

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO. 1  
POLICIES**

ROLE OF THE BOARD (POWERS, PURPOSES, DUTIES)

ESTABLISHMENT OF A FIRE DEPARTMENT

ACTIVE FIREFIGHTER

ADMINISTRATIVE ACTION

ANNUAL BUDGET DEVELOPMENT

ANNUAL EVALUATION

AWARD PROGRAMS FOR PERSONNEL

BLOODBORNE PATHOGEN

BLUE EMERGENCY WARNING LIGHTS

BUILDING AND GROUNDS

CODE OF ETHICS

COMMITTEES

COMPUTER

CONFIDENTIALITY AND PRIVACY

CRIMINAL AND MOTOR VEHICLE BACKGROUND CHECKS

CRIMINAL BACKGROUND CHECK

DEPARTMENTAL SEATBELT

DIRECTOR EVALUATION

DISCIPLINE

DRIVING

DRUG

DUAL OFFICE HOLDING

ELECTRONIC MAIL AND INTERNET

EMERGENCY APPARATUS AND VEHICLE

EMERGENCY RESPONSE

ESSENTIAL EMPLOYEE IDENTIFICATION

FINANCIAL

FIRE DEPARTMENT STANDARD OPERATING PROCEDURES

FIRE POLICE

HARASSMENT

HAZARDOUS MATERIALS INCIDENT RESPONSE

HEALTH AND SAFETY

HEALTH INFORMATION

INDEMNIFICATION AND DEFENSE

INSURANCE AND/OR ACCIDENT CLAIMS

INVENTORY

LEGAL PROCEEDINGS REIMBURSEMENT

MANDATORY TRAINING AND RECORD KEEPING

MEMBERSHIP

OPEN PUBLIC MEETINGS ACT

PAYMENT OF CLAIMS

PERSONAL PROTECTIVE EQUIPMENT

PERSONNEL QUALIFICATIONS AND CONDUCT

PERSONNEL RECORDS

PERSONNEL REPORTING

PHYSICAL FITNESS

POLICY DEVELOPMENT

PROCUREMENT

PROTECTIVE CLOTHING AND RESPIRATORY PROTECTION

PUBLIC PARTICIPATION AT BOARD MEETINGS

PUBLIC RECORDS

PUBLIC RELATIONS

PUBLIC USE OF DISTRICT FACILITIES

REIMBURSEMENT FOR LOSSES AND EXPENSES

REPORTED MISSING ITEMS

RESIDENCY

RESTRICTED DUTY

RETURN TO DUTY PROCEDURE

SMOKING

SOCIAL MEDIA

STANDARD OPERATING PROCEDURE

TRAINING AND TRAVEL

VOLUNTEER EMERGENCY WORKER'S SURVIVAL AND DISABILITY

VOLUNTEER TUITION CREDIT PROGRAM

WORKPLACE VIOLENCE

WRITTEN HAZARD COMMUNICATION PROGRAM

- A. The Board of Fire Commissioners Township of Burlington Fire District No. 1 shall have the powers, duties and functions within the District for the prevention and extinguishment of fires and the regulation of fire hazard to the same extent as a municipality. Since the Board is created by statute to perform a state function at a local level, its power is derived from the Legislature. The Board can perform only those acts for which expressed or implied authority exists in law or in the rules and regulations stemming therefrom. The Board assumes the responsibility of adopting policies and rules and regulations for the proper governing of the district. The Board assumes final legal, ethical, moral and financial responsibility of the District. N.J.S.A. 40A:14-81 and N.J.S.A 40A:14-71.
- B. The Board recognizes that arbitrary or independent actions of Board members can produce serious consequences for the effectiveness of the District operations. An essential quality of a good Board member is a deep sense of loyalty to associates and to group decisions cooperatively reached. No member of the Board individually will speak for, or in the name of, the Board unless by explicit direction of the Board.

#### ORGANIZATION

- A. NUMBER OF MEMBERS AND TERM OF OFFICE – As required by the state law, the Board of Commissioners shall consist of five (5) Board members. A Board member shall serve for three (3) years. The term of each Commissioner shall expire at 12:00 o'clock Noon on the first Tuesday in March of the third year following the year in which they were elected.
- Any vacancy in the membership shall be filled by the remaining members until the next succeeding annual election at which time a resident of the District shall be elected for the unexpired term.
- N.J.S.A 40A:14-70.

B. ELECTION OF OFFICERS

- I. ELECTION – The Board shall organize annually and elect a Chairman, Vice Chairman, Secretary, Treasurer and Assistant Secretary/Treasurer.
- II. VACANCIES – In the event any office hereinabove set forth shall become vacant, the Board shall elect within thirty (30) days thereafter another Board member to that office.
- III. DUTIES OF THE CHAIRMAN – Chairman shall preside at all meetings of the Board and shall perform all other duties as directed by law and by the Board. In carrying out those responsibilities, the Chairman shall:
  - (a) Sign the instruments, acts and orders necessary to carry out State requirements and the will of the Board;
  - (b) Consult with the Board Secretary and other members of the Board in planning of the Board agendas;
  - (c) Appoint Board committees subject to Board approval;
  - (d) Call special meetings of the Board as found necessary;
  - (e) Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others;
  - (f) Be responsible for the orderly conduct of all Board meetings.

As presiding Officer at all meetings of the Board, the Chairman shall:

- (a) Call the meeting to order at the appointed time;
- (b) Announce the business to come before the Board in its proper order;
- (c) Enforce the Board’s policies relating to the order of business and the conduct of meetings;
- (d) Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference;
- (e) Explain what the effect of a motion would be if this is not clear to members;

- (f) Restrict discussion to the question when a motion is before the Board;
- (g) Answer all parliamentary inquiries, referring questions of legality to the Board's attorney.
- (h) Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairman shall have the right as other Board members have, to offer resolutions, discuss questions, and to vote.

- IV. VICE CHAIRMAN – The Vice Chairman shall preside at Board meetings in the absence, disability and/or disqualification of the Chairman and shall perform such other duties as may be assigned by the Board.
- V. ASSISTANT SECRETARY/TREASURER – In the absence of the Chairman and the Vice Chairman, the Assistant Secretary/Treasurer shall preside at the meeting and perform such other duties as may be assigned by the Board. The Assistant Secretary/Treasurer shall also be the Acting Secretary or Treasurer in the event of the Secretary or Treasurer's absence, disability and/or disqualification.
- VI. DUTIES OF THE SECRETARY – The Secretary shall maintain all public records of the Board and shall perform other duties as directed by law and by this Board. In carrying out these responsibilities, the Secretary shall:
  - (a) Place all public notices;
  - (b) Prepare agendas for distributions;
  - (c) Compile minutes;
  - (d) Maintain all public records for public inspection;
  - (e) Be responsible for conducting the annual and special elections.
- VII. DUTIES OF THE TREASURER – The Treasurer shall maintain all financial records of the Board and perform other duties as directed by law and by this Board. In carrying out these responsibilities, the Treasurer shall:
  - (a) Maintain all financial records;

- (b) Shall be custodian of all accounts;
- (c) Assist in the preparation of financial reports;
- (d) Invest all District money;
- (e) Sign all checks;
- (f) Encumber all money for authorized purchases.

C. BOARD COMMITTEES – The Commissioners of the Board operate under a committee system to use the time, effort and expertise of its members most effectively. Standing committees are:

- I. Budget
- II. Insurance
- III. Policy – By-Laws
- IV. Finance
- V. Equipment
- VI. Personnel
- VII. Buildings & Grounds

Members shall be appointed and chairpersons designated by the Board Chairman as soon after the annual reorganization meeting as possible.

Committees shall appropriate administration and staff and be receptive to input from other committees, individual Board members, administrative staff and community members.

The Board Chairman, with consent of the Board, shall appoint such ad hoc Board committees as may seem necessary.

The Chairman shall be an ex-officio member of each committee. At the request of the Chairman, the Vice-Chairman shall serve in his/her stead.

No more than two Board members shall attend any committee meeting unless it is properly constituted as an emergency meeting or a meeting open to the public with notification as required by the New Jersey Open Public Meetings Act. N.J.S.A 10:4-6 et seq.

D. BOARD CONSULTANTS – In order to pursue its mandated charge of fire prevention and the regulation of fire and fire hazards within the District and also to protect the public’s financial investment within the District, the Board will, from time to time, engage the services of a qualified professional consultant to provide new insights and ideas for dealing with especially difficult problems and/or provide special services which the Board and/or Administration is unable to provide.

E. BOARD MEMBERS – Board membership is an elected salaried position. Board members may not be paid employees of the District. The Board shall fix, subject to review by the governing body, the compensation to be received by each member.

Each member of the Board shall:

- I. Be guided by an unswerving devotion to the public welfare;
- II. Serve all the residents of the community impartially;
- III. Function as a cooperating member of a policy-making body rather than an administrative body;
- IV. Become familiar in a broad and nontechnical manner with the problems of the District;
- V. Refer, as far as possible, all complaints and requests to the appropriate officer of the District;
- VI. Help to frame policies and plans only after considering the recommendations of the appropriate officer, consultants and the like together with his/her reasons for making such recommendations;
- VII. Work to establish clearly defined written policies based on a thorough understanding of the needs of the Fire District;
- VIII. Insist on conducting official Board business in open meetings.

N.J.S.A. 40A:14-88, N.J.S.A 10:4-6 et seq.

F. FIRE BOARD ELECTIONS – As required by law, members of the Board are elected by the District at large at the annual election held on a date determined by state law. Members are chosen for three (3)



years from candidates who have filed the necessary petition with the Board Secretary. A Board member may succeed himself/herself. All such elections shall be held in accordance with law.

N.J.S.A. 40A:14-72, N.J.S.A 40A:14-70

G. FILLING VACANCIES – In the event of a vacancy in the membership, the vacancy shall be filled by the remaining members until the next succeeding annual election at which time a resident of the District shall be elected for the unexpired term. Such appointment shall be made after the following:

I. Advertisement of the vacancy in suitable local media:

II. Resumes submitted to the Board Secretary in writing;

III. Interviews with interested parties conducted by an ad hoc committee of the Board appointed for the purpose;

IV. Recommendation by the ad hoc committee to the Board acting as a committee as a whole;

V. Appointment by the Board of the person adjudged most capable of filling the vacancy.

N.J.S.A. 40A:14-70

H. BOARD MEMBER DEVELOPMENT IN SERVICE – State, regional and national workshops, conventions, conferences and seminars provide unique opportunities for Board members to broaden their understanding of their responsibilities, learn new tools and techniques for coping with them and keep up to date on fire trends. Therefore, the Board recommends that the Board send representatives to workshops, conventions and seminars as they shall decide upon each year.

To help members develop understanding of the Fire District needs, the Chairman shall request members of the staff to appear before the Board from time to time to present and discuss new developments in various areas of firematics.

I. REIMBURSEMENT AND REMUNERATION – The Board believes that wise fiscal management dictates the payment of all bills directly from the District to the vendor, subject to the regular procedures of accounting established. However, it recognizes that from time to time Board members will incur out of pocket expenses in the service and at the direction of the Board. Such expenses may include the cost of attendance at conferences and other workshop meetings and the like. Such expenses shall be for the Board member only and shall be itemized and documented. Each year, the Board shall approve a schedule of allowable charges for meals, lodging, mileage and telephone. Reimbursement shall not exceed these limitations

J. BOARD MEMBER PROTECTION – The Board shall purchase insurance coverage so as Board members shall be protected against financial loss as a result of civil action brought against them as Board members. The Board shall protect each Board member against loss in the case of any criminal action which results in a final disposition in the Board member’s favor when such action involves the Board members responsibilities in the District.

K. CONFLICT OF INTEREST – A Board member shall not have any direct or indirect interest in a contract with the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or service to the District, the Board member shall declare his/her interest and refrain from debating or voting upon the question of contract for the company. It is not the intent of this policy to prevent the District from contracting with corporations or business because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his/her interest in the District and his/her interest in his/her place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

A Board member shall not take an active part in contract negotiations, nor shall he/she discuss or vote on the resulting contract, nor any other agreement including initial hiring entered into between the Board and a Board member's relative.

L. BOARD MEMBER CODE OF ETHICS – Members of the Board of Fire Commissioners of District No.

1 recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the District, the Board adopts as its own the following Code of Ethics.

- I. Each Board member will uphold and enforce all laws of the state. Desired changes should be brought about only through legal and ethical procedures.
- II. Each Board member shall strive to insure that people are actually informed about the District and will try to interpret the needs of the District.
- III. Each Board member recognizes that his/her responsibility is not to run the District but together with fellow Board members to see that the District is run well.
- IV. Each Board member will make decisions in terms of the District's needs and in accordance with the most advanced technology available, taking into consideration the fiscal ability of the District.
- V. Each Board member will confine his/her actions to policy making, planning and appraisal and will frame policies and plans after proper consultation and direction.
- VI. Each Board member recognizes that authority rests with the whole Board assembled in public meetings and will make no personal promises or take any private action which may compromise the Board.
- VII. Each Board member agrees to refuse to surrender his/her independent judgment to special interest or partisan political groups which use the District for personal gain or for the gain of associates.
- VIII. Each Board member shall hold confidential all matters pertaining to the District, which, if disclosed, would needlessly injure individuals or the District.

IX. Each Board member will support and protect District personnel in proper performance of their duties.

M. POLICY DEVELOPMENT – The Board reserves to itself the right of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the Fire District and shall be recorded in writing.

The formulation and adoption of written policies shall constitute the method by which the Board exercises its leadership in the operation of the Fire District. The study and evaluation of reports concerning the execution of written policies constitutes the method by which the Board exercises its management of the District.

The formal adoption of the policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

No policy shall be adopted by the Board until it has been discussed at two public meetings.

The policies of the Board are framed, and are not meant to be interpreted, in terms of state laws, rules and regulations of administrative agencies and all other regulatory agencies within our local, county, state and federal levels of government. The policies are also framed, and meant interpreted, in terms of those firematic objectives, procedures and practices which are broadly accepted by leaders and authorities in the field.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development.

The Board reserves to itself the right to final determination of what shall be the official policy of the District.

N. CONTINUING REVIEW OF BOARD POLICIES – In formulating any policy, the Board has pledged to consider the will and needs of the community within the parameters of New Jersey law. The passage of time and changing circumstances may alter the community’s needs. Changes in the law may alter what is allowable or what is required.

The Board shall evaluate how the policies have been executed by the personnel and shall weigh the results. It shall rely on the personnel and community for providing evidence of the effect of the policies which it has adopted.

Therefore:

- I. The Board directs the Policy Committee to develop procedures for continuous orderly review of the policies in the Board Policy Manual during the time provided for policy on the agenda of the regular Board meeting. Each policy shall be reviewed at least once every two years. Any necessary revisions shall be made in conformity with Board policy as herein set forth, formulation, adoption, and amendment of policies.
- II. The terms of the policy are not affected by any changes in law and policy still reflects the intent of the Board in the matter, then the policy shall be officially re-adopted as of that date.
- III. The Board directs the Policy Committee to review the rules and regulations implemented to insure that they conform to the intent of the policy or any amendments or change thereto.

O. FORMULATION, ADOPTION AND AMENDMENT OF ADMINISTRATIVE REGULATIONS –

The Board delegates to the Director the function of specifying required actions and designing the detailed arrangements under which the District will operate and places the Director in charge of the daily operations as set forth in these By-Laws. All Rules and Regulations, directives and detailed arrangements shall constitute the Administrative Rules and Regulations governing the District.

These Administrative Rules and Regulations must be consistent with Board policies and contracts, New Jersey Statutes and New Jersey Administrative Code and Rules and Regulations promulgated

thereunder. All Administrative Rules and Regulations as well as directives must immediately, upon their enactment, be forwarded to the Board.

Such Rules and Regulations shall be binding on all employees unless or until the Board should vote to change or rescind any such rule or regulation following its presentation at a public meeting of the Board. The Board itself will also adopt Administrative Rules and Regulations when necessary. The Board reserves the right to review and cause revisions of Administrative Rules and Regulations should they, in the Board's discretion, be inconsistent with the policies adopted by the Board.

In the interest of efficient administration, the Director shall have the power to decide all matters of detail that may arise for which no specific provision is made in the policies adopted by the Board. The Director shall inform the Board and recommend at the next Board meeting what changes should be made in Board Policy to deal with the matter in the future.

P. SUSPENSION OF POLICY – The Board has developed a careful and deliberate process of formulating and adopting the policies by which it governs the District. Requests for suspension of any existing policy should receive the same careful consideration.

Therefore:

- I. Any request for a waiver of policy shall be considered in light of the policy itself, rather than any particular circumstances of the moment.
- II. The Board shall decide whether the policy reflects the considered intent of the Board. If it does, the suspension will be denied and the policy re-affirmed in the minutes.
- III. If the policy does not reflect the intent of the Board then it shall be annulled by the same voting process by which it was adopted.
- IV. Development of a new policy shall then become the Board's prime policy priority. In the event of an emergency requiring immediate action, the Chairman of the Board shall, on his own, or the Director after consultation with the Chairman of the Board, shall have the power to waive policy in the single

instance. In such cases, the Chairman shall report the instance to the Board immediately and request reconsideration of the policy at the next regular meeting.

