

DELRAN TOWNSHIP FIRE DISTRICT #1  
BOARD OF FIRE COMMISSIONERS  
REGULAR MONTHLY MEETING  
JULY 26, 2016

The regular meeting of the Board of Fire Commissioners of the Delran Township Fire District No. 1 was held on Tuesday evening July 26, 2016 at the Fire District office.

The President called the meeting to order at 7:30 pm.

The President announced that this meeting is being conducted within the provisions of N.J.S.10-4.6 to N.J.S. 10:4-41 titled Open Public Meetings and that the time and place has been posted on the bulletin board of the Municipal Buildings, and was advertised in the Burlington County Times on February 25, 2016.

Other members of the Board of Fire Commissioners and appointed persons present were Commissioners James Bauer, James Turcich, Dave Kinney, Joseph Parento, Chief Joseph Cunningham, Deputy Chief #232 Kevin Peak, Solicitor Carmen Saginario, Insurance Broker Ryan Jones, and Fire Official Walt Bauer. Deputy Chief #231 John Martino was excused.

Dave Kinney made a motion, which was seconded by James Bauer to approve the amended minutes of September 23 and November 25, 2014 minutes; February 25, March 24, July 28, September 22, November 24, and December 15, 2015 minutes; January 26, February 23, March 22, and May 24, 2016 minutes. The Board was polled. All AYES. The motion was approved unanimously.

James Bauer made a motion, which was seconded by James Turcich to approve the regular and executive minutes of June 28, 2016 meeting. The Board was polled. All AYES. The motion was carried.

COMMUNICATIONS

All communications received were distributed to the board. The Board is working on several OPRA requests received.

SECRETARY

James Bauer reports that a representative from the Department of Labor came to the district office requesting the contractor certified payroll records for the roof project; February was the most recent records the district had.

CHIEF

The Chief submitted his written report (See attached)

A quote was received from MES for 32 w/28" spread Hurst tool (demoed) for \$4200. A motion was made by James Turcich and seconded by Dave Kinney to replace the departments existing 30-year tool. The Board was polled. All AYES. The motion was carried.

A motion was made by James Bauer and seconded by Dave Kinney to approve Resolution 2016-07 Workplace Violence Policy & Prevention. The Board was polled. James Bauer, Dave Kinney, Joe Parento and Charles Kendra-AYE; James Turcich-abstained (did not see policy). The motion was carried. The policy will be distributed to the members and go into effect August 1, 2016.

DEPUTY CHIEF #231-no report.

DEPUTY CHIEF #232 – Chief Kevin Peak submitted a written report. (See attached)

LINE OFFICERS-no report

APPARATUS OFFICER

#2316 pump casing is cracked and is out of service. Dan Pfeiffer reported that the old marine boat's water pump burned up and is beyond repair. The new marine boat is registered and titled. The motors for the boat should be arriving this week.

FIRE OFFICIAL'S REPORT

Walt Bauer submitted his written report. (See attached)

SOLICITOR'S REPORT

The Solicitor is receiving updates from Pennoni & Associates and advised the Board on the punch list of items not done on the roof project. In lieu of the recent OPRA request, he stated a need for executive sessions, when necessary, to discuss personnel matters and such.

FIRE EQUIPMENT – was submitted (See attached).

STATION TRUSTEE REPORT

#232- Bob Harvey reports that the company is re-painting the foyer, hallway and the auxiliary room. We are getting prices to paint the engine bay.

#231- Trustee Kevin Briggs reports that he received two quotes for the fencing around the generator. AMC HVAC repaired the air condition problems. We will repair the back entrance thermostat ourselves. He also stated that they are in the process of getting three quotes for the replacement of the heating units in the engine room.

INSURANCE – A written report was submitted (See attached).

The accident policy was received.

EMERGENCY SQUAD- no report.

MASTER PLAN- no report.

BUILDING & GROUNDS

#232 – James Bauer reported the air conditioner compressor for the second floor bunkrooms and all common areas at the station was ordered.

#231- The township budget was voted down, the back parking lot is on hold. James Bauer made a motion, which was seconded by Dave Kinney to go out to bid for the concrete ramp and the completion of the kitchen. The Board was polled. All AYES. The motion was approved unanimously.

PUBLIC RELATION

The VFW Post #3020 is having a barbeque Saturday July 30 from 1-5 pm all members are invited.

OFFICE SPACE & EQUIPMENT- progress

CHIEF'S DINNER/BUSINESS RECOGNITION- no report.

