

Township of Gloucester, Fire District No.1, Camden County	
2022	APPOINTMENT OF A DISTRICT FIRE CHIEF
2022-003	Policy: DISTRICT FIRE CHIEF
Date:	

WHEREAS, The Board of Fire Commissioner's Township of Gloucester, Fire District 1 has determined that the following appointment ,policy and procedure **Policy # 2022-003: Appointment of a district fire chief** shall be adopted by the Board of Fire Commissioner's at the regular meeting held on this date.

NOW THEREFORE, Be it resolved and approved that the following appointment, policy and procedure be adopted by the Board of Fire Commissioner's and followed by all personnel.



Woodrow Minner, Secretary.

Township of Gloucester, Fire District No.1, Camden County	
2022	District Fire Chief
2022-003 Policy: District Fire Chief Independent Service Agreement.	
Date:	

District Fire Chief Independent Service Agreement.

WHEREAS, The Board of Fire Commissioner's Township of Gloucester, Fire District 1 has determined that the following appointment ,policy and procedure Policy # 2022-003: Appointment of District Fire Chief shall be adopted by the Board of Fire Commissioner's at the regular meeting held on this day 12-13-2022

WHEREAS. Fire District 1 is a municipal body established pursuant to the laws of the State of New Jersey (N.J.S.A. 40A:14-70 et seq.) and ordinance established by the Governing Body of the Township of Gloucester, and

WHEREAS. Fire District 1 is charged with fire suppression and prevention responsibilities within the jurisdiction established pursuant to Ordinance adopted by the Township of Gloucester, and

WHEREAS Fire District 1 is without a recognized volunteer not-for-profit volunteer firefighting organization serving the jurisdiction boundaries of Fire District 1, and

WHEREAS. Fire District 1 desires to enter into an agreement for services with individual to serve as District Fire Chief, for fire suppression and prevention needs of Fire District 1.

NOW THEREFORE, in consideration of their mutual promises and benefits derived, the appointee agrees as follows;

1. The appointee agrees to provide fire suppression and prevention services to Fire District 1 in the capacity as a District Fire Chief.
2. Fire District Chief agree that subordinate command officers (deputy chief/Captain, lieutenant or any line officers, etc.) shall be appointed by a committee established by Fire District 1. Said committee shall consist of the District Fire Chief and two members of the Board of Fire Commissioners for Fire District 1. All subordinate command officers are to be selected from the independent contract volunteers.
3. Fire District Chief and Fire District 1 agree the term of this agreement shall commence on the date of the signing and continue thereafter until the annual reorganization meeting of the Board of Fire Commissioners for the year 2022/2023. At each annual reorganization meeting following the commencement of signing, the Board of Fire Commissioners will memorialize the continuation of this independent volunteer firefighter contract, including any amendment or modification thereto.

In Witness hereof the parties have set their hand and seal on the date first above written.

Attest: Woodrow Minner Board of Fire Commissioners Fire District 1.
Clerk/ Woodrow Minner Chairman:
District Chief signature: [Signature]
District Chief Name (Print) Michael Ricciardelli
Date: 12/13/22

Board of Fire Commissioner, Fire District 1, Township of Gloucester, County of Camden, New Jersey	Policy # 2022-003
	Date:
DISTRICT FIRE CHIEF STANDARDS	
Approved by: Board of Fire Commissioner, Fire District 1	5 PAGES

Purpose

To establish a District Fire Chief who is responsible for organization and direction of the volunteer/district firefighter in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

Scope:

The fire chief reports to the Board of Fire Commissioner's Fire District 1, Township of Gloucester. She/he is responsible for directing the activities of the fire department and is the sole authority and command at the scene of a fire. The fire chief is responsible for directing all volunteer fire fighter and district firefighters and ensuring that fire fighters have adequate training. The fire chief is responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. The fire chief will develop all policies and procedures concerning firefighting in accordance with State, federal and local laws and regulations. Providing adequate fire service will enhance the safety of residence and may prevent or reduce unnecessary injury, loss of life or damage or destruction of property as a result of fire.