Q. TIME, PLACE, NOTIFICATION OF MEETINGS

I. TIME/PLACE OF MEETINGS

(a) Reorganization Meeting: The Board shall reorganize annually at a meeting held on the first Tuesday in March. If the reorganization meeting cannot take place on that day by reason of lack of quorum or for any reason, the meeting shall be held no later than the March regular meeting as set forth herein.

(b) Work Session Meetings: Work Session meetings of the Board shall be held on the second Thursday of each month at 7:00 p.m., except when the Board shall determine otherwise. All meetings shall commence at that time but if a quorum is not present at the time for which the meeting is called, the members present may recess the meeting to a time no later than 7:30 p.m. of said day and if no quorum is present at that time, the members present may adjourn the meeting until another day, no more than seven days following the date for which the original meeting was called, but no further recess or adjournment of the meeting shall be made. Public announcements of time and date to which any meeting is so recessed shall be made at the time of the recess or adjournment.

In case the date of the Work session meeting falls on a legal holiday, the meeting will be held on a date to be decided by the Board at the Regular meeting preceding said meeting that falls on the legal holiday.

(c) Regular Meetings: Regular meetings of the Board shall be held on the fourth Wednesday of each month at 7:00 p.m., except when the Board shall determine otherwise. All meetings shall commence at that time but if a quorum is not present at the time for which the meeting is called, the members present may recess the meeting to a time no later than 7:30 p.m. of said day and if

no quorum is present at that time, the members present may adjourn the meeting until another day, no more than seven days following the date for which the original meeting was called, but no further recess or adjournment of the meeting shall be made. Public announcements of time and date to which any meeting is so recessed shall be made at the time of the recess or adjournment.

In case the date of the Regular meeting falls on a legal holiday, the meeting will be held on a date to be decided by the Board at the Regular meeting preceding said meeting that falls on the legal holiday.

(d) Special Meetings: Special meetings of the Board shall be called by the Secretary of the Board whenever the Chairman or Vice Chairman (in the absence of the Chairman) so directs or whenever a majority of the whole membership of the Board requests a calling of such a special meeting. The Secretary shall give written notice of such a special meeting. The Secretary shall give written notice of all special meetings to all Board members, unless waived by the Chairman and Vice-Chairman. All special meetings shall commence as set by the Chairman after consulting with the Board members. The notice for the meeting will give the time, date and location of the meeting.

## II. NOTICE OF MEETINGS

The Board Secretary shall give notice to all Board members of all meetings. Adequate notice must be given for all meetings of the Board except in the event of an emergency or when dealing with matters exempted from public purview under the law. Adequate notice means written advance notice of at least 48 hours, giving time, date and location, and to the extent known, the agenda of the meeting. The notice must state whether formal action may or may not be taken at the meeting.

The notice must be:

- (a) Prominently posted in at least one public place reserved for such announcements;
- (b) Communicated to at least two newspapers, one of which shall be designated official newspaper;



(c) Filed with the Clerk of the governing body of the political subdivision whose geographic boundaries are co-extensive with those of the Board;

(d) Sent to those persons requesting such notice be mailed to them.

Annual notice of the year's meeting schedule must be posted publicly, sent to at least two newspapers, and the Clerk of the municipality within seven days following the annual reorganization meeting. This notice shall contain the location of each meeting to the extent it is known as well as the time and date. If the schedule is revised at all, notice must be given within seven days of the revision. This schedule of meetings must be posted and maintained throughout the year.

N.J.S.A 10:4-8, N.J.S.A 10:4-18, N.J.S.A. 10:4-19

### III. EMERGENCY MEETINGS

The Board may hold a meeting when providing adequate notice if:

(a) Three-quarters of the members present vote to do so; and

(b) The meeting is required to deal with matters of such urgency and importance that delay would be likely to result in substantial harm to the public interest; and

(c) The meeting will be limited to discussion of and action on these matters; and

(d) Notice of such meeting was provided as soon as possible following the calling of such meeting; and

(e) One of the following:

a. Either the Board could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or

b. The need could have been foreseen in time but the Board failed to do so.

N.J.S.A. 10:4-19

IV. STATEMENT OF ADEQUATE NOTICE – At the beginning of every meeting, the Clerk shall announce that adequate notice of the meeting has been provided and shall specify the time, place and manner in which the notice was provided.

If adequate notice was not provided, the Chairman shall say so, and in addition, shall state:

- (a) The nature of the matter of urgency or importance for which the meeting without notice was called; and
- (b) The nature of the substantial harm to the public interest likely to result from a delay in holding the meeting; and
- (c) That the meeting will be limited to discussion of and action on such matters of urgency and importance; and
- (d) The time, place and manner in which some notice of the meeting was provided; and
- (e) Either of the following:
  - i. That the need for such meeting could not reasonably have been foreseen at a time when adequate notice could have provided and why this was so; or
  - ii. That such need could reasonably have been foreseen in time for adequate notice, but nevertheless such notice was not provided, and the reason why.

Statements concerning the provision of adequate notice, or the lack thereof, shall be entered in the minutes of the meeting.

N.J.S.A 10:4-9, N.J.S.A 10:4-10

V. MAILING LISTS – A mailing list will be established to send the annual schedule and notices of any additional meetings to persons who apply in writing at an annual fee established by the Board. This notice will not include a complete detailed agenda.

R. PUBLIC AND CLOSED EXECUTIVE SESSIONS

I. Regular and Work Session meetings - All regular, work session, and special meetings of the Board shall be open to the public. The Board shall have the discretion to permit, prohibit or regulate the active participation of the public at any meeting. Because the Board desires to hear the viewpoints of citizens through the District (and also needs to conduct its business in an orderly and efficient manner) it may schedule one or more periods during each meeting for public participation. It may set a time limit on the length of this period and/or a time limit for individual speakers.

Ordinarily, the Board shall accept comments and questions from the public during a short period prior to conducting official business. Once the public participation portion of the meeting is closed, it shall only be re-opened on a majority vote of a quorum.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the District.

The Board Chairman shall conduct that part of the meeting designated for public participation. Members of the audience wishing to speak must properly identify themselves and adhere to any limits set by the Board. Questions asked by the public shall, when possible, receive an immediate reply; questions requiring investigation shall be referred to the Board Committees for consideration and later response. All written citizen communications to the District shall be addressed to the Board Secretary.

N.J.S.A. 10:4-12

II. Special Meetings – Special meetings may be called for either of the following purposes:

- (a) To enable the Board to consider and take action on a single problem or set of problems;
- (b) To enable the Board to take emergency action between regular meetings.

Special meetings may be called by the Board as a whole, by the Chairman or by the Board Secretary upon written request of three Board members.

When Special meetings are called in the interim between Board meetings, the Board Secretary, on order of the Chairman or three members of the Board, shall give adequate notice to all Board members and the public of the time, place and purpose of such meeting.

All Special meetings shall be open to the public and press, but no public discussion shall be heard on items other than those related to the call of the meeting. The Board shall have the discretion to permit, prohibit or regulate active participation of the public.

With the exception of details of minor importance, only business related to the call of the meeting shall be discussed or transacted by the Board at a Special meeting.

N.J.S.A. 10:4-8, N.J.S.A. 10:4-12

III. Closed Executive Sessions – Except as set in N.J.S.A. 10:4-12 all meetings of the Board shall be open to the public at all times. No Board meeting shall exclude the public until the Board shall first adopt a Resolution at a meeting which the public shall be admitted stating the general nature of the subject to be discussed and stating as precisely as possible the time when and circumstances under which the discussion conducted in closed session can be disclosed to the public.

Such session shall be closed to the public and press. Minutes shall be taken but not made public if and until confidentiality is no longer necessary. If such meeting was held, it shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and any persons attending the session are duty-bound not to disclose the topic or details of discussion at the Executive Session.

No official action shall be taken at the executive sessions. To take final action on any other matter discussed, the Board shall convene or reconvene in open session.

N.J.S.A. 10:4-12, N.J.S.A 10:4-13

S. REORGANIZATION MEETINGS – Meeting days shall be established and officers elected at the annual reorganization meeting held on a date in accordance with New Jersey law. The oath of office shall be given to each new Board member at the reorganization meeting. All policies and actions of the Board shall be reaffirmed at said meeting.

T. AGENDA PREPARATION – The Director in conjunction with the Board Chairman shall prepare all agendas for meeting of the Board. In doing so, he/she shall consult, as necessary, with the Board Secretary.

Items of business may be suggested by any Board member, staff member or citizen of the District and shall be forwarded to the Chairman one week prior to the meeting.

The Board shall follow the order of business set by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda of a regular meeting may be discussed and acted upon if a majority of the Board agrees to consider them.

The agenda, together with supporting materials, shall be distributed to the Board members sufficiently prior to the Board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to the press, staff and community upon request.

U. ORDER OF BUSINESS – The order of business shall be as follows unless altered by the Chairman:

Called to Order

Reading of Announcement

Roll Call

Flag Salute

Public Participation

Transaction of business for which meeting is called

Adjournment

V. VOTING METHOD – All proper motions and Resolutions recorded and put to vote require adoption by only a majority of those present and voting, except those motions specified in Robert’s Rules of Order, latest edition (“Basis for Determining a Voting Result”) and the following exceptions:

I. Actions requiring a two-thirds vote of the full membership of the District:

- a. Adopt, amend or repeal by-laws;
- b. Place a contract following failure to receive responsible bids on two occasions. (N.J.S.A. 40A:11-5(3));
- c. Emergency Appropriation;
- d. Transfer of excess funds appropriated for designated line item to line item with insufficient funds;
- e. Transfer of line item appropriations to pay claims for preceding year for other line items.
- f. N.J.S.A 40A:14-78.10, N.J.S.A. 40A:14-78.11, N.J.S.A. 40A:14-78.9

II. Actions requiring a three-fourths vote of the members present: Calling an emergency meeting of the Board, under certain circumstances, without proper notice.

N.J.S.A. 10:4-9

W. QUORUM – At any meeting of the Board of Commissioners Township of Burlington Fire District No. 1, a majority of all of the members shall constitute a quorum for the purpose of commencing a meeting. Unless otherwise specified, a majority of a quorum shall have the power to perform any official action which shall be within the authority of the Board of Commissioners Township of Burlington Fire District No. 1.

Adopted: February 26, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO. 1

ESTABLISHMENT OF A FIRE DEPARTMENT

The Burlington Township Fire Department shall consist of the volunteer fire companies known as Independent Fire Company No. 1, Beverly Road Fire Company No. 2, Relief Fire Company No. 3 and such other additional volunteer fire companies as the Board of Fire Commissioners Township of Burlington Fire District No. 1 may authorize and approve.

Adopted: February 26, 2014



The Board of Fire Commissioners Township of Burlington Fire District No. 1 is charged with the responsibility of fire prevention and fire protection within the District. Due to recent statutory mandates which encompass certain physical evaluations, training and education in order that firefighters can perform certain fire fighting duties, the Board resolves that all firefighters fulfill all mandated requirements in order to maintain active status. All firefighters shall be required to maintain the requisite physical fitness requirement of firefighters within the District and shall be required to participate in all mandated State training and education programs. In the event a firefighter becomes inactive for a period of one (1) year or more, the firefighter shall not be reinstated as an active firefighter until the mandated physical fitness, including physicals, training and education courses are completed.

The Board shall promulgate Rules and Regulations and directives to effectuate the policy.

Adopted: February 26, 2014

The Board of Fire Commissioners Township of Burlington Fire District No. 1 delegates to the Director the function of specifying required actions and designing the detailed arrangements under which the District will operate and places the Director in charge of the daily (day to day) operations of the District within the parameters of his/her power and duties. All Rules and Regulations, guidelines, SOPs, SOGs, directives and other detailed arrangements shall constitute the Administrative Rules and Regulations governing the District for day to day operations.

These Administrative Rules and Regulations must be consistent with Board policies and contracts, New Jersey Statutes, New Jersey Administrative Code and Rules and Regulations promulgated thereunder, and federal law.

All Administrative Rules and Regulations as well as directives must be forwarded to the Board. Such Rules and Regulations shall not be binding on personnel unless or until the Board shall vote to approve, change, or rescind any such rule or regulation following its presentation at a public meeting of the Board. The Board may also adopt Administrative Rules and Regulations when necessary. The Board reserves the right to review and cause revisions of Administrative Rules and Regulations should it, in the Board's discretion, be inconsistent with the policies adopted by the Board or the laws of the state or federal governments.

The Director of Fire Services shall have the power in the interest of efficiency, the public safety, or other reason determined by the Director to be necessary, to act in case action must be taken within the Fire District where the Board has provided no guidelines for administrative action.

The Director's actions, however, shall be subject to review by the Board at its next meeting. It shall be the duty of the Director of Fire Services to fully inform the Board promptly of such action and of the need for possible additional policies or revisions of existing policies, rules, regulations, guidelines and/or directives. In no case shall the Director act beyond the scope of the Board's authority.

The Board shall enact Rules and Regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and Rules and Regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said Rules and Regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, Rules and Regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, Rules and Regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state, or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision, paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: February 26, 2014

Legal References: N.J.S.A. 40A:14-81.3

The Board of Fire Commissioners considers the budget as the financial reflection of the administrative and operational (firematic) plan for the District. The Budget shall be designed to carry out the plan in a manner to meet the mandated responsibilities of regulation of fire hazards, fire prevention and fire suppression within the District and to maintain the facilities and honor the obligations of the District. The budget shall be prepared on forms prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services.

Moreover, since the budget is a legal basis for the establishment for the Fire District tax rate, the annual Fire District budget process is an important means of communication within the District, Department and with the residents of the District.

The Budget should be considered critically by each member of the Board during its preparation and the Board encourages debate as to each and every line item set forth in the budget, but once adopted it shall have the support of all members of the Board regardless of the position when adoption was voted.

In order to ensure adequate time for the preparation and review of the proposed budget, the Board shall direct and develop a schedule of events associated with the presentation of the budget and shall designate the Director responsible for same. The Director shall present the proposed Fire District budget to the Board at least two (2) months prior to the date the budget is required to be introduced and approved. In preparation of this tentative budget, the Director shall confer with all committees, the fire chief, line officers, fire officials and other District personnel, as necessary, to make the tentative budget realistic. The Director may need, if deemed necessary, to confer with the Board of Fire Commissioners to discuss those portions of the budget relative to issues of concern.

The budget shall evolve primarily from the current needs of the District, but shall also consider data collected and long range budget planning.

In preparing budget requests, the Director shall include, but not be limited to, the following by program areas:

1. Personnel;
2. Equipment, apparatus, supplies, materials, education, training;
3. Cost of maintenance of facility, equipment and apparatus; and
4. Other costs associated with the operation of each program established within the District.

The District's operating budget when presented to the Board for review shall consist of:

1. The proposed expenditure for each program requested;
2. The anticipated expenditure for its existing program in the current year;
3. The actual expenditure for each existing program from the immediately completed fiscal year;
4. A description of each program;
5. An estimate of additional staff needed by program area for the coming fiscal year;
6. Actual staff by program area from the current year;
7. Anticipated revenue by sources and amounts;
8. Amount of surplus anticipated at the end of the present fiscal year;
9. All other expenses projected for the coming year anticipated for the present and incurred in the preceding year on the District level; and
10. Projected impact on tax rate.

The Board of Fire Commissioner recognizes that it can only meet a limited number of administrative and operational (firematic) needs and desires within the resources available to it. The laws of New Jersey require that the Fire District be mandated to provide for fire prevention, fire suppression and regulation of fire hazards within the District so that expenditures do not exceed the revenues. Therefore, the Director and/or his/her designees are directed to formulate the annual budget within those parameters and others established by law. The following criteria shall be taken into consideration:

1. At all times, the District resources shall be utilized to produce the most positive effect towards providing fire prevention, suppression, and regulation of fire hazards for the residents of the District;
2. The budget shall be in accord with statutory and regulatory mandates promulgated by the Federal Government, the State Legislature, the Department of Community Affairs and the Board of Fire Commissioners; and
3. The budget shall be consistent with contracts between the Board and its personnel, employee groups and other vendors. In reviewing the proposed budget, the Board will consider priorities to be accomplished during the subsequent year, based upon the needs identified by the Board through its planning process and annual evaluation. Funds and resources shall be provided for the accomplishment of same and amounts determined by the constraints of the budget.

It is the policy of the Board of Fire Commissioners that the annual budget proposal once adopted represents the position of the Board, and all reasonable means shall be employed by the Board to present and explain that position to all residents and taxpayers of the community.

Members of the Board, the Director and other District personnel shall be thoroughly familiar with and understand the need for each proposed expenditure so that any questions from the public or media can be fully explained.

The proposed budget as approved by the Board shall be set forth in detail and shall be made available to the public as required by law. The full Board shall attend the required public hearing.

The regular operating budget must include amounts anticipated to be received from the state and/or federal sources and a listing of the projects describing how such money will be appropriated. These recommendations for expenditures will be approved by the Board before projects are submitted. If anticipated state or federal amounts become available during the year, additional projects may be recommended by the Director to the Board and with its approval upon consultation with the District council and auditor and approval of the New Jersey Department of Community Affairs, Division of Local Government Services, inserted into the budget.



