

**BOARD OF FIRE COMMISSIONERS
CITY OF LAMBERTVILLE**

**17 MAY 2010
SPECIAL MEETING**

A special meeting of the Board of Fire Commissioners City of Lambertville District #1 was called to order at 7:30 PM. Present were Chairman Ege, Vice Chairman Brown and Treasurer Komjathy. Also present were Chief Myers, Purchasing Agent Hayes and Deputy Chief Snell. Secretary Waldron arrived at 7:45 PM.

In compliance with the Open Public Meeting Act, Chairman Ege announced that notice of this meeting was forwarded to the Commissioners, Trenton Times, Attorney Braslow, Auditor Case, the City Clerk and the four fire companies.

PURCHASING: Attorney Braslow noted that the Commission represents the public and has a fiduciary responsibility to protect the tax dollars. They have the same powers as a municipality or school board over the operation and procedures to be followed. They have the duty to supervise and discipline if necessary.

He noted that under the law there are two methods to obtain approval for a capital project: an advertised public meeting or on the annual election ballot. Any approval would be included in the budget for the following year. Although the law is still on the books, the Division of Local Government Services does not approve of the special meeting process.

Mr. Waldron arrived.

Regarding elections, it is inappropriate for the Commission to say how to vote. He concurred that Commission equipment cannot be used to campaign. It is not an appropriate use of public funds.

It was noted that in all probability the date of the annual election will change to November. There have been no details how this will affect the budget process or terms of office.

Regarding the feasibility study, Attorney Braslow endorsed this idea of an impartial third party evaluating manpower, equipment and operations.

Workers Compensation coverage was discussed. It was Attorney Braslow's opinion that if the individual was not providing a service to the fire department, then it was not necessary to cover that individual. He checked with an insurance agent and there was not a separate coverage category for fire police or fund raiser volunteers.

He will forward a policy regarding pregnancy for the Commissioner's review.

It was noted that if there is a major fire, individuals can be permitted to assist on an emergency basis.

It was agreed that the following individuals should be removed from the active list and sent to Liberty Mutual for the 2010-2011 coverage period.

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Station 1	Steve Burroughs Mitchell Ege Jr. Jon P. Janyszeski Brian Snell Jr.	Does not show up Moved to Phillipsburg Does not show up At college, has not passed Fire Fighter I
Station 2	Chris Gazzillo John Goccia David Schemick Eugene Venettone Ken Williamson Tara Williamson David Wintermute	Moved to Trenton, hurt at work accident Not current on certifications Suspended Does not show up Terminated from the Department In Air Force in Texas Does not show up
Station 3	Clementi Garefino Kyle Pickering	Does not show up Moved to Milford
Station 4	John Linsley Breeann Meehan Nancy Tillett	Age 97, only works at fund raiser Moved to Trenton Only works at fund raiser

Attorney Braslow noted that the Commission has the authority to request a copy of the certificate of incorporation and the annual filing of non-profit status from each Company to assure at all is in order since they are providing funds.

Organization of the Department as follows was reviewed with Attorney Braslow.

Subject: Lambertville Fire Department Organization		
Number: 1.0	Revision: 6	Page: 1 of 2
Approved:		May 17, 2010

PURPOSE:

To establish the organization of the Lambertville Fire Department

POLICY:

- The Lambertville Fire Department shall consist of the four volunteer companies located within the City and will operate under contract and control of the Board of Fire Commissioners, City of Lambertville Fire District #1.
- The Chief will be appointed by the Board of Fire Commissioners, City of Lambertville Fire District #1 (Related Policies and Procedures: 1.1, Employment guidelines, duties and requirements for the position of Chief and Deputy Chief of the Lambertville Fire Department).

- Terms of appointment will be for a period of two years, after the successful completion of a 6 month probationary period of time and upon review by the Board of Fire Commissioners, City of Lambertville Fire District #1, further appointments will be extended or terminated with out prejudice as the Boards sees fit.
- Deputy, Battalion and Assistant Chief's: As per Title 40A:14-70.1B the Lambertville Fire Department will have one Deputy, Battalion and Assistant Chief. These positions will be selected by the Chief of the department and will be chosen from the three candidate's who were not selected for the position of Chief. Final approval will be made by the Board of Fire Commissioners, City of Lambertville Fire District #1 and will also be subjected to a six month probationary period.

ELIGIBILITY:

- All current ranks of Chief and retired Chief's of the Lambertville Fire Department will be considered for the position of Chief.
- All retired Chief's and Captain's will be eligible for the position of Deputy, Battalion and Assistant Chief.

SELECTION PROCESS:

The Board of Fire Commissioners will accept resume's for the position of Chief of the Lambertville Fire Department at their re-organization meeting which will be held in March of 2011. Interviews will then be conducted prior to the appointment of the new Chief in May of 2011.

CHAIN OF COMMAND:

- For the purpose of determining the incident commander on the fire ground, the chain of command of the Lambertville Fire Department will be as follows:
 1. **CHIEF**
 2. **DEPUTY CHIEF**
 3. **ASSISTANT CHIEF**
 4. **BATALLION CHIEF**
 5. **CAPTAIN (BY SENIORITY)**
 6. **LIEUTENANT (BY SENIORITY)**
 7. **FIREFIGHTERS (BY SENIORITY)**
- When the Department is attending a fire, emergency or any other Department sanctioned function it will be under the command and authority of the Chief of the Lambertville Fire Department. In his absence the chain of command will be utilized.
- Succession of officers within the Department will be as follows:
 1. In the event the office of Chief, Deputy Chief or any other Chief become's

- vacant for any reason the positions will be filled as per this policy.
2. In the event the office of Captain or Lieutenant becomes vacant for any reason the office will be filled in accordance with the respective company's by-laws.

**THIS POLICY IS APPROVED THIS ELEVENTH DAY OF
MAY, 2010 AND SUPERCEEDS ANY AND ALL OTHER
POLICIES.**

RELATED POLICIES AND PROCEDURES:

- **Board of Fire Commissioners**
- **3.0 Organization and Function of The Board of Engineers**
- **4.0 Company Organization and Command**

Attorney Braslow approved the policy as written. Motion by Mr. Komjathy, second by Mr. Waldron and adopted on unanimous favorable vote that the Administrative Policy be adopted and a copy forwarded to each Company.

Being no further discussion nor comments from the audience, the meeting was adjourned at 8:35 PM on motion by Mr. Waldron, second by Mr. Brown and unanimous favorable vote.

Mary Elizabeth Sheppard
Business Administrator