

# Atlantic County Firefighters' Association

"In Union For The Safety Of All"

President  
Amor "Skip" Portale  
Vice President  
Ellsworth Ott  
2<sup>nd</sup> Vice President  
Charles "Chick" Kisby



Secretary  
Robert A. Mellon  
Treasurer  
Jaime C. Mellon  
Asst. Sect./Treasurer  
Cindy L. Badger

October 16, 2013

## Call to Order

The regular meeting of the Atlantic County Firefighters' Association was called to order at 20:00 on October 16, 2013 at the Estell Manor School (hosted by the Estell Manor Vol. Fire Co.) by President Amor "Skip" Portale. The meeting was opened with a flag salute followed by an Invocation by the Chaplain of the Association, Reverend Thomas Sweeny. President Portale then pointed out the fire exits and asked that all electronic devices be silenced.

## Introduction of Host Chief

President Portale introduced Estell Manor Vol. Fire Company Chief, John V. Wagner Jr., Chief Wagner welcomed all to Estell Manor.

## In Attendance

Roll call was taken by Secretary Robert A. Mellon who reported a quorum was present.

## Approval of Minutes

A motion was made, seconded, and carried to approve the minutes of the September 18, 2013 meeting, as sent to the member companies.

## Report of Treasurer

A motion was made, seconded, and carried to accept the report of the Treasurer, totaling \$127,859.12, as read by Treasurer Jaime C. Mellon.

Bank of America	/	Bank of America	/	Capital One 360	/	Parke Bank	/	Parke Bank
Checking: \$55,588.74	/	Savings: \$5,003.67	/	Savings: \$20,282.64	/	12 Month CD: \$23,374.37	/	13 Month CD: \$23,609.70
					/	1.10% - Due 10/30/2013	/	0.65% - Due 5/6/2014

## Committee Reports

**Executive Committee** – Chairman Howard Berchtold reported that the next meeting of the Executive Committee is scheduled for November 1, 2013 in South Egg Harbor at 19:30. The agenda will include the ongoing 501(c)(3) IRS application process. The committee will meet at the South Egg Harbor firehouse at 17:00 or the Never There Gun Club, Hammonton, at 17:20 for the spaghetti and crab sauce dinner at the gun club. All are welcome to join the committee for dinner.

**Atlantic County Fire Training Advisory Board** – Howard Berchtold reported that the next meeting of the Advisory Board is scheduled for November 18, 2013.

**Fire Coordinator** – Fire Coordinator Ed Vincent reported that there have been no major incidents or drills since the last meeting of the association. Ed reported that the LDH Strike Team has a drill planning meeting scheduled for Nov. 7<sup>th</sup> and

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TTF-B has a drill planning meeting scheduled for Oct. 17<sup>th</sup>. Ed reported that the 2011 and 2012 fiscal year grant monies have been spent. Equipment currently on order fell under the existing grant projects and will be distributed to the task forces. The 2013 Homeland Security Grants will be regionally based and Atlantic county has currently earmarked the funds for trailers and damage assessment software with any remaining funds used for the county technical rescue team. Ed reminded all that when municipalities utilize county foam reserves they are required to replace the foam used. Ed reported that 800 MHz radios have been ordered for the county technical rescue team. All Deputy Fire Coordinators will be receiving a spare battery for their radios. Ed reported that all deputy Fire Coordinators will be reappointed for a two year term and all will need to fill out a county insurance form. Ed reported that fourteen of the twenty-three municipalities have signed the mutual aid agreement. The current mutual aid agreement is valid through September 2015. At that time another five year agreement will need to be signed. Ed reported that Absecon recently replaced some apparatus seats with the USSC Valor Firefighter Seats and that they are a quality product if anyone is currently researching apparatus seating. Ed reported that he received a call from Alex at Jersey Cares. Jersey Cares volunteers will be in the Atlantic County area on October 26<sup>th</sup> and 29<sup>th</sup> to provide assistance to organizations that have need. Jersey Cares can be reached at (973)424-1091. Ed reported on attending the October 1<sup>st</sup> meeting of the Freeholders. Ed thanked the county fire service members that also attended the meeting for a standing room only attendance. The Freeholders have not yet voted on formal action to move central dispatch forward. An informal show of hands verified that all Freeholders are in favor of a central dispatch. Ed reported on the need to label and track equipment received through grants and issued to task force members. Ed reported on some EZ-Pass issues that arose with units that responded to the Seaside Park fire in Ocean County. One unit received a toll violation summons which has since been rescinded. Ed has contact information for all departments/companies that want the free blue EZ-Pass transponders issued. Rob Winkler reported that after a department/company has a blue transponder that covers the turnpike and parkway, they will then need to petition the Atlantic City Expressway to allow usage of that transponder on the expressway. Ed reported that the PEOSHA/OSHA revised Hazard Communication Standard (HCS) published in March 2012 requires employers to train workers by December 1, 2013 on the new labels elements and safety data sheets format to facilitate recognition and understanding.

