

**Board of Fire Commissioners
East Brunswick Fire District No. 1
Minutes of the Commissioners Workshop Meeting
January 23rd, 2014**



Commissioner Michael Mosher, Clerk, called the meeting to order at 7:00 PM in the meeting room of the Board of Fire Commissioners at 5 Pine Street, East Brunswick, NJ 08816.

Commissioner Mosher read the notice by R. S. 10-4, The Open Public Meeting Act, into the minutes. Notice of time, date, location and agenda of this meeting to the extent then known was duly published at least 48 hours in advance of this meeting by posting in the official newspaper of the Board and by posting on the official bulletin board of the Board of Fire Commissioners.

Roll call:

Commissioner Hoover:	Present
Commissioner McDonald:	Present
Commissioner Mosher:	Present
Commissioner Smith:	Absent
Commissioner Whalen:	Absent

Commissioner Hoover stated that he had obtained a quote from CEE Co, they are the company that we used to replace the outside emergency phones that are mounted on the outside wall of each fire station. We sent the three old ones down to see if they could be refurbished and used as spares, two of them are beyond repair so I've asked them to destroy on our behalf and they gave me a quote to have the one redone, that would be 212.20.

Commissioner Mosher made the motion to approve the refurbishment of the one outside phone in the amount of \$212.20 and Commissioner McDonald seconded the motion.

Roll call: Commissioner Hoover.....aye/Commissioner McDonald.....aye/Commissioner Mosher.....aye/Commissioner Smith.....absent/Commissioner Whalen.....absent. The motion was approved and accepted.

Commissioner Hoover made the motion to authorize payment on invoice #46055 from Crest Engineering for the site work that was done at Civic Center and Fern Road firehouses. Commissioner McDonald seconded the motion.

Roll call: Commissioner Hoover.....aye/Commissioner McDonald.....aye/Commissioner Mosher.....aye/Commissioner Smith.....absent/Commissioner Whalen.....absent. The motion was approved and accepted.

Sheryl reported that we had four {4} petitions for the office of Commissioner turned into her for the 2014 Fire District Election. Bruce R. Smith, Paul J. Prinzo and Shawn O'Grady all turned in petitions for the full three {3} year term, and Frederick J. Hoover, Jr. turned in a petition for the two {2} year unexpired term. We have the ability to purchase software and do the ballots in house without having to use a printer. The cost of the software from CDW is \$122.00.

Commissioner Hoover made the motion to approve the purchase of the software from CDW and Commissioner McDonald seconded the motion.

Roll call: Commissioner Hoover.....aye/Commissioner McDonald.....aye/Commissioner Mosher.....aye/Commissioner Smith.....absent/Commissioner Whalen.....absent. The motion was approved and accepted.

Commissioner Hoover made the motion to approve the purchase of two more tires for vehicle 714 from Tire Barn, and use one good one for the spare, and to also allow the Asst. Chief to investigate the cost of spare tire jack, rods and lug wrench for both vehicles. Commissioner McDonald seconded the motion. The cost of the tires is \$438.00

Roll call: Commissioner Hoover.....aye/Commissioner McDonald.....aye/Commissioner Mosher.....aye/Commissioner Smith.....absent/Commissioner Whalen.....absent. The motion was approved and accepted.

Commissioner Hoover also made the motion to authorize a battery check, oil change and complete maintenance service of the vehicle {714} while at Tire Barn, and to approve the purchase of new wiper blades from D&A Auto, Commissioner McDonald seconded the motion.

Roll call: Commissioner Hoover.....aye/Commissioner McDonald.....aye/Commissioner Mosher.....aye/Commissioner Smith.....aye/Commissioner Whalen.....absent. The motion was approved and accepted.

The Chief reported that the rear tires on the pickup truck are bad and he would like to wait until the regular meeting to order four new tires.

Being no further business was brought before the Board, Commissioner Mosher made the motion to adjourn the meeting and Commissioner McDonald seconded the motion.

Roll call: Commissioner Hoover.....aye/Commissioner McDonald.....aye/Commissioner Mosher.....aye/Commissioner Smith.....absent/Commissioner Whalen.....absent. The motion was approved and accepted, the meeting of January 23, 2014 was adjourned at 7:35 PM.

