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Camden City
Monitoring

We request that you 1) promptly make or initiate the required corrections, and 2) within three (3) months, provide us a written status report regarding changes implemented or actions taken in response to this letter. We are obligated to inform you that your failure to either respond or to initiate the corrective actions indicated would subject you to the sanctions specified in N.J.A.C. 5:71-4.6. Consequently, if you disagree with any of the above items, please advise us in writing within 15 days.

We thank you for the opportunity to review your office and for your ongoing enforcement efforts, and we ask that you or interested others contact me at (609) 633-6738 with any questions. Our representative will pay specific attention to these matters on the follow-up audit of your LEA.

Sincerely,

Frank Clark

Frank Clark
Supervisor of Local Assistance
Local Assistance and Monitoring Unit
New Jersey Division of Fire Safety

c: Robert Corrales, Camden City Business Administrator
FCAR Beckett
LEA File#

[REDACTED]

From: MiHarper@ci.camden.nj.us
Sent: Monday, June 28, 2021 7:54 PM
To: JeFlax@ci.camden.nj.us
Subject: FW: Summary of meeting with Camden Fire Unions - 11 June 2021

SMH

Sent via the Samsung Galaxy S10e, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: "L. Frankie Ruiz, Director of Code Enforcement" <LuRuiz@ci.camden.nj.us>
Date: 6/28/21 11:42 AM (GMT-05:00)
To: "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Michael Harper <MiHarper@ci.camden.nj.us>
Cc: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Michelle Spearman <MiSpearm@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>
Subject: RE: Summary of meeting with Camden Fire Unions - 11 June 2021

Jason Asuncion, B.A.

In the matter of the assistant Fire Marshal position as endorsed by DCA Audit, I support the position as it will be beneficial for both the department of Code Enforcement (Building Bureau of Inspection) and the fire department. There was also a study done by an independent group hire by the City of Camden in 2018 that also agreed with the DCA Audit.

Respectfully submitted

Director L. Frankie Ruiz
Camden Code Enforcement.

From: Jason J. Asuncion
Sent: Monday, June 28, 2021 9:43 AM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: L. Frankie Ruiz, Director of Code Enforcement <LuRuiz@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Michelle Spearman <MiSpearm@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Diana Gonzalez <DianeG@ci.camden.nj.us>
Subject: RE: Summary of meeting with Camden Fire Unions - 11 June 2021

Thanks, Chief. The recommendations with respect to CFD personnel were based on internal City/DLGS review that predated my term as Business Administrator. Since then, you, Dir. Ruiz and Fire Marshal Villegas have opined on the below issue to me. Former DLGS Fiscal Oversight Monitor Liston with Personnel/Lisa P. also reviewed the issue. At this point, the new DLGS Monitors are reviewing all aspects of the City's Departmental operations, including subject matter of the prior CFD Audit. City Administration would be supportive of effectuating DCA-Fire Safety prior recommendation under 2017 Audit, "LEA Operations," para. #1 to address critical staffing issues for the flagged function, subject to yours and other cc'd officials' comments.

[REDACTED]

From: JaAsunci@ci.camden.nj.us
Sent: Tuesday, July 6, 2021 10:17 PM
To: Richard.Richardella@dca.nj.gov
Cc: William.Swain@dca.nj.gov; Jack.Layne@dca.nj.gov; MaRiondi@ci.camden.nj.us; LiPicon@ci.camden.nj.us; DianeG@ci.camden.nj.us
Subject: RE: Fire Waivers
Attachments: RE: FIRE FIGHTERS; PROJECTED COST FOR FIRE PROMOTIONS & HIRES 2021.xlsx; CAM-2021-141 Fire Fighter.pdf; CAM-2021-142 FIRE CAPTAIN.pdf; CAM-2021-163 _Deputy Fire Chief 070121.pdf; CAM-2021-164_Battalion Fire Chief 070121.pdf; CAM-2021-165_Fire Captains 070121.pdf; CAM-2021-166_Fire Fighters 070121.pdf; CAM-2021-167_Keyboarding Clerk 1 070121.pdf; CAM-2021-172_Supervsing FPS 070121.pdf; CAM-2021-18_Fire Fighters 022621.pdf

See attached emails from Personnel/Lisa P and copies of Waivers.

A. Hiring of 11 Fire Fighters:

1. 4 FFs (CAM-2021-166): Mayor is reviewing/signing, which was processing end of week before the past Holiday weekend.
2. 1 FF (CAM-2021-141): Mayor is reviewing/signing, which was processing end of week before the past Holiday weekend.
3. 6 FFs (CAM-2021-___ & -2021-18): previously approved by Tina V.

B. Fire Officers - Mayor is reviewing/signing, which was processing end of week before the past Holiday weekend:

1. 2 Deputy Fire Chiefs (CAM-2021-163): promotions of 2 Battalion Chiefs to the 2 remaining vacant positions from the 6-26-20 layoff. Mayor is reviewing/signing, which was processing end of week before the past Holiday weekend
2. 2 Battalion Fire Chief (CAM-2021-164): promotions of 2 Fire Captains
3. 2 Fire Captains (CAM-2021-165): promotions of 2 Fire Fighters
4. 1 Battalion Fire Chief (CAM-2021-___ [Waiver to be prepared by Personnel]): promotion of 1 Fire Captain; to be dedicated to Fire training unit, per Fire Chief, and to cover for Battalion Fire Chiefs on line when needed. Projected cost of promotions to be revised accordingly.
5. 1 Fire Captain (CAM-2021-___ [Waiver to be prepared by Personnel]): promotion of 1 Fire Fighter. Projected cost of promotions to be revised accordingly.
6. 1 Fire Captain (CAM-2021-142): fill vacancy created by retirement of Capt. Folkman.
7. 1 Fire Captain (CAM-2021-___ [Waiver to be prepared by Personnel]): promotion of 1 Fire Fighter [REDACTED] Projected cost of promotions to be revised accordingly.

C. 2017 DCA Fire Safety Audit of CFD: - Mayor is reviewing/signing, which was processing end of week before the past Holiday weekend:

1. 1 Supervising FPS (CAM-2021-172): as recommended by DCA Fire Safety in their 2017 Audit Report of CFD.
2. 1 Keyboarding Clerk 1 (CAM-2021-167): as recommended by DCA Fire Safety in their 2017 Audit Report of CFD.

Sincerely,

Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

From: Richardella, Rick [DCA] <Richard.Richardella@dca.nj.gov>
Sent: Tuesday, July 06, 2021 5:45 PM
To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Cc: Swain, William [DCA] <William.Swain@dca.nj.gov>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Subject: Re: Fire Waivers

Any updates on the waivers for the entry-level firefighters and the promotions

Rick

From: Richardella, Rick [DCA]
Sent: Friday, July 2, 2021 12:31 PM
To: Jason Asuncion <jaasunci@ci.camden.nj.us>
Cc: Swain, William [DCA] <William.Swain@dca.nj.gov>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Subject: Fire Waivers

Jason,

I thought we were all set to receive the fire department waivers, so I can sign them, and the Fire Department can promote and hire the new recruits.

Can we receive the waivers by the close of business today, so we can start the process?

Thanks
Rick

Jason J. Asuncion

From: Lisa Picon
Sent: Wednesday, June 30, 2021 2:55 PM
To: Jason J. Asuncion; Johanna Conyer
Subject: PROJECTED COST FOR FIRE PROMOTIONS & HIRES 2021.xlsx
Attachments: PROJECTED COST FOR FIRE PROMOTIONS & HIRES 2021.xlsx

PROJECTED COST FOR PROMOTIONS AND NEW HIRES - FIRE DEPARTMENT

Cost

Battalion Fire Chief		Deputy Chief	
Base	Longevity Total	Base	Longevity Total

[REDACTED]

Fire Captain		Battalion Fire Chief	
Base	Longevity Total	Base	Longevity Total

[REDACTED]

Fire Fighter		Fire Captain	
Base	Longevity Total	Base	Longevity Total

[REDACTED]

Fire Prevention Specialist	
Base	Longevity Total

Unknown

[REDACTED]

Sr. Sup. Fire Prev. Spec.	
Base	Longevity Total

19,466

Fire Fighter

Projected Benefits Yearly

[REDACTED]

[REDACTED]

CAM-2021-172

ATTACHMENT C

**STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
REQUEST FOR EMPLOYMENT APPROVAL**

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality Name	City of Camden
Name of Employee	Unknown
NJCSC Title and Job Specification Number, if applicable	Sup. Fire Prev. Specialist, (06352)
Department	Fire
Salary	115,524+12,032 Longevity = 127,556
If Applicable, Salary and Title employee last held	Fire Prevention Specialist, 108,090
If applicable, Name and Salary of employee being replaced	Braulio Villegas, n/a

() Temporary/Seasonal/Acting () Grant Funded (Must provide backup documentation.)

	Check if completed:
Criminal history check was conducted / reviewed (Required for all candidates, but need not be submitted to DLGS)	n/a
Criminal expungement check conducted / reviewed	n/a
Driver's License check was conducted / reviewed (Only applicable if employee will drive a city car or be expected to drive as part of his/her responsibilities.)	n/a
A credit check was conducted and reviewed	n/a
A resume of the candidate has been reviewed and has been provided to DLGS.	Will be done.
The resume of all other individuals who submitted resumes for consideration of the position have been provided to the Division.	Will be done.
Indicate if the Municipality had a review committee and the names of candidates considered and interviewed by the committee.	

Written justification for the position: For example, does the candidate have exceptional work experience or reputation.
Braulio Villegas was promoted 6/30/2010. <i>See Attached DCA Fire-Safety 2017 Audit and City Attorney's 2018 response.</i>

Mayor's Signature*

Date _____

Jan J. Guevara

Business Administrator/Manager Signature

Date 7-1-21

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.
1-01-550-101 Funding Source for this action

[Signature]

Chief Financial Officer Signature

I certify that this form is complete and accurate.

Municipality Representative

Date _____

For LGS use only:

DLGS Approval:

() Approval to Hire

() Denied

Signed: _____

Date: _____

Number Assigned **CAM-2021-172**

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 809
TRENTON, NJ 08625-0809

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHARLES A. RICHMAN
Commissioner

December 29, ~~2016~~ **2017**

CERTIFIED MAIL / RRR

Braulio Villegas, Fire Official
Camden City Fire Prevention Bureau
4 North 3rd Street
Camden, New Jersey 08102

Re: Field Monitoring Visit

Mr. Braulio Villegas.

N.J.A.C. 5:71-2.10 provides that the Division of Fire Safety shall institute a regular program of monitoring local enforcing agencies to ensure the Code is being properly enforced. Recently, a Division Fire Code Assistance Representative made an initial field visit to your local enforcing agency.

Our representative reviewed your LEA operation's including matters involving the local ordinance, staffing, finances and records relating to registration, permits, inspections and penalties. After considering the information, it appears that the LEA operation and Code enforcement activities are not consistent with the standards of the Uniform Fire Code as noted below.

We require you make the changes or take the corrective action indicated in order to comply with Code requirements.

LEA OPERATIONS

1. Our code representative noted that your personnel resources are limited and the technical responsibilities of the LEA exceed the available personnel resources. This situation adversely affects your ability to properly enforce the Code as evidenced by the fact that inspections are behind schedule. Therefore, we recommend that you consider hiring additional staffing to assist you in performing code enforcement responsibilities. The field representative found that according to Camden's 2016 Annual Report only 434 out of 968 non-life hazard use inspections were completed. Camden's Ordinance requires annual non-life hazard use inspections. The inspectors are drafting and sending N.L.H.U. invoices to business according to their fee in Camden's ordinance. Collection of N.L.H.U. fees is approximately 40%. Also, the



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current fire inspectors investigate approximately 100 fires a year plus do their own clerical work and participate in fire prevention at school and public events.

The field representative also found a vacant building at 1625 Mickel Street where the sprinkler system is not operational and the PIV is off. Also, 1895 Federal Street was supposed to be vacant, but appears to be occupied. There is not enough staffing to find these because of the work load.

Conditions in Camden City require much of Fire Marshal Villegas's time in conducting fire investigations, overseeing staff and inspectors, multiple court appearances where cases go on for months or years (i.e. Crane International and North Gate Apartments); fire prevention; Camden City required him to attend redevelopment planning and departmental meetings; sub code fire inspections and plan review; day to day problems; and laborious tasks required to be followed according to Camden procedures on different issues.

The State of New Jersey Division of Fire Safety has currently increased the Life Hazard Use fees where Camden's anticipated revenue will increase to help cover the cost of a secretary and an Assistant Fire Marshal. Camden's City's Ordinance Chapter 55-16 has the title Supervising Fire Prevention which would serve as the back-up fire official and aid in staffing issues.

2. Our code representative noted that the current record-keeping system is inefficient. We suggest, therefore, that the record-keeping system be revised so that records of inspections, permits, finances, etc., are comprehensive and accurate. To facilitate record-keeping, we suggest hiring a secretary so records can be maintained by a single individual. The system should be cross indexed and allow quick determination of the current inspection's status. If you need guidance in developing such a system, you should contact our Local Assistance Unit. Again, the State has increased the Life Hazardous Uses fees where Camden's anticipated revenue will increase to help cover the cost of a secretary and other staffing.
3. The following premises were inspected and violations of the Code were found. Please provide a copy of the following violations to the DFS field representative:
 - Camden City Fire Department
Fire Administration 4th and 3rd Street
N.J.A.C.5:70-4.19 Install smoke detectors in sleeping area
(abated the same day as field inspection);
N.J.A.C.5:70-3,907.2 Fail to maintain smoke detector in dormitory
(continuing violation since March 1, 2006);
N.J.A.C.5:70-3,904.5.1 Cooking suppression not maintained- continuing
(violation since March 1, 2006);
N.J.A.C.5:70-4.13, Vertical openings not rated;
N.J.A.C.5:70-3, 1011-1 Fail to maintain exit sign - not illuminating
(continuing violation since March 1, 2006).
 - Liberty Fire Station
Broadway and Liberty

N.J.A.C.5:70-3, 904 Failure to maintain fire alarm system
(installed battery smoke alarm on same day as inspection);
N.J.A.C.5:70-4.19 Install Carbon Monoxide detectors in sleeping
area.
(continuing violation since January 21, 2006; abated at time of field
inspection);
N.J.A.C.5:70-3, 904.5.1 Cooking suppression system not maintained
(continuing violation since January 21, 2006);
N.J.A.C.5:70-3, 1011.1 Exit signs not maintained - not illuminating
(continuing violation since January 21, 2006);
N.J.A.C.5:70-901.6 Failure to provide annual sprinkler system report
(continuing violation since January 21, 2006);
N.J.A.C.5:70-3, 904.11.5 Portable fire extinguisher to match cooking
suppression not installed.

- Engine 9/ Ladder 3 Fire House
27th and Federal
N.J.A.C.5:70-3, 904.5.1 Failure to maintain cooking suppression
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.7(h).6 Windowless basement
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.11(1)2 Install self-closures on dwelling unit doors
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.11 Dwelling unit doors not rated;
N.J.A.C.5:70-4.9(a)3 Install interconnected smoke detectors in common
area.
(continuing violation since January 23, 2006; single station battery
smoke alarms installed on the same day as inspection);
N.J.A.C.5:70-4.9(a)3.v Install single station smoke alarms in all dwelling
units
(continuing violation since January 23, 2006; abated single station
battery installed on the same day as inspection);
N.J.A.C.5:70-4.19 Install carbon monoxide detectors in vicinity of
dwelling units;
(single station battery carbon monoxide alarms installed on the same
day as inspection);
N.J.A.C.5:70-4.11 Install hand railing on basement steps;
N.J.A.C.5:70-4.13 Vertical opening (stairways);
N.J.A.C.5:70-3, 1011.1 Exit signs not illuminating
(continuing violation since 2006);
N.J.A.C.5:70-3, 1006.1 Emergency lights not working;
(continuing violation since 2006).

- Engine 10/Ladder 2
9th and Morgan
N.J.A.C.5:70-3, 904.5.1 Failure to maintain cooking suppression system
(continuing violation since January 8, 2006; last test date on tag was
January 2014);

N.J.A.C.5:70-3,907.20.1 Failure to maintain fire alarm system
(continuing violation since January 8, 2006; single station battery
operated smoke alarm installed on the same day as inspection);
N.J.A.C.5:70-3,604.3 Failure to maintain emergency lighting
(continuing violation since January 8, 2006);
N.J.A.C.5:50-4.7 Windowless basement
(continuing violation since January 23, 2006);
N.J.A.C.4.9 Install interconnected smoke detectors in communal area.
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.13 Vertical openings;
N.J.A.C.5:70-4.11 Install hand railings on basement stairs;
N.J.A.C.5:70-4.11 Dwelling unit doors not rated and not on self-closures;
N.J.A.C.5:70-3 Stairway steps to basement needs repair.

