report.

Building Maintenance / Grounds – Comm. Hans

No report.

Health & Safety – Comm. Hans

No report.

Fixed Assets – Comm. Hans

No report.

Hydrants / Water – Comm. Hans

No report.

Administration / Personnel – Comm. Ruth

Comm. Ruth: The Ethics forms for the Commissioners have to be done. We were all sent an email, and you have to go online to the NJ website to fill out the ethics forms and submit them.

Office of Fire Prevention – Comm. Ruth

Comm. Ruth: The Fire Official's report for 03/20/18 – 04/16/18 was read aloud, a copy is attached to the minutes. For better Fire Protection, Timothy Shannon-Acting Fire Official and Fire Prevention Specialist, and Michael Brezee, Fire Prevention Specialists.

Training Division – Comm. Ruth

Comm. Ruth: The Training report was read aloud for March 2018. A copy is attached to the minutes. Respectfully submitted, Capt. A. Dimitri, Training Division.

Comm. McManus: Cliff, under that software for Firehouse...they don't have a rep anymore since Mike Hall left?

Comm. Ruth: I talked to Tim about that tonight, he said that he's trying to get a group of departments down here to do it. He's not doing just one department.

Comm. McManus: Mike Hall's not a rep anymore, he's got his own business.

Comm. Ruth: Right, he was trying to do it.

Comm. McManus: And since when do we pay for upgrades for Firehouse? That's through the County.

Chief Beeler: What I was told is, Firehouse is going to a cloud based server, and everything is going to be just fine. As far as who runs Firehouse now, no one knows that. What Ray is saying is, Mike Hall is an independent contractor. He runs to Firehouse putting the fear of Christ in people that Firehouse is not going to work right unless you bring him in here to show you things.

Comm. Ruth: That's what that email was that I forwarded to you two guys.

Chief Beeler: And I got one prior to that. I'll double check again when I go back to work on Wednesday and start sniffing around some more, but as far as I know, they're switching to a cloud server and that's it. They're not going to have these backup redundant servers at the County. I don't know what kind of upgrades Timmy is looking at for Firehouse, I don't know what he needs done, but the computer guy at the County level is weird. If you ask him a question, he walks away from you. It's kind of hard to get a straight answer, but I'll try.

Chief's Report – Chief Beeler

Chief Beeler: The report was read aloud by Chief Beeler, a copy is attached to the minutes.

President's Report – Comm. Ruth

Comm. Ruth: No President's present.

Borough of Lindenwold – Councilman DiDominico

Comm. Ruth: Councilman DiDominico is not present.

Solicitor – R. Tavani

Sol.Tavani: Good evening Board members and Command Staff. We do have for Closed Session a discussion of the Explorer's program. That's all I have for open session. You'll need a resolution to formally adopt the \$25 for the report. Do you want that prepared by the next meeting.

Comm. Ruth: We'll discuss that in Closed Session to make sure all the Commissioners are on board. I don't see a problem with that.

Resolutions – Comm. Ruth

Comm. Ruth: Resolution 2018 – 15 Closed Session to discuss the Explorer's Program and fees for Fire Reports. Motion made by Comm. McManus, seconded by Comm. Paul. All in favor, ayes have it.

Old Business – Comm. Ruth

Comm. Weindel: I'd like to have a motion to approve the Organizational Structure Policy Directive 1001, excluding the clothing allowance for the Training Officer's.

Motion made by Comm. Paul, seconded by Comm. McManus to approve. Any questions, hearing none.

Roll call vote, all yes.

New Business – Comm. Ruth

Comm. Weindel: I'd like to make a motion to accept Plan No.1 for the Accident and Sickness Policy which is due June 18th for a premium of \$8,011, seconded by Comm. Paul. Any question, hearing none. Roll call vote, all yes.

Public Portion – Comm. Ruth

Motion made by Comm. McManus, seconded by Comm. Weindel to open to the public. All in favor, ayes have it.
(hearing none) Motion by Comm. McManus, seconded by Comm. Paul to close to the public.
All in favor ayes have it.

Open to Commissioners – Comm. Ruth

n/a

Closed Session – Comm. Ruth

Motion made by Comm. McManus, seconded by Comm. Paul to discuss the Explorer's Program and the fee for Fire Reports. All in favor, ayes have it.

Motion made by Comm. Weindel, seconded by Comm. Paul to come out of Closed Session at 8:29pm.
All in favor, ayes have it.

Adjourn - Comm. Ruth

Motion made by Comm. McManus, seconded by Comm. Weindel to adjourn the meeting at 8:30pm.
All in favor, ayes have it.

3:46 PM
04/16/18
Accrual Basis

Lindenwold Fire District No.1
Treasurer's Report
As of April 16, 2018

	<u>Apr 16, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH	
1010 · TD Bank General Checking	30,672.88
1011 · TD Bank Money Market Acco...	142,852.78
1013 · TD Bank Money Market Capital	2,553.34
1020 · TD Bank Payroll Checking	19,441.85
1030 · TD Bank LEA Dedicated Pen...	5,576.36
1040 · TD Bank LEA Trust Penalty	16,048.78
1090 · Petty Cash	200.00
Total 1000 · CASH	<u>217,345.99</u>
Total Checking/Savings	<u>217,345.99</u>
Total Current Assets	<u>217,345.99</u>
TOTAL ASSETS	<u><u>217,345.99</u></u>
LIABILITIES & EQUITY	0.00

CHIEFS REPORT

03/20/17 TO 04/16/18

Calls for service –60

Clementon- 8/Laurel Springs- ~~4~~/Stratford- 1/Voorhees -1/Winslow Twp-1/Atco-1

Squrt generator repaired

Equipment coming in has been or will be distributed as required

Attended both company meetings on 4/3

Ladder was used as a flag arch for Waterford Twp Fire Department building dedication on 4/14

Due to incomplete mandatory training some members gear was pulled. All have completed since then and all gear has been returned to racks

Getting Knox box issues straightened out. Obtaining boxes and keys for EMS. Will have training with EMS people regarding use. Made changes to SOP 1219 KNOX BOX POLICY regarding use for EMS.