FIRE PREVENTION

Walt Bauer submitted his written report. (See attached)

EMERGENCY MANAGEMENT

Walt Bauer submitted his written report. (See attached)

UNIFORMS

Six cotton Class B uniforms were ordered for juniors.

SAFETY- no report.

GRANT – nothing new to report.

## BILLS FOR PAYMENT

James Turcich made the motion, which was seconded by Dave Kinney to pay all bills presented. The Board was polled. All AYES. The motion was approved unanimously.

## TREASURER'S REPORT

Dave Kinney made a motion, which was seconded by James Bauer to accept the Treasurers report. The Board was polled. All AYES. The motion was approved unanimously. The auditors will be at the district office August 23.

## WEB PAGE

Jim Bauer reported that the new web page will be up and running in the next 2 weeks.

## OLD BUSINESS

- 1) Hurricane Irene FEMA reimbursement payment.

## NEW BUSINESS

A motion was made by James Turcich and seconded by Dave Kinney to approve Audit Resolution 2016-08. The Board was polled. All AYES. The motion was carried. The synopsis of the audit will be advertised and the necessary paperwork will be sent to the Local Finance Board.

A motion was made by James Bauer and seconded by Dave Kinney to approve the new gear letter to members who will be receiving the new turnout gear. The Board was polled. All AYES. The motion was carried.

PUBLIC COMMENTS- no public comments.

Deputy Chief Peak asked for a personnel meeting.

## EXECUTIVE SESSION

James Bauer made a motion, which as seconded by James Turcich, to enter into closed session under N.J.S.A. 10:4-12 to discuss personnel matters. It was stated that the matters to be discussed would be made public when the interests of the District no longer exist to retain the matters as confidential.

COMMISSIONERS COMMENTS – no Commissioner comments.

President Kendra asked if anyone had any further business to discuss, hearing none; James Bauer made a motion that was seconded by Parento to adjourn the meeting at 10:30 pm. The Board was polled. The motion was approved unanimously.

Respectfully submitted,

*Angela M. Bauer*  
Angela M. Bauer  
Clerk of the Board



# DELTRAN FIRE DEPARTMENT

P.O. Box 1007

Delran, New Jersey 08075

856-461-5474 Fax 856-461-9005

*Emergencies Dial 9-1-1*

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## Chief's Report for Jul 2016


1. The ran 40 calls for the month of Jul. on Jun 28<sup>th</sup> the fire police responded to Woodland Township for the Wildland fire, 2321 responded to station 431 for a regional cover and I responded to the command post in Woodland Township. On Jul 7<sup>th</sup> both companies responded to an MVA on RT 130 with injuries, Jul 15<sup>th</sup> both companies to a dumpster fire, Jul 16 to a Gas Leak on Natalie drive, Jul 16<sup>th</sup> 231 responded to Beverly for a dwelling fire, Jul 20 both companies to MVA on Tenby Chase Dr., Jul 20<sup>th</sup> 231 responded to Willingboro for a building fire and Jul 24<sup>th</sup> MVA on Hartford Rd.
2. Mon Jul 25<sup>th</sup>, 2016 the department had Social Media Training.
3. The department received 2 more Pet Oxygen Kits and we have 2 on order. These Kits were donated to the department by Mrs. Michelle Eiller of the Delran EMS and Mrs. Lori Genstein of Palmyra along with Corporate sponsors
4. The gear Committee had a meeting and we are schedule to meet with vendors this week and next week.
5. The Tenby Chase Swim Club is hosting a swim meet on Sat Aug 6<sup>th</sup>, and Sun Aug 7<sup>th</sup>. 2300 and the FM had a meeting with the swim club for the details. Signup sheets were posted in both stations.
6. The department order some equipment just waiting for it to come in.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Chief Joseph Cunningham'.

Chief Joseph Cunningham

RESOLUTION 2016-07

 <b>DELTRAN FIRE DEPT.</b> Delran Fire Department 900 Chester Avenue Delran New Jersey 08075	<b>Standard Operating Procedures</b>	
	<b>Subject:</b>	
	<b>SOP #: 100-18</b>	<b># of Pages:</b>
	<b>Effective Date: 07/05/16</b>	<b>Revision Date:</b>
	<b>Approved By: Chief Joseph M. Cunningham</b>	

**Workplace Violence Policy and Prevention**

The Delran Fire District is concerned about the increased violence in society, which has also filtered into many workplaces in the United States. In this connection, it is the policy of the Fire District to expressly prohibit any acts or threats of violence by any employee, volunteer, or former employee against any person in or about the Fire District’s facilities, property, or elsewhere at any time. The Fire District also will not condone any acts or threats of violence against its employees, volunteers, members of the public, or visitors in or on any of the Fire District’s premises or property at any time or while they are engaged in business with or on behalf of the Fire District, on or off the Fire District’s premises or property.