- Engine 11 Fire House
27th & Hayes
N.J.A.C.5:70-3,1011.1 Exit signs not maintained (not illuminating).
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.19(d) Install carbon monoxide alarms in vicinity of
dwelling units.
(continuing violation since January 23, 2006; single station battery
operated carbon monoxide alarms installed on the same day as
inspection);
N.J.A.C.5:50-4.7 Windowless basement
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.7 Install ventilating hood and fire suppression over kitchen
stove.
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.11 (1)2 Dwelling unit doors required to be self-closures.
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.11 Dwelling unit doors are not fire rated;
N.J.A.C.5:70-4.9(a)3.v Install single station smoke alarms in all dwelling
units
(continuing violation since January 23, 2006; single station battery
installed on the same day as inspection);
N.J.A.C.4.9 Install interconnected smoke detectors in communal area.
(continuing violation since January 23, 2006; single station battery
installed on the same day as inspection);
N.J.A.C.5:70-4.11 Install hand railings on basement stairs;
N.J.A.C.5:70-4.7(h).6 Windowless basement;
N.J.A.C.5:70-4.19(d) Install carbon monoxide alarms in vicinity of
dwelling units.
(single station battery operated carbon monoxide alarms installed on
the same day as inspection).

- Squad 7 Fire House
1115 Kaigh Avenue.
N.J.A.C.5:70-3, 601.1 Emergency lighting inoperable

(continuing violation since 2006);

N.J.A.C. 5:70-4.11 (l) 2 Dwelling unit doors required to be self-closures

(continuing violation since January 23, 2006);

N.J.A.C. 5:70-4.11 Dwelling unit doors are not fire rated;

N.J.A.C. 5:70-4.19(d) Install carbon monoxide alarms in vicinity of dwelling units.

(continuing violation since January 23, 2006; single station battery operated carbon monoxide alarms installed on the same day as inspection);

N.J.A.C. 5:70-4.7(h).6 Windowless basement

(continuing violation since January 23, 2006);

N.J.A.C. 5:70-4.9(a)3.v Install single station smoke alarms in all dwelling units.

(continuing violation since January 23, 2006; single station battery installed on the same day as inspection);

N.J.A.C. 4.9 Install interconnected smoke detectors in common area.

(continuing violation since January 23, 2006; single station battery installed on the same day as inspection);

N.J.A.C. 5:70-3, 1011.1 Exit signs not maintained (not illuminating);

N.J.A.C. 5:70-4.7(g) Install hood suppression system

(continuing violation since January 23, 2006; Note: station had a cooking fire September 9, 2006).

N.J.A.C. 5:70-3.1(a) 5, F-512.2 Cooking suppression system requires six-month inspection

(continuing violation since January 23, 2006);

N.J.A.C. 5:70-3, 601.1 Emergency lighting inoperable

(continuing violation since 2006).

- Colonial

1930 South 6th Street

N.J.A.C. 5:70-2.16 [imminent hazard] Upon inspection of this building, noxious fumes were present. Fire Marshal called Camden Rescue Squad and Camden County Health Department to do air quality testing. The testing results showed that the air quality was not safe for human occupancy. The Camden City Building Department posted the building unsafe.

- Vacant warehouse

1625 Mickle Street

N.J.A.C. 5:70-3, 904 Failure to maintain sprinkler system and PIV was closed

- Vacant warehouse

1895 Federal Street

Building was illegally occupied; no UCC C.C.O was taken out.

- Crane International
300 Atlantic Avenue
Open violations for over one year
(currently being handled via the court system)
- Northgate Apartments
433 North 7th Street
N.J.A.C. 5:70-4.7 install sprinkler system in garage underneath apartments
(continuing violations for over one year)

FINANCES

4. N.J.A.C.5:71-3.3 (a) 10 states that the fire official shall collect all fees and penalties due the local enforcing agency ensure that they are properly accounted for. The field representative found that Fire Official did not do an annual budget. In review of the LEA's 2016 revenues collected a total of \$208,192.49 was deposited into Camden City's General Funds but only \$146,038 appeared as revenue on Camden's 2016 Annual Budget. It appears that Camden is not reporting all anticipated revenue collected from fees required by local ordinance such as; non-life hazard use fees; permit fee; and smoke detector, carbon monoxide certification fees.
5. N.J.A.C.5:71-2.6(d) states "All revenue generated pursuant to the Act or local implementing ordinance which are collected by or provided to a county or municipality shall be appropriated by the local body to the local enforcing agency for the purpose of enforcing the Code, operating the local enforcing agency and advancing local fire prevention interests. The field representative reviewed Camden City's 2016 Annual budget and found that only \$89,718.48 of the \$208,192 was appropriated to the LEA for salary and wages. Therefore, Camden City must appropriate back to the local enforcing agency the \$118,473.52.

ORDINANCE

6. Ordinance 244-4 does not state that the fire marshal is the proper authority according to Uniform Fire Safety Act to grant fireworks permits.

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Monitoring

We request that you 1) promptly make or initiate the required corrections, and 2) within three (3) months, provide us a written status report regarding changes implemented or actions taken in response to this letter. We are obligated to inform you that your failure to either respond or to initiate the corrective actions indicated would subject you to the sanctions specified in N.J.A.C. 5:71-4.6. Consequently, if you disagree with any of the above items, please advise us in writing within 15 days.

We thank you for the opportunity to review your office and for your ongoing enforcement efforts, and we ask that you or interested others contact me at (609) 633-6738 with any questions. Our representative will pay specific attention to these matters on the follow-up audit of your LEA.

Sincerely,

Frank Clark

Frank Clark
Supervisor of Local Assistance
Local Assistance and Monitoring Unit
New Jersey Division of Fire Safety

cc: Robert Corrales, Camden City Business Administrator
FCAR Beckett
LEA File#



City of Camden

OFFICE OF THE CITY ATTORNEY
City Hall, 4th Floor, Suite 419
P.O. Box 95120
Camden, New Jersey 08101-5120
Telephone (856) 757-7170
Fax (856) 342-7728

FRANCISCO "FRANK" MORAN
MAYOR

MICHELLE BANKS-SPEARMAN
INTERIM CITY ATTORNEY

February 1, 2018

Frank Clark
Supervisor of Local Assistance
Local Assistance and Monitoring Unit
New Jersey Division of Fire and Safety
101 South Broad Street
PO Box 809
Trenton, NJ 08625

Re: Field Monitoring Visit

Mr. Frank Clark:

This letter is in response to your letter dated December 29, 2016 regarding the City of Camden's Fire Department.

Personnel Resources

A required round of layoffs in 2011 adversely affected the number of staff in the Fire Prevention Office. As a result of those layoffs, the Fire Prevention Office is understaffed. Currently, there are six (6) Fire Marshals working in the Fire Prevention Office. The letter we received noted that 938 non-life hazard inspections were required to have taken place in 2016. The City will look into the promotion of current City employees to fill the vacancies within the Fire Prevention Department with respect to the Assistant Fire Marshal positions. As to the secretarial needs, the City has two currently, and will work to reorganize the work load between those two secretaries.

Finances

Regarding the financial information contained within the letter, it is unclear whether it is from the calendar year 2016 or the fiscal year 2016. Further clarification is needed in order for the City to further address the problems stated.

A local resolution was approved on September 12, 2017 approving the establishment of a dedicated trust by rider account for the Uniform Fire Safety Act, pursuant to N.J.S.A. 52:27D-192. This trust account was then established in December 2017.

Ordinance

Numerous municipalities¹ across the state have a similar system for obtaining fireworks permits. If still recommended that the Ordinance be amended, it can be addressed in February.

Building Updates

In addition to the violations corrected during the inspection, the City of Camden has begun work to correct the other violations documented in the report. Below is a list of buildings and the work that has been completed or will be completed pending necessary approval.

4 N. 3rd Street Camden NJ 08012

1. Smoke Detectors for One and Two-Family Dwellings.
 - This is complete. Smoke detectors have been installed on all levels of the building and outside the sleeping quarters. Removal of the watch booth is in progress.
2. All Means of Egress indicated with Approved Exit Signs.
 - This is not complete. Although there are current signs in place, renewal of the signs is in progress. The Fire Department is awaiting financial approval for the change.
3. Annual Testing Of Emergency Generators.
 - Testing of emergency generators for 2017 was completed. The City will soon test for 2018.
4. "No Smoking" Signs.
 - This is not complete. The City has purchased new signs to be installed upon arrival.
5. Extinguisher System Service.
 - This is not complete. The City is in the process of gathering bids to have the system tested.
6. Protection of Interior Stairways and Other Vertical Structures.
 - The room located on the first floor will be removed

901 N. 27th Street Camden, NJ 08105

1. Fire Suppression System.
 - This is not complete. The City is gathering proposals to install the fire suppression hood system. However, the City is facing scheduling and financial issues.
2. Automatic Fire Alarms.
 - This is not complete. Electricians must replace existing detectors.
3. Smoke Detectors for One and Two-Family Dwellings.
 - This is not complete. Electricians must replace existing detectors.

1 N. 27th St Camden NJ 08105

1. Protection of Interior Stairway and Other Vertical Structures.
 - This is not complete. The City has ordered supplies for repair, and will complete upon arrival.
2. Fire Suppression System (Windowless Basement).

¹ Egg Harbor Twp, Moorestown, Glassboro, Bridgeton, Somers Point, Woodbury all have similar Ordinances.

- This is a new requirement, and this building is more than 50 years old. The City would offer that the building should be grandfathered under the prior requirements.
- 3. All Means of Egress indicated with Approved Exit Signs.
 - This is not complete. Although there are current signs in place, renewal of the signs is in progress. The Fire Department is awaiting financial approval for the change.
- 4. Kitchen System Test
 - This is not complete. The City is in the process of scheduling testing dates. Any needed service resulting from the test will be conducted.
- 5. Means of Egress.
 - This is not complete. Self-closures may be ordered, but an Engineer or Architect must determine if door is fire-resistance rated.
- 6. General Requirements for Portable Fire Extinguishers.
 - This was completed after the inspection, and will be completed again soon.
- 7. Automatic Fire Alarms.
 - This is complete. Smoke detectors are installed in all sleeping quarters.
- 8. Smoke Detectors for One-And Two-Family Dwellings.
 - This is complete. Carbon monoxide detectors are installed.
- 9. Annual Testing of Emergency Generators.
 - Testing of emergency generators for 2017 was completed. The City will soon test for 2018.

2500 Morgan Blvd Camden NJ 08104

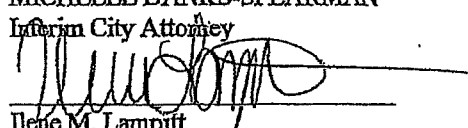
1. Fire Suppression System (Windowless Basement)
 - This is a new requirement, and this building is more than 50 years old. The City would offer that the building should be grandfathered under the prior requirements.
2. Automatic Fire Alarms.
 - This is not complete. Electricians must replace existing detectors.
3. Protection of Interior Stairways and Other Vertical.
 - This is not complete. The City has ordered supplies for repair, and will complete upon arrival.
4. Commercial Cooking System.
 - This is not complete. The City is in the process of scheduling testing dates. Any needed service resulting from the test will be conducted.
5. Automatic Fire Alarms.
 - This is complete. Smoke detectors are installed in all sleeping quarters.
6. Illumination Required.
 - This is not complete. Although there are current signs in place, renewal of the signs is in progress. The Fire Department is awaiting financial approval for the change.
7. Door Operation.
 - This is not complete. The City is in the process of gathering information and a quote for the required items.
8. Continued Maintenance.
 - This is not complete. The City is in progress of completing repairs.
9. Heating Appliance Installation and Maintenance.
 - This is not complete. The City has ordered supplies for repair, and will complete upon arrival.

1115 Kaighns Ave Camden NJ 08103

1. Smoke Detectors For One-And Two-Family Dwelling
 - This is not complete. Electricians must replace existing detectors.
2. Fire Suppression System (Windowless Basement).
 - This is a new requirement and this building is more than 50 years old. The City would offer that the building should be grandfathered under the prior requirements.
3. Automatic Fire Alarms.
 - This is complete. All smoke detectors are installed.
4. Fire Suppression System.
 - This is complete. A new system is installed.
5. All Means of Egress indicated with Approved Exit Signs.
 - This is not complete. Although there are current signs in place, renewal of the signs is in progress. The Fire Department is awaiting financial approval for the change.
6. Illumination Required.
 - This is not complete. Although there are current signs in place, renewal of the signs is in progress. The Fire Department is awaiting financial approval for the change.
7. Door Operation.
 - This is not complete. The City is in the process of gathering information and a quote for the required items.

Yours truly,
MICHELLE BANKS-SPEARMAN
Interim City Attorney

By


Ilene M. Lampitt
Assistant City Attorney

cc:

Jason Asuncion, Business Administrator
Michelle Banks-Spearman, Interim City Attorney
Chief Michael Harper, Fire Department
Patrick Keating, Director of Finance
Chief Braulio Villegas, Fire Marshall

From: JaAsunci@ci.camden.nj.us
Sent: Friday, July 9, 2021 3:00 PM
To: Jack.Layne@dca.nj.gov
Cc: William.Swain@dca.nj.gov; Richard.Richardella@dca.nj.gov; DoBrown@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; LiPicon@ci.camden.nj.us; MiHarper@ci.camden.nj.us; JoConyer@ci.camden.nj.us; DianeG@ci.camden.nj.us
Subject: RE: Fire Department waivers
Attachments: RE: Fire Waivers; Camden MOU fully executed 052720.pdf

Senior Personnel Assn't Lisa Picon and my Secretary Diana will be back in Office on Monday July 12th, and we'll finalize, get signed-up internally and by DLGS, as appropriate, the Fire Dept. Waivers referenced in my attached email.

Fire Chief Harper will provide needed input with respect to the fire protection and CFD organizational aspects of each of the Waivers as the CFD complement is brought back to pre-June 26, 2020 layoff optimal staffing level of 196 (currently authorized only to 184).

[REDACTED]

Have restful weekend!

Sincerely,

Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

From: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Sent: Friday, July 09, 2021 1:22 PM
To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>
Swain, William [DCA] <William.Swain@dca.nj.gov>; Richardella, Rick [DCA] <Richard.Richardella@dca.nj.gov>
Subject: Fire Department waivers

Jason/Marc,

We have received numerous inquiries regarding the status of the waiver requests for the Fire Department. Therefore, if possible, please have those requests available for my approval and signature on Monday, July 12th.

Thank you.

Jack Layne
MTA

[REDACTED]

From: JaAsunci@ci.camden.nj.us
Sent: Friday, July 9, 2021 3:00 PM
To: Jack.Layne@dca.nj.gov
Cc: William.Swain@dca.nj.gov; Richard.Richardella@dca.nj.gov; DoBrown@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; LiPicon@ci.camden.nj.us; MiHarper@ci.camden.nj.us; JoConyer@ci.camden.nj.us; DianeG@ci.camden.nj.us
Subject: RE: Fire Department waivers
Attachments: RE: Fire Waivers; Camden MOU fully executed 052720.pdf

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Fire Chief Harper will provide needed input with respect to the fire protection and CFD organizational aspects of each of the Waivers as the CFD complement is brought back to pre-June 26, 2020 layoff optimal staffing level of 196 (currently authorized only to 184).

Separately, as the Fire Chief and Deputy Fire Chief positions are not covered by a CBA or other employment contract or Ordinance provision governing annual increases to each of their salaries, they are accordingly subject to MOU Sec. H.3.

The Mayor and City Administration will present the required current Tables of Organization and salary ranges and accompanying Waivers for DLGS review and approval for Fire Chief, Deputy Fire Chief, and the City's other Department Directors who have not had any upward adjustment in salaries for a number of years—some much longer than others and some with subordinates making more than them. All salary adjustments will be at the Mayor's discretion and direction to the City Administration to effectuate.

Dir. Conyer is to be included in the discussion with respect to the budgetary impact of the proposed Waivers. There will be a substantial impact to the City's Budget, which for the Calendar Year (CY) 2021 Budget, is anticipated to be sent by the City to the DLGS by 7-20-21; introduced to City Council the week of 7-27-21 at a Council Special Meeting; and adopted the week of 8-23-21 at a Council Special Meeting. The aforesaid tight schedule was set by DLGS Dir. Suarez.

Have restful weekend!

Sincerely,

Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

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: Swain, William [DCA] <William.Swain@dca.nj.gov>; Richardella, Rick [DCA] <Richard.Richardella@dca.nj.gov>
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Thank you.

Jack Layne
MTA

From:
Sent:
To:
Cc:
Subject:

MiHarper@ci.camden.nj.us
Tuesday, July 13, 2021 3:41 PM
mjdipiero@brownconnery.com; JaAsunci@ci.camden.nj.us
MiSpearman@ci.camden.nj.us
RE: Draft 788 Proposal

Importance:

High

Michael L. Harper

Fire Chief
Camden Fire Department

Knowledge is powerful when it is shared freely. When its lorded and hoarded it is divisive and destructive.

