

**MOUNT LAUREL FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES**

December 20, 2010

**Fire Department Headquarters Station
Meeting Minutes #25**

IN ATTENDANCE:

1. Commissioner Cornue
2. Commissioner Nash
3. Commissioner Roura
4. Commissioner Shapiro
5. Administrator Jones
6. Deputy Chief Colucci

NOT IN ATTENDANCE:

1. Commissioner Shestack
2. Chief of Department Gallos
3. Solicitor Braslow

The meeting was called to order by Commissioner Cornue at 7:05 PM.

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

The Public Announcements were read by Commissioner Shapiro.

APPROVAL OF MEETING MINUTES:

- There were no meeting minutes ready for approval by the Board.

ADOPTION OF RESOLUTIONS:

- Resolution #2010-80 "Promotion of Lawrence J. Fox to the Position of Lieutenant for the year 2011". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Nash. The motion was unanimously approved by the Board.
- Resolution #2010-81 "Resolution to Approve the 2010 LOSAP Program Certified List of Eligible Volunteer Members". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution #2010-82 "Authorization for 2010 Budget Transfers". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution #2010-83 "Cancellation of Fiscal year 2010 Unexpended Appropriations". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution #2010-84 "Designation of Official Newspapers of the Mount Laurel Fire District #1 for Fiscal Year 2011". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution #2010-85 "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". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.

- Resolution #2010-86 "Appointment of Career Employees for the year 2011". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution #2010-87 "Appointment of the firm Bollinger Insurance as Insurance Broker for the Fire District in Fiscal year 2011". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution #2010-88 "Resolution Authorizing the Award of a Non-Fair and Open Contract for General Legal Counsel Services in Fiscal Year 2011 to Richard M. Braslow, Esq.". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution #2010-89 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Municipal Accounting and Auditing Services in the Fiscal Year 2011 to the firm Bowman & Company, LLP". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution #2010-90 "Adoption of Temporary Budget for Fiscal Year 2011". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.
- Resolution 2010-91 "Resolution Authorizing the Award of a Non-Fair and Open Contract for Labor Counsel Services in Fiscal Year 2011 to Lane J. Biviano, Esq.". Commissioner Roura made a motion to adopt the resolution, which was seconded by Commissioner Shapiro. The motion was unanimously approved by the Board.

FINANCIAL MATTERS:

Commissioner Roura made a motion to approve the bills for the month of November totaling \$644,125.69, which was seconded by Commissioner Nash. The motion was unanimously approved by the Board.

MONTHLY REPORT BY FIRE MARSHAL:

Fire Official Kownatsky reported that Firefighter Rafer has returned to full duty as a Fire Inspector. He added that Firefighter McVey is still out with a non-work related injury with no return date at this time. He reported that the last of the new Ford Escape inspection vehicles is now in-service.

Commissioner Shapiro asked him about a comment in his monthly report noting that no new progress has been made on credit card billing and the on-line scheduling of smoke detector certifications. Fire Marshal Kownatsky reminded the Board that at the August Regular Meeting, a Heartland Payment Systems representative presented the Board with information on their credit card billing system. Since then, he has worked with a vendor that Evesham and Cherry Hill use for their on-line smoke detector certification scheduling program. He was aware that the Administrator had been tied up with the budget and arbitration issues since the August meeting, and that he would meet with him shortly to try and get things moving along. The on-line smoke detector certification scheduling program needs to have the credit card billing option in place to use it. Administrator Jones apologized for not having time to move this project along or to look into what had to be done in order to permit this form of payment. Commissioner Cornue asked him if we could move forward if everything that Fire Marshal Kownatsky has prepared was in order. Administrator Jones stated that he could not say because there may be things that we need to do on our end to permit it. He had reservations about allowing automatic deposits into our bank accounts until we are sure that we can identify and break them down for proper accounting and reconciling. He suggested that if the Board wanted to move forward, we would have to depend on what Fire Marshal Kownatsky has done. Fire Marshal Kownatsky stated that if the Administrator wasn't available to work with him on this, he could work with Deputy Chief Colucci and do what we can to make it happen. Commissioner Shapiro asked him how long it would take before it can be implemented and Commissioner Nash interjected with a suggestion that we give the staff another month or so to work out the details. Fire Marshal Kownatsky offered to give the Board an update at the February Work Session so they can act on it at the February Regular Meeting and the Board agreed that this was a good suggestion. Commissioner Shapiro praised Fire Marshal Kownatsky for his proactive handling of "Black Friday" last month. Fire Marshal Kownatsky added that his planning paid off and that there were no problems on any of the site visits that were made.