Responsibilities:

1. Develop, review and implement all firefighting policies and procedures in accordance with the Board of Fire Commissioner's Fire District 1, Township of Gloucester, state laws, and federal laws and regulations. (Main Activities)
 - Establish appropriate firefighting techniques.
 - Plan firefighting strategies
 - Liaise with any Emergency Response committees. (other district chiefs, local, county or state) as approved by the Board of Fire Commissioner's Fire District 1, Township of Gloucester
 - Ensure firefighting policies and procedures are strictly adhered to.

2. Recruit, train and direct the activities of the Volunteer firefighter/District firefighters in order to ensure that trained firefighters are available in the event of a fire. (Main Activities)
 - Recruit and orient volunteer firefighters/district firefighters.
 - Ensure a high level of morale among firefighters.
 - Facilitate the training of volunteer/district firefighters.
 - Evaluate the performance of firefighters.
 - Discipline firefighters if necessary.

3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required.

Main Activity:

 - Inspect firefighting equipment and apparatus on a regular scheduled basis.
 - Make recommendations on the replacement and/or repairs of equipment.

4. Take command in the event of a fire in order to ensure a safe, effective and controlled response. Main Activity:

- Ensure effective command and control techniques are in place at the scene of the fire.
- Make all decisions concerning the appropriate response to and method fighting a fire.
- Direct all activities at the scene of a fire.
- Ensure that fire fighters are responding in a safe and appropriate manner.

5. Complete administrative tasks as required by the Board of Fire Commissioner's Fire District 1, Township of Gloucester.

- Maintain records on incidences of fire, injuries and loss of property.
- Prepare reports on all areas of firefighting.
- Monitor the firefighting budget set by the Board of Fire Commissioner's Fire District 1, Township of Gloucester.
- Perform other related duties as required by the Board of Fire Commissioner's Fire District 1, Township of Gloucester.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

Must have proficient knowledge in the following areas:

- Knowledge of firefighting techniques and methods.
- Knowledge of command and control techniques.
- Knowledge of firefighting training programs.
- Knowledge of training techniques and methods.
- Knowledge of firefighting public education and awareness programs
- Knowledge of public safety theories and methods.
- Knowledge of emergency response techniques.
- Knowledge of volunteer training. Development and recognition.

SKILLS

Must demonstrate the following skills:

- Leadership skills including the ability to take full command at the scene of a fire or any emergency situation.
- Analytical and problem solving skills.
- Decision making skills.
- Negotiation skills.
- Effective verbal and listening communications skills.
- Ability to deal effectively with people in difficult situations.
- Effective public relations skills.
- Research and program development skills.
- Stress Management Skills.
- Time management skills.

Personal Attributes

Must demonstrate the following personal attributes:

- Maintain a standard of conduct
- Be respectful
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair.

MINIMUM REQUIREMENTS

- Possession of high school diploma or GED
- At least 5-years verifiable, active volunteer experience as a firefighter, including three years as a superior officer (for example as a Lieutenant, Captain, Assistant Chief or Chief.)
- Must possess and maintain a valid New Jersey Driver's License.
- Must successfully pass a background check and drug screen.
- Must live within a 5-mile radius of the district. (Any town)
- Must meet the requirements of the New Jersey Division of Fire Safety Fire Officers Requirements N.J.A.C. 5:73-1.6 (See Attached)

Approved by the Board of Fire Commissioner on this date: _____

NEW JERSEY DIVISION OF FIRE SAFETY

FIRE OFFICER REQUIREMENTS

N.J.A.C. 5:73-1.6 states, that no person shall be promoted, assume or assigned (including elected) any fire service position, the duties of which include the management of emergency operations. Unless, that person has obtained, at a minimum, Incident Management Level 1 Certification issued by the Division of Fire Safety.

In order to qualify for Incident Management Level 1 Certification, a person must meet the following requirements:

- Obtained Firefighter 1 Certification issued by the Division of Fire Safety;
- Have three years of documented experience in the fire service. (This means three years as a firefighter and does not include time spent in an Explorer or Junior Firefighter Program);
- Attended a 12 hour classroom based Basic Incident Management Course (I-200) offered or approved by the Division of Fire Safety.