The Board acknowledges the importance of understanding the District's state of affairs in providing fire prevention, protection, suppression and other incidental and necessary functions, duties and responsibilities relating to fire and other emergency services within the District. The Board mandates the annual evaluation of all aspects of the District's operations. The direction of the District shall be guided by the findings and determinations set forth in the evaluations performed. The Director of Fire Service is to implement procedures and methods to undertake the annual evaluation and shall direct the coordination of same. At a minimum, the following areas shall be addressed in the evaluations: administration, business (financial), personnel (paid and unpaid), firematic operations, apparatus, equipment, facility, policy, training, education and Bureau of Fire Prevention. The findings and determinations shall be compiled into a report entitled "Burlington Township Fire District No.1 20\_\_ Annual Evaluation Report" and presented to the Board at its October workshop meeting. The Director shall make a presentation at that time on those issues the Director deems relevant, specifically setting forth the achievements and weaknesses of the District. The annual report shall identify specifically, the indicators of achievements and deficiencies used in each area. The District's goals, plans, schedules, policies and direction, both present and future, shall be determined and defined from the annual evaluation.

The Board, in conjunction with the Director, shall develop goals and objectives for the ensuing year and future years referencing the findings and determinations set forth in the annual evaluation. The goals and objectives shall be presented to the District at the Board's regular December meeting.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.



This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       N.J.S.A. 40A:14-81  
                              N.J.S.A. 40A:14-81.1  
                              N.J.S.A. 40A:14-81.3  
                              N.J.S.A. 40A:14-72  
                              N.J.S.A. 40A:14-78.1  
                              N.J.S.A. 40A:14-70.1  
                              Director of Fire Service Employment Specifications

The Board of Fire Commissioners shall establish and maintain Award Programs for personnel designed in the interest of promoting efficiency and economy in District operations and functions and to reward individuals for meritorious performance and suggestions.

Award Programs may include the following:

1. A suggestion award program;
2. Awards for heroism;
3. An efficiency and incentive award programs;
4. Awards for professional accomplishments; and
5. Awards for service.

The Board shall have the power to make appointments therefore. Awards may take the form of cash, medals, citations, certificates, insignias, and other appropriate devices to be determined in the sole and exclusive discretion of the Board and/or its designee.

The Board may establish a committee to implement this policy. A committee, if so formed, shall be responsible for the formulation of programs and shall have the power to adopt and promulgate rules and regulations for conduct and operation of Award Programs so established. All programs recommended to be established and the rules and regulations for implementation shall be subject to approval by the Board. If a committee is formed, it shall be comprised in a manner consistent with statutory mandates.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References: N.J.S.A. 40A:5-31

The Board of Fire Commissioners is committed to provide a safe and healthy work environment for all personnel. In furtherance of said endeavor, the Board shall develop a comprehensive safety and health program inclusive of an Exposure Control Plan (ECP) with the intent to eliminate or minimize occupational exposure to Bloodborne Pathogens (diseases) to those affected personnel. The ECP shall be developed in accordance with New Jersey Public Employees' Occupational Safety and Health Act (PEOSHA) N.J.A.C. 12:10-4.2 which has adopted the Occupational Safety and Health Administration (OSHA) regulations (Bloodborne Pathogens 29 Code of Federal Regulations (CFR) 1910.1030). The plan shall include, at a minimum, personnel exposure determination, procedures for evaluating the circumstances surrounding an exposure incident and the schedule and method for the specific sections of the standard, including:

- a) Method of compliance;
- b) Hepatitis B vaccination and post exposure follow up;
- c) Training and communication of hazards to personnel; and
- d) Record keeping.

The ECP shall designate the Safety Officer(s) responsible for implementation of various facts and portions of the ECP and determine employee exposure and implement various methods of exposure control plans and practices. The Safety Officer(s) shall have full authority to make necessary decisions to ensure success of the plan and its intent and purpose. The Safety Officer(s) shall develop written, detailed instructions covering each of the basic elements in the plan, and it authorized to amend the instructions when necessary. The Safety Officer(s) shall notify the Director of his/her decisions as set forth above, and the Director shall have final approval as to same.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure

or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       29 CFR 1910.1310  
                              N.J.A.C. 12:100-4.2

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

BLUE EMERGENCY WARNING  
LIGHTS POLICY

The Board understands and acknowledges the need to identify and protect volunteer firefighters during emergency response. The Board finds that the most effective means to accomplish same in a manner to protect the safety and welfare of the firefighter and community at large is to permit the use of blue emergency warning lights as set forth in N.J.A.C. 13:24-5.1. The use of said blue emergency warning lights shall be authorized by the Board under the following conditions:

1. The firefighter is an active member in good standing of a volunteer fire company within the District.
2. The volunteer has been issued an identification card pursuant to N.J.A.C. 13:24-5.1 et seq. and that same has not been revoked by the Director of Motor Vehicles under those circumstances set forth in the aforementioned code or by the Board.
3. The firefighter has in his/her possession the identification card (permit) issued at all times when the blue light or lights are displayed on a vehicle.
4. All blue lights must be mounted in accordance with N.J.A.C. 13:24-5.1 and shall comply with other specifications for said light as set forth therein.
5. The blue emergency warning light shall only be used while the vehicle is responding to a fire or other emergency call attendant to the firefighter's duties.
6. No firefighter shall be authorized to use a blue emergency warning light on a vehicle that is not duly registered and insured in accordance with the laws of the State of New Jersey. The firefighter shall, from time to time, at the discretion of the Board, be required to present proof of proper registration and insurance. Anyone found to be operating a vehicle with a blue emergency warning light which is not properly registered and insured under the laws of the State of New Jersey, shall immediately be suspended from any firematic functions by the Chief and the matter shall be referred to the Personnel Committee for further Board action with possible imposition of other sanctions including, but not limited to, revocation of the permit to use said blue light, and the like.

7. A firefighter may display on any (N.J.S.A. 39:3-54.7) motor vehicle driven by him/her a blue emergency warning light or lights provided that all other terms and conditions set forth herein are in compliance.

Adopted: August 14, 2014

The Commissioners have found it necessary in order to fulfill the mandated responsibility of providing fire protection and fire prevention within the District to acquire real property and construct facilities thereon. The Commissioners further recognize that they have a responsibility to the public to protect all properties owned by the District. In that regard, the Commissioners find and determine that a comprehensive facilities program should be developed. The Board shall establish a Building and Grounds Committee to promulgate rules and regulations for the use and operations of all District owned facilities. Regulations shall cover, but not be limited to the following: Hours of use; permitted personnel; cleaning and maintenance; personal and public use; types of activities permitted and prohibited; insurance; use of alcohol and tobacco; authorization and/or modifications to facility; grievance procedures; requisition procedures; and discipline procedures.

Adopted: March 26, 2003



In 1991, the Legislature of the State of New Jersey enacted the Local Government Ethics Law with its intent and purpose to assure that “standards of ethical conduct and financial disclosure requirements for local government officers and employees shall be clear, consistent, uniform in their application, and enforceable on a statewide basis, and to provide local officers or employees with advice and information concerning possible conflicts of interest which might arise in the conduct of their public duties”. The Legislature found and declared:

- Public office and employment are a public trust;
- The vitality and stability of representative democracy depend upon the public’s confidence in the integrity of its elected and appointed representatives;
- Whenever the public perceives a conflict between the private interests and the public duties of a government officer or employee, that confidence is imperiled; and
- Governments have the duty both to provide their citizens with standards by which they may determine whether public duties are being faithfully performed, and to apprise their officers and employees of the behavior which is expected of them while conducting their public duties.

In addition to the law, and in supplement thereof, members of the Board recognize that they hold authority not as individuals but as members of the Board, and, in order to make a clear public statement of its philosophy of service to the District, the Board adopts as its own the following Code of Ethics:

- Each Board member will uphold and enforce all laws of the state. Desired changes should be brought about only through legal and ethical procedures;
- Each Board member shall strive to insure that the public is actually informed about the District;

- Each Board member recognizes that his/her responsibility is not to run the District but together with fellow Board members to see that the District is run well;
- Each Board member will make decisions in terms of the District's needs and in accordance with the most advanced technology available, taking into consideration the fiscal ability of the District;
- Each Board member will confine his/her actions to policy making, planning and appraisal and will frame policies and plans after proper consultation and investigation;
- Each Board member recognizes that authority rests with the whole Board assembled in public meetings and will make no personal promises or take any private action which may compromise the Board;
- Each Board member agrees to refuse to surrender his/her independent judgment to special interest or partisan political groups or use his/her position on the Board for personal gain or for the gain of associates or family members;
- Each Board member shall hold confidential all matters pertaining to the District, which, if disclosed, would needlessly injure individuals, the District or invade an individual's privacy; and
- Each Board member will endeavor to support and protect District personnel in proper performance of their duties.

The Board shall enact Rules and Regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and Rules and Regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said Rules and Regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures,



The Board of Fire Commissioners shall operate under a committee system to maximize the time, effort and unique expertise of its members. The committee system allows an opportunity for investigation, study and analysis of issues before presentment to the public and the whole Board for deliberation and final action, if necessary. Committees shall not be empowered to take official action, nor shall a committee involve itself in administrative matters.

Standing committees are:

- Policy Committee;
- Buildings and Grounds;
- Training and Education Committee;
- Personnel Committee;
- Procurement Committee;
- Apparatus and Equipment Committee;
- Public Relations Committee; and
- Health and Safety Committee.

Each committee shall be comprised of two (2) Board members, one (1) of which shall be named the Chairperson. Committee members shall be appointed by the Board Chairperson as soon as practicable after the annual reorganization. The Director shall be an ex-officio member of each committee.

The Board shall establish the charge of each committee. The Board Chairperson, with the consent of the Board, shall appoint such ad hoc Board committees as deem necessary. An ad hoc committee shall be comprised of two (2) Board members, one (1) of which shall be designated Chairperson and the Director shall be an ex-officio member. The Board may also appoint fire service and non-fire service members to the committee. The ad hoc committee shall report to the Board as directed by the Board.

The committees, in pursuit of their charge, may consult with the administration and staff and be receptive to input from other committees, individual Board members, administration and paid and volunteer staff. Each standing committee shall report to the Board on a monthly basis.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Approved: August 14, 2014

Computers, related equipment and communications devices utilized with the Fire District for Fire Department business shall be purchased and owned by the Burlington Township Fire District and shall be provided to the stations of the District for the purpose of conducting said business and other purposes as directed by the Board. It shall remain the property of the District and only used for the above purposes. No personal use shall be permitted and anyone found doing so shall be sanctioned.

**Data, files, records and related information shall be considered proprietary and confidential.**

Access is granted only to authorized individuals who have an authorized purpose. No files, records, data or software may be duplicated or otherwise copied and/or distributed, unless for authorized business, without the written consent of the Fire Commission.

It shall be the policy of the District to use only software and hardware purchased by the District. This software and hardware will be used pursuant to the manufacturer's or supplier's instructions and in accordance with all applicable laws and regulation including copyright laws and license agreements. **It shall be the policy of the District not to use any unauthorized, unlicensed or illegally optioned products and to not violate any product copyright or licensing agreement.**

It shall be the policy of the District to provide parts, supplies, service, repairs, maintenance, upgrades, additions, software and hardware as necessary and upon request through applicable procedures established by the District.

It shall be the policy of the District that any and all communications, with either the hardware or software contractors to be conducted through the Director of Fire Services or his/her designee.

The Board shall promulgate rules and regulations to effectuate the above policy.

The Board Recognizes that employees and officials, elective and appointive, do not relinquish their First Amendment rights to comment on matters of public interest, otherwise available to the public, simply as a result of the fact of public employment.

The Board further recognizes that it must balance the public employee's interest in free speech against the Board's interest in the effective and efficient fulfillment of its responsibilities to the public. The Board finds and determines that it has a fiduciary responsibility to the public to protect information that has been accessed, either directly or indirectly, by its elective and/or appointive employees and officials during the performance of their business or scope of duties. The purpose of this policy is to ensure such public entrustment and to promote, maintain and enhance a duty and tradition of effective public service by establishing standards of conduct to guide its employees and officials relative to confidential and private information, however transmitted or maintained, that is obtained, possessed or controlled, directly or indirectly, by its employees or officials by reason of his/her position with the Board, and by its nature is such that it is not known to the general public or is not a matter of public record.

The Board recognizes that in addition to free speech, the elective and appointive employees and officials have protected rights under federal and state legislation and the purpose and intent of this policy is not to infringe upon those rights.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:      United States Constitution  
                                 Constitution of the State of New Jersey  
                                 N.J.S.A. 11A:1-et seq. (Civil Service Act)  
                                 N.J.S.A. 34:19 et seq. (Conscientious Employee Protection Act)



The Board of Fire Commissioners recognizes its mandated responsibility under the laws of the State of New Jersey to provide fire prevention, and fire protection within the District. A necessary part of fire prevention and protection is to insure that there is no risk or harm to the public or property within the community and therefore necessary that the highest standard of care and responsibility be maintained. In order to carry out the mandated responsibility, the Board employs the service of firefighters who are members of the three respective companies within the District. As a condition of their employment within the District, the Board directs that criminal and motor vehicle background checks be required of all firefighter applicants in accordance with the laws of the State of New Jersey and State Bureau of Identification. Furthermore, the Board places upon the individual firefighter a responsibility at the time of application, and during the term of employment within the District, the obligation to report any violations of the New Jersey Criminal Code more commonly known as N.J.S.A. Title 2C and the New Jersey Motor Vehicle Statute more commonly known as N.J.S.A. Title 39. A violation shall consist of an arrest, charge and/or other action by any law enforcement officers within the state or other agency having jurisdiction under Title 2C and Title 39. The firefighter shall immediately disclose the above to the Chief of the Department and the Chief shall temporarily suspend the individual from firefighting duties pending a review of the incident by the District Personnel Committee. The District Personnel Committee shall either make further inquiry, as it deems necessary, find the incident unsubstantiated, reinstate the firefighter and/or continue the suspension imposed by the Chief pending further review of the matter by the Commissioners.

Violations which occur under the aforementioned situations may result in a prolonged suspension and/or termination of employment. The Board recognizes that other states have similar statutes as set forth above and the obligation imposed upon the firefighter hereby extends to incidents that occur in those other states.

The Board may promulgate rules and regulations in furtherance of this Policy.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

CRIMINAL BACKGROUND CHECK  
POLICY

The Board recognizes the need of the public to have faith and confidence in those individuals holding public office as those individuals are entrusted with public property and the health and welfare of the community at large. In this regard, the Board, prior to accepting any applicant for public office, shall require a criminal background check for all applicants. The Board shall promulgate rules and regulations to effectuate this policy.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

DEPARTMENTAL SEATBELT POLICY

The use of seatbelts is mandatory in all Fire Department vehicles at **ALL** times. This policy applies to all vehicles which are equipped with seatbelts, regardless of the purpose the vehicle is being used for. Passengers who are not members of the Fire Department are also required to wear seat belts and should be informed of this policy before being permitted to travel in department vehicles.

Adopted: August 14, 2014

To improve the quality and efficiency of the fire service delivered to the Township of Burlington, to promote professional excellence and improve skills of the Director, and to provide a basis for review of the job performance of the Director, the Board shall conduct an annual evaluation of the District and of the Director's administration of same. The Director's annual evaluation shall be completed within forty-five (45) days of the Director's presentment of the state of affairs of the District to the Board.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

The Board of Fire Commissioners recognizes its mandated responsibility to provide fire prevention, protection, suppression, regulation of fire hazards and other related and incidental fire functions and duties within the District. A necessary and implicit component of this mandated charge is to insure that there is no risk or harm to the public or property within the District community and therefore it is necessary that a high standard of care and responsibility be maintained. In order to fulfill its responsibility, the Board employs the services of the firefighters in Independent Fire Company No.1, Beverly Road Fire Company No.2, and Relief Fire Company No.3.

It is the intent of the Board to treat the personnel fairly; to make all reasonable provisions for their safety and health; to provide adequate instruction, direction, and equipment; and to treat all personnel with justice, dignity, and respect. All personnel are expected to work diligently and conscientiously for the benefit of the District as directed by their supervisors and maintain a high level of conduct on and off the job. The Board shall strive to provide corrective guidance to all personnel to assist in achieving the highest and most professional level of conduct. Personnel shall include all firefighting members of the Independent Fire Company No.1, Beverly Road Fire Company No. 2, and Relief Fire Company No.3. In order to insure the above standards are maintained, the Board shall develop disciplinary procedures in an effort to strive to provide corrective guidance to all personnel to assist in achieving the highest and most professional level of conduct. The procedures shall include, at a minimum, disciplinary guidelines, basis for discipline, discipline and/or corrective action procedures including counseling, reprimands, suspension, termination, administrative leave and an appeal process.

The Board encourages the use and application of progressive discipline wherever practical. Accordingly, mild disciplinary actions may be taken when an individual first has problems with attendance, work performance, or behavior that is disruptive or inappropriate in nature. If the individual fails to correct the

problem, or develops other problems, more severe disciplinary action shall be taken. Using progressive discipline in such a manner maximizes an individual's opportunity to correct problems and improve performance.

Utilizing progressive discipline, however, does not preclude or inhibit the District from exercising its right to impose severe discipline, including the immediate termination of an individual, whenever such action is deemed appropriate. While in most cases the disciplinary action taken will depend upon the degree or severity of the offense(s), the record of the offender, and the seriousness of the consequences of the offense(s). There are certain offenses which will result in severe disciplinary action regardless of the disciplinary record of the offender. The purpose of the standard disciplinary procedures is to make it easier to be consistent by applying similar penalties for similar offenses. However, personnel have the discretion to take circumstances into account when taking disciplinary action. The responsibility for justifying the circumstances of the disciplinary action taken will belong to the Director.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References: N.J.S.A. 40A:14-70.1(a) and (b)  
N.J.S.A. 40A:14-81.3

The Board recognizes the need to protect person and property within the District.

