

# *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

## **RESOLUTION ESTABLISHING TERMS AND CONDITIONS OF EMPLOYMENT FOR THE PAID POSITION OF FIRE CHIEF FOR FIRE DISTRICT NO. 3**

**FEBRUARY 7, 2019**

**19-02-07-08**

**WHEREAS**, Hanover Township Fire District No. 3 currently employs, and has historically employed, a Fire Chief for Fire District No. 3 as a full-time paid position; and

**WHEREAS**, there has not been a single document or policy setting forth specifically the terms and conditions of employment applicable to the paid position of Fire Chief for Fire District No. 3, and this has led to confusion and uncertainty with respect to the terms and conditions of employment applicable to the paid position of Fire Chief; and

**WHEREAS**, the Board of Fire Commissioners of Hanover Township Fire District No. 3 desires to summarize in a single document the terms and conditions of employment applicable to the paid position of Fire Chief for Fire District No. 3, as more fully set forth below;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 3, TOWNSHIP OF HANOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY, as follows:**

1. That the paid position of Fire Chief for Fire District No. 3 shall be paid an annual salary to be determined annually by Resolution of the Board of Fire Commissioners of Hanover Township Fire District No. 3 and fixed at a level that the Board of Fire Commissioners shall determine in its discretion, provided that said annual salary shall be set at a level higher than the next-lowest paid uniformed rank in the Fire District No. 3 firefighting force.
2. That the paid position of Fire Chief for Fire District No. 3 shall receive all non-salary economic benefits, including but not limited to paid time off (PTO) and health insurance

coverage, at a level not less than that granted to uniformed subordinate members of Fire District No. 3 firefighting force in the collective negotiations agreement between the Board of Fire Commissioners of Hanover Township Fire District No. 3 and FMBA Local No. 109 currently in effect, except where stated to the contrary herein or in such specific Resolutions that the Board of Fire Commissioner may subsequently adopt.

3. That, notwithstanding any other provision of this Resolution, any unused PTO earned by the Fire Chief for Fire District No. 3 after the effective date of this Resolution shall, when otherwise required to be paid out to the Fire Chief, be valued at the rate of the Fire Chief's annual salary in effect at the time the PTO was earned; and, any unused PTO that the Fire Chief had earned on or before the effective date of this Resolution shall, when otherwise required to be paid out to the Fire Chief, be valued at the rate of the Fire Chief's annual salary in effect as of the effective date of this Resolution.
4. That, notwithstanding any other provision of this Resolution, when the Fire Chief for Fire District No. 3 seeks to use time off from work with pay, the Fire Chief shall be first required to exhaust the PTO time that is eligible to be paid out if unused before the Fire Chief may draw upon any category of time off from work with pay that is not eligible to be paid out if unused.
5. That the Fire Chief for Fire District No. 3 shall be required to maintain and submit accurate records of hours worked, time off from work with pay, and PTO time accrued and used, and to submit same on a bi-weekly basis to the Fire District No. 3 Administrator for review and approval.
6. That, except as otherwise set forth in this Resolution, or in such subsequent Resolution as the Board of Fire Commissioners of Hanover Township Fire District No. 3 may adopt, the paid position of Fire Chief of Fire District No. 3 shall be subject to the provisions of the

Personnel Policies and Procedures Manual of Hanover Township Fire District No. 3 currently in effect.

7. That this Resolution shall be introduced and passed after a first reading, by title, and thereafter published in full at least once in a newspaper having substantial circulation in the Fire District, together with a notice of the introduction and notice that this Resolution will be considered for final passage at the next regularly-scheduled meeting of the Board of Fire Commissioners.
8. That this Resolution be so published, and also posted in such public places as notices are usually posted in the District, for a period of at least one week prior to the next regularly-scheduled meeting of the Board of Fire Commissioners.
9. That copies of this Resolution be made available to each person so requesting a copy.
10. That this Resolution be given a second reading by title at the next regularly-scheduled meeting of the Board of Fire Commissioners, and that prior to final approval, a hearing be conducted during which all interested persons shall be given an opportunity to be heard.
11. That upon final adoption after a second reading, this Resolution shall be published by title at least once in a newspaper having substantial circulation in the Fire District, together with notice of the date of final approval.

It is hereby certified that this Resolution is adopted on its first reading by the Board of Fire Commissioners of Hanover Township Fire District No. 3 on this 7<sup>th</sup> day of **February, 2019**.

**Robert Callas, Secretary**