A certification application must be submitted to receive the Incident Management Certification. This means that every fire officer, career and volunteer **MUST** have, at a minimum, Incident Management Level 1 Certification issued by the Division of Fire Safety. We have heard a number of times that some volunteer fire departments believe that these requirements do not apply to them. This is incorrect. Failure to comply may result in violations being issued to the fire company, municipality and the individual holding the office.

In order to ensure compliance with NIMS, which may be required to receive Federal and/or State Homeland Security Grants, the Division of Fire Safety recommends the following:

Fire Officer Requirements

- Entry Level First Responders, including but not limited to, firefighters, engineers, driver operators, fire police and support personnel; I-100 and IS-700.
- First Line Supervisors, including but not limited to, Lieutenants and Captains, Acting Lieutenants and Captains, Lead Dispatchers; 1-200 and IS-700.
- Middle Managers, including but not limited to, Battalion Chiefs, Acting Battalion Chiefs; I-300 and IS-700. It is also recommended that IS-800, Introduction to the National Response Plan be completed. Completion of these courses and holding the prerequisite of Incident Management Level 1 Certification will qualify the individual for Incident Management Level 2 Certification issued by the Division of Fire Safety.
- Command and General Staff, including but not limited to, the Chief of Department or Acting Chief of Department, the second in command such as Deputy Chiefs, Acting Deputy Chiefs or Assistant Chiefs and Acting Assistant Chiefs; I-400. It is also recommended that both the IS-800 and IS-701, Introduction to Multi-Agency Coordination Systems

be completed. Completion of these courses and holding the prerequisite of Incident Management Level 2 Certification will qualify the individual for Incident Management Level 3 Certification issued by the Division of Fire Safety.

Combination and volunteer departments need to determine how to comply with ICS when their certified officers are not available. This can be accomplished by determining what other members of your department may be asked to assume a command position, and ensure that they have the proper level of training. Another way is to adopt SOG's or mutual aid agreements that address utilizing certified officers from other departments or county/regional Incident Management Teams.

However, simply attending the above listed courses does not qualify someone for all ICS positions. There are many position specific training programs that are available through the Division of Fire Safety or the Emergency Management Institute including, "Staging Area Manager", "Strike Team Leader", "Resource Unit Leader" and "Division/Group Supervisor" that provide detailed training in these areas leading to a better understanding of how ICS is designed to work.

In addition, there are other requirements that are enforced by the New Jersey Departments of Labor and Health under the Public Employee Occupational Safety and Health (PEOSH) Program. These are contained in the Safety and Health Standards for Public Employers at N.J.A.C 12:100 and include the Standards for Firefighters at N.J.A.C 12:100 Subchapter 10. All PEOSH Standards including the PEOSH Act can be found at:

http://lwd.dol.state.nj.us/labor/lss/laws/peosha_law.html

Examples include the adoption of a respiratory protection program that stipulates how the employer will ensure compliance with an individual's ability to be medically cleared to wear a respirator; an annual respirator face piece fit test and a policy regarding facial hair when wearing a respirator. Another example includes the requirement that anyone who will be supervising an incident involving a hazardous substance above the awareness level needs to meet the requirements of On-Scene Incident Commander; and annual refresher training for blood borne pathogens, confined space and hazardous materials; as well as bi-annual Right-to-Know (RTK) training.

It is imperative that fire chiefs and municipal officials realize the responsibility they have to ensure compliance. If you have any questions or need assistance, please contact your regional fire coordinator directly or through the office at 609-292-4109. He will be happy to assist you in understanding how to ensure compliance. You may also contact Justin Baker, Assistant Chief of the PEOSH On-Site Consultation Unit at 609-292-2832 or at Justin.baker@dol.state.nj.us.

Lastly, the Division of Fire Safety recently attained national accreditation from IFSAC and Pro-Board for Fire Officer 1 and 2. Fire Officer 3 and 4 are currently being pilot tested, and once released, will be submitted for accreditation as well. Fire Departments, Fire Districts and Municipalities should consider requiring these comprehensive certifications based on the specific officer levels within their department.

If you need assistance or have questions, please contact the Office of Fire Department Preparedness at 609-292-4109.