- Aaron Fields Seattle Fire Department

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From: Michael Harper
Sent: Tuesday, July 13, 2021 2:44 PM
To: 'Michael J. DiPiero' <mjdipiero@brownconnery.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Cc: Michelle Spearman <MiSpearman@ci.camden.nj.us>; 'Marc Riordino'
Subject: RE: Draft 788 Proposal
Importance: High

Michael L. Harper

Fire Chief

Camden Fire Department

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From: Michael J. DiPiero [mailto:mjdipiero@brownconnery.com]

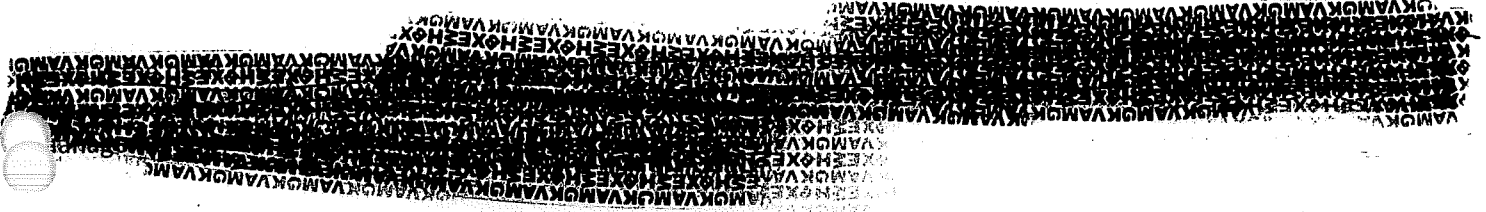
Sent: Monday, July 12, 2021 6:12 PM

To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

Cc: Michelle Spearman <MiSpearman@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>

Subject: Draft 788 Proposal

Jason


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From: Michael J. DiPiero <mjdipiero@brownconnery.com>
Sent: Tuesday, July 13, 2021 4:50 PM
To: Michael Harper
Cc: jaasunci@ci.camden.nj.us
Subject: RE: Draft 788 Proposal



Michael J. DiPiero, Esquire
Partner
BROWN & CONNERY, LLP
360 Haddon Avenue, Westmont, NJ 08108
Direct: (856) 858-8170 Fax: (856) 858-4967
mjdipiero@brownconnery.com
www.brownconnery.com

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Tuesday, July 13, 2021 3:41 PM
To: Michael J. DiPiero <mjdipiero@brownconnery.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>
Subject: RE: Draft 788 Proposal
Importance: High

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Michael L. Harper

Fire Chief
Camden Fire Department

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Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>; 'Marc Riandino'

Subject: RE: Draft 788

Importance: High

[REDACTED]

Michael L. Harper
Fire Chief
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From: Michael J. DiPiero [mailto:mjdipiero@brownconnery.com]
Sent: Monday, July 12, 2021 6:12 PM
To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>
Subject: Draft 788 Proposal

Jason

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From: MiHarper@ci.camden.nj.us
Sent: Tuesday, July 13, 2021 5:17 PM
To: mjdipiero@brownconnery.com
Cc: JaAsunci@ci.camden.nj.us
Subject: RE: Draft 788 Proposal

Michael L. Harper

Fire Chief
Camden Fire Department
(856)757-7518 office
(609)705-7509 cell

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From: Michael J. DiPiero [mailto:mjdipiero@brownconnery.com]
Sent: Tuesday, July 13, 2021 4:50 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Subject: RE: Draft 788 Proposal

Michael J. DiPiero, Esquire

Partner

BROWN & CONNERY, LLP

360 Haddon Avenue, Westmont, NJ 08108

Direct: (856) 858-8170 Fax: (856) 858-4967

mjdipiero@brownconnery.com

www.brownconnery.com

B&C

From: Michael Harper <MiHarper@ci.camden.nj.us>

Sent: Tuesday, July 13, 2021 3:41 PM

Michael J. DiPiero <mjdipiero@brownconnery.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>

Subject: RE: Draft 788 Proposal

Importance: High

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Michael L. Harper

Fire Chief

Camden Fire Department

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From: Michael Harper

Sent: Tuesday, July 13, 2021 2:44 PM

To: 'Michael J. DiPiero' <mjdipiero@brownconnery.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>; 'Marc Riondino'

Subject: RE: Draft 788 Proposal

Importance: High

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Fire Chief

Camden Fire Department

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From: Michael J. DiPiero [mailto:mjdipiero@brownconnery.com]

Sent: Monday, July 12, 2021 6:12 PM

To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>

Subject: Draft 788 Proposal

Jason

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n:
Sent:
To:
Cc:
Subject:

Michael J. DiPiero <mjdipiero@brownconnery.com>
Tuesday, July 13, 2021 5:20 PM
Michael Harper
Jason J. Asuncion
Re: Draft 788 Proposal

Sent via the Samsung Galaxy S10e

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Tuesday, July 13, 2021 5:16:33 PM
To: Michael J. DiPiero <mjdipiero@brownconnery.com>
Cc: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Subject: RE: Draft 788 Proposal

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Michael L. Harper
Fire Chief
Camden Fire Department
(856)757-7518 office
(609)705-7509 cell

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- Aaron Fields Seattle Fire Department

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Sent: Tuesday, July 13, 2021 4:50 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Subject: RE: Draft 788 Proposal

B&C

Michael J. DiPiero, Esquire

Partner

BROWN & CONNERY, LLP

360 Haddon Avenue, Westmont, NJ 08108

Direct: (856) 858-8170 Fax: (856) 858-4967

mjdipiero@brownconnery.com

www.brownconnery.com

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Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>

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Importance: High

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Fire Chief

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From: Michael Harper

Sent: Tuesday, July 13, 2021 2:44 PM

To: 'Michael J. DiPiero' <mjdipiero@brownconnery.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>; 'Marc Riondino'

Subject: RE: Draft 788 Proposal

Importance: High

Michael L. Harper

Fire Chief

Camden Fire Department

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- *Aaron Fields Seattle Fire Department*

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Sent: Monday, July 12, 2021 6:12 PM

To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

Cc: Michelle Spearman <MiSpearm@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>

Subject: Draft 788 Proposal

Jason

[illegible]

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[REDACTED]

From: MiHarper@ci.camden.nj.us
Sent: Wednesday, July 14, 2021 2:28 PM
To: JaAsunci@ci.camden.nj.us; MiSpearm@ci.camden.nj.us; LiPicon@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; JoConyer@ci.camden.nj.us; DoBrown@ci.camden.nj.us
Subject: Fire Department Table of Organization

Importance: High

I had a conversation with the President Sam Munoz of the Camden Fire Officers Local 2578 today in reference to the possibility of us getting some positions back that were eliminated through the June 26th RIF and one from January 1, 2011. President Munoz requested that I put the people in the positions (Deputy Chiefs, Battalion Chiefs, Captains, etc.) as soon as the waivers are signed. First of all I don't know the count of how many we will have with our newly proposed Table of Organization. I told him I would not put the personnel in the "new positions" until I received certification numbers from the Personnel Department with a headcount and dates for the appointments. FF Milike Winthers who he should have been eagerly concerned with is working as a Fire Captain in Ladder 1 on 1 Platoon in a vacant position caused by a retirement on May 31, 2021. This position is in line with our current Table of Organization and he should have been made permanent already since his waiver was signed by the Mayor on June 10, 2021. President Munoz seemed to be more adamant about the proposed new positions than that of the vacancies we currently have.

As far as the other positions (Supervising Fire Prevention Specialist-UFD, Fire Prevention Specialist-UFD) that were discussed, we do not have current Civil Service Lists for those positions so testing will be required. The positions will have to be posted for the entire department before selections any selections are made. I would hope that the members could be appointed provisionally for their own protection once we assign people there. Provisional appointments normally trigger Civil Service testing but a request should also be made for both positions. I requested that the City Administration request for testing for Fire Chief, Deputy Fire Chief, Fire Subcode/Fire Official-UFD, Fire Prevention Specialist-UFD, and now Supervising Fire Prevention Specialist.

Michael L. Harper

Fire Chief

Camden Fire Department

(856)757-7518 office

(609)705-7509 cell

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- Aaron Fields Seattle Fire Department

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From: JaAsunci@ci.camden.nj.us
Sent: Wednesday, July 14, 2021 5:33 PM
To: MiHarper@ci.camden.nj.us; MiSpearm@ci.camden.nj.us; LiPicon@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; JoConyer@ci.camden.nj.us; DoBrown@ci.camden.nj.us; MaRiondi@ci.camden.nj.us
Subject: RE: Fire Department Table of Organization

The Mayor is in the process of reviewing and signing the CFD Waivers. Upon receipt, the DLGS Monitor will review and sign same as appropriate.

[REDACTED]

Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Wednesday, July 14, 2021 2:28 PM
To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Michelle Spearman <MiSpearm@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Johanna Conyer <JoConyer@ci.camden.nj.us>; Dorri Brown <DoBrown@ci.camden.nj.us>
Subject: Fire Department Table of Organization
Importance: High

I had a conversation with the President Sam Munoz of the Camden Fire Officers Local 2578 today in reference to the possibility of us getting some positions back that were eliminated through the June 26th RIF and one from January 1, 2011. President Munoz requested that I put the people in the positions (Deputy Chiefs, Battalion Chiefs, Captains, etc.) as soon as the waivers are signed. First of all I don't know the count of how many we will have with our newly proposed Table of Organization. I told him I would not put the personnel in the "new positions" until I received certification numbers from the Personnel Department with a headcount and dates for the appointments. FF Milike Winthers who he should have been eagerly concerned with is working as a Fire Captain in Ladder 1 on 1 Platoon in a vacant position caused by a retirement on May 31, 2021. This position is in line with our current Table of Organization and he should

have been made permanent already since his waiver was signed by the Mayor on June 10, 2021. President Munoz seemed to be more adamant about the proposed new positions than that of the vacancies we currently have.

As far as the other positions (Supervising Fire Prevention Specialist-UFD, Fire Prevention Specialist-UFD) that were discussed, we do not have current Civil Service Lists for those positions so testing will be required. The positions will have to be posted for the entire department before selections any selections are made. I would hope that the members would be appointed provisionally for their own protection once we assign people there. Provisional appointments normally trigger Civil Service testing but a request should also be made for both positions. I requested that the City Administration request for testing for Fire Chief, Deputy Fire Chief, Fire Subcode/Fire Official-UFD, Fire Prevention Specialist-UFD, and now Supervising Fire Prevention Specialist.

Michael L. Harper

Fire Chief

Camden Fire Department

(856)757-7518 office

(609)705-7509 cell

Knowledge is powerful when it is shared freely. When its lorded and hoarded it is divisive and destructive.

- Aaron Fields Seattle Fire Department

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From: MiHarper@ci.camden.nj.us
Sent: Friday, July 16, 2021 2:05 PM
To: Richard.Richardella@dca.nj.gov; LiPicon@ci.camden.nj.us; JoConyer@ci.camden.nj.us; JaAsunci@ci.camden.nj.us
Cc: Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov; DianeG@ci.camden.nj.us; MaRiondi@ci.camden.nj.us
Subject: RE: Waiver, Battalion Fire Chief, for Fire Training Unit
Attachments: Supervising Fire Prevention Specialist - UFD 06353.pdf; Fire Prevention Specialist - UFD 06357.pdf

First of all thank you to everyone for assisting the Camden Fire Department in providing excellent service to the residents of the City of Camden. For these moves there will have to be a Civil Service test for both Supervising Fire Prevention Specialist and the Fire Prevention Specialist positions. In the meantime we can appoint members to the positions provisionally until there is a test. The positions will have to be offered to any member in the fire department who possesses the necessary requirements (see attachments) and based on the applications a determination can be made. We have several members in the department who possess the necessary certifications.

If Lisa is ready for more, we can add the additional Firefighters into the class we are starting on July 26, 2021 once they finish up with their pre-hiring requirements. It would be better for us but if not we will have to run a separate class for the additional recruit firefighters. Also we are only moving personnel into higher ranking positions so the Firefighter rank seems as though will be short of the 196 even with the 6 FFs (starting 7/26/21) and the additional 4 on the approved waiver. I will do a staffing list and send it to everyone.

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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From: Richardella, Rick [DCA] [mailto:Richard.Richardella@dca.nj.gov]

Sent: Friday, July 16, 2021 11:26 AM

To: Lisa Picon <LiPicon@ci.camden.nj.us>; Johanna Conyer <JoConyer@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>

Cc: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Swain, William [DCA] <William.Swain@dca.nj.gov>; Diana Gonzalez <DianeG@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>

Subject: Re: Waiver, Battalion Fire Chief, for Fire Training Unit

To all,

It appears that all of the civil service lists are in place correctly except for fire prevention specialist and I believe we'll work out the issues with that aspect internally.

So if the city and the fire department administration (Chief Harper copied) don't have any objections; the state is going to sign off on adding additional firefighters, thus allowing for the promotions.
I suggest that the promotions and hiring of new firefighters move ahead ASAP.

Rick

From: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

Sent: Friday, July 16, 2021 9:09:22 AM

To: Lisa Picon <LiPicon@ci.camden.nj.us>; Johanna Conyer <JoConyer@ci.camden.nj.us>

Cc: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Swain, William [DCA] <William.Swain@dca.nj.gov>; Richardella, Rick [DCA] <Richard.Richardella@dca.nj.gov>; Diana Gonzalez <DianeG@ci.camden.nj.us>

Subject: [EXTERNAL] FW: Waiver, Battalion Fire Chief, for Fire Training Unit

Meant to send to you too.

Sincerely,

Jason J. Asuncion, Esq., MPA

Business Administrator

City of Camden | Department of Administration

City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120

Camden, NJ 08101-5120

Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

-----Original Message-----

From: Jason J. Asuncion

Sent: Thursday, July 15, 2021 3:59 PM

To: Michael Harper <MiHarper@ci.camden.nj.us>; Dorri Brown <DoBrown@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>

Subject: Waiver, Battalion Fire Chief, for Fire Training Unit

Fyi, as approved by DLGS.

Sincerely,

Jason J. Asuncion, Esq., MPA

Business Administrator

City of Camden | Department of Administration City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120

Camden, NJ 08101-5120

Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

-----Original Message-----

From: CopyScan <copyscan@ci.camden.nj.us>

Sent: Thursday, July 15, 2021 3:24 PM

To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

Subject: Message from "RNP002673F5476D"

This E-mail was sent from "RNP002673F5476D" (MP 6503).

Scan Date: 07.15.2021 15:24:28 (-0400)

Queries to: copyscan@ci.camden.nj.us



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Job Specification

SUPERVISING FIRE PREVENTION SPECIALIST, UFD

DEFINITION

Under direction of supervisory staff, supervises and works with a group of fire prevention, protection and firefighter personnel in the inspection of buildings to detect and eliminate fire hazards and to enforce provisions of relevant fire safety codes and related regulations; responds to fire alarms and participates in extinguishing fires; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises the work of fire prevention, protection, and firefighter personnel in inspection of various buildings and structures to detect and eliminate fire hazards and to ensure that relevant fire safety codes and regulations are enforced.

Organizes, plans, and assigns work of fire prevention specialists who are responsible for inspection of buildings and structures for compliance with the NJ Uniform Fire Code or local fire safety code.

Plans, organizes, and revises work schedules to meet changes in workload considering factors such as peak loads and availability of manpower.

Coordinates activities with representatives of other units concerning matters of work accomplishment, priorities, and procedures.

Assigns work to employees or assigns employees to positions.

Assigns tasks to provide new employees with experience and training required to perform the work.

Explains work requirements, methods, and procedures, giving special instructions on difficult or different operations and answering technical questions about the work.

Oversees attendance and leave, typically including approval of ordinary sick and annual leave and vacation schedules.

Formulates and issues (individually or collectively with other





supervisors or specialists) written instructions and procedures and special instructions for nonroutine or complex assignments, or to clarify published guidelines.

Formulates training plans for employees.

Conducts informal training to broaden employee skills and to provide back up skills by cross training.

Recommends formal training when need is apparent.

Ensures all life hazard use structures are inspected in accord with the schedule established by the code.

Ensures permit applications have been issued for uses where permit is required in NJAC 5:18-2/7.

Assigns fire personnel to identify and register hazardous use structures and/or conduct registration survey.
Interprets legal and technical regulations, and provides advice and assistance to municipal officials, owners, agents, tenants, and others on matters and questions pertaining to compliance with the NJ Uniform Fire Code or local fire code and regulations.

Reviews inspection and other reports originating from subordinates to ensure their completeness and accuracy.

Recommends appropriate administrative penalties in specific cases where violations have not been eliminated.



Makes recommendations as to the time required to effect compliance with orders in cases where an extension of time is requested by an owner.

Recommends alternatives and/or recommends the approval of alternatives to uniform fire code requirements that will be sufficient to meet the fire code standards.

Orders immediate evacuation of buildings, structures, or premises where there is actual danger to occupants or those in proximity pursuant to the authority in NJAC 5:18-2.17.