**Training** – Fire Instructor Gill Zonge reported for Director of Training Mike Corbo who is instructing a Firefighter I class. Gill reported that the recent vehicle extrication class ran with a maximum number of students and also reviewed the upcoming classes for this semester.

**Atl. Co. Fire Chief's Association** – Chick Kisby reported that the next meeting of the Atl. Co. Fire Chief's Association will be on November 26, 2013 at the Linwood Fire Department.

**NJ Firemen's Home** – Oscar Dutch reported that the home and residents are doing well. The Board of Managers recently held a reorganizational meeting and Oscar has been selected to serve as Chairman of the Board of Managers for another year. The renovation of the last dorm is being completed at this time. Oscar is available on Oct. 28<sup>th</sup> if anyone would like to join him for a trip up to the home for a tour. Oscar reported that fire departments in the area of the home are holding an occasional meeting at the home. Oscar reported that the internet video stream from the convention to the home was enjoyed by the residents that watched.

**Atlantic County Fire Radio Policy Committee / Central Dispatch** – Oscar Dutch thanked all those that attended, and those that also brought apparatus, the October 1<sup>st</sup> meeting of the Freeholders. Oscar reported that the Freeholders have decided to do some more pro/con comparisons between the AK Pharma property and the training center as related to central dispatch and that the Stockton Collage proposal may be back on the table. Oscar emphasized that central dispatch will happen, it is just where it will happen that is currently under much scrutiny. Oscar reported that a committee consisting of two fire, two

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police, two EMS, and others will be formed in the near future in order to start research CAD systems for the future central dispatch center.

**Legislative** – John Wagner reported that he is looking into the requirements of the school terrorist act drills and whether teachers should be trained to use fire extinguishers. John reported of an incident in Cumberland County where a fire company received notification from their insurance provider recommending drug and alcohol testing not only after a motor vehicle accident but also when broken/failed equipment is being reported.

## Communications

There were no communications to report.

## Old Business

The second reading of the proposed By-laws addition, Article XIII Conflict of Interest Policy, was accepted as read.

## New Business

There was no new business to act on.

## Bills

The bills, totaling \$1,761.00, were read by Treasurer Jaime C. Mellon. A motion was made, seconded, and carried to pay the bills from the proper funds.

Bills --- Staples - \$385.10 (office supplies) / Walt's Primo Pizza - \$222.00 (training meals) / South Jersey Welding - \$13.02 (training maintenance) / Butterhof's Farm - \$937.50 (straw) / Firehouse Magazine - \$24.95 (annual subscription) / Suburban Propane - \$153.43 (tank valve repair & propane) / NJ Div. of Revenue - \$25.00 (annual report - corporate)

## Nomination of Officers

The first of two rounds of nominations was held. Those nominated are as follows:

President (1)	Amor "Skip" Portale
1 <sup>st</sup> Vice President (1)	Ellsworth Ott
2 <sup>nd</sup> Vice President (1)	Charles "Chick" Kisby
Secretary (1)	Robert A. Mellon
Treasurer (1)	Jaime C. Mellon
Asst. Sec./Trea. (1)	Cindy L. Badger
Chaplain (1)	Rev. Thomas Sweeny

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Sgt.-at-Arms (3) Charles Harlan, Wayne Dilks, William Donath

Executive Comm. (9) Howard Berchtold Jr., Ronald Bird Jr.\*, David G. Buzby, Levon "Lefty" Clayton, Rick Coraluzzo Sr.\*, Don DaGrossa, Oscar Dutch Jr., James Garth Sr.\*, Charles J. Guenther, R. Thomas Hunter Jr.\*, C. Robert Winkler III

\*have not yet formally accepted nomination and must do so before elections.

## Applications for Membership

Evan Dooner, John M. Peterson, Michael Sicurella, and John Garth Jr. of the Egg Harbor City Vol. Fire Department were accepted into membership.

## Good of the Order

Deputy Fire Coordinator Lefty Clayton thank all those that responded to the Seaside Park fire in Ocean County. Lefty reported that the T cards (ICS 219-2 form) were used for the response to Seaside Park and the information was very helpful. Fire Coordinator Ed Vincent recommended that all task forces/strike teams utilize the T cards when deployed. Lefty reminded all that guidelines dictate that all personnel and apparatus should come prepared with their own basic supplies when deployed on incidents. Basic toiletries, additional clothing, and other items for personnel. Basic supplies to maintain apparatus including oil and fan belts.

Oscar Dutch reported that Burlington County racked up over \$73,000 of fuel expenses during the Dietz & Watson fire and they are not sure how it got that high. Dennis reminded all that they should have full fuel tanks before responding an apparatus to an extended period incident.

Oscar Dutch reported on meeting a young girl during fire prevention school visits. The girl was in a sling for a broken collar bone. She had apparently broke her collar bone at home while demonstrating the stop, drop, and roll for her parents after learning it at school that day.

Thank you to the Estell Manor Volunteer Fire Company for hosting the evening and providing the refreshments.

## Adjournment

Benediction was conducted by Chaplain Rev. Thomas Sweeny. There being no further business at hand, the meeting was adjourned at 21:05. The next regular meeting is scheduled to be held at 20:00 on November 20, 2013 at the Somers Point Vol. Fire Company Sta. 2.

Attested:

Robert A. Mellon, Secretary

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**Date Clearing**      [http://www.atlanticcountyfireassoc.org/ACFFA\\_Date\\_Clearing.htm](http://www.atlanticcountyfireassoc.org/ACFFA_Date_Clearing.htm)

## Fire Department/Company/Association Events

Fri. & Sat. Oct. 2013	19:00	Nesco VFC	Haunted Hayride
Fri., Sat., & Sun. Oct. 2013	19:00	Scullville VFC	Terror in the Junkyard (Located at Fleming Junkyard)
Fri. Oct. 18, 2013	19:00	Oceanville VFC	Beef & Beer @ Fred & Ethel's Lantern Light Tavern in Smithville, NJ
Sat. Oct. 19, 2013	15:30	Port Republic VFC	Roast Beef Dinner
Sat. Oct. 26, 2013	09:00	South Egg Harbor VFC	Ladies Auxiliary Fall Craft Show 09:00-15:00
Sat. Nov. 9, 2013	16:00	Oceanville VFC	Baked Ham & Fried Oyster Dinner
Sun. Nov. 10, 2013	16:00	Somers Point VFC #2	Spaghetti Dinner
Tues. Nov. 26, 2013	07:30	Greater Egg Harbor of Chamber Commerce	Community Thanksgiving Breakfast @ Renault Winery (Port Republic VFC to be honored)
Sat. Dec. 7, 2013	08:00	Pomona VFC	Pomona VFC Ladies Aux. Bus Trip to New York City
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Sat. Apr. 12, 2014	16:00	Oceanville VFC	Baked Ham & Fried Oyster Dinner
Sat. May 3, 2013	16:00	Germania VFC	Turkey Dinner
Tues. May 6, 2014	08:30	Neschanic Valley Golf Club	New Jersey Firemen's Home 2014 Golf Outing
Sat. Nov. 8, 2014	16:00	Oceanville VFC	Baked Ham & Fried Oyster Dinner