New 24ft ground ladder for squad is on the rig. The metal rung plates were installed to prevent the rubbing that caused the failure on the first ladder

The house on East Linden we have been using for training is being demolished soon.

I have been in contact with a few past members trying to get equipment back- mostly pagers. I am asking for any badges they have and Class A uniforms. If they have a class B I don't worry about that too much because they are embroidered with their names and I don't know if you want them back. The class A uniforms I am going to make a place for them in the gear closet and we can re-use them as necessary.

As soon as Justin can get me a list we are going to go thru all the email address and delete any who are not life or active members. We are still working on building drives for training records. I wanted to make a generic email address for either billing or the Chief and have it labeled as such to prevent anything from falling thru the cracks so to speak. An email address of either billing@lindenwoldfire.com or chief@lindenwoldfire.com so more than 1 person can have access in the event something happens again where 1 person gets a bill or information and no one knows about it.

Respectfully submitted

P.K Beeler, Chief

FIRE MARSHAL'S REPORT

04/16/2018

March 20, 2018 to April 16, 2018

Inspections Completed

Lindenwold Library
A&E Construction
Center Stage Entertainment
Nvyve Wear Uniforms
Express Pharmacy
Exclusive Barber
Gino's Pizza
Virtua Family
Joel Okon DDS
Little Tuna
Country Pet Lodge
Courtesy of Raphael
South Jersey Natural Gas
Spectra Care
Cifellis Pizza
Chews Landing Cleaners
Oak Ridge Apts

Re- Inspections

Animal Adoption
Good Shepard Church
National Furniture
Aarons Electronics

Complaints Received 0 Imminent Hazards 0

Requested Response 1: Responded to 417 Chews Landing Road to assist resident Michael Adams who is disabled and restricted to his bed. I installed one CO alarm and one smoke detector and changed out a battery on an other smoke alarm in the house. The owner supplied all the alarms and battery.

Civilian Burn Reports 0

Permits 3 Issued two permits to Garretts Contracting for membrane roof tear off due to using a torch or flame producing device. Work being done at TV at Laurel Creek buildings AD and Y.

One permit being issued to La Esperanza for use of a tent. The tent will be in use from 5/3/18 to 5/7/18 at 40 E Gibbsboro Rd.

Penalties 0

Information to Fire District Commissioners

I attended a managing fireworks display seminar today. We are switching to the International Fire Code 2015 in July. The book should be available soon and we will need to purchase one. Firehouse software will also need to be upgraded at a cost of 1,200.00. I have been talking to Firehouse Software rep when things get closer I will advise. The new county fire marshal is certified for fire investigations he is responding to calls within the county to get experience, so don't be surprised if you see him on the fire ground. The fire inspectors are writing violations to business for the new Carbon Monoxide law that went into effect last September. All fire houses need to comply. The Fire Safety Registration invoices went out April 1, 2018. As of April 13, 2018 we received: NLH fees 6,469.75 late fees 150.00 and Permit fees 292.00. As of now when an insurance company request for a fire incident report or fire investigation report we only charge \$10.00 dollars. Most if not all Fire Depts in this area charge \$25.00 dollars for the report. Due to the cost of burning a disk for photos and the paperwork involved I think we should do the same. I spoke to the owner of Mueller's water ice and he is interested in doing Christmas in July. I spoke to the Chief and we will follow-up.

Yours in Fire Safety



Timothy Shannon
Acting Fire Official



Lindenwold Fire Department
2201 Bangor Avenue
Lindenwold, NJ 08021
(856)-346-0935

March Training Report

All members successfully completed all mandatory E Safety training so now all mandatory training for 2018 is completed by all members of Lindenwold Fire Department. Firefighter 1 students are coming up on the middle of the semester and are all doing very well. Respectfully submitted, Captain/Training Officer DiMitri.

March 13, 2018 – Burn Building
Taught by: CCFA Instructors
Location – CCFA
Lindenwold Fire Department Members – 29
Laurel Springs Fire Department Members – 11
Clementon Fire Department Members - 8

March 27, 2018 – The First Five Minutes
Taught by: Captain DiMitri
Location – Training Room
Lindenwold Fire Department Members – 24
Laurel Springs Fire Department Members – 11
Clementon Fire Department – 5

Drill on March 20, 2018 was cancelled due to a storm that hit the area that night.

RESOLUTION 2018 – 15

**Board of Fire Commissioners
Fire District No 1**

**Resolution for Closed Session
to Discuss the Explorer Program**

WHEREAS, matters have come before the Board of Fire Commissioners as follows:
Explorer Program; and

WHEREAS, the Open Public Meetings Act permits a Closed Session to discuss said
matters; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners shall
meet in Closed Session on 04/16/18 at 7:30 pm or soon thereafter as the Board directs as part
of its meeting to discuss said matters; and

BE IT FURTHER RESOLVED that the public is hereby advised that formal action may
or may not be taken on any matters disclosed in Closed Session when the Board enters into
open session; and

BE IT FURTHER RESOLVED that the Board may take formal action on any other
matters when it returns to open session.

Dated: 04/16/18



Clifford Ruth, Chairman



Attest: Kathleen Crockett, District Clerk