Assigns fire personnel to obtain information on particular buildings and/or structures necessary for the compliance section to prepare legal documents.

Assigns subordinates to perform special field investigations to verify presence of imminent hazards which may require vacating and/or closing of buildings/structures to effect abatement of violations of the fire safety code.

Speaks before public and private groups of owners, tenants, landlords, and others interested in or involved with fire safety code enforcement.

May confer with and speak before civic, school, and community organizations and groups concerning fire prevention methods.



May supervise a public information and education program designed to improve fire safety measures in the home, office buildings, industrial and commercial structures, and other locations.



May confer with public officials or civic representatives to improve fire safety education programs.

May give talks and demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

Prepares and supervises preparation of clear, technically sound, accurate, and informative reports of inspections and other matters containing findings, conclusions, and recommendations.

Supervises maintenance of inspection records, reports, and files.

May conduct performance evaluations of assigned staff and recommends appropriate personnel actions based on these evaluations.

Prepares correspondence.

Participates in fire drills and other training courses.

Responds to fire alarms and drives or accompanies fire apparatus and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus.

Performs special duty at theaters, schools, and other public gatherings to help maintain fire precautionary measures.



Responds to calls concerning bomb threats and conducts bomb searches.

Inspects condition of fire protection apparatus in public and private buildings.

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION:



Graduation from high school, vocational high school, or possession of an approved high school equivalent certificate.



EXPERIENCE:

Four (4) years of experience in one or more of the areas indicated below or some combination thereof: as a firefighter in a paid or volunteer fire company, or in inspection of buildings to detect fire hazards and enforce fire safety codes/regulations, or in investigation of fires to determine their cause, or in inspection of the construction of buildings and review of building construction plans/specifications to ensure compliance with fire protection codes/regulations, and/or in installation of fire protection equipment.

LICENSE AND CERTIFICATE

Possession of a current/valid Fire Inspector Certification issued by the NJ Department of Community Affairs will be required only where inspection of high rise and/or life hazard use structures are involved.

NOTE: Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AGE:



Not less than 18 years of age.

MEDICAL EXAMINATION

Appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to themselves or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of fire prevention measures required in residential, commercial, industrial, and other buildings and structures.

Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.

Knowledge of practices and procedures of fire code enforcement.

Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.

Knowledge of the safe use and maintenance of facilities, buildings, and uses of such structures which are subject to the NJ Uniform Fire Code.



Knowledge of the safe handling of materials which pose a fire



hazard.

Knowledge of standards for installation of fire detection, fire alarm, and suppression systems.

Knowledge of requirements for means of egress including exit access, exit discharge, and exit signs.

Knowledge of requirements of the NJ Uniform Fire Code and local fire codes regulating use and occupancy of buildings.

Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety.

Knowledge of the operation and maintenance of smoke detectors and alarms.

Knowledge of supervisory and management techniques, principles, and philosophy.

Knowledge of methods, administrative and operational procedures to be applied to ensure timely inspection and reinspection of buildings as required by the fire safety code.

Knowledge of code requirements related to fire ratings of structural components, arrangements, sizing, protection of means of egress, and flame spread.

Knowledge of laws and ordinances which are significant from the firefighting point of view.



Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.
Knowledge of the types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports and take necessary action.

Ability to comprehend, analyze, and interpret basic laws and regulations pertaining to fire safety, protection, and prevention.

Ability to establish cooperative working relationships with tenants, owners, municipal officials, and others interested in or concerned with the enforcement of laws relating to fire safety.

Ability to explain existing and potential fire safety hazards to owners, tenants, and others.



Ability to estimate the time required to abate violations and



establish realistic deadlines by which owners must complete the abatement of violations.

Ability to make field visits, inspections, and investigations.

Ability to issue work assignments, provide advice, assistance, and direction to personnel, and review and evaluate their work performance.

Ability to act as a witness in hearings and at court proceedings and give testimony under oath.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain records, reports, and files.

Ability to prepare inspection reports in accord with established procedures and guidelines.

Ability to prepare correspondence in the course of official duties.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting and carrying people and equipment for rescue and salvage.



Ability to work under conditions of heavy physical exertion in extreme heat and dust in high and confined areas and smoke filled spaces, and in all kinds of weather and to maintain physical activity for prolonged periods of time.

Ability to understand and carry out instructions.

Ability to function independently and without direct supervision.

Ability to think clearly and apply knowledge under stressful conditions and handle more than one task at a time.

Ability to work closely with people, including functioning as a team member, to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective fire fighting and equipment operation.

Ability to apply the basic techniques of fighting fires and rendering first aid.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.



Persons with mental or physical disabilities are eligible as

long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06353		L	C		N/A	16		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/04/2006



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

FIRE PREVENTION SPECIALIST, UFD

DEFINITION

Under direction inspects premises of buildings to detect and eliminate fire hazards and to enforce the provisions of relevant fire safety codes and related regulations, and responds to fire alarms and participates in extinguishing fires; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Inspects various buildings, structures, and premises to detect and eliminate fire hazards.

In accord with established regulations, guidelines, standards, and procedures, inspects buildings classified as highrise and life hazard use for compliance with the Uniform Fire Safety Code in accord with the schedule established by the Code.

Inspects fire extinguishing and fire protection equipment to ensure equipment is operable and prepares reports identifying deficiencies.

Observes tests of fire prevention or protection equipment in plants where explosive or flammable materials are processed or stored.

Observes tests of equipment and inspects storage conditions to ensure conformance to fire and safety codes.

Notes and investigates unsafe conditions and practices which might cause or increase fire hazards.

May instruct employees of business establishments in fire safety practices.

Inspects buildings of six stories or more that are used for human occupancy to ensure that such buildings are equipped with standpipes that have been installed in accord with applicable regulations.

Reports findings to Fire Official on authorized forms detailing violations and corrective action.

Inspects areas in which flammable or combustible materials are stored and reports undesirable conditions or takes steps to correct such conditions.

Serves penalty notices, orders, rulings, and other legal process including notices of violation.

Ensures that automatic fire alarm systems, when required, are present, operable, and properly maintained in accord with pertinent regulations.

Inspects buildings for proper and adequate means of egress as determined by use, design, and layout, and ensures that means of egress are accessible, safe, properly equipped and maintained, and meet the requirements of the New Jersey Uniform Fire Code or other relevant codes or ordinances.

Ensures that all exit and information signs are properly displayed and maintained and meet the requirements of the New Jersey Uniform Fire Code with regard to location, illumination, height, and so forth.

Reinspects buildings, structures, or premises that have been identified as having violation(s) of applicable fire codes and that constitute imminent hazard to the health, safety, or welfare of the occupants or intended occupants, firefighters, or the general public for abatement of said violation(s).

Reinspects buildings, structures, or premises within a prescribed time after they have been cited for violations to determine if the violations have been properly and completely abated.

Issues penalty notices for fire hazards not corrected on subsequent inspection.

Examines interiors and exteriors of buildings, structures, and premises to detect hazardous conditions or violations of fire regulations and laws.

Prepares reports of violations and penalty orders.

Discusses conditions with owner or agent and recommends safe methods of storing flammable or other hazardous materials.

Informs owner or agent of conditions requiring correction such as deficient egress facilities, improper fire protection equipment and faulty wiring, and issues violation notices.

Explains the New Jersey Uniform Fire Code and regulations to owners and provides advice on how to abate existing violations.

Ensures permit applications are obtained where Code requires and performs inspections on uses related to the permit.

Inspects to ensure that conditions of permit issued by the Fire Official are being complied with.

Works closely with fire officials, fire departments, and municipal officials in interpreting and applying the New Jersey

Uniform Fire Code and ensuring construction permits are obtained.

Prepares inspection reports which are complete and properly filed.

Prepares violation notices and orders to abate the violations which are served to owners.

Investigates complaints of alleged fire code violations and provides reports on findings, conclusions, and recommendations.

Investigates fires to determine origin, cause, and spread.

Maintains file of inspection records, prepares reports of activities, and coordinates activities with other officials responsible for ensuring fire and life safety.

Prepares and maintains accurate inspection records of actions taken, violations found, progress made, and other conditions observed and takes photographs pertinent to assignments.

Prepares clear, sound, accurate, and comprehensive reports of inspections and other reports containing findings, conclusions, and recommendations.

Maintains essential records and files.

Gives testimony in court and at hearings and acts as a witness in behalf of the local community.

Speaks before civic, school, and community organizations and groups on matters concerning fire prevention methods and to encourage the use of fire prevention methods by community residents.

Gives talks and demonstrations before adults and/or children on the methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

Participates in fire drills and other training courses.

Responds to fire alarms, drives or accompanies fire apparatus, and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus.

Performs special duty at theaters, schools, and other public gatherings to help maintain proper fire precautionary measures.

Responds to calls concerning bomb threats and conducts bomb searches.

Inspects condition of fire protection apparatus in public and private buildings.

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Keeps needed records.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

LICENSE AND CERTIFICATION

Possession of a current and valid fire inspector certification issued by the New Jersey Department of Community Affairs.

NOTE: Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AGE:

Not less than 18 years of age.

MEDICAL EXAMINATION

As a prerequisite for appointment, appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical, or physical condition or defect which would prevent efficient performance of the duties of the position, cause appointees to be a hazard to themselves or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of basic fire prevention measures required in residential, commercial, industrial, and other buildings and structures.

Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.

Knowledge of practices and procedures of fire code enforcement.

Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression

systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.

Knowledge of the safe use and maintenance of facilities, buildings, and the uses of such structures which are subject to the New Jersey Uniform Fire Code.

Knowledge of safe handling of materials which pose a fire hazard.

Knowledge of modern standards for installation of fire detection, fire alarm, and suppression systems.

Knowledge of requirements for means of egress including exit, access, exit discharge, and exit signs.

Knowledge of requirements of the New Jersey Uniform Fire Code regulating use and occupancy of buildings.

Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety.

Knowledge of code requirements related to fire ratings of structural components, arrangement, sizing, protection of means of egress, and flamespread.

Knowledge of operation and maintenance of smoke detectors and alarms.

Knowledge of laws and ordinances which are significant from the firefighting point of view.

Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.

Knowledge of types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to comprehend and interpret basic laws and regulations.

Ability to make inspections to determine hazardous conditions.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports thereon.

Ability to act as a witness in hearings and court procedures and give testimony under oath.

Ability to establish cooperative work relationships with

local police, fire officials, owners, agents, tenants, and other interested individuals.

Ability to make field visits, inspections, and investigations.

Ability to prepare inspection reports in accord with established procedures and guidelines.

Ability to maintain inspection and other records and files.

Ability to prepare correspondence relating to the work of the agency.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, and lifting and carrying people and equipment for rescue and salvage.

Ability to work under conditions of heavy physical exertion in extreme heat and dust, in high and confined areas and smoke filled spaces, in all kinds of weather, and to maintain physical activity for prolonged periods of time.

Ability to understand and carry out instructions.

Ability to record information in written form.

Ability to function independently and without direct supervision.

Ability to think clearly and to apply knowledge under stressful conditions and to handle more than one task at a time.

Ability to work closely with people including functioning as a team member to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective firefighting and equipment operation.

Ability to apply basic techniques of fighting fires and rendering first aid.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer

undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06357		L	C		N/A	14		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.



From: MiHarper@ci.camden.nj.us
Sent: Friday, July 16, 2021 2:07 PM
To: JoTull@ci.camden.nj.us
Cc: camfire97@gmail.com
Subject: Civil Service
Attachments: Supervising Fire Prevention Specialist - UFD 06353.pdf

Michael L. Harper

Fire Chief
Camden Fire Department

Knowledge is powerful when it is shared freely. When its lorded and hoarded it is divisive and destructive.

- Aaron Fields Seattle Fire Department

CONFIDENTIALITY NOTICE

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You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

SUPERVISING FIRE PREVENTION SPECIALIST, UFD

DEFINITION

Under direction of supervisory staff, supervises and works with a group of fire prevention, protection and firefighter personnel in the inspection of buildings to detect and eliminate fire hazards and to enforce provisions of relevant fire safety codes and related regulations; responds to fire alarms and participates in extinguishing fires; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises the work of fire prevention, protection, and firefighter personnel in inspection of various buildings and structures to detect and eliminate fire hazards and to ensure that relevant fire safety codes and regulations are enforced.

Organizes, plans, and assigns work of fire prevention specialists who are responsible for inspection of buildings and structures for compliance with the NJ Uniform Fire Code or local fire safety code.

Plans, organizes, and revises work schedules to meet changes in workload considering factors such as peak loads and availability of manpower.

Coordinates activities with representatives of other units concerning matters of work accomplishment, priorities, and procedures.

Assigns work to employees or assigns employees to positions.

Assigns tasks to provide new employees with experience and training required to perform the work.

Explains work requirements, methods, and procedures, giving special instructions on difficult or different operations and answering technical questions about the work.

Oversees attendance and leave, typically including approval of ordinary sick and annual leave and vacation schedules.

Formulates and issues (individually or collectively with other



supervisors or specialists) written instructions and procedures and special instructions for nonroutine or complex assignments, or to clarify published guidelines.

Formulates training plans for employees.

Conducts informal training to broaden employee skills and to provide back up skills by cross training.

Recommends formal training when need is apparent.

Ensures all life hazard use structures are inspected in accord with the schedule established by the code.

Ensures permit applications have been issued for uses where permit is required in NJAC 5:18-2/7.

Assigns fire personnel to identify and register hazardous use structures and/or conduct registration survey.
Interprets legal and technical regulations, and provides advice and assistance to municipal officials, owners, agents, tenants, and others on matters and questions pertaining to compliance with the NJ Uniform Fire Code or local fire code and regulations.

Reviews inspection and other reports originating from subordinates to ensure their completeness and accuracy.

Recommends appropriate administrative penalties in specific cases where violations have not been eliminated.



Makes recommendations as to the time required to effect compliance with orders in cases where an extension of time is requested by an owner.

Recommends alternatives and/or recommends the approval of alternatives to uniform fire code requirements that will be sufficient to meet the fire code standards.

Orders immediate evacuation of buildings, structures, or premises where there is actual danger to occupants or those in proximity pursuant to the authority in NJAC 5:18-2.17.

Assigns fire personnel to obtain information on particular buildings and/or structures necessary for the compliance section to prepare legal documents.

Assigns subordinates to perform special field investigations to verify presence of imminent hazards which may require vacating and/or closing of buildings/structures to effect abatement of violations of the fire safety code.

Speaks before public and private groups of owners, tenants, landlords, and others interested in or involved with fire safety code enforcement.

May confer with and speak before civic, school, and community organizations and groups concerning fire prevention methods.



May supervise a public information and education program designed to improve fire safety measures in the home, office buildings, industrial and commercial structures, and other locations.



May confer with public officials or civic representatives to improve fire safety education programs.

May give talks and demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

Prepares and supervises preparation of clear, technically sound, accurate, and informative reports of inspections and other matters containing findings, conclusions, and recommendations.

Supervises maintenance of inspection records, reports, and files.

May conduct performance evaluations of assigned staff and recommends appropriate personnel actions based on these evaluations.

Prepares correspondence.

Participates in fire drills and other training courses.

Responds to fire alarms and drives or accompanies fire apparatus and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus.

Performs special duty at theaters, schools, and other public gatherings to help maintain fire precautionary measures.



Responds to calls concerning bomb threats and conducts bomb searches.

Inspects condition of fire protection apparatus in public and private buildings.

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION:



Graduation from high school, vocational high school, or possession of an approved high school equivalent certificate.

EXPERIENCE:

Four (4) years of experience in one or more of the areas indicated below or some combination thereof: as a firefighter in a paid or volunteer fire company, or in inspection of buildings to detect fire hazards and enforce fire safety codes/regulations, or in investigation of fires to determine their cause, or in inspection of the construction of buildings and review of building construction plans/specifications to ensure compliance with fire protection codes/regulations, and/or in installation of fire protection equipment.

LICENSE AND CERTIFICATE

Possession of a current/valid Fire Inspector Certification issued by the NJ Department of Community Affairs will be required only where inspection of high rise and/or life hazard use structures are involved.

NOTE: Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AGE:

Not less than 18 years of age.

MEDICAL EXAMINATION

Appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to themselves or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of fire prevention measures required in residential, commercial, industrial, and other buildings and structures.

Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.

Knowledge of practices and procedures of fire code enforcement.

Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.

Knowledge of the safe use and maintenance of facilities, buildings, and uses of such structures which are subject to the NJ Uniform Fire Code.

Knowledge of the safe handling of materials which pose a fire





hazard.

Knowledge of standards for installation of fire detection, fire alarm, and suppression systems.

Knowledge of requirements for means of egress including exit access, exit discharge, and exit signs.

Knowledge of requirements of the NJ Uniform Fire Code and local fire codes regulating use and occupancy of buildings.

Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety.

Knowledge of the operation and maintenance of smoke detectors and alarms.