Township of Gloucester, Fire District No.1, Camden County	
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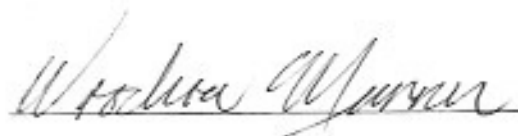
2022	District Firefighters
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2022-004	Policy: Volunteer Firefighter Independent Service Agreement
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Date:

WHEREAS, The Board of Fire Commissioner's Township of Gloucester, Fire District 1 has determined that the following appointment ,policy and procedure **Policy # 2022-004: Volunteer Firefighters Independent Service Agreement** shall be adopted by the Board of Fire Commissioner's at the regular meeting held on this date. November 8,2022.

NOW THEREFORE, Be it resolved and approved that the following **Volunteer Firefighters Independent Service Agreement** policy and procedure be adopted by the Board of Fire Commissioner's and followed by all personnel.



Woodrow Minner, Secretary.

Township of Gloucester, Fire District No.1, Camden County	
2022	District Firefighters
2022-004	Policy: Volunteer Firefighter Independent Service Agreement
Date: November 8, 2022	

Volunteer Firefighters Independent Service Agreement.

WHEREAS, The Board of Fire Commissioner's Township of Gloucester, Fire District 1 has determined that the following appointment ,policy and procedure **Policy # 2022-004: Appointment of District Volunteer Firefighters** shall be adopted by the Board of Fire Commissioner's at the regular meeting held on this day November 8, 2022.

WHEREAS. Fire District 1 is a municipal body established pursuant to the laws of the State of New Jersey (N.J.S.A. 40A:14-70 et seq.) and ordinance established by the Governing Body of the Township of Gloucester, and

WHEREAS. Fire District 1 is charged with fire suppression and prevention responsibilities within the jurisdiction established pursuant to Ordinance adopted by the Township of Gloucester, and

WHEREAS. Fire District 1 desires to enter into an agreement for services with individuals and independent volunteer firefighters to serve the fire suppression and prevention needs of Fire District 1, and

WHEREAS. The Volunteer desires to provide needed services to Fire District 1.

NOW THEREFORE, in consideration of their mutual promises and benefits derived, the parties agree as follows;

1. Volunteer agrees to provide fire suppression and prevention services to Fire District 1 in the capacity as a volunteer firefighter.
2. Volunteer agrees to provide said services as established by Fire District 1, and attached hereto as "Procedural Schedule A" and as may be amended or modified from time to time.
3. Volunteer agrees to be under the command structure, supervision and direction established by the District Fire Chief for Fire District 1.
4. Volunteer and Fire District 1 agree that subordinate command officers (deputy chief/Captain, lieutenant or any line officers, etc.) shall be appointed by a committee established by Fire District 1. Said committee shall consist of the District Fire Chief and two members of the Board of Fire Commissioners for Fire District 1. All subordinate command officers are to be selected from the independent contract volunteers.

shall consist of the District Fire Chief and two members of the Board of Fire Commissioners for Fire District 1. All subordinate command officers are to be selected from the independent contract volunteers.

5. Volunteer recognizes that he/she is not considered to be an employee of Fire District 1 for any purpose other than action or conduct occurring while in the performance of fire suppression and prevention duties for Fire District 1, any approved mutual aid agreement, and the receipt of injury compensation and other insurance benefits proved by Fire District 1 pursuant to the laws of the State of New Jersey. Fire District 1 shall provide liability insurance coverage for any action of the volunteer occurring while the volunteer is acting within the scope of his/her assigned volunteer duties. Volunteer recognizes that any intentional act or conduct outside the scope of a assigned volunteer duties may cause the volunteer to be personally liable.

6. Volunteer and Fire District 1 agree the contract volunteer shall maintain carry over credit for years of service as a volunteer firefighter towards life membership status and benefits derived there form.

7. (a) Volunteer and Fire District 1 agree the term of this agreement shall commence the date of the signing and continue thereafter until the annual reorganization meeting of the Board of Fire Commissioners for the year _____. At each annual reorganization meeting following the commencement of signing, the Board of Fire Commissioners will memorialize the continuation of this independent volunteer firefighter contract, including any amendment or modification thereto.

