

**BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1  
TOWNSHIP OF LAKEWOOD  
RESOLUTION**

Authorizing creation of the paid position of Deputy Fire District Administrator as needed and establishing duties and compensation therefor for the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey.

**WHEREAS**, the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, finds a need for the position of Deputy Fire District Administrator within the District in order to carry out the mandated charges of providing fire protection and fire prevention within the Township; and

**WHEREAS**, certain expertise is required for the duties and functions of the position so that the Board can properly fulfill its mandated charge of providing fire service; and

**WHEREAS**, no unclassified title of Deputy Fire District Administrator exists under the Civil Service Commission; and

**WHEREAS**, the Board has requested the unclassified title of Deputy Fire District Administrator be created; and

**WHEREAS**, N.J.S.A. 40A:14-81.1 permits the establishment of a paid position within the Fire District and sets forth procedures for establishment of same; and

**WHEREAS**, N.J.A.C. 4A:3-3.6 permits the establishment of a tentative position pending determination by the Commission whether to establish the requested unclassified title.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, as follows:

1. The tentative position of Deputy Fire District Administrator be and the same is hereby established pending a determination by the Civil Service Commission to create the permanent position;

2. The compensation and other emoluments attendant to said position shall be established by the Board of Fire Commissioners of Fire District No. 1;

3. The hours undertaken concerning said position shall be a minimum of 40 hours per week with payment to be received by the employee bi-weekly;

4. The position of Deputy Fire District Administrator shall undertake any and all duties established by the Board of Fire Commissioners of Fire District No. 1 in addition to those established by the Civil Service Commission pursuant to Title 11A of the Laws of New Jersey;

5. The paid employee(s) shall be under the direct supervision of the Board of Fire Commissioners of Fire District No. 1 and/or its designees;

6. The work schedule shall be those hours as deemed necessary by the Board of Fire Commissioners of Fire District No. 1. and/or its designees for said paid employee, but again, shall be within the parameters of the minimum hours per week as set forth within;

7. The qualifications for said paid position shall be those as established by the Board of Fire Commissioners of Fire District No. 1 and applicable law, including but not limited to the Civil Service Commission;

8. All other terms and conditions of employment relative to said position shall be established by the Board of Fire Commissioners of Fire District No. 1;

9. This Resolution is to take effect following the formal adoption and publication pursuant to and in accordance with the New Jersey Title 40A of the New Jersey Statutes; and

10. That the tentative position of Deputy Fire District Administrator become permanent if the Civil Service Commission creates a permanent title.

**NOTICE** is hereby given that the above Resolution was introduced and passed upon first

reading at a regular meeting of the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, on February 12, 2018, and was considered for final passage at the regular meeting of said Board of Fire Commissioners held on March 12, 2018, at 7:00 p.m. at the Office of the Board of Fire Commissioners, 316 River Avenue, Lakewood, New Jersey, at which time and place it was passed on final reading.

**PLEASE BE FURTHER ADVISED** that copies of said Resolution shall be made available to each person requesting a copy of same by contacting the District Secretary, Meir Cohen, at [mcohen@lakewoodfd.org](mailto:mcohen@lakewoodfd.org).

**/S/MEIR COHEN**  
**Secretary**  
**Certification**

I, **MEIR COHEN**, Secretary of the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, hereby certify that the foregoing Resolution was duly adopted and passed at second and final reading at a regular meeting of the Board of Fire Commissioners of Fire District No. 1, Township of Lakewood, County of Ocean, State of New Jersey, held on March 12, 2018.