Respectfully submitted,

_____, Clerk
Frederick J. Hoover, Jr.
Board of Fire Commissioners
East Brunswick Fire District #1

FJH/sk

File: Minutes workshop meeting January 23, 2014

ROLL CALL VOTE TALLY SHEET
BOARD OF COMMISSIONERS
EAST BRUNSWICK, NJ 08816

MEETING DATE: 1-23-14
CALLED TO ORDER AT: 7pm
BY: Act of V

ATTENDANCE:

HOOVER Present McDonald Present Mosher Present SMITH ABS WHALEN ABS

QUESTION

HOOVER Y McDonald Y Mosher Y SMITH ABS WHALEN ABS

QUESTION Notice to Ann Payment to Court \$1,546.00 #46053

HOOVER W McDonald Y Mosher Y SMITH ABS WHALEN ABS

QUESTION Mark to Ann Payment of SFT with R. Quentin Smith #122

HOOVER Y McDonald Y Mosher Y SMITH ABS WHALEN ABS

QUESTION Mark to Ann Puch of 2 monitors for 714 of use 1 current - spare time - #431

HOOVER W McDonald Y Mosher Y SMITH ABS WHALEN ABS

QUESTION Mark to Ann BATT check, all change of 714 while Tim

HOOVER W McDonald Y Mosher Y SMITH ABS WHALEN ABS

QUESTION Ann 2 sets upon Brian R. Pichas for DHA

HOOVER ^(M) yr McDonald yr Mosher 75 SMITH ARS WHALEN ARS

QUESTION How is Aaron @ 7:35 pm

HOOVER yr McDonald ^(M) yr Mosher ^(M) yr SMITH ARS WHALEN ARS

QUESTION _____

HOOVER _____ McDonald _____ Mosher _____ SMITH _____ WHALEN _____

QUESTION _____

HOOVER _____ McDonald _____ Mosher _____ SMITH _____ WHALEN _____

QUESTION _____

HOOVER _____ McDonald _____ Mosher _____ SMITH _____ WHALEN _____

QUESTION _____

HOOVER _____ McDonald _____ Mosher _____ SMITH _____ WHALEN _____

ADJOURN: _____



**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.1 EAST BRUNSWICK TOWNSHIP AFFIRMING
THE BOARD'S CIVIL RIGHTS POLICY WITH RESPECT TO
ALL OFFICIALS, APPOINTEES, EMPLOYEE, VOLUNTEERS
AND MEMBERS OF THE GENERAL PUBLIC THAT COME INTO
CONTACT WITH THE VOLUNTEERS, AGENTS, EMPLOYEES AND
OFFICIALS OF THE DISTRICT.**

WHEREAS; It is the policy of the Board of Fire Commissioners of Fire District No.1 East Brunswick Township to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law Against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act; and

WHEREAS; The Board of Fire Commissioners has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.1 East Brunswick Township that the following policy and procedures be, and the same are hereby adopted:

1. No official, employe, appointee or volunteer firefighter of the Board, by whatever title known, or any entity that is in any way a part of the Board of Fire Commissioners shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee, volunteer, or entity is engaged in or acting on behalf of the Board of Fire Commissioners or using the facilities or property of the Board.
2. The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Board to provide services that otherwise could be performed by the Board.

3. Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.
4. The Board shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.
5. No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.
6. The Board shall establish written procedures that require all officials, employees, appointees and volunteers of the District as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.
7. The Board shall establish a system to monitor compliance.
8. A summary of this resolution and the procedures established pursuant to this resolution shall be forwarded to the volunteer fire company annually. This summary shall be posted on the Board's web site.
9. This resolution shall take effect immediately.
10. A copy of this resolution shall be published in the official newspaper of the Board in order for the public to be made aware of this policy and the Board's commitment to the implementation and enforcement of this policy.

Moved by: Comm. McDonald

Seconded by: Comm. Whalen

Roll Call Vote:

Ayes: -5-

Nays: -0-

Absent: -0-

Abstain: -0-

Certified to be a true copy of a Resolution adopted by the Board of Fire Commissioners Fire District No.1 East Brunswick Township on the 7th day of January, 2014.

_____, Clerk
Michael Mosher

GENERAL COMPLAINT PROCEDURES

Any individual who observes alleged wrongdoing on the part of officials, employees, or volunteers associated with the Board of Fire Commissioners of Fire District No.1 East Brunswick Township may report such action using this procedure. This includes any action the individual believes to constitute harassment, sexual harassment, or any other wrongdoing. Employees of the Board, including volunteer firefighters, and members of the public may report the alleged wrongdoing to the Board of Fire Commissioners directly.⁵

Reporting of such incidents is encouraged both when an individual feels that he or she is subject to such incidents, or observes such incidents in reference to other individuals. The report or complaint should be in writing, but individuals may make a verbal complaint at their discretion. If an individual has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment or wrongdoing of any nature whatsoever shall be promptly investigated by the Board.

No individual will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The complaining individuals will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the report of an incident.