MONTHLY REPORT BY ADMINISTRATOR:

The Administrator had submitted his monthly report to the Board for their review prior to the meeting. Commissioner Cornue asked him how the Station 362 shower reconstruction project was coming along and Administrator Jones replied that it was going slower than he had expected.

MONTHLY REPORT BY DEPUTY CHIEF:

The Deputy Chief had submitted his monthly report to the Board for their review prior to the meeting. He reported that the Marine Corps "Toys for Tots" collection program this year was very successful again and that we have kicked-off this year's "Fired up for Literacy" reading program for the elementary school kids, which will run until 1/3/11.

Commissioner Roura asked him about Lieutenant Santone's request to apply for the New Jersey Task Force 1 specialized rescue team orientation course and asked him what the Board needed to do. Deputy Chief Colucci stated that Lieutenant Santone and Firefighter Jenkins had both submitted written requests to join the team and take the course. He wanted to get the Boards' approval first because it involved insurance liability that the Board had to assume. The New Jersey Task Force 1 is an urban search & rescue team specializing in building collapses and large scale victim searches. Training is held at the Fort Dix base and is free to those that are accepted to the team. They will undergo weekday and weekend training on their own time and if they are requested to deploy, it will be at our discretion whether we agree to send them, based on that days' staffing. They would be paid for any days that they are scheduled to work while they are deployed but for large scale and long term incidents, there are usually FEMA reimbursements that can be requested to cover some of these costs. There are a number of "pros" to go with the "cons" of having our members on this team. They will get very intensive specialized training that they can bring back to the rest of our staff and if we have a large scale incident, their relationships with the other team members will be very useful. A down side is that they could get hurt while away at training or on a deployment, which we have to cover under our Workers' Compensation policy and we would have to cover the cost to replace them on their regular shift.

There was no guarantee that either of them will be accepted because the team only accepts members that fit what they are looking for. Commissioner Nash asked about the makeup of the team, which Deputy Chief Colucci indicated was comprised of members throughout the State. Commissioner Roura was inclined to support their request but asked Deputy Chief Colucci if we should cap the number of members we authorize to join so that we don't shortchange our own operation. Deputy Chief Colucci replied that this was a concern of his as well and is something that we have the ability to control. He added that currently there are 3 teams covering the entire State with 1 on immediate callback, 1 on standby and another on 2 months rest for training. After a brief discussion, the Board's agreed unanimously to allow our members to participate if they are accepted, but with limits on the total that would be allowed to join.

Commissioner Roura asked if the Department awards are going to be given out at the Burlington County Fire Chiefs dinner and Deputy Chief Colucci replied that we will have our own ceremony sometime soon. He added that the Burlington County Fire Chiefs Association annual dinner is held in December or January and the Washington DC Fire Department Chief will be the guest speaker this year.

The Board reviewed the 2010 Equipment List narrative that Deputy Chief Colucci had developed and distributed. Commissioner Roura confirmed that these proposed equipment purchases use budgeted funds that we normally hold off spending until the end of the year when we know that we have the funds available. He had no problem with the items in the narrative and suggested that the Board approve them for purchase. Commissioner Cornue agreed that the list was a good overview and helped him understand our needs.

STANDING COMMITTEE REPORTS:

TRAINING:

- Commissioner Nash had nothing to report.

LONG RANGE PLANNING:

- Commissioner Nash had nothing to report.

EQUIPMENT:

- Commissioner Roura had nothing to report.

BUILDING & GROUNDS:

- Commissioner Roura had nothing to report.

FIRE PREVENTION:

- Commissioner Shapiro had nothing to report.

COMMUNITY RELATIONS:

- Commissioner Shapiro had nothing to report.

INSURANCE:

- Commissioner Shestack was absent.

INFORMATION TECHNOLOGY:

- Commissioner Shestack was absent

FINANCE:

- Commissioner Shestack was absent.

PERSONNEL:

- Commissioner Cornue had nothing to report in Open Session.

LABOR / MANAGEMENT RELATIONS (combined):

- Commissioner Cornue had nothing to report in Open Session.