As the operation of a motor vehicle in an imprudent and unreasonable manner may result in life and property threatening situations, it shall be the Policy of the Board to prescribe qualifications and procedures for operation and maintenance of all apparatus and vehicles owned, leased, and/or otherwise utilized for fire protection and fire prevention in response and dispatch to emergency calls.

The Board shall maintain appropriate liability coverage for all vehicles and apparatus in the District for both personal injury and property damage.

The Board shall promulgate Rules and Regulations in furtherance of this Policy.

Adopted: March 13, 2014



Illegal possession, use, or sale of controlled dangerous substances on or in property owned or leased by the District or when in the discharge of official duties of District owned or leased premises is prohibited. Any violation may subject an employee to disciplinary action including dismissal and prosecution. The Board shall determine sanctions in accordance with the law.

The Board may, as a result of any criminal drug statute violations by an employee occurring at any time, discipline said employee. Disciplinary action may include, but not be limited to, suspension or termination.

All applicants for the position of firefighter will be required to submit to a drug screening through urinalysis during the time their application is being considered. Any firefighter serving in their official capacity who exhibits a reasonable objective basis to suspect illegal drug usage, shall submit to testing through urinalysis. Furthermore, the Board shall conduct unannounced drug screening through urinalysis testing of all active firefighters.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS

TOWNSHIP OF BURLINGTON

FIRE DISTRICT NO.1

DRUG SCREENING THOROUGH  
URINALYSIS APPLICANT NOTICE AND  
ACKNOWLEDGEMENT

I, \_\_\_\_\_, understand that as part of the application process, the Board of Fire Commissioners will conduct a comprehensive background investigation to determine my suitability for the position of firefighter within the District.

I understand that as part of this process, I will undergo certain medical and physical examinations which will include, but not be limited to, drug screening through urinalysis.

I understand that a negative result on the drug screening is a condition of acceptance as a firefighter. I understand that I can refuse to submit to the testing, however, if I refuse, I understand that my application will be rejected. I understand that if a positive test result for illegal drugs is disclosed, my application will be rejected.

I further understand that I will undergo unannounced drug screening through urinalysis during my tenure as a firefighter within the District and that if a positive result is disclosed at any time, I will be dismissed from my position and prohibited from re-applying for same in the future.

I have read and understand the information contained in this "Applicant Notice and Acknowledgement" form. I agree to submit to drug screening through urinalysis as part of my application and employment.

---

(Signature)

The Board of Fire Commissioners acknowledges the public policy of the State of New Jersey which embodies the principal that integral and essential to a representative form of government is public trust and confidence in its elected officials. In furtherance of this embedded principal, the Board shall remain constant and determined to eliminate any conflict between interests of its members and the interest of the constituency, whether the conflict is actual, potential or apparent. The Board shall periodically review its policies, rules and regulations, directives and other operating documents to ensure the objectivity of its membership is not clouded and the members' independence of judgment due to a potential conflict would not prejudice the members' exercise of official duties. Inherent in the above set forth principal is the unique circumstance of incompatibility of office(s) that often arises with a fire district and volunteer personnel.

To maintain the continued public trust and confidence the Board has earned in the past, the Board declares and proclaims that no Board member shall hold an elected or appointed position within Independent Fire Company No.1, Beverly Road Fire Company No.2, and Relief Fire Company No.3, as follows: President, Vice President, Chief, Assistant Chief or Trustee, during the Board member's term. This declaration and proclamation is separate and apart from a Board member fulfilling his/her trusted and fiduciary charge and capacity while refraining from acting in a manner where said member has a direct or indirect financial or personal involvement that might reasonably be expected to impair the member's objectivity or independence of judgment.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.



Electronic mail, internet access, and other electronic media and equipment are business tools that are provided by the Fire District to employees to facilitate timely and efficient conduct of District and Department business. To help ensure that these tools are used appropriately, the District has developed the following acceptable use policy. This policy addresses access, use and disclosure of electronic mail and internet messages and material created, sent or received by District employees using the District's systems. The Fire District intends to honor the policies set forth below, but reserves the right to change them anytime as may be required under the circumstances.

- 1) **PURPOSE:** The District maintains electronic mail and internet access systems. These systems are provided by the District to assist in the conduct of business within the District and Department.
- 2) **RELATION TO OTHER POLICIES:** This policy is intended to be consistent with other District policies including, but not limited to, the District's sexual harassment and equal opportunity policies. Employees are to use the District's electronic mail and internet systems in a manner that is consistent with these other policies.
- 3) **ACCEPTABLE USE:** The use of the electronic mail and internet systems is reserved solely for the conduction of business at the District and Department.

**[OR]**

The use of electronic mail and internet systems is reserved primarily for the conduction of business within the District and Department. Limited personal use of the electronic mail and internet systems is permitted, but should not be excessive or interfere with business needs or normal operations.

- 4) **DISTRICT PROPERTY:** The electronic mail and internet systems and hardware are District property. Additionally, all messages and attachments composed, sent or received on the electronic mail or internet systems are and remain the property of the District. They are not the private property

of any employee, and employees should not consider any e-mail or internet messages or material private or their personal possessions.

- 5) **PASS CODES:** Employees must not use a code, access a file, or retrieve any stored communication other than were authorized. All pass codes are the property of the District. Employees may not use a pass code that has not been disclosed to the Director of Fire Service.
- 6) **NON-REMOVAL:** Employees may not remove from the premises any hardware, software, files or data without prior written management authorization.
- 7) **DOWNLOADING:** In downloading documents from the internet, the District requires that such documents must be job related and constitute a reasonable use of the District's resources. Executable files may not be downloaded without prior management authorization.
- 8) **OFFENSIVE OR HARASSING USE PROHIBITED:** The electronic mail and internet systems are not to be used to create any offensive or disruptive messages. Among those which are considered offensive are message of material which contain sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry or disability. In addition, the system must not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene or otherwise inappropriate. The electronic mail and internet systems must not be used to commit any crime including, but not limited to, sending obscene e-mails over the internet with the intent to annoy, abuse, threaten, or harass another person.
- 9) **NO SEXUALLY EXPLICIT SITES:** The District's internet system must not be used to visit sexually explicit or otherwise offensive or inappropriate web sites, or to send, display, download or print offensive material, pornographic or sexually explicit pictures or any other materials which would be found offensive by most reasonable people.
- 10) **SOLICITATION PROHIBITED:** The electronic mail and internet systems may not be used to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job related.

- 11) **CHAIN LETTERS:** Employees must not send or forward “chain letter” emails.
- 12) **VIRUSES:** Employees may not use the District’s email or internet systems to develop or send any virus or otherwise destructive program. Employees should not open e-mails or attachments unless they are confident in the identity of the sender.
- 13) **COPYRIGHTED MATERIAL AND TRADE SECRETS:** The electronic mail and internet systems must not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior management authorization.
- 14) **COMPANY RIGHT TO MONITOR:** The District reserves and intends to exercise the right to review, audit, intercept, access and/or disclose messages or material, including attachments created, received or sent, web sites visited and/or files downloaded over the District’s electronic mail or internet systems. Authorized representatives of the District may monitor the use of its systems in its sole discretion, at any time, with or without notice to any employee and may by-pass any pass code. Such monitoring is capable of tracking and recording e-mail messages sent and received as well as internet web sites visited by employees.
- 15) **CONFIDENTIALITY:** The confidentiality of any message or material should not be assumed. Even when a message or material is erased, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Notwithstanding the District’s rights to retrieve and read any electronic mail or internet messages or material, such messages or material should be treated as confidential by other employees and accessed only by the intended recipient. Employees are responsible for maintaining the confidentiality of material on the systems. Employees are responsible for maintaining the confidentiality of material on the systems. Without prior management authorization, employees are not permitted to retrieve or read e-mail messages that are not sent to them. The contents of electronic mail or internet messages or materials may, however, be disclosed to others within the District, with prior management authorization.

- 16) **CONTACT PERSON:** Employees who need help understanding this policy or who discover a violation of this policy should notify the Director of Fire Service, telephone number (609) 239-5802.
- 17) **DISCIPLINARY ACTION:** A violation of the policy may result in disciplinary action ranging from a verbal warning up to discharge from employment.

**[ADDITIONAL OPTIONAL PROVISIONS]**

- 1) **PASSWORD ACCOUNTABILITY:** Employee passwords are confidential and employees are accountable for all usage under their password of the District's computer system.
- 2) **CONFIDENTIALITY AND ENCRYPTION:** Confidential or privileged information should not be sent over the internet, unless with appropriate warnings, safeguards or encryption. Only District approved encryption methods may be used and then only by authorized employees.
- 3) **OTHER COUNTRIES' LAWS:** Employees with internet access must take particular care to comply with and understand the copyright, trademark, libel, slander and public speech control laws of those countries in which this District maintains a business presence.
- 4) **REPRESENTATIONS OF COMPANY:** Employees should make clear when they are or are not representing the District in their e-mail or Internet communications.
- 5) **INTERNET SITE/IDENTIFICATION ORIGINATOR:** Employees should be aware that internet sites accessed from the District's computer network may identify the District as the originator of each visit. If employees participate in "chat sessions" or post messages on the internet they may be regarded as representing the District. Thus, all communications must be professional, appropriate and not adversely reflect on the District's reputation.
- 6) **BLOCKING INTERNET SITES:** The District has systems in place that can identify sexually explicit or otherwise inappropriate internet sites and may prevent employees from accessing such sites through the District's system.



The Board acknowledges its mandated duty to protect persons and property within the District. The Board further recognizes, in performance of its charge, that it must undertake the same in a reasonable and prudent manner so as not to risk the health and safety of the public at large, the providers of the service and property of the tax payer.

Entrusted with the above set forth duties and responsibilities the Board recognizes that the operation of a motor vehicle in an imprudent or unreasonable manner may result in life and property threatening situations. Furthermore, operators of District leased/owned apparatus and vehicles have in their care, custody and control the means of delivering the service for which the District was formed.

The safe operation of fire service vehicles and apparatus, particularly during emergency response, depends largely on the training and ability of the operator and safety and maintenance guidelines.

The Board, through this policy, shall develop and maintain a comprehensive emergency apparatus and vehicle operation program to address, at a minimum, the following areas:

- Selection criteria for drivers/operators
- Training requirements
- Restrictions on drivers/operators
- Disciplinary procedures for driving violations and/or violations of this policy or implementation procedures
- Written emergency apparatus and vehicle safety guidelines
- Documented preventative maintenance program
- Accident investigation program
- Medical evaluations

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

The Board recognizes that many volunteers have acquired expertise in other areas of emergency services either through their employment or the volunteer's own initiative. Although the Board commends each volunteer for the acquisition of such skills and expertise, the Board finds that only those skills and expertise specifically acquired as a result of the training and education provided by the Board are permitted to be utilized during an emergency response. The Board's mandated duty and responsibility is fire prevention and suppression for the protection of life and property within the District. The Board does not provide insurance for acts or omissions other than those that occur during emergency response in fulfillment of said statutory mandates. Therefore, all responders shall only perform those duties and exclusively those duties directly associated with fire prevention and suppression as trained and educated by the Board and other duties at the Board's direction and/or its representatives.

This policy is designed to eliminate situations such as, but not limited to, firefighters responding to an emergency call and assuming duties of an EMT for which they have received training. The Board shall promulgate rules and regulations in furtherance of this policy.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

ESSENTIAL EMPLOYEE  
IDENTIFICATION POLICY

The Board of Fire Commissioners acknowledges that the State of New Jersey has mirrored the United States Department of Homeland Security's "Threat Alert System" by the establishment of color-coded threat levels. The Board further acknowledges that if the threat level is raised to red, as a result of a terrorist attack or the imminence of one, the Governor may declare a state of emergency which would include restriction on travel permitting only "essential employees" to travel the state's highways. The New Jersey Department of Community Affairs, Division of Fire Safety issued a memorandum declaring all fire department personnel and employees of local enforcing agencies "essential employees" and that they be provided with photo identification cards with "Essential Employee" imprinted thereon.

The Board recognizes the critical and necessary responsibility to provide at a minimum for the safeguard of identification cards, reporting procedures in the event of loss of identification cards, and suspension or loss of privilege to have an identification card issued.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy

is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       United States Department of Homeland Security  
                                  “Threat Alert System”

The Board recognizes its responsibility to the taxpayers within the Township to assure that public funds expended by the Board are utilized for the furtherance of fire prevention and the extinguishment of fires and other related and incidental fire services and functions within the Township in a manner that will insure full value to the taxpayers and compliance with the law and that adequate constraints and records are established to insure that end.

The Board, by law, shall fix the budget, procure goods and services, and pass upon each expenditure within its enumerated power and authority.

To meet the goals of this policy, the Board shall:

1. Establish sound accounting procedures;
2. Institute effective business practices;
3. Review the financial operations and report periodically to the public (at least annually);
4. Prepare administrative procedures for sound fiscal operations; and
5. Conduct an annual audit of its financial statements.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to

the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References: N.J.S.A. 40A:14-78.1 et seq.  
N.J.S.A. 40A:14-89  
N.J.S.A. 40A:5-17(a)  
N.J.A.C. 5:30-5.3  
N.J.A.C. 5:30-5.4  
N.J.S.A. 40A:5-16  
N.J.S.A. 40A:11-1 et seq., "Local Public Contracts Law"  
N.J.S.A. 40A:5-19  
N.J.S.A. 40A:5-1 et seq., "Local Fiscal Affairs Law"  
N.J.S.A. 17:9-9  
N.J.S.A. 17:9-41 et seq.

**PURPOSE**

To ensure consistency of operation and guidance and assistance for firefighters in the delivery of effective fire service. Procedures shall be structured and designed with each firefighter's safety and the safety of his/her fellow firefighter in mind. The within format shall be the standard for all Standard Operating Procedures, hereinafter referred to as "SOPs."

**SCOPE**

These SOPs shall apply to all personnel of Independent Fire Company No.1, Beverly Road Fire Company No.2, and Relief Fire Company No.3, hereinafter referred to as the "Department," regardless of classification, rank or office a member may hold. The sole and exclusive purpose of these SOPs is formative; to inform all personnel the procedures to be guided by during the performance of each member's respective duty.

**GENERAL**

In order to maintain the Department's personnel's safety, efficiency and professionalism, and to accommodate changing circumstances and facilitate and compliment increasing technological advances and firematic methods of deployment and operation and other resources, SOPs require regular annual review. The following procedure will be followed for all new, modified or supplemented SOPs:

- A. All SOPs shall be initiated through the Department Chief, hereinafter referred to as the "Chief;"
- B. The Chief shall confer with the Department's Line Officers and Safety Officers;
- C. The Chief shall prepare a proposed SOP and present same to the Director for review and approval;
- D. After approval by the Director, the SOP shall be forwarded to the Board of Fire Commissioners of Fire District No.1, Township of Burlington, County of Burlington, State of New Jersey, hereinafter referred to as the "Board," for its consideration;
- E. The Board shall act on the proposed SOP; and
- F. If approved, the SOP will become part of the SOP manual.



Adopted: August 14, 2014

The Board of Fire Commissioners finds it necessary, in order to maintain an orderly fire scene, to establish a fire police division within the Department and to appoint certain Department members to perform certain police duties from the fire station to and at the vicinity of a fire, fire drill, or other emergency response, until the arrival of a duly authorized police officer, or at any public event where fire police may be requested to protect the public, subject to the approval of and supervision by the chief law enforcement officer within the Township. Prior to appointment by the District to the office of Fire Police, the selected member shall successfully complete a basic fire police training course formulated and approved by the New Jersey Division of Fire Safety. The term of office is for five (5) years. Before entering upon his/her duties, the selected member shall take and subscribe an oath administered by the Township Clerk, wherein said member shall swear or affirm that he/she shall justly, impartially and faithfully perform and discharge his/her duties according to the best of his/her ability and understanding. The duties of a Fire Police Officer are those enumerated under the laws of the state. All Fire Police Officers are statutorily authorized to act as a Fire Police Officer anywhere within Burlington County or any other county upon which he/she is called upon to act.

During the performance of his/her duties, he/she shall be under the supervision of the officer in charge of the scene, or drill, until the arrival of a duly authorized police officer, who shall assume supervisory responsibility.

Notwithstanding anything herein shall give a Fire Police Officer the right to supersede a duly authorized police officer not diminish that statutory powers of the Chief or other superior Department officer in the exercise of his/her duties at the scene.

Fire Police Officers shall at all times during the performance of his/her duties wear the authorized Fire Police badge on the left breast of the outermost garment being worn. The Board shall appoint an individual in



The Board of Fire Commissioners shall maintain a working environment that is free from harassment of any kind. The Commissioners, through their designees, shall make it clear to all employees and members that harassment shall be specifically addressed during in service programs.

Sexual harassment shall include, but not be limited to, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to the conduct or communication is made a term or condition of employment;
- B. Submission to or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
- C. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
- D. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment.

Any employee who has knowledge of or feels victimized by sexual harassment shall immediately report his/her concerns or allegations to the Chairman of the Board of Fire Commissioners. Employees whose behavior is found to be in violation of this policy will be subject to investigation which may result in discipline including, but not limited to, suspension and dismissal. This policy statement on sexual harassment shall be distributed to all employees.