In keeping with the spirit and intent of this policy, and to ensure that the Fire District’s objectives in this regard are attained, the Fire District is committed to the following:

- Providing a safe work environment.
- Taking prompt remedial action, up to and including immediate termination, against any employee or volunteer who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- Taking appropriate action when dealing with employees, former employees, volunteers, or visitors to the Fire District’s facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- Prohibiting employees, former employees, volunteers, or visitors from bringing unauthorized firearms or other weapons onto the Fire District premises or property.
- Establishing security measures.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Fire District, in its sole discretion, deems violent, abusive, threatening, offensive or inappropriate may be referred for counseling or other appropriate treatment. Such referral, if made, is mandatory. Such employee(s) will also be subject to disciplinary action, up to and including termination of employment and/or association with the Fire District.

In furtherance of this policy, employees have an immediate “duty to warn” their superiors of any suspicious workplace activity or situations or incidents that they observe or that they become aware of and involve other employees, former employees, volunteers, or visitors that appear problematic or that may appear to be a violation of this policy. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like.

Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible. The Fire District will not condone any form of retaliation against any employee for making a good faith report under this policy.

### Official Approval

Name: Joseph Cunningham Sr.

Title: Chief Of Department

Signature: 

Date: AUG 1 2016



**DELRAN FIRE DISTRICT NO. 1  
RESOLUTION 2016-08**

**WHEREAS, N.J.S.A.40A:5A-15** requires the governing body to each Fire District to cause an annual audit of its accounts to be made, and

**WHEREAS,** the annual audit report for the fiscal year ended December 31, 2015 has been completed and filed with the Division of Local Government Services pursuant to **N.J.S.A.40A:5A-15** , and

**WHEREAS, N.J.S.A.40A:-17,** requires the governing body of each District 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 audit report, and specifically the sections of the audit entitled **“General Comments”** and **“Recommendations,”** in accordance with **N.J.S.A.40A:5A-17.**

**NOW, THEREFORE BE IT RESOLVED,** that the governing body of the Delran Township Fire District No. 1 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled **“General Comments”** and **“Recommendation,”** and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the secretary of the District is hereby directly to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by the certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JULY 26, 2016.**

  
Secretary

7/26/16  
Date

FIRE DISTRICTS  
GROUP AFFIDAVIT FORM

PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Delran Township Fire District #1  
being of full age and being duly sworn according to law, upon our oath depose and say:

We are duly ~~appointed~~/elected (cross out one) members of the BOARD OF FIRE COMMISSIONERS

We certify, pursuant to N.J.S.A.40A:5A-17, that we have each reviewed the annual audit report for the  
fiscal year ended 2015, and specifically the sections of the audit report entitled  
"General Comments" and "Recommendations."

(PRINT-NAME)

(SIGNATURE)

CHARLES S. KENDRA Sr.

JAMES T TURCICH

David R Kinney

Joseph P Parento III

JAMES C BAUER

Charles S Kendra Sr

James T Turcich

David R Kinney

Joseph P Parento III

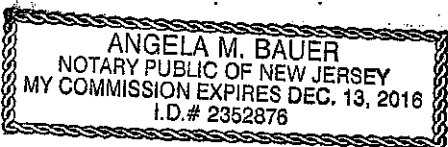
James C Bauer

Sworn to and subscribe before me

this 26 day of July, 2016

Angela M. Bauer

Notary Public of New Jersey



**DELRAN TWP. FIRE DISTRICT #1  
INSURANCE REPORT**

June 28, 2016 – July 26, 2016

June 28th:

- Delivered the Accident policy from VFIS

July 1st:

- Sent the exposures and applications for review and completion.

July 22nd:

- Every JIF member received an update to Vacant Property reporting timeframes from 60 days to 30 days of when a location becomes "vacant" or "unoccupied"

July 26th:

- Received notice of a Work Comp claim for Robert Figiel, arising out of playing basketball on 7/25/16.

No other claims were reported, and no Certificates of Insurance were issued