OTHER MATTERS:

- None.

COMMENTS OF FIRE DISTRICT PROFESSIONALS:

- None.

COMMENTS OF FIRE COMMISSIONERS:

Commissioner Roura wished everyone happy holidays. Commissioner Cornue reported that he had spoken with Commissioner Shapiro and Administrator Jones about developing a community relations overview and they have volunteered to work on a 1st draft for the 1/3/11 Work Session. Administrator Jones stated that he would look for a copy of the 2000 newsletter that we mailed to residents asking for their support for the Apparatus Capital Lease and share it with Commissioner Shapiro. Commissioner Nash asked Deputy Chief Colucci if he knows of any progress we have made on recruitment and retention. Deputy Chief Colucci reported that he had met with Commissioner Shapiro last week to begin reviewing specifications for a consulting firm to work on recruitment and retention. He also has received a proposal from Jim Combs of "FirefightersNeeded" that outlines his 12 month plan for recruitment.

PUBLIC PARTICIPATION:

Fellowship Fire Company President Sylvan Einstein reported on the Santa Run last weekend and that it was very successful again this year. They supported 4 Santa Clauses and had the assistance of 25 elves. The highlight of the day for him was the visit to Dominic at his new home and added that the Bigoss' family provided a very nice lunch to the participants.

Firefighter Paul Guelich asked if the written monthly reports received by the Board from the Fire Marshal and the Chiefs are available to the public. Commissioner Cornue replied that these reports are confidential and only provided to the Board. Commissioner Roura added that they include information regarding personnel, legal and contract negotiation issues and are therefore not provided to anyone other than the Board. Firefighter Guelich stated that he would like to see those reports, recalling that in the past the Chief of Departments' monthly report was posted in the stations. He did not know why that practice has changed, although he understands the sensitivity of some issues that the reports might contain. Deputy Chief Colucci stated that this was not necessarily true and that the monthly report Chief of Department Dukes used to post in the stations was not necessarily the same monthly report that he provided to the Board. Commissioner Roura added that the

monthly reports that members of management provide to the Board are confidential reports and not provided to the public. Firefighter Guelich asked if the monthly reports are made part of the meeting minutes and Commissioner Roura replied that there are not. Firefighter Guelich referred to Resolution #2010-82 "Authorization for 2010 Budget Transfers" and stated that there was no attachment provided. Administrator Jones stated that there wasn't an attachment available yet because all of the 2010 budget transfers had not yet been made. He added that the Board is required to authorize budget transfers that are permitted in November and December each year to cover line items that are overspent. He finalizes the budget transfers in January as part of the year-end closeout process and at that time he attaches to this resolution a copy of those budget transfers that are required. Firefighter Guelich stated that although he has not finished reviewing the 2011 Budget Proposal and asked if this is the appropriate time to ask questions about it. Administrator Jones replied that the 2011 Budget was approved by the Board at the last meeting so that it can be submitted to the State for approval. There will be a public hearing on 1/3/11 as the first item on the agenda and that comments and questions from the public on the 2011 Budget will be entertained at that time.

Commissioner Cornue suggested that we consider changing our meeting start time from 7 PM to 7:30 PM in order to give Commissioner Roura time to commute home from his new job in North Jersey. At times other Commissioners have also had commitments that made it hard to get here by 7 PM and he felt that a start time change might be helpful in getting a quorum. Administrator Jones suggested that perhaps moving the start time to 8 PM would be even better, giving Commissioner Roura a chance to stop home instead of coming straight to our meeting. Commissioner Nash made a motion to change the start time of all future meetings, effective with the 1/3/11 Work Session, from 7 PM to 8 PM, which was seconded by Commissioner Roura. The motion was unanimously approved by the Board.

Commissioner Nash asked Administrator Jones when the nominating petitions for the open Commission seats will be available and Administrator Jones replied that they will be ready next week and will be due back by Friday, 1/28/11.

Resolution #2010-92 "Closing of Meeting Pursuant to Open Public Meetings Act". Commissioner Nash made a motion to adopt the resolution, which was seconded by Commissioner Roura. The motion was unanimously approved by the Board.

**THE OPEN SESSION ENDED AT 8:10 PM.
A CLOSED SESSION BEGAN AT 8:18 PM.
THE CLOSED SESSION ENDED AT 8:51 PM.
THE MEETING ADJOURNED AT 8:52 PM.**