The Board prohibits discrimination or retaliation against any employee who does any of the following:

- A. Discloses or threatens to disclose to a Supervisor or to a public body an activity, policy or practice of the Board that the employee reasonably believes is in violation of this policy, or a rule or regulation established pursuant thereto;

- B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, this policy, or a rule or regulation established pursuant thereto; or
- C. Objects to or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of this policy, rule or regulation, is fraudulent or criminal, or is incompatible with public health, safety or welfare.

The Board shall promulgate rules and regulations to effectuate this policy as deemed necessary.

Adopted: August 14, 2014

The Board of Fire Commissioners recognizes the potential for incidents involving hazardous materials is a reality. As such incidents occur both during emergency response and at such other non-suppression times, the Board finds and determines that it is both prudent and appropriate to plan for such a contingency for the protection of the public health, welfare and safety and that of the fire personnel.

In order to meet the needs of the community, the Board shall create a Hazardous Materials Response Team (HAZMAT) and plan. The Board recognizes that an effective response to any hazardous materials incident requires the coordination and cooperation of many agencies and resources. With limited personnel and resources, such coordination and cooperation is critical to minimize both hazards to life and property. Therefore, the hazardous materials plan shall include a coordinated response effort with local, state and federal agencies, if necessary. The Burlington Township Team shall not replace any other county, state or federal response units with more trained personnel and resources, but shall supplement said units. All emergency responses will be defensive, focusing on the safety of the affected population and of the fire personnel and other first responders and to implement effective control and containment methodologies until the appropriate response team arrives at the scene. Personnel shall be trained to the awareness and operation level.

Hazardous materials incident operations shall be conducted in accordance with applicable regulations, standards, accepted practices, and training. An Incident Safety Officer(s) shall be assigned to each emergency response to monitor the potential hazards to personnel and advise the Incident Commander.

The Board shall, at a minimum, develop and implement a written emergency response plan and standard operating procedures/guidelines; pre-emergency response planning and coordination with outside agencies; personnel notes, training, communications, and lines of authority; define personal protective equipment and other emergency equipment to be used; medical surveillance program for personnel; recordkeeping; and certification and re-certification of personnel.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures, or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References: OSHA 29 CFR 1910.120 (Hazardous Waste Operations and Emergency Response)

NFPA 471 (Recommended Practice for Responding to Hazardous Materials Incidents)

NFPA 472 (Professional Competence of Responders to Hazardous Materials)

OSHA 40 CFR 311 (Environmental Protection Agency [EPA] Workers Protection Standards for Hazardous Waste Operations and Emergency Response)

The Board of Fire Commissioners recognize its mandated responsibility and duty to provide personnel a safe working environment and to operate in a manner and standard to ensure the safety and health of the personnel. In furtherance of this charge and obligations, the Board shall establish a health and safety program and guidelines to systematically assess and manage the workplace environment and operations to reduce the incidence of occupational deaths, injury and illnesses. The program and guidelines developed shall not impose duties on the Board to control certain hazardous conditions or circumstances that it is already required to control under specific standards, however, shall provide a basic framework for systematically identifying and controlling workplace and operations hazards defined in the Public Employees Occupational Safety and Health Act (PEOSHA) as the “general duty clause” and for assuring compliance with those requirements.

The program and guidelines shall include, but not be limited to: (a) management leadership and personnel participation; (b) hazard assessment; (c) hazard prevention and control; (d) training; and (e) evaluation of program effectiveness.

Supervisory personnel (Department Officers) and the Safety Officer(s) shall be responsible for enforcing the requirements of the health and safety program and shall ensure personnel under their command (supervision) complies with the provisions of same. Notwithstanding the above, health and safety is the responsibility of all personnel, Therefore, personnel shall cooperate, participate and comply with all provisions of the program; promptly report acts and conditions that are unsafe or unhealthy, and that pose a threat either to personnel or others; and maintain a level mental and physical fitness that enables them to safely perform their assigned duties.

The Board shall appoint a Department Safety Officer who shall be assigned, under the direction of the Director, the responsibility to implement and oversee the health and safety program. The Safety Officer’s duties shall include, but not be limited to:



1. Identifying health and safety hazards and developing corrective action plans;
2. Immediately correcting situations that create an imminent hazard to personnel;
3. Acting as Incident Safety Officer;
4. Training personnel to act as Incident Safety Officers;
5. Maintaining records of accidents, deaths, injuries, illnesses and exposures and providing analysis and reports to the Director as directed;
6. Acting as the Department's liaison with the Health and Safety Committee;
7. Reviewing all driver accidents or incidents;
8. Providing safety training, bulletins, posters and newsletters to personnel; and
9. Performing other duties as defined and specified in NFPA 1521, or as directed by the Director.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References: NFPA 1500, Standard on Fire Department Occupational Safety and

Health Program

NFPA 1521, Standard for Fire Department Safety Officer

N.J.S.A 34:6a-29, et seq., Public Employees Occupational Safety and Health Act (PEOSHA)

The Board of Fire Commissioners shall ensure and protect the privacy of all personnel by adopting a strict policy for all personnel who come into contact with or handle health information as defined under the Health Insurance Portability and Accountability Act (HIPAA) and other laws by which the District is governed. Such information shall be designated – protected health information (PHI).

Only designated personnel under defined circumstances shall have access to personnel health records. All PHI shall be maintained and stored at a secured and locked location. Disclosure of PHI is prohibited if not for lawful means or with the current consent of the respective personnel.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       The Health Insurance Portability and Accountability Act (HIPAA)

The Board of Fire Commissioners has determined that there is a need to provide indemnification and defense in those situations where personnel, employees and officials have been subject to litigation for actions or omissions arising out of and during the scope of their duties or capacity. Therefore, the Board shall indemnify and/or defend personnel, employees, and officials whenever any action has been or shall be brought against any such person arising from the acts or omissions of said person during the scope of said person's assigned duties. The Board shall incur all costs of defending such action, including reasonable attorney fees and expenses, together with the cost of appeal, if any, and shall save harmless and protect such person for any financial loss resulting therefrom, including punitive and exemplary damages, if any, provided the person's actions do not constitute fraud, actual malice, willful misconduct or an intentional wrong.

Defense shall be provided by the Board attorney. When the Board attorney is not permitted or is unable to provide defense, the accused person shall submit the name of an attorney of his/her choice to the Board for approval and agreement as to the cost of legal services which shall not exceed the amount set for compensation of the Board attorney. In the event any person engages an attorney without the approval of the Board and prior agreement as to the cost of legal services, all costs incurred shall be the sole responsibility of that person.

Notwithstanding anything to the contrary set forth above, the Board will not be responsible for indemnification under the following conditions:

- Judgment or settlement of a civil cause of action relating to a claim based on willful fraud, malice, or misconduct;
- Judgments of punitive or exemplary damage unless the Board first determines the person, officer or employee's action did not constitute actual fraud, actual malice, gross misconduct or an intentional tort;
- Any insurance coverage is available for payment;

- Where any person, officer or employee is found to have acted in violation of the Local Governments Ethics Law, N.J.S.A. 40A:22-1 et seq.; and
- Any criminal action instituted against any person, officer or employee based upon an act or omission of a person, officer or employee arising out of and directly related to the local exercise of his/her official duties or under color of his/her authority, and unless the action dismissed in a final disposition of that person, officer, and/or employee in which case the Board shall reimburse the officer and/or employee for the costs of defending the action, including reasonable attorney's fees and costs of trials and appeals.

The Board also recognizes that litigious society now present. The Board further recognizes the extensive time and expense the personnel, officers and employees devote to carry out the mandated responsibilities of the Board. With both in mind, the Board finds that the personnel, officers and employees should not be penalized in the event they are required to attend legal proceedings on behalf of the Board. Therefore, the Board shall pay any loss wages for an appearance in any legal proceedings arising out of the scope of said personnel, officers and employees' assigned duties within the District if the person is required by law to attend said proceedings. The provision of the policy shall not apply to matters arising from personnel, officers' and employees' litigation against the Board. Personnel, officers and employees shall be likewise reimbursed for all reasonable travel expenses necessary to attend said proceedings. No reimbursement shall occur unless the person first notifies the Director and/or designee, in special circumstances, of his/her required attendance at the legal proceeding and receives approval therefrom. Approval shall not be arbitrarily or capriciously withheld provided same is not offensive to the within policy. Proof of loss wages shall be submitted by affidavit, developed by the Board and duly executed by the person seeking reimbursement.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References: N.J.S.A. 59:1-1 et seq., New Jersey Tort Claims Act 1972 Task Force  
Comment (Drafters of the New Jersey Tort Claims Act)  
N.J.S.A. 40A:22-1, et seq., Local Government Ethics Law  
N.J.S.A. 59:10-4

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

INSURANCE AND/OR ACCIDENT  
CLAIMS POLICY

To protect the community's investment, the Board recognizes its obligation to keep all insurable property, real and personal, insured against loss or damage by fire and against other loss and damage as it deems appropriate. The Board further recognizes its obligation to insure all officials/employees for any act of omission arising out of the performance of his/her duties as well as provide additional insurance for those reasons the Board may deem necessary for the protection of the public interest. Implicit in this obligation is the Board's processing any and all claims made by or against the Board for losses and/or expenses. The Board shall promulgate rules and regulations to effectuate the expeditious processing of claims.

Adopted: August 14, 2014



The Board procures equipment, apparatus, vehicles, supplies and other necessary and incidental material to fulfill its statutory charge to provide fire services within the Township. All procurements are made through tax appropriations. To protect the public interest and investment, and for proper supply and management of District owned property, an annual inventory shall be conducted in January. Records of the inventory shall be maintained in the District office. The Director shall, at the regular Board meeting in February, present the inventory to the Board with a full synopsis of the inventory findings, recommendations and corrective action plan, if necessary. The Director's findings, recommendations, and corrective action plan shall be maintained with inventory report.

Incidental to the annual inventory report is the issuance of personal protective equipment and other equipment issued to personnel. Only District issued equipment shall be used by personnel in the performance of their respective duties. Furthermore, all District issued equipment, unless being used for sanction firematic or other District business purpose, shall remain on District premises unless otherwise authorized by the Director and/or his/her designee(s). Personnel to whom equipment is issued shall sign and acknowledge receipt of same and in doing so, shall agree to immediately report to the Director, Chief and/or his/her designee(s) any lost or damaged equipment or equipment in need of general maintenance. Personnel shall further acknowledge that the equipment shall only be used for firematic or other District business purposes and not for personal use. Upon resignation, termination, or removal from service, all personnel shall return issued equipment to the Director, Chief and/or his/her designee(s). If an individual fails to return issued equipment under the circumstances set forth above, the matter should be referred to the Board for appropriate legal action.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure

or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause, or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

LEGAL PROCEEDINGS  
REIMBURSEMENT POLICY

The Board recognizes the litigious society now present. The Board further recognizes the extensive time and expense the firefighters devote to carry out the mandated responsibilities of the Board. With both in mind, the Board finds that the firefighter should not be penalized in the event the firefighter is required to attend legal proceedings on behalf of the Board. Therefore, the Board shall pay any loss wages for an appearance in any legal proceedings arising out of scope of the firefighter's employment as a firefighter within the District if the firefighter is required by law to attend said proceeding. The provision on the policy shall not apply to matters arising from a firefighter's suit against the Board. Firefighter employees shall be likewise reimbursed for all reasonable travel expenses necessary to attend said proceedings. No reimbursement shall occur unless the firefighter first notifies the Board and/or President, in special circumstances, of his required attendance at the legal proceeding and receives approval therefrom. Approval shall not be arbitrarily or capriciously withheld provided same is not offensive to the within policy. Proof of loss wages shall be submitted by affidavit, developed by the Board and duly executed by the firefighter.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

MANDATORY TRAINING AND  
RECORD KEEPING POLICY

The Board of Fire Commissioners of Fire District No.1 of the Township of Burlington is charged with the responsibility of certain mandatory training, education and recordkeeping pursuant to the laws of the State of New Jersey. For fiscally prudent reasons, the Board has agreed to permit the facilitation of said education, training and recordkeeping through the Board of Fire Commissioners and the Commissioners' Office.

With particularity, the areas that this policy addresses concern training, education and recordkeeping as same pertains to Bloodborne Pathogens, and in accordance with the Worker and Community Right to Know Act. Training and education shall be provided in accordance with the appropriate law, and all recordkeeping shall be maintained at the Commissioners' Office. The Commissioners of Fire District No.1 finds that this is the best use of resources available within the Township and shall ensure the uniformity and appropriateness of all training, education and recordkeeping.

The Commissioners of Fire District No.1 shall promulgate rules, regulations and directives to effectuate this policy.

Adopted: August 14, 2014

The Board recognizes the need for uniform membership procedures to assure that all firefighters possess the necessary physical, mental and moral characteristics that will permit them to be a productive firefighter. Therefore, all new applicants for membership in the fire companies within the District shall follow the following procedure:

1. Application shall be made on a form developed by the Board;
2. Each applicant shall be required to submit to and pass a physical as established by the Board. The Board shall require as a minimum, the applicant pass the physical requirements as set forth by the New Jersey Firemen's Association. The Cost for the physical shall be borne by the Fire District.
3. A background profile shall be requested on each applicant from the appropriate authorities.
4. The respective fire companies to which the applicant has applied shall interview said applicant and follow other procedures established by the company's by-laws not in conflict with the within policy and make a recommendation to the Board as to whether or not, after their investigation, the applicant possess the qualifications required to be an active firefighter.
5. All applicants for membership must be approved by the Board at a public meeting. Any discussion pertaining to the applicant shall be held in closed session with the appropriate notices afforded the applicant.

The Board recognizes that the State of New Jersey as well as local Township ordinances places an age limitation on new applicants. The policy of this Board shall be to remain in compliance with the state and local mandates. The Board further recognizes that the New Jersey State Firemen's Association has a maximum age limit of forty-one (41) for new applicants. The Board shall accept new applicants above this age limit provided they otherwise comply with the within qualifications. The Board shall, however, require each applicant who falls within this category to execute a release developed by the Board which sets forth that the said firefighter

will not be entitled to the benefits of the New Jersey State Firemen's Association and that neither the Board of Fire Commissioners nor the fire company to which the applicant has applied shall provide said benefits which are offered by the New Jersey State Firemen's Association.

The Board may promulgate rules and regulations to effectuate this policy.

Adopted: August 14, 2014

**RELEASE**

I, \_\_\_\_\_, have applied for membership in the Independent Fire Company No.1/Beverly Road Fire Company No.2/Relief Fire Company No.3, in the Township of Burlington. I acknowledge and understand that the New Jersey State Firemen's Association has a maximum age limit for new volunteer firefighters and that I exceed same. Therefore, in becoming a member to the Independent Fire Company No.1/Beverly Road Fire Company No.2/Relief Fire Company No.3, I will not be eligible for any of the benefits offered by the New Jersey State Firemen's Association. I further acknowledge that the Independent Fire Company No.1/Beverly Road Fire Company No.2/Relief Fire Company No.3 nor the Board of Fire Commissioners of Fire District No.1 shall be required to provide me with any of the benefits which are offered by the aforementioned association.

Notwithstanding all of the above, I agree to become a member in the Independent Fire Company No.1/Beverly Road Fire Company No.2/Relief Fire Company No.3 within Fire District No.1, Township of Burlington.

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

In 1975, the Legislature enacted the OPEN PUBLIC MEETINGS ACT, commonly known as the “Sunshine Law.” The Legislature found and declared that the right of the public to be present at all meetings of public bodies, and to witness in full detail all phases of the deliberation, policy formulation, and decision making of public bodies, is vital to the enhancement and proper functioning of the democratic process and the secrecy in public affairs undermines the faith of the public in government and the public’s effectiveness in fulfilling its role in a democratic society. The legislature further declared it to be the public policy of the state to insure the right of its citizens to have adequate advance notice of and the right to attend all meetings of public bodies at which any business affecting the public is discussed or acted upon in any way except only in those circumstances where otherwise the public interest would be clearly in danger of unwarranted invasion. The “Act” was meant to have a profound effect on the visibility of government at all levels.

As a public entity charged with important fire services related policy making responsibilities and the expenditure of public funds, the Board understands and acknowledges the mandatory statutory requirements of the “Act” designed to ensure that the public is kept adequately informed and has access to information concerning the decision making process. The Board acknowledges the Legislature’s declared intent that secrecy in the management of public affairs undermines the public faith, interest and participation in government operations. Therefore, the resolve of the Board shall be to strive to afford the public a transparent and open government of the District by establishing procedures which are in compliance with the Act, in its most liberally defined intent and meaning. The Board recognizes that the Act, properly implemented and coupled with a sound public relations program, can be an effective vehicle for both improving the image of the Board while ensuring a full hearing on all issues which come before the Board.

The Board desires to hear the viewpoints of citizens throughout the District in an orderly and efficient manner and may schedule one or more periods during each meeting for public participation. Although the law



does not require the District to permit public participation, the Board has chosen, in the best interest of the District to do so. The Board reserves the right to set a time limit on the length of this period and/or a time limit for each speaker. Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the District. Comments at special or pre-agenda (executive/workshop) meetings must be related to the call of the meeting.