(b) Nothing contained in this contract shall be interpreted as preventing the contract volunteer(s) for Fire District 1 from forming a not-for-profit volunteer fire company serving the jurisdictional boundaries of Fire District 1, with recognition thereof being granted by Fire District 1.

(C) Either party hereto shall have the right to terminate this independent volunteer firefighter contract, with or without cause, at any time by written notice thereof provided to the other at the address first above written. Any termination or modification by the Fire District shall be approved at an open public meeting of the Board of Fire Commissioners.

In Witness hereof the parties have set their hand and seal on the date first above written.

Attest:

Woodrow Minner

~~Clerk~~ Woodrow Minner
Secretary

Volunteer signature: _____

Volunteer Name (Print) _____

Date: 8 Nov, 2022

Board of Fire Commissioners Fire District 1.

Howard J. Brooks

Chairman:

shall consist of the District Fire Chief and two members of the Board of Fire Commissioners for Fire District 1. All subordinate command officers are to be selected from the independent contract volunteers.

5. Volunteer recognizes that he/she is not considered to be an employee of Fire District 1 for any purpose other than action or conduct occurring while in the performance of fire suppression and prevention duties for Fire District 1, any approved mutual aid agreement, and the receipt of injury compensation and other insurance benefits provided by Fire District 1 pursuant to the laws of the State of New Jersey. Fire District 1 shall provide liability insurance coverage for any action of the volunteer occurring while the volunteer is acting within the scope of his/her assigned volunteer duties. Volunteer recognizes that any intentional act or conduct outside the scope of assigned volunteer duties may cause the volunteer to be personally liable.

6. Volunteer and Fire District 1 agree the contract volunteer shall maintain carry over credit for years of service as a volunteer firefighter towards life membership status and benefits derived therefrom.

7. (a) Volunteer and Fire District 1 agree the term of this agreement shall commence the date of the signing and continue thereafter until the annual reorganization meeting of the Board of Fire Commissioners for the year _____. At each annual reorganization meeting following the commencement of signing, the Board of Fire Commissioners will memorialize the continuation of this independent volunteer firefighter contract, including any amendment or modification thereto.

(b) Nothing contained in this contract shall be interpreted as preventing the contract volunteer(s) for Fire District 1 from forming a not-for-profit volunteer fire company serving the jurisdictional boundaries of Fire District 1, with recognition thereof being granted by Fire District 1.

(c) Either party hereto shall have the right to terminate this independent volunteer firefighter contract, with or without cause, at any time by written notice thereof provided to the other at the address first above written. Any termination or modification by the Fire District shall be approved at an open public meeting of the Board of Fire Commissioners.

In Witness hereof the parties have set their hand and seal on the date first above written.

Attest:

Woodrow Minner

~~Clerk~~ Woodrow Minner
Secretary

Volunteer signature: _____

Volunteer Name (Print) _____

Date: 8 Nov. 2022

Board of Fire Commissioners Fire District 1.

Howard J. Brooks

Chairman:

FIRE DISTRICT # 1
TOWNSHIP OF GLOUCESTER
CAMDEN COUNTY, NEW JERSEY
2022

RESOLUTION OF THE BOARD OF FIRES COMMISSIONERS
FIRE DISTRICT #1, TOWNSHIP OF GLOUCESTER, CAMDEN COUNTY
NEW JERSEY AUTHORIZING A PROPERTY TAX CAP LEVY REFERENDUM ON
FEBRUARY 18TH 2023

WHEREAS. N.J.S.A. 40A:4-5.45, provides that in the preparation of its budget a Fire District shall limit any increase in its property tax levy to two percent (2.0%) over the previous year's amount to be raised by taxation, subject to certain exceptions and additions, and

WHEREAS. N.J.S.A. 40A:4-45.46(b), permits a Fire District to increase the amount to be raised by taxation by a percentage rate greater than the two percent (2.0%) where said increase is approved by referendum, and

WHEREAS. The Board of Fire Commissioners Fire District # 1 of the Township of Gloucester, Camden County, New Jersey has called for a referendum question as part of its annual election pursuant to N.J.S.A. 40A:4-45.46(b) because it finds it advisable and necessary to increase the 2023 budget year amount to be raised by taxation budget by more than two percent (2.0%) over the budget year 2022 amount to be raised by taxation, to provide and maintain essential Fire District services for the residents of Fire District #1, and