Knowledge of supervisory and management techniques, principles, and philosophy.

Knowledge of methods, administrative and operational procedures to be applied to ensure timely inspection and reinspection of buildings as required by the fire safety code.

Knowledge of code requirements related to fire ratings of structural components, arrangements, sizing, protection of means of egress, and flame spread.

Knowledge of laws and ordinances which are significant from the firefighting point of view.



Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.
Knowledge of the types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports and take necessary action.

Ability to comprehend, analyze, and interpret basic laws and regulations pertaining to fire safety, protection, and prevention.

Ability to establish cooperative working relationships with tenants, owners, municipal officials, and others interested in or concerned with the enforcement of laws relating to fire safety.

Ability to explain existing and potential fire safety hazards to owners, tenants, and others.



Ability to estimate the time required to abate violations and



establish realistic deadlines by which owners must complete the abatement of violations.

Ability to make field visits, inspections; and investigations.

Ability to issue work assignments, provide advice, assistance, and direction to personnel, and review and evaluate their work performance.

Ability to act as a witness in hearings and at court proceedings and give testimony under oath.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain records, reports, and files.

Ability to prepare inspection reports in accord with established procedures and guidelines.

Ability to prepare correspondence in the course of official duties.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting and carrying people and equipment for rescue and salvage.



Ability to work under conditions of heavy physical exertion in extreme heat and dust in high and confined areas and smoke filled spaces, and in all kinds of weather and to maintain physical activity for prolonged periods of time.

Ability to understand and carry out instructions.

Ability to function independently and without direct supervision.

Ability to think clearly and apply knowledge under stressful conditions and handle more than one task at a time.

Ability to work closely with people, including functioning as a team member, to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective fire fighting and equipment operation.

Ability to apply the basic techniques of fighting fires and rendering first aid.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.



Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as

long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06353		L	C		N/A	16		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/04/2006


From: LiPicon@ci.camden.nj.us
Sent: Friday, July 16, 2021 3:03 PM
To: MiHarper@ci.camden.nj.us; Richard.Richardella@dca.nj.gov; JoConyer@ci.camden.nj.us; JaAsunci@ci.camden.nj.us
Cc: Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov; DianeG@ci.camden.nj.us; MaRiondi@ci.camden.nj.us
Subject: RE: Waiver, Battalion Fire Chief, for Fire Training Unit

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Lisa Y. Picon

City of Camden Personnel Office
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Camden, NJ 08101
856-757-7676 or 856-757-7414
Fax: 856-541-2598

 lpicon@ci.camden.nj.us
Cell #: 609-634-9715

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Michael L. Harper
Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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So if the city and the fire department administration (Chief Harper copied) don't have any objections; the state is going to sign off on adding additional firefighters, thus allowing for the promotions.

I suggest that the promotions and hiring of new firefighters move ahead ASAP.



Rick

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Sent: Friday, July 16, 2021 9:09:22 AM

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Cc: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Swain, William [DCA] <William.Swain@dca.nj.gov>; Richardella, Rick [DCA] <Richard.Richardella@dca.nj.gov>; Diana Gonzalez <DianeG@ci.camden.nj.us>

Subject: [EXTERNAL] FW: Waiver, Battalion Fire Chief, for Fire Training Unit

Meant to send to you too.

Sincerely,

Jason J. Asuncion, Esq., MPA

Business Administrator

City of Camden | Department of Administration

City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120

Camden, NJ 08101-5120

Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150



-----Original Message-----

From: Jason J. Asuncion

Sent: Thursday, July 15, 2021 3:59 PM

To: Michael Harper <MiHarper@ci.camden.nj.us>; Dorri Brown <DoBrown@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>

Subject: Waiver, Battalion Fire Chief, for Fire Training Unit

Fyi, as approved by DLGS.

Sincerely,

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Subject: Message from "RNP002673F5476D"

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Scan Date: 07.15.2021 15:24:28 (-0400)

Queries to: copyscan@ci.camden.nj.us

[REDACTED]

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To: LiPicon@ci.camden.nj.us
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Thank you Lisa for your thorough work in this regard. Once you process the requests for Certs, we need to determine where the City is hitting 196 complement, and related number of additional FFs that DLGS needs to authorize by Waiver to get to same.

Sincerely,

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Business Administrator
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Cc: Layne, Jack [DCA]; Swain, William [DCA]; Diana Gonzalez; Marc Riondino; Swain, William [DCA]
Subject: RE: Waiver, Battalion Fire Chief, for Fire Training Unit

Keep in mind that the promotional lists were extended, so I would expect that we could move ahead on the promotions once civil service returns the certifications. If the City needs assistance moving the certification along please advise my office.

Rick

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From: Richardella, Rick [DCA] [<mailto:Richard.Richardella@dca.nj.gov>]

Sent: Friday, July 16, 2021 11:26 AM

To: Lisa Picon <LiPicon@ci.camden.nj.us>; Johanna Conyer <JoConyer@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>

Cc: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Swain, William [DCA] <William.Swain@dca.nj.gov>; Diana Gonzalez <DianeG@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>

Subject: Re: Waiver, Battalion Fire Chief, for Fire Training Unit

To all,

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So if the city and the fire department administration (Chief Harper copied) don't have any objections; the state is going to sign off on adding additional firefighters, thus allowing for the promotions.

I suggest that the promotions and hiring of new firefighters move ahead ASAP.

Rick

From: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

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Subject: [EXTERNAL] FW: Waiver, Battalion Fire Chief, for Fire Training Unit

Meant to send to you too.

Sincerely,

 Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

-----Original Message-----

From: Jason J. Asuncion
Sent: Thursday, July 15, 2021 3:59 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>; Dorri Brown <DoBrown@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>
Subject: Waiver, Battalion Fire Chief, for Fire Training Unit

Fyi, as approved by DLGS.

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Subject: Message from "RNP002673F5476D"

This E-mail was sent from "RNP002673F5476D" (MP 6503).

Scan Date: 07.15.2021 15:24:28 (-0400)
Queries to: copyscan@ci.camden.nj.us

From: MiHarper@ci.camden.nj.us
Sent: Friday, July 16, 2021 4:30 PM
To: LiPicon@ci.camden.nj.us; Richard.Richardella@dca.nj.gov; JoConyer@ci.camden.nj.us; JaAsunci@ci.camden.nj.us
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10-4 Thanks

From: Lisa Picon
Sent: Friday, July 16, 2021 3:03 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>; 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Johanna Conyer <JoConyer@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
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Subject: RE: Waiver, Battalion Fire Chief, for Fire Training Unit

We will only be able to hire 6 fire fighters on July 26th. It is too late to send anyone for physical examinations.

Remaining promotions: I will send the request for certifications to Civil Service as soon as I can. Next week will be an extremely busy week for the Personnel Office.

Lisa Y. Picon

City of Camden Personnel Office
520 Market St., Rm. 405, City Hall
Camden, NJ 08101
856-757-7676 or 856-757-7414
Fax: 856-541-2598
lipicon@ci.camden.nj.us
Cell #: 609-634-9715

From: Michael Harper
Sent: Friday, July 16, 2021 2:05 PM
To: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>; Johanna Conyer <JoConyer@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
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" Lisa is ready for more, we can add the additional Firefighters into the class we are starting on July 26, 2021 once they finish up with their pre-hiring requirements. It would be better for us but if not we will have to run a separate class for the additional recruit firefighters. Also we are only moving personnel into higher ranking positions so the Firefighter rank seems as though will be short of the 196 even with the 6 FFs (starting 7/26/21) and the additional 4 on the approved waiver. I will do a staffing list and send it to everyone.

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Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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Thanks a million. Have a great weekend all.

Michael L. Harper

Fire Chief

Camden Fire Department

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Subject: RE: Waiver, Battalion Fire Chief, for Fire Training Unit

Thank you Lisa for your thorough work in this regard. Once you process the requests for Certs, we need to determine where the City is hitting 196 complement, and related number of additional FFs that DLGS needs to authorize by Waiver to get to same.

Sincerely,

Jason J. Asuncion, Esq., MPA

Business Administrator

City of Camden | Department of Administration

City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120

Camden, NJ 08101-5120

Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

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Scan Date: 07.15.2021 15:24:28 (-0400)

Queries to: copyscan@ci.camden.nj.us


m: Jason J. Asuncion
Sent: Saturday, July 17, 2021 6:51 AM
To: Michael Harper; Lisa Picon; Johanna Conyer; Dorri Brown; Marc Riondino; Diana Gonzalez
Cc: Layne, Jack [DCA]; William Wes Swain; Richardella, Rick (DCA)
Subject: Summary of Recent Approved CFD Waivers

DLGS Approved 10 Waivers:

CAM-2021-141: Fire Fighter

CAM-2021-142: Fire Captain (M. Winthers)

CAM-2021-163: Deputy Fire Chief (2; one responsible for Fire Training Unit)

CAM-2021-164: Battalion Fire Chief (E. Tirado & P. Tally)

CAM-2021-165: Fire Captain (2, D. Gonzalez & G. Hall)

CAM-2021-166: Fire Fighter (4)

 CAM-2021-167: Keyboarding Clerk 1 (for Fire Marshal Office per DCA Fire Safety Audit)

CAM-2021-172: Supervising Fire Protection Spec. (per DCA Fire Safety Audit)

CAM-2021-179: Fire Captain (2, including  for Fire Training Unit)

CAM-2021-180: Battalion Fire Chief (Fire Training Unit and BFC fill-in as needed)

To be prepared/ processed:

2 Fire Prevention Spec. [reviewed with Code Enforcement--proposed use of Fire Subcode Inspectors contract or City employ]

Additional FFs TBD to get to 196

Sincerely,

Jason J. Asuncion, Esq., MPA

Business Administrator

 of Camden | Department of Administration

 Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120

Camden, NJ 08101-5120

Howard McCoach

From: LiPicon@ci.camden.nj.us
Sent: Monday, July 19, 2021 1:43 PM
To: Richard.Richardella@dca.nj.gov; Jack.Layne@dca.nj.gov; JaAsunci@ci.camden.nj.us
Cc: William.Swain@dca.nj.gov
Subject: RE: Fire Department Certifications

I am currently waiting on the Fire Chief to provide me with a date for the last Captain on the current certification. I can't request a new certification until the current one is disposed. I have just completed the requests for certifications for Battalion Fire Chief, Deputy Fire Chief & Fire Captain. The certification for Fire Captain will take the longest due to an open certification.

I expect to have certifications within a week of the request. I think most of the above can be completed by 8/9.

With regards to the Supervising Fire Prevention Specialist, we have to wait for Chief Harper to return from vacation so he can provide a name.

Please advise if you require any further information.

Lisa Y. Picon

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To all,

How long will it take to receive the civil service certification lists, so the city can proceed with the outstanding fire promotions, and hiring?

Again, I would like to have this matter completed ASAP, so we can move onto other issues.

It is my understanding that this issue has been hanging on for some time, and I want this matter to be rectified and behind us.

Rick

Howard McCoach

From: JaAsunci@ci.camden.nj.us
Sent: Monday, July 19, 2021 2:29 PM
To: MiHarper@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us
Subject: FW: Fire Department Certifications

Please assist on below, if you can, or have Dep. Chief Flax address on your behalf to expedite the promotions and hiring, thanks!

Sincerely,

Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
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From: DaMunoz@ci.camden.nj.us
Sent: Tuesday, July 27, 2021 7:16 AM
To: JaAsunci@ci.camden.nj.us
Cc: MiHarper@ci.camden.nj.us; LiPicon@ci.camden.nj.us; smunoz@iafflocal2578.org; icfire9@gmail.com
Subject: Interest Letter Supervising Fire Prevention Specialist
Attachments: ACFM Interest Letter 2021.docx

Honorable Business Administrator Asuncion,

Please see the attached letter of interest for the position of Supervising Fire Prevention Specialist.

David Muñoz, MAS, EFO
Fire Prevention Specialist
Camden City Fire Marshal's Office
Camden, New Jersey 08102
856-757-7527
damunoz@ci.camden.nj.us



July 27, 2021

Honorable Jason J. Asuncion, Esq., Business Administrator
520 Market Street 4th Floor
PO Box 95120
Camden, NJ 08101-5120

Honorable Business Administrator Asuncion,

This letter serves to inform you of my interest in the position of Supervising Fire Prevention Specialist. I am currently serving my 18th year of continuous years of service as Fire Prevention Specialist without a break in title. In addition, with a total of 24 ½ years of service in the Fire Department I currently hold the most seniority among the credentialed employees eligible for this position.

Moreover, I have accrued the necessary requirements, managerial development, and experience that is critical to effectively hold this position. The items below highlight my credentials and are provided to enable you to quickly consider an expedient appointment:

- ❖ Fire Official Certified #131984, since 1998
- ❖ Fire Sub Code License #9505 , since 2006
- ❖ Construction Official License #9505, since 2016
- ❖ Masters of Administrative Science, 2010
- ❖ Bachelor of Arts- Law & Justice, 2003
- ❖ Executive Fire Officer Program Graduate (EFO), 2018
- ❖ Certified Fire, Explosion, & Vehicle Fire Investigator
- ❖ Over 600 Fire investigations completed & numerous fatal fire investigations
- ❖ Bilingual- fluent in English & Spanish

Perhaps just as vital as maintaining the necessary credentials for this position, are the professional partnerships that I have made through the years. My career has taken me to collaboration with Elected Officials, Construction Office, Code Enforcement, License & Inspections, Court, and many other city agencies. I have served critical roles during the redevelopment of the last 10 years in our beloved city and desire to continue my loyalty for years to come.

Respectfully,

David Munoz, Fire Prevention Specialist
City of Camden Fire Department
Camden, New Jersey



Home Address: 2821 Polk Avenue, Camden, NJ 08105
Daytime phone: [REDACTED] Email: damunoz@ci.camden.nj.us



From: MiHarper@ci.camden.nj.us
Sent: Tuesday, July 27, 2021 10:09 AM
To: camfire97@gmail.com
Subject: Interest Letter Supervising Fire Prevention Specialist
Attachments: ACFM Interest Letter 2021.pdf

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July 27, 2021

Honorable Jason J. Asuncion, Esq., Business Administrator
520 Market Street 4th Floor
PO Box 95120
Camden, NJ 08101-5120

Honorable Business Administrator Asuncion,

This letter serves to inform you of my interest in the position of Supervising Fire Prevention Specialist. I am currently serving my 18th year of continuous years of service as Fire Prevention Specialist without a break in title. In addition, with a total of 24 ½ years of service in the Fire Department I currently hold the most seniority among the credentialed employees eligible for this position.

Moreover, I have accrued the necessary requirements, managerial development, and experience that is critical to effectively hold this position. The items below highlight my credentials and are provided to enable you to quickly consider an expedient appointment:

- ❖ Fire Official Certified #131984, since 1998
- ❖ Fire Sub Code License #9505, since 2006
- ❖ Construction Official License #9505, since 2016
- ❖ Masters of Administrative Science, 2010
- ❖ Bachelor of Arts- Law & Justice, 2003
- ❖ Executive Fire Officer Program Graduate (EFO), 2018
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Respectfully,

David Munoz, Fire Prevention Specialist
City of Camden Fire Department
Camden, New Jersey

Home Address: 2821 Polk Avenue, Camden, NJ 08105
Daytime phone: [REDACTED] Email: damunoz@ci.camden.nj.us





From:

Jennifer Barrientos 

Sent:

Tuesday, July 27, 2021 3:25 PM

To:

miharper@ci.camden.nj.us

Subject:

Supervising Fire Prevention Specialist-UFD Letter of intent

Attachments:

Supervising Fire Prevention Specialist-UFD Letter of Intent.pdf

July 27, 2021

Dear Chief Harper,

This letter is to inform you that I, Jennifer Barrientos-Morris, am interested in the Supervising Fire Prevention Specialist-UFD position. I currently possess the experience and licensing requirements for the position. Copy of licenses can be made available upon request.

Thank You,

Jennifer Barrientos-Morris

Jennifer Barrientos-Morris

Fire Prevention Specialist-UFD






From:

Jennifer Barrientos <

Sent:

Tuesday, July 27, 2021 3:25 PM

To:

miharper@ci.camden.nj.us

Subject:

Supervising Fire Prevention Specialist-UFD Letter of intent

Attachments:

Supervising Fire Prevention Specialist-UFD Letter of Intent.pdf

July 27, 2021

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Thank You,

Jennifer Barrientos-Morris

Jennifer Barrientos-Morris

Fire Prevention Specialist-UFD

[REDACTED]


From: MiHarper@ci.camden.nj.us
Sent: Tuesday, July 27, 2021 3:35 PM
To: JaAsunci@ci.camden.nj.us
Cc: LiPicon@ci.camden.nj.us; DianeG@ci.camden.nj.us; JeFlax@ci.camden.nj.us
Subject: Interest Letter Supervising Fire Prevention Specialist
Attachments: Jennifer Barrientos-Morris
Supervising Fire Prevention Specialist-UFD Letter of Intent 7-27-21.pdf

Michael L. Harper

Fire Chief
Camden Fire Department

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- Aaron Fields Seattle Fire Department

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July 27, 2021

Dear Chief Harper,

This letter is to inform you that I, Jennifer Barrientos-Morris, am interested in the Supervising Fire Prevention Specialist-UFD position. I currently possess the experience and licensing requirements for the position. Copy of licenses can be made available upon request.