The Board Presiding Officer shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order, and for adherence to any time limits. Questions asked by the public shall, when possible, be answered immediately by the Presiding Officer or referred to staff members present for reply. Questions requiring investigation shall be referred to the Chief, Board Committee or other individual for consideration and later response.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

It is the purpose of the Board of Fire Commissioners to effect the prompt payment of claims (bills), but at the same time insure that due care has been taken in the review of such claims.

Each claim or obligation of the Board must be fully itemized, verified and duly audited and must be passed upon and ordered and paid by the Board before a warrant can be drawn for its payment, except that the Treasurer is directed to make payment of:

1. Interest on bonds as it becomes due;
2. Payments to redeem bonds as they become due; and
3. Warrants to cover approved payrolls and agency account deposits.

It shall be the responsibility of the Treasurer, upon receipt of an invoice, to verify that the Purchase Order is on order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is one for which the Board budgeted and the invoice is for the amount contracted.

Should the invoice be for more than the acknowledged Purchase Order, the Treasurer shall determine the Vendor's reason and report the same to the Board.

Should funds not be available in the line account to which a proposed purchase will be charged, the Treasurer shall:

1. Determine if sufficient funds exist within another line account to cover the overage. Each such overage shall be reported to the Board prior to the preparation of the Purchase Order for payment; and
2. Prepare the Purchase Order for payment provided sufficient funds exist in the line account within to cover the overage.

All claims for payment received by a date determined by the Board before the next regular Board meeting shall be submitted for consideration at the meeting.

All claims for payment shall be submitted to the Board for review in the form of a listing and in the form of original records, including:

1. A signed copy of the Purchase Order;
2. The signed Receiving Report; and
3. The Vendor's invoice.

The list shall be placed in the official minutes of the Board. Prior to the Board's consideration of the Purchase Order for payment, each shall be reviewed and initialed by two (2) members of the Board, one (1) being a member of the Finance Committee, and approval therefore given in writing.

Upon the approval of a Purchase Order, the Treasurer shall prepare a warrant for payment, cancel the commitment (encumbrance) placed against the appropriate account and post the actual cost.

All warrants shall be signed by three (3) Board members.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

PERSONAL PROTECTIVE  
EQUIPMENT POLICY

The Board of Fire Commissioners shall maintain a comprehensive safety and health program based upon sound engineering, education and enforcement for Board personnel whose duties and functions require use of personal protective equipment (helmet, hood, jacket, trousers, gloves, wristlets and footwear) (PPE). The Board finds that inherent in maintaining the program is to assist personnel in the use and care of personal protective equipment. The program is established to reduce the safety risks and potential health risks associated with poorly maintained, contaminated or damaged fire-fighting equipment. The intent and purpose of the program is to provide the user an envelope of protection from multiple hazards the user is expected to encounter and repeated exposures. The program, at a minimum, shall consist of: a) inspection; b) cleaning; c) repair; d) issuing and storage; e) training; f) recordkeeping; g) retirement and disposition; and h) special incident procedures for events such as contamination or firefighter injury or death.

The Board shall designate the District Safety Officer(s) for implementation and enforcement of the Personal Protective Equipment program. The Safety Officer(s) shall have responsibility for all the facets of the program and shall have full authority to make necessary decisions to ensure success of the program and its intent and purpose. The Safety Officer(s) shall develop written detailed instructions covering each of the basic elements in the program, and is authorized to amend the instructions when necessary. The Safety Officer(s) shall notify the Director of his/her decisions as set forth above, and the Director shall have final approval as to same.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       NFPA 1851

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

PERSONNEL QUALIFICATIONS  
AND CONDUCT POLICY

The Board of Fire Commissioners recognizes the importance of the public to have faith and confidence in those individuals holding positions wherein they are entrusted with public property and the health, safety and welfare of the community at large. As the Board employs the services of volunteer firefighters who are members of the fire companies authorized to service the District to fulfill its mandated charge to provide fire prevention, protection, suppression and other related and incidental fire services and functions within the District, it finds and determines that the selection, control and supervision of the volunteer staff is critical to not only the quasi-military operation of the fire service, but also the professionalism and standard of service the public demands and deserves. The Board further finds and determines that the character and conduct of its volunteer staff to conduct official duties is a manner that serves the public interest, upholds the public trust and protects the District's property and resources. To that end the Board shall develop, at a minimum, standards for membership qualifications, obedience to orders, a code of conduct, professional relationships and other necessary and proper regulatory directives to maintain a high standard of service and trust. The purpose of the standards that will be adopted in furtherance of this policy have an element of control, but most importantly, are intended to communicate to the personnel what is expected of them.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of

this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       N.J.S.A. 40A:14-70.1(b)  
                              N.J.S.A. 40A:14-81.3



The Board of Fire Commissioners recognizes the importance of compiling and maintaining personnel records in the interest of the firefighter's training, education, health and welfare. The Board further recognizes that certain records are mandated by state and federal legislation to be maintained. The Board will strive to balance the firefighter's right to privacy against the District's need to collect, retain and use information about the individual firefighter and/or a group of firefighters and at all times recognizing and complying with the state and federal mandated confidentiality of certain records. The Board authorizes the establishment and maintenance of personnel files to include those records mandated by law or authorized by administrative directive as well as those records required or permitted by the Board. The Board shall maintain all personnel records in a secured location and shall designate the circumstance under which and whom shall have access to same. All personnel records shall be retained pursuant to law. No liability will attach to any member, officer or employee of this Board for the furnishing of firefighter records in accordance with the law and rules established by the Board.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with

the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

The Board of Fire Commissioners recognizes its mandated responsibility under the laws of the State of New Jersey to provide fire prevention, protection, suppression and other related and incidental fire services and functions within the District. A necessary part of said charge is to minimize the risk of harm to life and property within the community and therefore it is necessary that the highest standard of care and responsibility be maintained. In order to carry out its mandated responsibility, the Board employs the services of volunteer firefighters who are members of the fire companies authorized to service the District. As a condition of membership in each company and employment within the District, the Board directs that criminal and motor vehicle background checks be required of all firefighter applicants in accordance with the laws of the State of New Jersey and State Bureau of Identification. Furthermore, the Board places upon the individual firefighter a responsibility at the time of application, and during the term of employment within the District, the obligation to report any violations of the New Jersey Criminal Code, more commonly known as Title 2C, and the New Jersey Motor Vehicle Statute, more commonly known as Title 39. A violation shall consist of an arrest, charge, offense, summons and/or other action by any law enforcement officer within the state or other agency having jurisdiction under Title 2C and Title 39. The firefighter shall immediately (within twenty-four hours) disclose the above law enforcement action to the Chief. The Chief shall review the incident and take the appropriate preliminary action, and shall forward his findings and action to the Director for the appropriate disciplinary action, if any, under the District's Discipline Policy.

Violations which occur under the aforementioned situations may result in a prolonged suspension and/or termination of service. Failure to report is a separate violation under this policy and shall likewise result in sanctions which may be enhanced due to such conduct. The Board recognizes that all states have similar statutes as set forth above and the obligation imposed upon the firefighter herein extends to incidents that occur in other states.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       New Jersey Code of Criminal Justice, N.J.S.A. 2C:1-1 et seq.  
New Jersey Motor Vehicles and Traffic Regulations, N.J.S.A.  
39:1-1 et seq.

The board recognizes that in order to perform essential firefighting functions, the muscular and cardiovascular endurance of all firefighters is desirable. In an effort to promote a physical fitness program, the Board shall provide physical fitness equipment and an exercise area within a District leased or owned building. The physical fitness program shall be available to all Fire District personnel on a voluntary basis. Although understanding the importance of physical fitness, the Board has chosen not to make the program mandatory as they recognize the mandatory training and education programs implemented by the state and federal governments and imposition of an additional mandate would be overly burdensome to the personnel. The Board, however, does encourage all eligible personnel to participate.

The Board shall promulgate rules and regulations for the operation of the fitness room, to include, but not limited to its supervision, hours, weight training classes, maintenance, health issues, record keeping and eligible personnel.

Legal References: NFPA 1001, Standard for Firefighter Professional Qualification

Adopted: March 26, 2003

Board policy has as its primary concern the functioning of the District, rather than the functioning of the Board itself. Policy matters are basic to the goals of the Board and the direction it wishes to take; policies are the direct expression of the Board's philosophy of the delivery of fire service within the District. The policy statements of the Board serve as a guide to the Director of Fire Services and provide him/her with direction and a secure basis for decision making. A clearly defined and expressed policy eliminates ambiguity and confusion between the Board and its Chief Administrator, the Director, and serves toward insuring an efficient and effective operation of the District.

The Board reserves to itself the right and obligation of establishing guides (policies) for the discretionary action of those to whom it delegates authority to fulfill the mandated charge of the Board of providing fire protection, fire suppression and the regulation of fire hazards within the District. These guides for discretionary action shall constitute the philosophical policies governing the operation of the District.

The formulation and adoption of written policies shall constitute the method by which the Board exercises its leadership in the operation of the District. The study and evaluation of reports concerning the execution of written policies constitutes the method by which the Board exercises its management of the District.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy. No policy shall be adopted by the Board until after a first and second reading which shall not occur at the same meeting. The adoption must be by a majority of the full Board.

The policies of the Board are framed, and are meant to be interpreted, in accordance with State laws, rules and regulations of administrative agencies and all other regulatory agencies within the local, county, state and federal levels of government. The policies are also framed, and meant to be interpreted, in terms of those

objectives, procedures and practices which are broadly accepted by leaders and authorities in the field of fire protection, fire suppression and regulation of fire hazards.

Board policies also provide a legal basis and business foundation for the actions of the Board. The Board's actions should be fair and reasonable as well as legal at all times. Reasonable action, fairly administered, fosters respect for the Board by the community and personnel, and thereby enlists support for programs of the Board. For this reason, the Board shall carefully develop and consistently utilize same to maximize the efficient operation of the District.

The Board shall establish a Policy Committee with the Director being an ex-officio member. The Board shall appoint a Board member Chairman of the committee. The Policy Committee shall be charged with the development and revision of Board policies for the Board's consideration and final determination of what shall be the official policy of the District. In formulating any policy, the committee shall adhere to the Board's pledge to consider the will and needs of the community within the parameters of the law.

The Board shall evaluate how the District policies have been executed by the personnel and shall carefully weigh the results. It shall rely on its personnel and the community for providing evidence of the effect of its policies.

The Board acknowledges that changes in needs, conditions, law, purposes and objectives will require revisions, deletions and additions to the policies of present and future Boards. The Policy Committee shall develop and conduct procedures for the continuous orderly review of the Board Policy Manual and shall regularly report during the time provided for policy on the agenda of the Board's regular meeting. Each policy shall be reviewed at least once every two (2) years. The Board welcomes the input and suggestion of its personnel and the community members relative to ongoing policy development. Any necessary revisions to policies shall be made in conformity with the same formal adoption procedures as previously set forth herein for existing or new policies.

As the Board has carefully and deliberately formulated and adopted the policies by which it governs the District, any suspension of existing policy should receive the same careful consideration. Any request for a suspension, or waiver, of existing policy shall be considered in light of the policy itself, rather than any

particular circumstances of the moment. The only question before the Board shall be whether the policy reflects the considered intent of the Board. If it does, no suspension will occur and the policy shall be re-affirmed. If the policy does not reflect the intent of the Board, then it shall be annulled or otherwise voided by the same voting process by which it was adopted. If annulled, or voided, development of a new, replacement policy shall then become the Policy Committee's prime policy objective.

The Board shall enact Rules and Regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and Rules, Regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said Rules and Regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this Policy shall not be contrary to federal, state, or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision, paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: February 26, 2014



The Board of Fire Commissioners as a contracting unit of the State of New Jersey is mandated to comply with the statuses and regulations of the state when procuring goods and services. The Board has the power and duty to award contracts and agreements in accordance with the Local Public Contract Law. The Board shall, by resolution, annually delegate the day-to-day management and operations of the District's procurement activities to the Director of Fire Service. The Director shall be the Board's authorized Purchasing Agent with the authority, responsibility and accountability as the Board's agent to purchase, publically advertise, and receive goods and quotations for the procurement of goods and services on behalf of the Board.

The Board shall develop and implement procurement procedures to provide guidance to the Director and to vendors interested in contracting with the District. These procedures shall govern the District's procurement of contracts for goods and services and contracts for capital improvement (construction) projects. The procedures shall be designed to encourage and promote competition among vendors to ensure that the District receives the highest quality products and services at the best cost in the most efficient manner to meet the District's needs in a timely fashion and to assure responsive and responsible vendors.

No purchase order for procurement shall be issued without the appropriate documentation required under the procedures. The procedures shall include the submission of all statutory mandated documentation by all vendors prior to the award of any contract.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       N.J.S.A. 40A:11-1, et seq.  
                              Local Public Contracts Law  
                              N.J.S.A. 40A:14-70  
                              N.J.S.A. 40A:14-81

It is the policy of the Board of Fire Commissioners to maintain comprehensive occupational safety and health programs based upon sound engineering, education and enforcement in compliance with the applicable law. New Jersey law makers promulgated rules and regulations under N.J.A.C. 12:100-10.1 et seq. regarding standards for firefighter protective clothing and respiratory use as well as other ancillary standards. On September 21, 1998 the Department of Labor, incorporated by reference in N.J.A.C. 12:100-10.1 et seq. is the Federal Respiratory Protection Standard, 29 CFR 1910.134 to be operative March 21, 1999. The intent of this policy is to establish Township procedures, responsibilities and requirements for the protection of firefighters whose job requires the use of protective clothing and respiratory protection during their duties. The Safety Officer and/or their designees are solely responsible for all facets of the implementation of this policy and has full authority to make necessary decisions to insure compliance with the same.

To assist the Safety Officer, the Board shall develop and implement a written Protective Clothing and Respiratory Protection Program with the worksite – specific procedures and elements for required respiratory use. The program shall be updated as necessary to reflect those changes in work place conditions that reflect respiratory use. Included, but not limited to, in the program are the following provisions:

- a) Procedures selecting respirators for use in the work place;
- b) Medical evaluations of firefighters required to use respirators;
- c) Fit testing procedures for tight-fitting respirators;
- d) Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations;
- e) Procedures and scheduling for cleaning, disinfecting, storing, inspecting, and discarding and otherwise maintaining respirators;
- f) Procedures to insure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators;

- g) Training of firefighters in the respirator hazards to which they are potentially exposed, routine, and emergency situations;
- h) Training of firefighters in the proper use of respirators including putting on and removing them, any limitations on their use and their maintenance; and
- i) Procedures for regularly evaluating the effectiveness of the program.

The Board shall provide respirators, training and a medical evaluation at no cost to the firefighter.

The Board shall promulgate rules, regulations, directives, and procedures to carry out the mandates of the above set forth policy and law.

Adopted: August 14, 2014

**PURPOSE:**

The Board recognizes the value of public comment on District issues and the importance of allowing members of the public to express themselves on matters of interest. The Board will accordingly permit members of the public to review all Board public meeting agendas at the Board office, prior to all scheduled Board meetings, or on the District internet site, and to offer comments at all public meetings of the Board.

The Board shall not act on items which are not on the agenda, or on which its members do not have full information, unless waived by the Board pursuant to its policy.

**PROCEDURE:**

**Organization and Structure of Public Participation.** At pre-agenda (workshop) meetings, members of the public will be permitted to comment on each item appearing on the agenda. The Board Presiding Officer shall call for public comments after District administration and personnel have presented all agenda items and Board members have exhausted their questions. When no member of the public wishes to be heard on the item, the Presiding Officer shall close the public comment portion of the agenda item and shall entertain no additional public comment on those items.

At the regular monthly meetings, public comment shall be invited at least two (2) separate times on the agenda.

1. Before the Board takes official action on agenda items, members of the public shall be invited to comment on agenda items not presented at the pre-agenda (workshop) meeting; and
2. After the Board has acted on the entire agenda, members of the public shall be invited to comment on any matter relating to the District. From time to time, items may appear at both pre-agenda and agenda meetings. However, public discussion may be taken at the agenda meeting at the discretion of the Presiding Officer.

At meetings (special) other than pre-agenda and regular meetings, members of the public will be invited to comment on issues before the Board. Public comment will follow any presentation on the issue offered by District administrators, personnel and any questions posed by Board members. At the beginning of any such meeting, the Presiding Officer will announce the manner in which public comment will be entertained. Public comment shall be limited to the item(s) for which the meeting was called.

At any meeting of the Board, public participation shall be governed by the following rules:

1. A participant must be recognized by the Presiding Officer and must preface his/her comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to a duration of three (3) minutes;
3. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the Presiding Officer; no participant may address or question the Board members individually; and
5. That portion of the meeting following agenda business during which the public is invited to participate shall be limited to thirty (30) minutes.