WHEREAS. The Board of Fire Commissioners of Fire District #1 of the Township of Gloucester, Camden County, New Jersey hereby determines that a 30% increase in the amount to be raised by taxation, or \$ 106,650.00 in excess of the increase in the amount permitted to be raised by taxation otherwise permitted by a two (2.0%) tax levy cap. Will only become effective upon authorization by fifty percent (50%) of the voters casting a ballot at the annual Fire District election, and

WHEREAS. This additional amount will be appropriated for the purpose set forth below, increasing the total appropriation for the purpose that would otherwise be provided under the limitations of a two (2.0%) tax levy cap, as set forth below;

<u>Line Item Name</u>	<u>Amount for Referendum</u>
Additional Staffing Emergency	
Fire Fighting Personnel Stipend Program	<u>\$ 106,650.00</u>

NOW THEREFORE BE IT RESOLVED, that the question to be placed on the ballot shall be as follows:

"Shall be the Board of Fire Commissioners of Fire District # 1, of the Township of Gloucester be authorized to increase the 2023 amount to be raised by taxation in the Fire District Annual Budget by 30 % or \$ 106,650.00, as provided by N.J.S.A. 40A:4-45.45,

notwithstanding that its amount to be raised by taxation will exceed the two percent (2.0%) increase limitation.

_____ YES _____ NO

A "YES" vote will authorize the Board of Fire Commissioners, Fire District #1 of the Township of Gloucester to adopt the budget that was approved by the Board. - N.J.S.A. 40A:4-45.45 provides for a tax levy cap increase above the of two percent (2.0%) on the amount of increase. Which amount, however, can be exceeded when approved by referendum of the voters.

The following is the line item to which the increase applies;

Line Item Name
Additional Staffing Emergency
Fire Fighting Personnel Stipend Program

If the referendum is approved by a YES vote, the amount to be raised by taxation will include this amount.

A "NO" vote means that the Board of Fire Commissioners Fire District # 1 must adopt the budget within the increase limits otherwise set forth by the law, and NOT provide for the Additional Staffing for Emergency Fire Fighting Stipend Program.

BE IT FURTHER RESOLVED, that this referendum be, and the same is scheduled for February 18th 2023, between the hours of 2:00 pm and 9.00 am, prevailing time, in the manner provided by statute,

BE IT FURTHER RESOLVED that the budget of the Board of Fire Commissioners of Fire District # 1 of the Township of Gloucester for 2023 is hereby authorized to be published in the Courier Post Newspaper.

BE IT FURTHER RESOLVED, that a public hearing on the budget will be held at the Office of the Board of Fire Commissioners, 29 Seventh Avenue, Glendora Vol. Fire Company, Glendora, New Jersey 08029, at 7:00 pm on December 13, 2022, at which time and place objections to said budget may be presented by the taxpayers or other interested parties.

BE IT FURTHER RESOLVED, that two (2) certified copies of this resolution, shall be transmitted to the Director of Local Government Services, within three (3) days after adoption with the recorded vote included thereon as required by N.J.S.A 40A:4-5.

I, Woodrow Minner, secretary to the Board of Fire Commissioners Fire District # 1 of the Township of Gloucester hereby certify that the above Resolution was adopted by the the Board of Fire Commissioners Fire District # 1 at a regular meeting of the Board of Fire Commissioners held on November 8th 2022.

DATED: DEC. 13, 2022

Woodrow Minner

The above resolution authorizing an increase in the 2023 budget in an amount in excess of the tax levy cap was approved by the Board of Fire Commissioners.

Moved by WOODROW MINNER Seconded by PHILIP A KNAST

Roll Call

Howard F. Brooks Chairman	Yes <u>HFB</u>	No _____
Gary Emmett Treasurer.....	Yes <u>GE</u>	No _____
Woodrow Minner Secretary.....	Yes <u>WM</u>	No _____
John Atkinson Recording Secretary.....	Yes <u>JRA</u>	No _____
Philip Knast.....	Yes <u>PK</u>	No _____