Thank You,

Jennifer Barrientos-Morris

Jennifer Barrientos-Morris

Fire Prevention Specialist-UFD




From: MiHarper@ci.camden.nj.us
Sent: Tuesday, July 27, 2021 3:35 PM
To: JeFlax@ci.camden.nj.us
Subject: FW: Interest Letter Supervising Fire Prevention Specialist
Attachments: ACFM Interest Letter 2021.docx

From: David Munoz
Sent: Tuesday, July 27, 2021 7:16 AM
To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Cc: Michael Harper <MiHarper@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; 'icfire9@gmail.com' <icfire9@gmail.com>
Subject: Interest Letter Supervising Fire Prevention Specialist

Honorable Business Administrator Asuncion,

Please see the attached letter of interest for the position of Supervising Fire Prevention Specialist.

David Muñoz, MAS, EFO
Fire Prevention Specialist
Camden City Fire Marshal's Office
Camden, New Jersey 08102
856-757-7527
damunoz@ci.camden.nj.us



July 27, 2021

Honorable Jason J. Asuncion, Esq., Business Administrator
520 Market Street 4th Floor
PO Box 95120
Camden, NJ 08101-5120

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Respectfully,

David Munoz, Fire Prevention Specialist
City of Camden Fire Department
Camden, New Jersey



Home Address: 2821 Polk Avenue, Camden, NJ 08105
Daytime phone: [REDACTED] Email: damunoz@ci.camden.nj.us

[REDACTED]

From: MiHarper@ci.camden.nj.us
Sent: Tuesday, July 27, 2021 3:42 PM
To: [REDACTED]
Subject: RE: Supervising Fire Prevention Specialist-UFD Letter of intent

Received and I forwarded your response to City Hall. Good for you!!!

From: Jennifer Barrientos [mailto:[REDACTED]]
Sent: Tuesday, July 27, 2021 3:25 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Subject: Supervising Fire Prevention Specialist-UFD Letter of intent

[REDACTED]

From: Jennifer Barrientos [REDACTED]
Sent: Tuesday, July 27, 2021 3:57 PM
To: Michael Harper
Subject: Re: Supervising Fire Prevention Specialist-UFD Letter of intent

Thank you!

On Tue, Jul 27, 2021, 3:41 PM Michael Harper <MiHarper@ci.camden.nj.us> wrote:

Received and I forwarded your response to City Hall. Good for you!!!

From: Jennifer Barrientos [mailto:[REDACTED]]
Sent: Tuesday, July 27, 2021 3:25 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Subject: Supervising Fire Prevention Specialist-UFD Letter of intent



From: MiHarper@ci.camden.nj.us
Sent: Wednesday, July 28, 2021 1:20 PM
To: JaAsunci@ci.camden.nj.us; LiPicon@ci.camden.nj.us
Cc: DianeG@ci.camden.nj.us; JoTull@ci.camden.nj.us; JeFlax@ci.camden.nj.us
Subject: Supervising Fire Prevention Specialist-UFD
Attachments: Interest Letter Supervising FPS-UFD - Joseph Tull 7-28-21.pdf

Michael L. Harper
Fire Chief

Camden Fire Department

Knowledge is powerful when it is shared freely. When its lorded and hoarded it is divisive and destructive.

- Aaron Fields Seattle Fire Department

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Joseph B. Tull, Sr., MPA, CFPS, NAFI

12 Caldwell Road

Cherry Hill, New Jersey 08034-2638

Email: [REDACTED]

Mr. Jason J. Asuncion, Esq., Camden City Business Administrator

520 Market Street

P.O. Box 95120

Camden, N.J. 08101-5120

RE: Supervising Fire Prevention Specialist- UFD

Date: July 28, 2021

Dear Mr. Asuncion, Esq., Business Administrator,

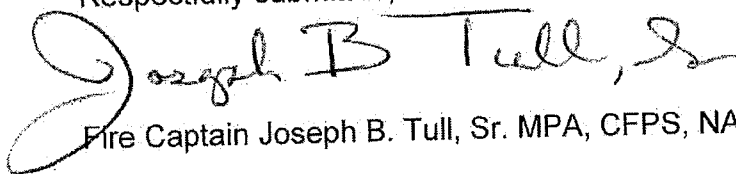
I am very interested in this position. I have been very fortunate to serve the Camden City residents and the stakeholders for over 24 years. I have served in the following ranks: Firefighter, Fire Prevention Specialist, Fire/Arson Investigator and Fire Captain. I also have the Fire Official certification. I have gained a vast amount of knowledge and experience by serving in each rank, which includes supervising personnel for the past 7.5 years.

In addition, I have over 9.5 years of experience working in the Uniform Construction Code (UCC) as a Fire Sub Code Official and Inspector. I have worked in 10 different towns, including Logan Township which has the largest industrial park in the state of New Jersey. I also have the Construction Official certification.

I have a solid education in Leadership and Management along with numerous credentials and certifications that will enable me to have the knowledge, skills and abilities to perform this job at a high level. I am a Pro Board Level 2 Fire Instructor that teaches and fully understands that sharing information with the staff will enhance the overall performance of the Fire Marshal's Office.

My credentials and references will be provided upon request.
Thank you and I look forward to hearing from you.

Respectfully submitted,



Fire Captain Joseph B. Tull, Sr. MPA, CFPS, NAFI

[REDACTED]

From: MiHarper@ci.camden.nj.us
Sent: Thursday, July 29, 2021 10:46 AM
To: JaAsunci@ci.camden.nj.us
Cc: DianeG@ci.camden.nj.us
Subject: Supervising Fire Prevention Specialist-UFD
Attachments: Interest Letter Supervising FPS-UFD - Joseph Tull 7-28-21.pdf

Importance: High

Jason I resent this document

Michael L. Harper
Fire Chief
Camden Fire Department
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Joseph B. Tull, Sr., MPA, CFPS, NAFI

12 Caldwell Road

Cherry Hill, New Jersey 08034-2638

Email: [REDACTED]

Mr. Jason J. Asuncion, Esq., Camden City Business Administrator
520 Market Street
P.O. Box 95120
Camden, N.J. 08101-5120

RE: Supervising Fire Prevention Specialist- UFD

Date: July 28, 2021

Dear Mr. Asuncion, Esq., Business Administrator,

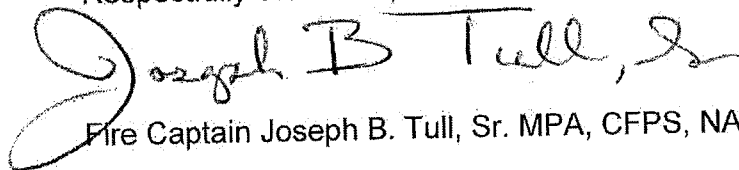
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Thank you and I look forward to hearing from you.

Respectfully submitted,



Fire Captain Joseph B. Tull, Sr. MPA, CFPS, NAFI


From: DianeG@ci.camden.nj.us
Sent: Thursday, July 29, 2021 10:46 AM
To: LiPicon@ci.camden.nj.us
Subject: FW: Supervising Fire Prevention Specialist-UFD
Attachments: Interest Letter Supervising FPS-UFD - Joseph Tull 7-28-21.pdf

Importance: High

-----Original Message-----

From: Michael Harper
Sent: Thursday, July 29, 2021 10:46 AM
To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Cc: Diana Gonzalez <DianeG@ci.camden.nj.us>
Subject: Supervising Fire Prevention Specialist-UFD
Importance: High

Jason I resent this document

Michael L. Harper
Fire Chief
Camden Fire Department

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- Aaron Fields Seattle Fire Department

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Joseph B. Tull, Sr., MPA, CFPS, NAFI

12 Caldwell Road

Cherry Hill, New Jersey 08034-2638

Email: [REDACTED]

Mr. Jason J. Asuncion, Esq., Camden City Business Administrator
520 Market Street
P.O. Box 95120
Camden, N.J. 08101-5120

RE: Supervising Fire Prevention Specialist- UFD

Date: July 28, 2021

Dear Mr. Asuncion, Esq., Business Administrator,

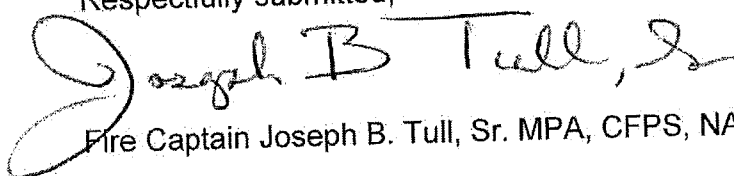
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Thank you and I look forward to hearing from you.

Respectfully submitted,



Fire Captain Joseph B. Tull, Sr. MPA, CFPS, NAFI

From: MiHarper@ci.camden.nj.us
Sent: Monday, August 2, 2021 10:22 AM
To: BrVilleg@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; JeBarrie@ci.camden.nj.us; DaMunoz@ci.camden.nj.us; JoTull@ci.camden.nj.us; LiPicon@ci.camden.nj.us; JaAsunci@ci.camden.nj.us; DianeG@ci.camden.nj.us; BlancaA@ci.camden.nj.us; EdCaraba@ci.camden.nj.us; GrClark@ci.camden.nj.us
Subject: Interview for Positions
Attachments: Supervising Fire Prevention Specialist - UFD 06353.pdf
Importance: High

Chief Fire Marshal Villegas,

This week Deputy Chief Flax and I will be interviewing candidates for the Supervising Fire Prevention Specialist position which has been approved by the DCA and City Officials. We had three people submit letters of interest so far. We wanted to include you in this process so I will let you know which days we will perform the interviews. Presently it looks like we will select Wednesday August 4, 2021 for the interviews for that position. It is possible that we will include our DCA representative in the process if he becomes interested. I am attaching the Civil Service Job Specification for that position for your review. It does have the UFD requirements associated with this position. Additional Fire Prevention Specialists are also being considered for the FM Office to be at full staffing.

An approval was also given to hire a Keyboarding Clerk 1 to work out of the Fire Marshal's Office to assist with data entries, filing, and other administrative functions. We need to interview interested persons for that position as well.

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

SUPERVISING FIRE PREVENTION SPECIALIST, UFD

DEFINITION

Under direction of supervisory staff, supervises and works with a group of fire prevention, protection and firefighter personnel in the inspection of buildings to detect and eliminate fire hazards and to enforce provisions of relevant fire safety codes and related regulations; responds to fire alarms and participates in extinguishing fires; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises the work of fire prevention, protection, and firefighter personnel in inspection of various buildings and structures to detect and eliminate fire hazards and to ensure that relevant fire safety codes and regulations are enforced.

Organizes, plans, and assigns work of fire prevention specialists who are responsible for inspection of buildings and structures for compliance with the NJ Uniform Fire Code or local fire safety code.

Plans, organizes, and revises work schedules to meet changes in workload considering factors such as peak loads and availability of manpower.

Coordinates activities with representatives of other units concerning matters of work accomplishment, priorities, and procedures.

Assigns work to employees or assigns employees to positions.

Assigns tasks to provide new employees with experience and training required to perform the work.

Explains work requirements, methods, and procedures, giving special instructions on difficult or different operations and answering technical questions about the work.

Oversees attendance and leave, typically including approval of ordinary sick and annual leave and vacation schedules.

Formulates and issues (individually or collectively with other





supervisors or specialists) written instructions and procedures and special instructions for nonroutine or complex assignments, or to clarify published guidelines.

Formulates training plans for employees.

Conducts informal training to broaden employee skills and to provide back up skills by cross training.

Recommends formal training when need is apparent.

Ensures all life hazard use structures are inspected in accord with the schedule established by the code.

Ensures permit applications have been issued for uses where permit is required in NJAC 5:18-2/7.

Assigns fire personnel to identify and register hazardous use structures and/or conduct registration survey.
Interprets legal and technical regulations, and provides advice and assistance to municipal officials, owners, agents, tenants, and others on matters and questions pertaining to compliance with the NJ Uniform Fire Code or local fire code and regulations.

Reviews inspection and other reports originating from subordinates to ensure their completeness and accuracy.

Recommends appropriate administrative penalties in specific cases where violations have not been eliminated.



Makes recommendations as to the time required to effect compliance with orders in cases where an extension of time is requested by an owner.

Recommends alternatives and/or recommends the approval of alternatives to uniform fire code requirements that will be sufficient to meet the fire code standards.

Orders immediate evacuation of buildings, structures, or premises where there is actual danger to occupants or those in proximity pursuant to the authority in NJAC 5:18-2.17.

Assigns fire personnel to obtain information on particular buildings and/or structures necessary for the compliance section to prepare legal documents.

Assigns subordinates to perform special field investigations to verify presence of imminent hazards which may require vacating and/or closing of buildings/structures to effect abatement of violations of the fire safety code.

Speaks before public and private groups of owners, tenants, landlords, and others interested in or involved with fire safety code enforcement.

May confer with and speak before civic, school, and community organizations and groups concerning fire prevention methods.



May supervise a public information and education program designed to improve fire safety measures in the home, office buildings, industrial and commercial structures, and other locations.

May confer with public officials or civic representatives to improve fire safety education programs.

May give talks and demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

Prepares and supervises preparation of clear, technically sound, accurate, and informative reports of inspections and other matters containing findings, conclusions, and recommendations.

Supervises maintenance of inspection records, reports, and files.

May conduct performance evaluations of assigned staff and recommends appropriate personnel actions based on these evaluations.

Prepares correspondence.

Participates in fire drills and other training courses.

Responds to fire alarms and drives or accompanies fire apparatus and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus.

Performs special duty at theaters, schools, and other public gatherings to help maintain fire precautionary measures.

Responds to calls concerning bomb threats and conducts bomb searches.

Inspects condition of fire protection apparatus in public and private buildings.

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalent certificate.



EXPERIENCE:

Four (4) years of experience in one or more of the areas indicated below or some combination thereof: as a firefighter in a paid or volunteer fire company, or in inspection of buildings to detect fire hazards and enforce fire safety codes/regulations, or in investigation of fires to determine their cause, or in inspection of the construction of buildings and review of building construction plans/specifications to ensure compliance with fire protection codes/regulations, and/or in installation of fire protection equipment.

LICENSE AND CERTIFICATE

Possession of a current/valid Fire Inspector Certification issued by the NJ Department of Community Affairs will be required only where inspection of high rise and/or life hazard use structures are involved.

NOTE: Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AGE:

Not less than 18 years of age.



MEDICAL EXAMINATION

Appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to themselves or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of fire prevention measures required in residential, commercial, industrial, and other buildings and structures.

Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.

Knowledge of practices and procedures of fire code enforcement.

Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.

Knowledge of the safe use and maintenance of facilities, buildings, and uses of such structures which are subject to the NJ Uniform Fire Code.



Knowledge of the safe handling of materials which pose a fire



hazard.

Knowledge of standards for installation of fire detection, fire alarm, and suppression systems.

Knowledge of requirements for means of egress including exit access, exit discharge, and exit signs.

Knowledge of requirements of the NJ Uniform Fire Code and local fire codes regulating use and occupancy of buildings.

Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety.

Knowledge of the operation and maintenance of smoke detectors and alarms.

Knowledge of supervisory and management techniques, principles, and philosophy.

Knowledge of methods, administrative and operational procedures to be applied to ensure timely inspection and reinspection of buildings as required by the fire safety code.

Knowledge of code requirements related to fire ratings of structural components, arrangements, sizing, protection of means of egress, and flame spread.

Knowledge of laws and ordinances which are significant from the firefighting point of view.



Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.
Knowledge of the types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports and take necessary action.

Ability to comprehend, analyze, and interpret basic laws and regulations pertaining to fire safety, protection, and prevention.

Ability to establish cooperative working relationships with tenants, owners, municipal officials, and others interested in or concerned with the enforcement of laws relating to fire safety.

Ability to explain existing and potential fire safety hazards to owners, tenants, and others.



Ability to estimate the time required to abate violations and

establish realistic deadlines by which owners must complete the abatement of violations.

Ability to make field visits, inspections, and investigations.

Ability to issue work assignments, provide advice, assistance, and direction to personnel, and review and evaluate their work performance.

Ability to act as a witness in hearings and at court proceedings and give testimony under oath.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain records, reports, and files.

Ability to prepare inspection reports in accord with established procedures and guidelines.

Ability to prepare correspondence in the course of official duties.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting and carrying people and equipment for rescue and salvage.

Ability to work under conditions of heavy physical exertion in extreme heat and dust in high and confined areas and smoke filled spaces, and in all kinds of weather and to maintain physical activity for prolonged periods of time.