The Presiding Officer may:

1. Interrupt, warn or terminate a participant's statement when the statement is too lengthy, duplicative, personally directed, abusive, obscene or irrelevant;
2. Request any individual to leave the meeting when that person does not observe reasonable decorum;
3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the order and progress of the meeting;
4. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with orderly conduct of the meeting as to warrant such action; and
5. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

Adopted: August 14, 2014

The Board of Fire Commissioners recognizes the public policy of the state that government records must be readily accessible for inspection, copying, or examination by its citizens, with certain exceptions, for the protection of the public and that any limitations on the right of access to the records should be interpreted in favor of the public's right of access. The Board further recognizes that the public policy of the State mandates that a public agency has a responsibility and obligation to protect a citizen's personal information that is in the possession of a public agency when disclosure of that information would violate the citizen's reasonable expectations of privacy. The Board understands that as a governmental entity as defined under the law, it must function in accordance with the Open Public Records Act as specifically defined under Chapter 404 of the Laws of 2001 of the State of New Jersey. The Board shall enact rules and regulations to assure the maintenance of government records as defined under the Act for access by the public, develop a procedure for making record requests, appoint a custodian of government records, develop a response procedure to each request, set a cost for reproduction of records and develop and appeal procedure. The Board acknowledges that all rules and regulations shall be in accordance with the Act's guidelines.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of





The Board recognizes its obligation to disseminate accurate information to the public. The Board further recognizes its obligation to protect matters involving confidentiality as well as other matters protected by law. Furthermore, the Board understands that inaccurate or incorrect dissemination of material to the public may expose the Board and the public to a claim for damage. Implicit in this obligation is the Board's responsibility under the Open Public Records Act to make accessible to the public certain material. The Board also recognizes the value of informing the public on a regular basis about the activities surrounding the fire service. To that end, the District shall communicate information and otherwise cooperate with the news media whenever possible, within the guidelines of the Open Public Records Act to the fullest extent possible without compromising investigations or other public safety.

Equally as important, the Board shall cooperate as fully as possible with other public or private agencies in the community with which it deals. To the extent permitted by law the Board shall seek to develop a positive working relationship with such agencies with the goal of sharing resources, information, equipment, training services, facilities, and/or other activities and functions for the betterment of the public's interest and welfare.

Further, the Board shall cooperate with other Fire Districts and/or departments in the solution of common firematic concerns. District personnel, under the Director of Fire Services, shall participate in coordination of such firematic concerns. District personnel, under the Director of Fire Services, shall participate in coordination of such firematic concerns, research, exchange of information and data, and any other areas where it may be advantageous to serve a broader area than the Fire District.

Constructive criticism of the District is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the fire service program and to equip the Fire District to do its task more effectively.

Whenever a complaint is made directly to the Board as a whole or to a Board member individually, it shall be referred to the Director for study and possible solution. If an individual is involved, the individual employee shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them. If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for purposes of fuller study and a decision by this body. Generally all parties involved, including the Director, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation. The Board shall conduct such meetings in a fair and just manner. The Board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

No notices, announcements and/or requests pertaining to any aspect of the Fire District or Department are to be mailed, emailed, published or otherwise disseminated without the prior written approval of the Director or at the discretion of the Board.

The Board shall appoint a public information officer to fulfill the intent of this and other Board policies that involve dissemination of information to the public.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with

the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

PUBLIC USE OF DISTRICT  
FACILITIES POLICY

It is the policy of the Board to permit use of District owned facilities when such use does not interfere with the operation of the District or Fire Department provided such use is in accordance with the within policy and rules and regulations promulgated thereunder. The following uses shall be permitted:

- A. The assembly of persons for the purpose of transmitting and/or receiving instruction related to the provision of fire and other emergency medical response services;
- B. Department or agencies of the municipal government;
- C. Community organizations formed for charitable, civic, social or educational purposes;
- D. Polling places, holding elections and registration of voters; and
- E. Such other lawful uses as approved by the Board.

The use of District owned facilities shall **NOT** be granted for:

- A. The advantage of any commercial or profit making organization;
- B. Partisan political activity;
- C. Private social functions; and
- D. Any purpose prohibited by law.

Smoking is prohibited at all times in the building and on District property. No alcoholic beverages shall be permitted. All facilities used shall comply with state and local fire, safety, health and police regulations. The Policy Committee shall develop procedures for granting of permission to use District facilities and shall promulgate rules and regulations for such use.

The Board shall approve annually a schedule of fees for use of District facilities based upon the following factors:

- A. The use of District facilities for activities related to the emergency service and/or use by the municipality or an agency thereof shall be without cost to the user.

B. All other organizations or persons granted use of the facilities shall assume the scheduled fee therefore payable in advance and the cost of such additional personnel as may be required.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       N.J.S.A. 40A:12-14  
                              N.J.S.A. 40:60-51.12  
                              N.J.S.A. 40:60-25.51  
                              Resnick v. East Brunswick Township Board of Education, 77 N.J.  
                              88 (1978)  
                              Schwartz v. Stockton, 32 N.J. 141 (1960)

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

REIMBURSEMENT FOR LOSSES  
AND EXPENSES

The Board shall appropriate an amount in the annual District budget for reimbursement for expenses and losses actually incurred by the firemen and/or commissioners or other personnel in the performance of their duties. Reimbursement shall be made in accordance with rules and regulations promulgated pursuant to this policy.

The Board acknowledges that it is sometimes necessary for members of the Fire Department and/or commissioners or other personnel to travel in order to conduct the business of the District. The Board wants personnel who are away from home on District business to travel comfortably and safely.

The purpose of this policy is to establish guidelines for business travel which meet current regulations pertinent to the subject. This policy is also intended to provide information to assist personnel in making travel plans and includes specific information on allowable expenses and approvals and procedures for reimbursement and advances. These guidelines are to be followed by all individuals traveling in connection with Fire District business.

When traveling on District business, personnel are expected to exercise care in incurring expenses. Significant opportunities exist to reduce expenditures without curtailing essential travel or compromising the safety and comfort of traveling personnel.

The Board shall, by resolution, provide for and authorize payment of advances to officers and employees of the Fire District for authorized official travel and expenses which are incident thereto. All employees within the District shall be entitled to reimbursement for actual losses and expenses incurred in the performance of their duties, upon the submission of a voucher to the Board with a detailed bill attached thereto. The officer and/or employee shall provide verification and/or adjustments of the expenses and advances and the repayment of any excess advance by means of a detailed bill of items or demand by certification or affidavit which shall be developed by the Board and which shall be submitted within ten (10) days after the completion of the travel for which an advance was made.

Only expenses subject to reimbursement are those expenses which have been authorized by the Board. Failure to follow the established Board procedures may result in an individual not receiving a legitimate reimbursement or other sanctions deemed appropriate by the board.

Adopted: August 14, 2014

Legal References:       N.J.S.A. 40A:14-81.4  
                              N.J.S.A. 40A:14-81.5

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

REPORTED MISSING ITEMS POLICY

To protect the community's interest and investment, the Board recognizes its obligation to keep all insurable property, real and personal, insured against loss or damage by fire and against other loss and damage as it deems appropriate. The Board further recognizes its obligation to protect and secure all uninsured property. Implicit in this obligation is the Board's official reporting of any and all items deemed to be or reported missing to the local law enforcement agency. The Board shall promulgate rules and regulations to effectuate the expeditious reporting of such claims to the appropriate local law enforcement agency.

Adopted: August 14, 2014



The Board of Fire Commissioners Township of Burlington Fire District No. 1 recognizes the importance in recruiting and maintaining volunteers to carry out its mandated responsibilities. The Board likewise recognizes the need to set certain standards for volunteers. To effectively operate the District, the Board recognizes the need to control qualifications of the volunteers. The Board does not require that volunteers reside within the District. However, paid employees are required to reside within the District except for that which is allowable by state statute. The Board further reserves unto itself the right to promulgate Rules and Regulations to carry out this policy.

Adopted: February 26, 2014

The Board recognizes throughout the District there are numerous fire fighters who, due to physical limitations, age, and other personal and other professional reasons are unable to qualify for and maintain all the standards imposed by Federal, State, and local government to be an active firefighter and/or to perform all of those duties as set forth in the Firefighter Job Performance Standards established by the District. The Commissioners find that in order to maximize manpower, it is necessary to utilize the expertise and experience of those individuals that are unable to fully perform all of the essential duties of a firefighter. The District resolves to develop Restricted Duty Standards to address those issues so as to fulfill the District's mandated responsibilities of fire protection, prevention, and suppression. The Director of Fire Services and Safety Committee shall be charged with the responsibility of formulating Rules and Regulations to carry out the intent of this Policy.

Adopted: March 13, 2014

**PURPOSE:**

To facilitate the return of personnel to active duty service after injury and/or illness both on and off duty.

**SCOPE:**

These procedures shall apply to all personnel of Independent Fire Company No. 1, Beverly Road Fire Company No. 2, and Relief Fire Company No. 3, hereinafter referred to as the "Department", no matter what classification, rank, or office a member may hold.

**GENERAL:**

The following procedures will be followed prior to an individual returning to full active duty:

**A. Duty and Non-Duty Related Injury or Illness**

1. The individual seeking reinstatement to active duty must complete and sign a Release of Medical Records, see Schedule A, which shall be forwarded to the treating physician with the Medical Release Letter, see Schedule B, along with a copy of Essential Firefighter Functions, see Schedule C.
2. Upon receipt of the physician's response, it shall be reviewed by the Director and Personnel Committee to determine if the member shall return to full active duty or if an examination is needed by the District's physician and, if so, the member shall complete and sign a Release of Medical Records, see Schedule D, which shall be forwarded to the District's physician with the Medical Release Letter, see Schedule E, along with a copy of Essential Firefighter Functions, see Schedule C.
3. Once the District's physician report is received, the Director and Personnel Committee shall inform the member of their findings and recommendation(s); and
4. The Director shall notify the Department Chief and Safety Officer of any change in the member's status.

Schedule A

RELEASE OF MEDICAL RECORDS

TO: \_\_\_\_\_

RE: \_\_\_\_\_

(NAME OF PATIENT)

\_\_\_\_\_

(ADDRESS)

\_\_\_\_\_

You are hereby requested and authorized to disclose, make available, and furnish to the Board of Fire Commissioners whose name and address are:

Board of Fire Commissioners

Fire District No. 1

1601 Burlington Bypass

Burlington, New Jersey 08016

or the Board's authorized representative and/or physician all information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment and to permit them to inspect and make copies or abstracts thereof. You are also authorized to send any psychiatric and drug and/or alcohol use information, if applicable.

\_\_\_\_\_  
(SIGNATURE OF PATIENT)

Schedule B

Date: \_\_\_\_\_

Dear Dr. \_\_\_\_\_:

It is the understanding of the Board of Fire Commissioners of Fire District No. 1, Township of Burlington, County of Burlington, State of New Jersey, that you are presently treating or have treated \_\_\_\_\_ for \_\_\_\_\_.

Mr./Ms. \_\_\_\_\_ is a volunteer with the Burlington Township Fire Department.

Mr./Ms. \_\_\_\_\_ is presently on inactive duty as a result of the aforementioned condition and desires to return to active status. Prior to doing so, it is necessary for the Board to obtain a Release from you as Mr./Ms. \_\_\_\_\_'s treating physician stating that he/she is capable of performing firefighting duties. To assist you in this regard, enclosed is a description of duties normally performed by an active firefighter Also enclosed is a Release of Medical Records duly executed by Mr./Ms. \_\_\_\_\_.

Your prompt attention to this matter is appreciated.

Very Truly Yours,

John J. Stewart Jr.  
Director of Fire Services  
Burlington Township Fire District No. 1

## Schedule C

### **BURLINGTON TOWNSHIP FIRE DEPARTMENT RETURN TO DUTY**

#### **ESSENTIAL FIRE FIGHTING FUNCTIONS**

The medical requirements in this standard were based on in depth consideration of essential fire fighting functions. These essential functions are what fire fighters are expected to perform at emergency incidents and are derived from the performance objectives stated in NFPA 1001, Standard for Fire Fighter Professional Qualifications.

Such essential functions are performed in and affected by the following environmental factors:

1. Operate both as a member of a team and independently at incidents of uncertain duration.
2. Spend extensive time outside exposed to the elements.
3. Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
4. Experience frequent transition from hot to cold and from humid to dry atmospheres.
5. Work in wet, icy or muddy areas.
6. Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
7. Work in areas where sustaining traumatic or thermal injuries is possible.
8. Face exposure to carcinogenic dust such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
9. Face exposure to infectious agents such as hepatitis B or HIV.
10. Wear personal protective equipment that weights approximately 50 pounds while performing fire fighting tasks.
11. Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
12. Perform complex task during life-threatening emergencies.
13. Work for long periods of time, requiring sustained physical activity and intense concentration.
14. Face life or death decisions during emergency conditions.
15. Be exposed to grotesque sights and smells associated with major trauma and burn victims.
16. Make rapid transitions from rest to near maximal exertion without warm-up periods.

17. Operate in environments of high noise, poor visibility, limited mobility, at heights and in enclosed or confined spaces.
18. Use manual and power tools in the performance of duties.
19. Rely on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety and make critical decisions in a confused, chaotic and potentially life-threatening environment throughout the duration of the operations.

### **FIREFIGHTER**

1. Unreels, lays out, operates and directs hose lines discharging water or other fire suppressing agents.
2. Enters structures to locate and extinguish seat of fire. Climbs ladders carrying heavy hoses or portable extinguishers. Makes forced entries by prying open or breaking doors, windows, etc.
3. Makes forced entry into burning or damaged aircraft and ships to rescue passengers and crew and to extinguish the fire. Uses hand and power tools as necessary. Heavy physical exertion is required as well as speed and agility.
4. Ventilates burning structures by opening doors and windows, or other existing openings. Sometimes cuts new openings in roofs and walls.
5. Performs rescue operations including climbing ladders, forcible entry, moving obstructions and moving through hot, smoke filled structures to locate and assist or carry victims out of the danger areas.
6. Performs salvage and overhaul operations
7. Maintains equipment
8. Attends daily drill and/or training sessions.

### **FIREFIGHTER (DRIVER/OPERATOR)**

1. Must know all the duties of the fire fighter.
2. Drives and performs light maintenance on mobile fire fighting equipment. Must be able to drive safely; know the best routes, including alternates, to fire location, place truck in proper position to fight particular kinds of fires under varying conditions, know how to operate the equipment, such as pumps, turrets, etc., and possess a knowledge of basic hydraulics to determine amount of pressure to pump accordingly to the number and size of lines being serviced and to take full advantage of the amount of water available.

## **FIRE POLICE OFFICER**

It shall be the duty of a member of fire police to perform his duties under the supervision of the fire officer in charge of the fire or fire drill, until the arrival of a duly authorized police officer, who shall assume responsibility for the supervision of the performance of traffic duties, preservation of evidence and all other law enforcement duties.

1. **Protect property and contents** - Prevent theft, looting and malicious action by others. This includes the protection of property removed from the burning structure, provisions to protect property after the fire has been extinguished. This also includes protection of the fire apparatus from damage and prevention of damage to private property.
2. **Prevention of disorders** - The outbreak of disorder is a constant danger when people are gathered closely together. Emotions run high and trouble that begins in a crowd can travel rapidly. Fire Police must pay attention to any unstable people in a crowd.
3. **Establish and maintain fire lines** - To provide ample space for firefighters to do their job in an efficient and safe manner and to rope off or completely cut off an unsafe area.
4. **Traffic Control and Detours** - Perform such traffic duties as necessary from the fire station to and at the vicinity of the fire, fire drill or other emergency call, until the arrival of a duly authorized police officer or at any public event where fire police services may be requested to protect. Such duties may at times require the fire police officer to be subject to over a single period of time harsh weather conditions such as but not limited to snow, ice, wind, sleet or rain.
5. **Authorization of Duties** - All fire police officers must wear an authorized fire police badge on the left breast of the outermost garment while on duty. Provided, however nothing herein contained shall give the fire police or any of them the right to supersede a duly authorized police officer. If any person shall unreasonably refuse to obey the orders of the fire police, a fire police officer may arrest him and keep him under arrest until the fire is extinguished or the drill completed. If the offender is found guilty by a municipal court or Superior Court, he shall be sentenced to pay a fine not exceeding \$200 and costs.



**INCIDENT MANAGEMENT SUPPORT SERVICES**

Members assigned under these restrictions will act in the role of **Support Personnel Only** and shall perform **no hands on firefighting activities**, (e.g. interior firefighting, roof operations, etc.) Support functions shall include Safety Officer, Accountability Officer, Chiefs Aide, (Fire Police if qualified) and other administrative functions at an emergency scene.

Qualified Healthcare Practitioner's Certification

I certify that I \_\_\_\_\_ Title \_\_\_\_\_ have examined  
Name: \_\_\_\_\_ on \_\_\_\_\_ and that I have reviewed the aforementioned  
Functions for the 4 levels of Burlington Twp. Fire Department membership. Based on my examination and review of  
said document, said member is physically capable to operate at the following level. (Check only one)

\_\_\_\_\_ Firefighter

\_\_\_\_\_ Firefighter (Driver/Operator Only)

\_\_\_\_\_ Fire Police

\_\_\_\_\_ Incident Management Support

Qualifying comments \_\_\_\_\_

---

\_\_\_\_\_  
Signature of Physician or other Qualified health Care Practitioner

\_\_\_\_\_  
Printed Physician's Name & Address

\_\_\_\_\_  
Date

Schedule D

RELEASE OF MEDICAL RECORDS

TO: \_\_\_\_\_

RE: \_\_\_\_\_

(NAME OF PATIENT)

\_\_\_\_\_

(ADDRESS)

\_\_\_\_\_

You are hereby requested and authorized to disclose, make available, and furnish to the Board of Fire Commissioners' physician whose name and address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

all information, records, x-rays, reports or copies thereof relating to my examination, consultation, confinement or treatment and to permit them to inspect and make copies or abstracts thereof. You are also authorized to send any psychiatric and drug and/or alcohol use information, if applicable.