## ACFFA Meetings

### Atlantic County Firefighters' Association

Wed. Nov. 20, 2013	20:00	Somers Point VFC Sta. 2	Hosting ACFFA Monthly Meeting
Wed. Dec. 18, 2013	20:00	West Atlantic City VFC	Hosting ACFFA Monthly Meeting
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Wed. Jan. 15, 2014	20:00	Egg Harbor City VFD	Hosting ACFFA Annual Reorganization Meeting and Annual Memorial Service
Wed. Feb. 19, 2014	20:00	Longport VFD	Hosting ACFFA Monthly Meeting

### Atlantic County Firefighters' Association - Executive Committee

Fri. Nov. 1, 2013	19:30	South Egg Harbor VFC	Hosting ACFFA Executive Committee Meeting
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Fri. Jan. 3, 2014	19:30	Pomona VFC	Hosting ACFFA Executive Committee Meeting (Annual Reorganization)

## Other Atlantic County Organization Meetings

### Atlantic County Fire Training Advisory Board

Mon. Nov. 18, 2013	19:00	Anthony "Tony" Canale Training Center	Meeting of Atlantic County Fire Training Advisory Board
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Mon. Jan. 13, 2014	19:00	Anthony "Tony" Canale Training Center	Meeting of Atlantic County Fire Training Advisory Board

### Atlantic County Fire Chief's Association

Tues. Nov. 26, 2013	20:00	Linwood VFD	Hosting Meeting of Atlantic County Fire Chief's Assoc.
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Tues. Jan. 28, 2014	20:00	Absecon VFD	Hosting Meeting of Atlantic County Fire Chief's Assoc.

### Atl. Co. Firefighters' Death Benefit Fund Association

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Thurs. Jan. 23, 2014	19:30	Linwood VFD	Hosting Meeting of Atl. Co. Firefighters' Death Benefit Fund Assoc.

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Proposal for Addition

"By-Laws, Atlantic County Firefighters' Association of the State of New Jersey".

## NEW ARTICLE

### **ARTICLE XIII CONFLICT OF INTEREST POLICY**

#### **SECTION 1: PURPOSE**

*The purpose of this conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering in to a transaction or arrangement that might benefit the private interest of an officer of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.*

#### **SECTION 2: DEFINITIONS**

##### **1. Interested Person**

*Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.*

##### **2. Financial Interest**

*A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:*

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.*
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or*
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.*

*Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.*

*A financial interest is not necessarily a conflict of interest. Under Section 3, Subsection 2, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.*

#### **SECTION 3: PROCEDURES**

##### **1. Duty to Disclose**

*In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.*

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## 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

## 3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson or the governing board or committee shall, if appropriate, adopt a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

## 4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## SECTION 4: RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain;

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## SECTION 5: COMPENSATION

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters

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*pertaining to that member's compensation.*

*c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.*

## SECTION 6: ANNUAL STATEMENTS

*Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:*

- a. Has received a copy of the conflicts of interest policy.*
- b. Has read and understands the policy*
- c. Has agreed to comply with the policy, and*
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.*

## SECTION 7: PERIODIC REVIEWS

*To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:*

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.*
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in excess benefit transaction.*

## SECTION 8: USE OF OUTSIDE EXPERTS

*When conducting the periodic reviews as provided for in Section 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.*

Respectfully submitted;

By-laws Committee  
Friday, September 6, 2013

First Reading  
Wednesday, September 18, 2013

Second Reading  
Wednesday, October 16, 2013