Ability to understand and carry out instructions.

Ability to function independently and without direct supervision.

Ability to think clearly and apply knowledge under stressful conditions and handle more than one task at a time.

Ability to work closely with people, including functioning as a team member, to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective fire fighting and equipment operation.

Ability to apply the basic techniques of fighting fires and rendering first aid.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as

long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06353		L	C		N/A	16		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/04/2006

[REDACTED]

From: DaMunoz@ci.camden.nj.us
Sent: Monday, August 2, 2021 10:48 AM
To: [REDACTED]
Subject: FW: Interview for Positions
Attachments: Supervising Fire Prevention Specialist - UFD 06353.pdf
Importance: High

Sent via the Samsung Galaxy S10e, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: Michael Harper <MiHarper@ci.camden.nj.us>
Date: 8/2/21 10:21 AM (GMT-05:00)
To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
Subject: Interview for Positions

Chief Fire Marshal Villegas,

This week Deputy Chief Flax and I will be interviewing candidates for the Supervising Fire Prevention Specialist position which has been approved by the DCA and City Officials. We had three people submit letters of interest so far. We wanted to include you in this process so I will let you know which days we will perform the interviews. Presently it looks like we will select Wednesday August 4, 2021 for the interviews for that position. It is possible that we will include our DCA representative in the process if he becomes interested. I am attaching the Civil Service Job Specification for that position for your review. It does have the UFD requirements associated with this position. Additional Fire Prevention Specialists are also being considered for the FM Office to be at full staffing.

An approval was also given to hire a Keyboarding Clerk 1 to work out of the Fire Marshal's Office to assist with data entries, filing, and other administrative functions. We need to interview interested persons for that position as well.

Michael L. Harper
Fire Chief
Camden Fire Department

Knowledge is powerful when it is shared freely. When its lorded and hoarded it is divisive and destructive.
- Aaron Fields Seattle Fire Department

The information contained in this communication from the Camden Fire Department is privileged and confidential and is intended for the sole use of the persons or entities who are the addressees. If you are not an intended recipient of this e-mail, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please immediately contact the Camden Fire Department at (856) 757-7520 to arrange for the return of this information.



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

SUPERVISING FIRE PREVENTION SPECIALIST, UFD

DEFINITION

Under direction of supervisory staff, supervises and works with a group of fire prevention, protection and firefighter personnel in the inspection of buildings to detect and eliminate fire hazards and to enforce provisions of relevant fire safety codes and related regulations; responds to fire alarms and participates in extinguishing fires; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises the work of fire prevention, protection, and firefighter personnel in inspection of various buildings and structures to detect and eliminate fire hazards and to ensure that relevant fire safety codes and regulations are enforced.

Organizes, plans, and assigns work of fire prevention specialists who are responsible for inspection of buildings and structures for compliance with the NJ Uniform Fire Code or local fire safety code.

Plans, organizes, and revises work schedules to meet changes in workload considering factors such as peak loads and availability of manpower.

Coordinates activities with representatives of other units concerning matters of work accomplishment, priorities, and procedures.

Assigns work to employees or assigns employees to positions.

Assigns tasks to provide new employees with experience and training required to perform the work.

Explains work requirements, methods, and procedures, giving special instructions on difficult or different operations and answering technical questions about the work.

Oversees attendance and leave, typically including approval of ordinary sick and annual leave and vacation schedules.

Formulates and issues (individually or collectively with other

supervisors or specialists) written instructions and procedures and special instructions for nonroutine or complex assignments, or to clarify published guidelines.

Formulates training plans for employees.

Conducts informal training to broaden employee skills and to provide back up skills by cross training.

Recommends formal training when need is apparent.

Ensures all life hazard use structures are inspected in accord with the schedule established by the code.

Ensures permit applications have been issued for uses where permit is required in NJAC 5:18-2/7.

Assigns fire personnel to identify and register hazardous use structures and/or conduct registration survey.
Interprets legal and technical regulations, and provides advice and assistance to municipal officials, owners, agents, tenants, and others on matters and questions pertaining to compliance with the NJ Uniform Fire Code or local fire code and regulations.

Reviews inspection and other reports originating from subordinates to ensure their completeness and accuracy.

Recommends appropriate administrative penalties in specific cases where violations have not been eliminated.

Makes recommendations as to the time required to effect compliance with orders in cases where an extension of time is requested by an owner.

Recommends alternatives and/or recommends the approval of alternatives to uniform fire code requirements that will be sufficient to meet the fire code standards.

Orders immediate evacuation of buildings, structures, or premises where there is actual danger to occupants or those in proximity pursuant to the authority in NJAC 5:18-2.17.

Assigns fire personnel to obtain information on particular buildings and/or structures necessary for the compliance section to prepare legal documents.

Assigns subordinates to perform special field investigations to verify presence of imminent hazards which may require vacating and/or closing of buildings/structures to effect abatement of violations of the fire safety code.

Speaks before public and private groups of owners, tenants, landlords, and others interested in or involved with fire safety code enforcement.

May confer with and speak before civic, school, and community organizations and groups concerning fire prevention methods.

May supervise a public information and education program designed to improve fire safety measures in the home, office buildings, industrial and commercial structures, and other locations.



May confer with public officials or civic representatives to improve fire safety education programs.

May give talks and demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

Prepares and supervises preparation of clear, technically sound, accurate, and informative reports of inspections and other matters containing findings, conclusions, and recommendations.

Supervises maintenance of inspection records, reports, and files.

May conduct performance evaluations of assigned staff and recommends appropriate personnel actions based on these evaluations.

Prepares correspondence.

Participates in fire drills and other training courses.

Responds to fire alarms and drives or accompanies fire apparatus and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus.

Performs special duty at theaters, schools, and other public gatherings to help maintain fire precautionary measures.



Responds to calls concerning bomb threats and conducts bomb searches.

Inspects condition of fire protection apparatus in public and private buildings.

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION:



Graduation from high school, vocational high school, or possession of an approved high school equivalent certificate.



EXPERIENCE:

Four (4) years of experience in one or more of the areas indicated below or some combination thereof: as a firefighter in a paid or volunteer fire company, or in inspection of buildings to detect fire hazards and enforce fire safety codes/regulations, or in investigation of fires to determine their cause, or in inspection of the construction of buildings and review of building construction plans/specifications to ensure compliance with fire protection codes/regulations, and/or in installation of fire protection equipment.

LICENSE AND CERTIFICATE

Possession of a current/valid Fire Inspector Certification issued by the NJ Department of Community Affairs will be required only where inspection of high rise and/or life hazard use structures are involved.

NOTE: Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AGE:

Not less than 18 years of age.



MEDICAL EXAMINATION

Appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to themselves or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of fire prevention measures required in residential, commercial, industrial, and other buildings and structures.

Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.

Knowledge of practices and procedures of fire code enforcement.

Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.

Knowledge of the safe use and maintenance of facilities, buildings, and uses of such structures which are subject to the NJ Uniform Fire Code.



Knowledge of the safe handling of materials which pose a fire



hazard.

Knowledge of standards for installation of fire detection, fire alarm, and suppression systems.

Knowledge of requirements for means of egress including exit access, exit discharge, and exit signs.

Knowledge of requirements of the NJ Uniform Fire Code and local fire codes regulating use and occupancy of buildings.

Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety.

Knowledge of the operation and maintenance of smoke detectors and alarms.

Knowledge of supervisory and management techniques, principles, and philosophy.

Knowledge of methods, administrative and operational procedures to be applied to ensure timely inspection and reinspection of buildings as required by the fire safety code.

Knowledge of code requirements related to fire ratings of structural components, arrangements, sizing, protection of means of egress, and flame spread.



Knowledge of laws and ordinances which are significant from the firefighting point of view.

Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.
Knowledge of the types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports and take necessary action.

Ability to comprehend, analyze, and interpret basic laws and regulations pertaining to fire safety, protection, and prevention.

Ability to establish cooperative working relationships with tenants, owners, municipal officials, and others interested in or concerned with the enforcement of laws relating to fire safety.

Ability to explain existing and potential fire safety hazards to owners, tenants, and others.



Ability to estimate the time required to abate violations and



establish realistic deadlines by which owners must complete the abatement of violations.

Ability to make field visits, inspections, and investigations.

Ability to issue work assignments, provide advice, assistance, and direction to personnel, and review and evaluate their work performance.

Ability to act as a witness in hearings and at court proceedings and give testimony under oath.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain records, reports, and files.

Ability to prepare inspection reports in accord with established procedures and guidelines.

Ability to prepare correspondence in the course of official duties.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting and carrying people and equipment for rescue and salvage.



Ability to work under conditions of heavy physical exertion in extreme heat and dust in high and confined areas and smoke filled spaces, and in all kinds of weather and to maintain physical activity for prolonged periods of time.

Ability to understand and carry out instructions.

Ability to function independently and without direct supervision.

Ability to think clearly and apply knowledge under stressful conditions and handle more than one task at a time.

Ability to work closely with people, including functioning as a team member, to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective fire fighting and equipment operation.

Ability to apply the basic techniques of fighting fires and rendering first aid.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.



Persons with mental or physical disabilities are eligible as

long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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06353		L		C	N/A	16		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
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2/04/2006

[REDACTED]

From: DaMunoz@ci.camden.nj.us
Sent: Monday, August 2, 2021 4:43 PM
To: JaAsunci@ci.camden.nj.us
Subject: David Munoz Follow-up Resume
Attachments: David Munoz Resume 2021.docx; David Munoz TRAINING RECORD.docx

Honorable Business Administrator Jason Asuncion,

Last week I emailed you in regards to my interest in the Supervising Fire Prevention Specialist position. This email is a follow-up that includes my resume along with a record of my training while a member of the Fire Department in the City of Camden. I kindly request that you may share these attachments with Honorable Mayor Victor Carstarphen in preparation for a possible interview in the upcoming days. I understand that Fire Administration is looking to schedule interviews for this position and it is my desire that an objective review be conducted in this process. With that said, I hope that you or your designee may be part of the interview panel if you deem necessary.

Thanks for your time.

Respectfully,

David Muñoz, MAS, EFO
Fire Prevention Specialist
Camden City Fire Marshal's Office
Camden, New Jersey 08102
856-757-7527
damunoz@ci.camden.nj.us

David Muñoz

2821 Polk Avenue

Camden, NJ 08105

Ph: [REDACTED]

Email: damunoz@ci.camden.nj.us

EDUCATION

Masters of Administrative Science, Fairleigh Dickinson University, Teaneck, NJ, 2010
Bachelors of Arts- Law & Justice, Rowan University, Glassboro, NJ, 2003
Executive Fire Officer Program Graduate, National Fire Academy, 2018
Camden High School, Class of 1993

ADDITIONAL CERTIFICATIONS AND LICENSES

- Basic Course for Arson Investigation, *NJ Division of Criminal Justice*, 1998
- Basic Course for Investigators, *NJ Division of Criminal Justice*, 1998
- Fire & Arson Investigation, *National Fire Academy*, 2006
- Electrical Fire Investigation, *Public Agency Training Council*, 2003
- Global Leadership & Administration, *Fairleigh Dickinson University*, 2010
- Law & Public Safety Administration, *Fairleigh Dickinson University*, 2010
- Fire Protection HHS, *License # 009505*, 2006
- Fire Protection ICS, *License #009505*, 2006
- Fire Protection Subcode Official, *License #009505*, 2006
- Construction Official, *License #009505*, 2016
- Fire Official/Inspector, *License #131984*, 1998
- Certified Fire and Explosion Investigator (CFEI) under NAFI
- Certified Vehicle Fire Investigator (CVFI) under NAFI
- Certified Fire Instructor- Level One, State of New Jersey
- Published Research at the National Fire Academy, Emmitsburg, MD

PROFESSIONAL EXPERIENCE

01/98 – Present *Camden City Fire Department, Camden, NJ*

Fire Prevention Specialist UFD

Fire Inspection

Inspect buildings and equipment to detect fire hazards and enforce the New Jersey Uniform Fire Code within the City of Camden.

- Inspect all commercial buildings with the exception of R-3/5 dwellings
- Record and file inspection forms and notice of violations.
- Courtroom experience involving litigation pertaining to fire code of violations.
- Oversee ordering and inventory level of fire prevention material.
- Ensure owner satisfaction by thoroughly explaining fire code violations.
- Completed successfully, all levels of certifications required for Uniform Fire & Construction Codes in Fire discipline.
- Acted in absence of Chief Fire Marshal, effectively maintaining uninterrupted office functions.

Fire Investigation

Investigate all fires and explosions in all structures and motorized vehicles.

- Conducted over 600 fire investigations.
- Investigated over 10 fatal fires.
- Strong interview and interrogation abilities.
- Solid record of performance in preparation of Arson cases proven by convictions.
- Maintained knowledge of New Jersey 2C Code Laws pertaining to Arson.
- Conduct training on scene/evidence preservation to new recruits at Fire Academy.

- Former member of Arson Unit trained by the New Jersey Division of Criminal Justice.
- Juvenile Fire Watch coordinator.

Fire Prevention

Regularly involved in a variety of fire prevention programs targeting all age groups.

- Currently serving as Fire Watch Coordinator for juveniles involved in fire setting.
- Implement and assist in preparation of Fire Evacuation plans as needed.
- Organize and coordinate smoke detector installation campaigns.
- Organize and teach numerous Fire Prevention workshops at all grade level schools, high-rises, businesses, churches, nursing homes, and residents.
- Conduct fire extinguisher training as requested.
- Coordinate with law enforcement agencies and code enforcement in order to mitigate fire hazards at vacant structures.

02/97 – 01/98	<i>Camden City Fire Department, Camden, NJ</i> <i>Firefighter</i> Perform all duties under Fire Fighter specifications as governed by State of New Jersey
04/19- Present	<i>Brooklawn Borough Building Bureau, Brooklawn, NJ</i> <i>Fire Subcode Official</i> Enforce fire code regulations as required by the NJ Uniform Construction Code (UCC), International Building Code, IFC, IMC, and applicable NFPA standards
09/20- Present	<i>City of Beverly Building Bureau, Beverly, NJ</i> <i>Fire Subcode Official</i> Enforce fire code regulations as required by the NJ Uniform Construction Code (UCC), International Building Code, IFC, IMC, and applicable NFPA standards
01/21-Present	<i>Mt. Ephraim Borough Building Bureau, Mt. Ephraim, NJ</i> <i>Fire Subcode Official</i> Enforce fire code regulations as required by the NJ Uniform Construction Code (UCC), International Building Code, IFC, IMC, and applicable NFPA standards
12/15- Present	<i>Woodlynne Borough Building Bureau, Woodlynne, NJ</i> <i>Construction Official/ Fire Subcode Official</i> Supervise and manage the office in order to enforce fire code regulations as required by the NJ Uniform Construction Code (UCC), International Building Code, IFC, IMC, and applicable NFPA standards

COMMUNITY AFFILIATIONS & MEMBERSHIPS

2005 – Present	<i>Haddonfield Bible Church, Haddonfield, NJ</i> <i>Elder, Men's Ministry Director, Musician</i>
2011- Present	<i>Member of National Association of Fire Investigators</i>

Fluent in Speaking & writing Spanish

**DAVID MUNOZ
FIRE PREVENTION SPECIALIST UFD
CAMDEN FIRE DEPARTMENT
CAMDEN, NEW JERSEY**

EDUCATIONAL SECTION

Masters of Administrative Science, Fairleigh Dickinson University, Teaneck, NJ, 2010
Bachelors of Arts- Law & Justice, Rowan University, Glassboro, NJ, 2003
Executive Fire Officer Graduate, National Fire Academy, 2018
Camden High School, Camden, NJ, 1989-1993 (Class of 1993)

OTHER SCHOOLS OR TRAINING COURSES

United States Fire Administration/ Executive Planning/ January 2020/ 80 hours
National Fire Academy
Emmitsburg, MD

United States Fire Administration/ EFOP/ Executive Leadership/ 2017/ 80 hours
National Fire Academy
Emmitsburg, MD **FOURTH YEAR **COMPLETED EFO PROGRAM****

United States Fire Administration/ EFOP/ Executive Analysis of Fire Service Operations in
Emergency Management/ July 2016/ 80 hours
National Fire Academy
Emmitsburg, MD **THIRD YEAR**

United States Fire Administration/ EFOP/ Community Risk Reduction/ May 2015/ 80 hours
National Fire Academy
Emmitsburg, MD **SECOND YEAR**

United States Fire Administration/ EFOP/ Executive Development/ Sept 2014/ 80 Hours
National Fire Academy
Emmitsburg, MD **FIRST YEAR**

United States Fire Administration/ Fire & Arson Investigation/ 2006/ 80 total hours/ Completed
National Fire Academy
Emmitsburg, MD

Department of Community Affairs (D.C.A.)/ D417 Residential Mechanical Inspections-Manual J,S,D & Basic Refrigeration/ March 31, 2021 (5 hrs)