\_\_\_\_\_  
(SIGNATURE OF PATIENT)

Schedule E

Date: \_\_\_\_\_

Dear Dr. \_\_\_\_\_:

Firefighter, \_\_\_\_\_ has been treating with you for \_\_\_\_\_ . Mr./Ms. \_\_\_\_\_ is presently on inactive duty as a result of the aforementioned condition and desires to return to active status. Prior to doing so, the Board of Fire Commissioners of Fire District No. 1, Township of Burlington, requests that you examine Mr./Ms. \_\_\_\_\_ to ascertain whether he/she is capable of performing firefighter duties. To assist you in this regard, enclosed is a description of duties normally performed by an active firefighter Also enclosed is a Release of Medical Records duly executed by Mr./Ms. \_\_\_\_\_ in the event you require information or documentation from the treating physician, Dr. \_\_\_\_\_.

Very Truly Yours,

John J. Stewart Jr.  
Director of Fire Services  
Burlington Township Fire District No. 1

Smoking is prohibited in any room, chamber, place of meeting or public assembly, while a public meeting held under the auspices of the Fire District and to which the public is invited, solicited or legally entitled to attend, is in progress; and in Fire District offices open to the general public. Smoking is defined as the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco.

Except as set forth above, the Fire Department shall promulgate written rules and regulations governing smoking in Fire Department owned or leased buildings. The rules and regulations shall contain procedures to protect the health, welfare and comfort of employees from the detrimental effects of tobacco smoke which procedures may include designated smoking areas. All employees shall be provided with a copy of the written rules and regulations upon request. All places affected by the policy shall be posted as smoking prohibited or permitted.

The purpose of this general policy is to comply with New Jersey law by protecting the interest of non-smokers in District owned or leased buildings and allowing smokers the right to smoke in designated areas.

Effective Date: March 26, 2003

Legal References: N.J.S.A. 26:3D-46 et seq.  
N.J.S.A. 26:3D-47(a)(b)  
N.J.S.A. 26:3D-48(b)(1)(2)

The Board of Fire Commissioners recognizes and acknowledges that social media provides a valuable means of assisting the fire service and its personnel in fulfilling its obligation in meeting organizational objectives, community education and information, and other related fire and emergency response functions and services. The Board endorses the secure use of social media to enhance communication and information exchange, streamline processes, and foster productivity with its paid and volunteer staff.

The purpose and intent of the within policy is to establish the Board's position on the use and management of social media. The Director of Fire Service shall develop and implement guidelines pertaining to initiation, management, use, administration and oversight of a social media program.

This policy is not meant to address one particular form of social media; rather social media in general terms as technology will outpace the Board's ability to discover emerging technology and create policies for its use.

The Board's goal through this policy is to direct its administration to identify possible social media tools and uses, and evaluate its adaption to the fire service and implement same as deemed appropriate and necessary for the District and Department.

The Board also recognizes the role social media may play in the personal lives of District and Department personnel. The personal use of social media can have an effect on District and Department personnel in their official capacity as paid and volunteer personnel. The guidelines promulgated by the Director of Fire Service shall include a means to provide guidance of a precautionary nature as well as restrictions and prohibitions on the use of social media by District and Department personnel. All guidelines shall balance the individual's interest in free speech against the Board's interest in the effective and efficient fulfillment of its responsibilities to the public. The guidelines shall insure to ensure the public entrustment of the Board's charge and to promote, maintain, and enhance a duty of tradition of effective public service by establishing standards



The Board of Fire Commissioners acknowledges that in today's society, the fire service is confronted with an array of challenges far more complex than in years past. The fire service must contend with expanding organizational missions, increasing legal and regulatory requirements, increasing complexity in emergency response techniques and equipment, and increasing coordination and reporting requirements with other agencies. As a result, emergency service providers need assistance understanding the (viable) pace of change. Department officers need a mechanism to convey operational guidance to personnel and ensure Department compliance with laws, regulations, and standards.

The means by which the Board shall fulfill this need is through well designed standard operating procedures. The Chief, under the direction of the Director, shall develop and implement procedures that shall serve as "an organizational directive that establishes a standard course of action," hereinafter referred to as "SOPs." SOPs are written guidelines that explain what is expected and required of fire service personnel in performing fire duties. SOPs shall define in significant detail how the Department intends to operate.

The objective of the SOPs is to improve safety, performance, and morale through order and continuity. Through the order and continuity the Department and District have a means and mechanism to identify needed changes, articulate strategies, document intentions, implement regulatory requirements, enhance training, and evaluate operation performance which leads to improved operation efficiency, greater accountability, and reduce liability.

The Board acknowledges that a comprehensive set of SOPs are a vital component of fire service administration and emergency response operations. SOPs are critical in the efficient and effective delivery of fire service to the Township.

All SOPs shall be approved by the Chief, Director, and Board before prior to implementation.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules,

regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014



The Board of Fire Commissioners acknowledges and recognizes that it is sometimes necessary and/or beneficial for fire personnel and/or Board members to incur expense in conducting, or in furtherance of, the District business. State, regional, and national workshops, conventions, conferences, seminars, training, and educational programs and sessions conducted by outside agencies provide unique opportunities for Board members and fire personnel to broaden their understanding of their responsibilities, learn new and different techniques and trends to promote the safety and efficiency within the fire service, and otherwise advance the best interest of the District for the benefit of the public, and which the Board promotes.

The Board supports and encourages such participation by its personnel and members. The Board shall develop a program to guide personnel in the financing of these endeavors. The program shall address, but not be limited to: education of personnel in exercising care in incurring expenses, reimbursement requirements, cash advance requirements, daily living expense allowance, direct payment to vendor requirements, recordkeeping, and authorization to incur expense requirements. All personnel shall be informed that only those expenses subject to reimbursement are those expenses which have been authorized by the Board.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to

the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References:       N.J.S.A. 40A:14-81.4  
                              N.J.S.A. 40A:14-81.5

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

VOLUNTEER EMERGENCY WORKER'S  
SURVIVAL AND DISABILITY POLICY

The Board of Fire Commissioners acknowledges that in recognition of the extraordinary contributions made by the nation's public safety officers. Local, state, and federal governments have established financial and educational assistance to family members of fire personnel and to public safety officers permanently and totally disabled in the line of duty. The Board further recognizes that receipt of benefits by fire service personnel or family members is dependent upon the timely and accurate submission of an application inclusive of proper documentation. Recognizing the emotional and traumatic circumstances surrounding the death or permanent total injury of fire personnel, the Board, through this policy, authorizes the Director to appoint a committee chaired by the Director and comprised of a member from each fire company within the District charged with the responsibility to become familiar with the benefits offered in the event such unfortunate circumstances befall District personnel. The charge shall include, but not be limited to, educating fire personnel of the programs so that, in turn, they can inform their families, developing line-of-duty death procedures, communicating with and assisting families during their time of crisis, assisting families and fire personnel in the application process, inclusive of documentation gathering, and implementing all necessary processes with other local, state, and federal agencies to assure benefits are available to those who are eligible.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to

the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF BURLINGTON  
FIRE DISTRICT NO.1

VOLUNTEER TUITION CREDIT  
PROGRAM POLICY

The Board of Fire Commissioners recognizes the necessity to develop programs and mechanisms to enhance the District's and Department's ability to recruit and retain volunteer fire personnel. The Board finds and determines that the Volunteer Tuition Credit Program (VTCP) established by the State of New Jersey, P.L. 1998, c. 145, to be a beneficial tool in enhancing the District's and Department's ability to recruit and retain volunteer personnel.

The VTCP permits volunteer fire service personnel who are active and in good standing, as well as their spouse and dependent children, to receive tuition credit to a county college, county vocational school, or county technical institute. The Board shall develop means and methods to inform District personnel about the VTCP and the eligibility and other requirements under the program. The Board shall arrange through the Township implementation procedures to permit District personnel to avail themselves of the benefit.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014

Legal References: N.J.S.A. 18A:71-78.1, et seq.

The Board of Fire Commissioners will not tolerate workplace violence. Violent acts or threats made by personnel against another person or property are cause for immediate dismissal. This applies to personnel's action toward a co-worker, vendor, contractors, members of the public, governmental officials, and any other person conducting official business.

Workplace shall be defined in its most liberal sense so as to encompass the purpose and intent of this policy. Workplace shall be defined in its most liberal sense so as to encompass the purpose and intent of this policy. Workplace shall include, but not be limited to, facilities owned or leased by the Board, work site (drills, meetings, emergency response scenes, etc.), vehicles or apparatus used, and any other site wherein the personnel are acting in their official capacity, representing the Board or its affiliates, or other circumstances that may negatively affect the Board's ability to conduct business.

Prohibited conduct includes, but is not limited to:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress;
- Intentionally damaging Board property or property of another employee; and
- Possession of a weapon on Board owned or leased property during conduct of official duties.

Personnel should promptly report any potentially dangerous situation immediately to their immediate supervisor or other management. Personnel should promptly report violence by non-Board employees to management or the appropriate law enforcement authority.

All personnel violating the within policy shall be subject to discipline in accordance with Board policy.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision paragraph, sentence, clause or phrase set forth in this policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this policy.

Adopted: August 14, 2014



### **Policy and Administration**

This notice is to inform you that our agency complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7, which New Jersey adopted with amendments, on May 3, 2004. We provide information about the hazardous chemicals in our workplace, their associated hazards, and the methods for controlling these hazards. We have put in place the following required elements of the standard:

- 1) A list of hazardous chemicals;
- 2) Material Safety Data Sheets (MSDS) and Hazardous Substance Fact Sheets (HSFS) for hazardous chemicals;
- 3) Labeled containers; and
- 4) A training program for employees who work with or have a potential for exposure to hazardous chemicals.

This written program applies to all work operations in our facility where employees are exposed or may be exposed to hazardous chemicals or conditions under normal working operations or during foreseeable emergency situations.

The Department Safety Officer and Director of Fire Services, located in the Fire District office, are the program coordinators who have overall responsibility for the written program and responsibility for the annual review and update of the written program. The District office also makes available the written program to employees upon their request within three days of the request.

As required under the PEOSH HCS, employees will be informed of the contents of this program, the location and availability of health and safety information about hazardous chemicals, the hazardous properties of

chemicals with which they work, safe handling procedures for the hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals.

### **List of Hazardous Chemicals**

The list of the hazardous chemicals in each facility is contained in the Right To Know Survey which are in each station with a master copy at the Fire District office. The list is continually updated and is included at the back of this program. Although not required by the PEOSH HCS, a separate list is available for each work area. New substances that enter the facilities are added to the RTK survey as they are introduced by the designated safety committee representative at each facility.

### **Material Safety Data Sheets (MSDS) and Hazardous Substance Fact Sheets (HSFS)**

MSDSs and HSFSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the MSDSs are made readily accessible during each work shift to employees when they are in their work area. The Fire District office obtains MSDSs on all outside products containing hazardous chemicals as part of their purchasing guidelines with outside vendors. MSDSs are copied for the affected facility filed in the central file and copies forwarded to the station safety representative to be placed in the binder in each facility. If additional information is needed about a hazardous chemical or product, if an MSDS is missing, or if an MSDS has not been supplied with the initial shipment, the District office will contact the manufacturer or supplier. The people listed below will ensure that the MSDSs kept in each work area are updated as needed and the MSDS binder is kept intact, and that HSFSs are updated as needed. As a policy of this facility, and MSDS and HSFS hard copy will be provided to the requesting employee immediately upon request, or within 3 working days of the request if the MSDS or HSFS is not immediately available.

*Name*

---

*Work Area*

---

Department Safety Officer/Director of Fire Services

Central File

Assigned station level Safety Committee member

Each Station

Any new procedures or products that are planned to be used in this workplace must be approved by the Director of Fire Services before use to make sure that MSDSs and HSFs are obtained before use. At such time that MSDSs and HSFs are made available electronically, this central file will be accessible via all department computers from each station and that training on its use will be covered during the mandatory training sessions.

**Labels and Warning Systems**

The Safety Officer or his designees ensures that each container of hazardous chemicals in this workplace is properly labeled as required by the PEOSH HCS, and updates the labels as necessary if they should become illegible, fall off the container, or are obscured in any manner. Containers not bearing a PEOSH HCS label are not accepted by our facility.

- Stationary containers in an area with similar contents and hazards have signs posted on or above them to convey the hazard information.
- Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable container. If the portable container is stored beyond the employee's shift, or will be used by other workers, the employee labels the portable container with the PEOSH HCS information from the properly labeled larger container.

**Employee Training**

Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies will receive initial and refresher training under the PEOSH Hazard Communication Standard on the safe use of those hazardous chemicals. The Department Training

Officer is responsible for providing the training. A training program that uses both audiovisual materials and classroom instruction has been prepared for this purpose. Training will consist of all areas specified by OSHA and will be presented by department personnel with the technical qualifications to do so.

- The trainer meets the definition of a technically qualified person.
- Whenever a new hazard is introduced into the work area, an **additional training session** is provided for workers in a scheduled safety meeting conducted by the designated station Safety Committee member prior to beginning work with the new hazardous material. Supervisors notify employees about the safety meetings.
- **Refresher training**, an abbreviated version of initial training, is conducted every two years. Area supervisors notify employees when the training session is scheduled, and a notice is placed on the bulletin board inside the break room.
- **Attendance is mandatory at all training sessions** for those workers identified as exposed or having the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies.
- Training is provided at no cost to the employee and is provided during working hours. The training is appropriate in content and vocabulary to the educational level, literacy, and language of the employees.
- The documentation of training required by PEOSH HCS is maintained in the Fire District office.

As a policy of this facility, foremen and supervisors receive supplemental training from selected manufacturers' representatives when specialty equipment is purchased and when non-routine hazards arise due to a new operation. They then can answer employee questions and provide daily monitoring of safe work practices.

The **initial training session** includes the following discussion items:

1. An explanation of the PEOSH Hazard Communication Standard and this written program;
2. Chemical and physical properties of the hazardous materials (e.g., flashpoint, reactivity) and methods used in this workplace to detect the presence or release of hazardous chemicals (including the chemicals in piping systems);

3. Physical hazards of chemicals such as the potential for fire and explosion;
4. Health hazards (both acute and chronic) associate with exposure to hazardous chemicals, signs and symptoms of exposure, and any medical condition that may be aggravated by exposure to the chemical, using MSDSs and HSFSSs;
5. Methods to protect against exposure to the hazard such as engineering and administrative controls, proper work practices, use of personal protective equipment (PPE), and procedures for emergency response to spills and leaks;
6. Standard operating procedures to assure protection when cleaning hazardous chemical spills and leaks;
7. The location of and responsible for maintaining MSDSs, HSFSSs, RTK Survey, RTK Hazardous Substance List (HSL), and other hazardous material information;
8. An explanation of the applicable provisions of the Worker and Community Right To Know Act;
9. How to read and interpret the information on PEOSH HCS and RTK labels, HSFSSs and MSDSs, and how employees may obtain additional hazard information using the RTK survey and RTK HSL;
10. A copy of the RTK brochure is handed out during training.

The initial and refresher training programs for employees are reviewed annually by the trainer, who will notify area supervisors of the training needs of their employees. As part of the assessment of the training program, input from employees regarding the training they have received and suggestions for improving the training are obtained through training evaluation forms. In addition, suggestions may be placed in the employees' suggestion-box.

Employee **refresher training** is an abbreviated version of the initial training and includes a discussion of the following information:

1. An explanation of any changes in the written program, PEOSH HCS, or RTK Act.
2. Changes in products used or work processes that may cause exposure to hazardous chemicals.
3. A review of health hazards, chemical and physical properties of the hazardous chemicals, and control methods of any routinely used hazardous materials and any new hazardous materials to which the

employees may be exposed. The MSDSs and HSFSSs will be used to review information on the hazardous chemicals.

4. A review of the facility's health and safety policy and procedure manual.
5. A copy of the RTK brochure is distributed.

### **Contractor Employees**

The Fire District office or station safety representative advises outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the site, the labeling systems in use, protective measures to be taken, the location and availability of MSDSs, HSFSSs, and other health hazard information, and the safe handling procedures to be used for these materials.

It is our policy that each outside contractor who brings hazardous chemicals on the site will provide the Fire District office or the station safety representative with copies of appropriate MSDSs for the hazardous chemicals, information on any specific labels used, and precautionary measures to be taken while working with or around their hazardous chemicals or products.

**All employees, or their designated representative, can obtain additional information on this written program, the PEOSH HCS, applicable MSDSs and HSFSSs, and other chemical information from the Fire District office.**

### **Resources for Additional Information**

New Jersey Department of Health and Senior Services  
Public Employees Occupational Safety and Health Program  
PO Box 360  
Trenton, NJ 08625-0360  
(609) 984-1863  
<http://www.nj.gov/health/eoh/peoshweb>

New Jersey Department of Labor  
Division of Public Safety and  
Occupational Safety and Health  
PO Box 386  
Trenton, NJ 08625-0386

(609) 633-2587

<https://www.nj.gov/labor/lsse/lspeosh.html>

U.S. Department of Labor  
Occupational Safety and Health Administration (OSHA)

<http://www.osha.gov>

**For information about the Right To Know law, contact:**

New Jersey Department of Health and Senior Services

Right To Know Program

PO Box 368

Trenton, NJ 08625-0368

(609) 984-2202

<http://www.nj.gov/health/eoh/rtkweb>

Adopted: August 14, 2014