D.C.A./ A714 Ordinary Maintenance-Minor Work-Emergency Work/ March 29, 2021 (5 hrs)

D. C. A./ A721 Permit and Inspections/ March 22, 2021 (5 hrs)

D.C.A./ D340 2018 IRC Performing Residential Mechanical Inspections/ 11/19/19 (5 Hrs)
Evesham Fire Rescue Sta. 221

D.C.A./ F597 Fire Sprinkler Plan Review/ 12/13/18 (5 Hrs) Middlesex Fire Academy

IMC 2015 Chimneys & Vents/Clothes Dryers/ Middlesex Fire Academy, 12/14/18 (5 Hrs)

Meeting the Requirements of NFPA 1033, P.A.T.C./ 8/8/18/ 16 Hours

Fire Instructor Level 1, Middlesex Fire Academy, Fall 2017, (45 hrs)

D.C.A./ 2015 IMC Chimneys, Vents, & Clothes Dryers/ 12/14/18 (5 hrs)

Bomb Investigations, P.A.T.C., Abington, PA, 12/07/16-12/08/16 (16 hrs)

PATC- Public Agency Training Council, Middlesex County/ Hands-on Vehicle Fire/Arson Investigation/ 06/30/14-07/02/14/ (20 total hours)/ Completed

PATC- Public Agency Training Council, Abington Twp Training Center/Bomb Investigation Training/
12/07/16-12/08/16 (16 Total Hours)/ Completed

PATC- Public Agency Training Council, Sayreville, NJ/ Meeting The Requirements of NFPA 1033/ 08/08/2018-08/09/18 (16 Hours) Completed

UMBC Crisis Intervention/ Pastoral Crisis Intervention/ 2004/ 13 total hours/ Completed

Fairleigh Dickinson University, Teaneck, NJ/ Specialization Program in Public Management & Leadership/ 08/09-12/10// 12 Credits/ Completed

Fairleigh Dickinson University, Teaneck, NJ/ Specialization Program in Global Leadership & Administration/ 08/09-12/10// 12 Credits/ Completed

National Fire Academy USFA/ Juvenile Firesetter Intervention Specialist I/ 05/03 / 10 hrs

Chubb Loss Control Univ, Warren, NJ/ Water Supplies & Sprinklers Module 1/ 10-01-10/ 5 hours

Chubb Loss Control Univ, Warren, NJ/ Sprinkler Systems Module 2/ 04-07-10/ 5 hours

Chubb Loss Control Univ, Warren, NJ/ Fire Pumps For Fire Protection Module 3/ 04-08-10/ 5 hrs

Chubb Loss Control Univ, Warren, NJ/ Warehouse Fire Protection Module 6/ Oct. 10-11 2009/
10 hours

Chubb Loss Control Univ, Warren, NJ/ Sprinkler Plan Review Module 7/ 2009 or 2010/ 10 hours

Chubb Loss Control Univ, Warren, NJ/ Standpipe Systems Module 8/ Apr. 17 2012/ 5 hours

IAFF/ Emergency Response to Terrorism: Operations/ Sept. 7, 2012/ 16 hours

City Fire Equipment Company/ Fire Alarm Systems: Inspection, Testing, & Maintenance/ Jan. 10,
2013/ 5 hours

D.C.A./ NWCG Basic Incident Command System I-200/ October 12, 1999

D.C.A./ Navigating The UCC Rehab Code/ May 11, 2016/ 5 Hours

D.C.A./ Fire Pump Inspection & Testing/ June 3-4, 2016/ 10 Hours

D.C.A./ Permit Process & Procedures UCC Subchapter 2: 10/21/15/ 5 hrs

D.C.A./ Disaster Management-UCC Crisis Response-OPS Management/ 04/28/15/ 5 hrs

D.C.A./ Solar Photovoltaic-Permits & Plans/ 06/17/14/ 5 hours

D.C.A./ Residential Fire Sprinkler Systems: Design, Install, & Code Administration/ 04/08/14
5 hrs

D.C.A./ Plan Review of Gas Suppression & Kitchen Hood Extinguishing Systems/ 12/17/03 5 hrs

D.C.A./ International Fuel Gas Code-Mechanical Code Design, Installation, Inspection Principles/
09/17/13 5 hrs

D.C.A./ NJ Rehabilitation Subcode for Bldg & Fire Prot Officials/ 04/18/12 / 5 hrs

D.C.A./ Sprinkler Plan Review/ 06/09 / 5 hrs

D.C.A./ Code Update/ 02/09 / 5 hrs

D.C.A./ Succeeding At Board of Appeals/ 12/08 / 5 hrs



D.C.A./ Handling Difficult Situations/ 12/08 / 5 hrs

D.C.A./ Managing Fireworks Display/ 05/08 / 5 hrs

D.C.A./ Fire Alarms, Wiring Methods/ 04/08/ 5 hrs

D.C.A./ Chimneys and Vents/ 06/08 / 5 hrs

D.C.A./ Plan Review of Gas, Kitchen Exhaust Systems/ 04/07 / 5 hrs

D.C.A./ Gangs, Domestic Terrorism/ 11/07 / 2.5 hrs

D.C.A./ Detecting Deception/ 11/07 / 2.5 hrs

D.C.A./ The Destructive Juvenile Firesetter/ 11/07 / 2.5 hrs

D.C.A./ Taking Firesetter History Clinical Perspective/ 11/07 / 2.5 hrs

D.C.A./ NJ Arson Laws as Pertaining to Juveniles/ 06/07 / 5 hrs



NJSP OFFICE OF EMERG MANAGEMENT, Hazardous Materials Emerg Response Unit, Level-2
First Responder Operations, 02/97

D.C.A./ Leadership Excellence/ 05/06 / 5 hrs

D.C.A./ Developing a Fire Safety Program for Preschool/ 03/06 / 5 hrs

D.C.A./ Utilizing Accelerant K-9s in Fire/Arson Inv/ 05/06 / 5 hrs

D.C.A./ Legal & Practical Aspects of Fire Investigation/ 10/05 / 5 hrs

D.C.A./ Places of Assembly & Occupancy Load Concerns/ 09/05 / 5 hrs

D.C.A./ Pyrotechnics/ 03/05 / 5 hrs

D.C.A./ Not Just Arson-Understanding NJ Criminal Laws/ 03/05 / 5 hrs

D.C.A./ Building Construction & Collapse/ 09/04 / 5 hrs

D.C.A./ Places of Assembly & Occupancy Load Concerns/ 05/04 / 5 hrs



PATC- Public Agency Training Council, Pennsylvania/ Electrical Fire Investigation/ Sept-2003/ 18
total hours/Completed



D.C.A./ Basic Rules of Means of Egress/ 03/04 / 5 hrs

D.C.A./ Ethics & Values/ 10/03 / 5 hrs

D.C.A./ Water Based Fire Protection NFPA 25-02/ 05/02 / 5 hrs

D.C.A./ Advanced Fire Investigation/ 03/02 / 5 hrs

D.C.A./ Code Update/ 10/01 / 5 hrs

D.C.A./ Basic Inspection of Hazardous Materials/ 04/01 / 5 hrs

D.C.A./ Code Update/ 03/00 / 5 hrs

D.C.A./ NWCG Basic ICS I-200/ 10/99 / 5 hrs



David Munoz
Fire Prevention Specialist UFD
2821 Polk Avenue
Camden, NJ 08105

damunoz@ci.camden.nj.us



[REDACTED]

From: BrVilleg@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 10:19 AM
To: MiHarper@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; JeBarrie@ci.camden.nj.us; DaMunoz@ci.camden.nj.us;
JoTull@ci.camden.nj.us; LiPicon@ci.camden.nj.us; JaAsunci@ci.camden.nj.us;
DianeG@ci.camden.nj.us; BlancaA@ci.camden.nj.us; EdCaraba@ci.camden.nj.us;
GrClark@ci.camden.nj.us
Subject: RE: Interview for Positions

Chief Harper,

I am available for the interviews you have tentatively scheduled on Wednesday, August 4th. Please advise of the times.

Respectfully,

Chief Villegas

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: Michael Harper <MiHarper@ci.camden.nj.us>
Date: 8/2/21 10:21 AM (GMT-05:00)
To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
Subject: Interview for Positions

Chief Fire Marshal Villegas,

This week Deputy Chief Flax and I will be interviewing candidates for the Supervising Fire Prevention Specialist position which has been approved by the DCA and City Officials. We had three people submit letters of interest so far. We wanted to include you in this process so I will let you know which days we will perform the interviews. Presently it looks like we will select Wednesday August 4, 2021 for the interviews for that position. It is possible that we will include our DCA representative in the process if he becomes interested. I am attaching the Civil Service Job Specification for that position for your review. It does have the UFD requirements associated with this position. Additional Fire Prevention Specialists are also being considered for the FM Office to be at full staffing.

An approval was also given to hire a Keyboarding Clerk 1 to work out of the Fire Marshal's Office to assist with data entries, filing, and other administrative functions. We need to interview interested persons for that position as well.

Michael L. Harper

Fire Chief

Camden Fire Department

Knowledge is powerful when it is shared freely. When its lorded and hoarded it is divisive and destructive.

- Aaron Fields Seattle Fire Department

CONFIDENTIALITY NOTICE

The information contained in this communication from the Camden Fire Department is privileged and confidential and is intended for the sole use of the persons or entities who are the addressees. If you are not an intended recipient of this e-mail, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please immediately contact the Camden Fire Department at (856) 757-7520 to arrange for the return of this information.


From: LiPicon@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 11:22 AM
To: BrVilleg@ci.camden.nj.us
Subject: SEE ATTACHED
Attachments: 20210803110651248.pdf; CAMPS - Title Lookup.pdf; 06353.pdf

Lisa Y. Picon
City of Camden Personnel Office
520 Market St., Rm. 405, City Hall
Camden, NJ 08101
856-757-7676 or 856-757-7414
Fax: 856-541-2598
lipicon@ci.camden.nj.us
Cell #: 609-634-9715

-----Original Message-----

From: copyscan@ci.camden.nj.us [mailto:copyscan@ci.camden.nj.us]
Sent: Tuesday, August 03, 2021 11:07 AM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: Message from "RNP002673F54CDF"

 This E-mail was sent from "RNP002673F54CDF" (MP 6503).

Scan Date: 08.03.2021 11:06:51 (-0400)
Queries to: copyscan@ci.camden.nj.us

NEW JERSEY DEPARTMENT OF PERSONNEL
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$15.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJDOP

SYMBOL: **PM1163G**

WEIGHT CODE: *

TITLE: **SUPERVISING FIRE PREVENTION SPECIALIST UFD**

SALARY: **\$87,382.00 - \$98,841.00**

ISSUE DATE: **September 01, 2005**

CLOSING DATE: **September 21, 2005**

TITLE CODE: **06353/ UGFDR6**

JURISDICTION CODE: **C04080026**

JURISDICTION: **CAMDEN CITY**

DEPARTMENT: **FIRE**

RETURN COMPLETED APPLICATIONS TO:

**New Jersey Department of Personnel
44 South Clinton Avenue, PO Box 322
Trenton, NJ 08625-0322**

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Fire Prevention Specialist UFD 06357

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including jurisdiction, department, and permanent status.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may lower your score or cause you to fail. For scoring purposes, possession of Certified Public Manager certificates or equivalent managerial certificates may receive credit.
3. Please check with your appointing authority concerning current salary information and for a copy of the job specification.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
5. N.J.A.C. 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
6. **IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE.** However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician. Mail all material to NJDOP, Selection Services, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If requested, college transcripts must be submitted to the attention of Selection Services, PO Box 310, Trenton NJ 08625, no later than six weeks from the announced closing date.
8. Applications must be postmarked by 11:59 pm on the closing date or application filing deadline listed above, or must be hand-delivered to the Department of Personnel no later than 4:00pm on the closing date or application filing deadline listed above.

User: LISA PICON

Juris Base: 040800 - Camden City - All Depts: Online

Title Lookup**THIS MUST BE PROCESSED AS A PROMOTION OR ADVANCEMENT BASED ON NEW APPOINTMENT TYPE.**

Title Code:

Title Code 1: 01839

Title Name:

Title Code 2: 06353

Trans Eff
Date: 08/03/2021

Search

Compare Titles

Clear

This must be processed as a Promotion or Advancement based on new appt type

Title Comparison		
Title Code:	01839	06353
Title Name:	FIRE FGHTR	SPVG FIRE PRVNTN SPCLST UFD
Title Status:	A	A
Archaic Flag:	N	N
Class Code:	12	16
Education Level:	B/1	B/1
Title Reference:	36033301	17068101
Title Rights:		
Class of Service Code:	C	C
Benchmark:	N	N
Title Effective Date:	10/13/2016	07/17/2017
Title Inactive Date:		



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

SUPERVISING FIRE PREVENTION SPECIALIST, UFD

DEFINITION

Under direction of supervisory staff, supervises and works with a group of fire prevention, protection and firefighter personnel in the inspection of buildings to detect and eliminate fire hazards and to enforce provisions of relevant fire safety codes and related regulations; responds to fire alarms and participates in extinguishing fires; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises the work of fire prevention, protection, and firefighter personnel in inspection of various buildings and structures to detect and eliminate fire hazards and to ensure that relevant fire safety codes and regulations are enforced.

Organizes, plans, and assigns work of fire prevention specialists who are responsible for inspection of buildings and structures for compliance with the NJ Uniform Fire Code or local fire safety code.

Plans, organizes, and revises work schedules to meet changes in workload considering factors such as peak loads and availability of manpower.

Coordinates activities with representatives of other units concerning matters of work accomplishment, priorities, and procedures.

Assigns work to employees or assigns employees to positions.

Assigns tasks to provide new employees with experience and training required to perform the work.

Explains work requirements, methods, and procedures, giving special instructions on difficult or different operations and answering technical questions about the work.

Oversees attendance and leave, typically including approval of ordinary sick and annual leave and vacation schedules.

Formulates and issues (individually or collectively with other supervisors or specialists) written instructions and procedures and special instructions for nonroutine or complex assignments, or to clarify published guidelines.

Formulates training plans for employees.

Conducts informal training to broaden employee skills and to provide back up skills by cross training.

Recommends formal training when need is apparent.

Ensures all life hazard use structures are inspected in accord with the schedule established by the code.

Ensures permit applications have been issued for uses where permit is required in NJAC 5:18-2/7.

Assigns fire personnel to identify and register hazardous use structures and/or conduct registration survey.
Interprets legal and technical regulations, and provides advice and assistance to municipal officials, owners, agents, tenants, and others on matters and questions pertaining to compliance with the NJ Uniform Fire Code or local fire code and regulations.

Reviews inspection and other reports originating from subordinates to ensure their completeness and accuracy.

Recommends appropriate administrative penalties in specific cases where violations have not been eliminated.

Makes recommendations as to the time required to effect compliance with orders in cases where an extension of time is requested by an owner.

Recommends alternatives and/or recommends the approval of alternatives to uniform fire code requirements that will be sufficient to meet the fire code standards.

Orders immediate evacuation of buildings, structures, or premises where there is actual danger to occupants or those in proximity pursuant to the authority in NJAC 5:18-2.17.

Assigns fire personnel to obtain information on particular buildings and/or structures necessary for the compliance section to prepare legal documents.

Assigns subordinates to perform special field investigations to verify presence of imminent hazards which may require vacating and/or closing of buildings/structures to effect abatement of violations of the fire safety code.

Speaks before public and private groups of owners, tenants, landlords, and others interested in or involved with fire safety code enforcement.

May confer with and speak before civic, school, and community organizations and groups concerning fire prevention methods.

May supervise a public information and education program designed to improve fire safety measures in the home, office buildings, industrial and commercial structures, and other locations.

May confer with public officials or civic representatives to improve fire safety education programs.

May give talks and demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

Prepares and supervises preparation of clear, technically sound, accurate, and informative reports of inspections and other matters containing findings, conclusions, and recommendations.

Supervises maintenance of inspection records, reports, and files.

May conduct performance evaluations of assigned staff and recommends appropriate personnel actions based on these evaluations.

Prepares correspondence.

Participates in fire drills and other training courses.

Responds to fire alarms and drives or accompanies fire apparatus and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus.

Performs special duty at theaters, schools, and other public gatherings to help maintain fire precautionary measures.

Responds to calls concerning bomb threats and conducts bomb searches.

Inspects condition of fire protection apparatus in public and private buildings.

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalent certificate.

EXPERIENCE:

Four (4) years of experience in one or more of the areas indicated below or some combination thereof: as a firefighter in a paid or volunteer fire company, or in inspection of buildings to detect fire hazards and enforce fire safety codes/regulations, or in investigation of fires to determine their cause, or in inspection of the construction of buildings and review of building construction plans/specifications to ensure compliance with fire protection codes/regulations, and/or in installation of fire protection equipment.

LICENSE AND CERTIFICATE

Possession of a current/valid Fire Inspector Certification issued by the NJ Department of Community Affairs will be required only where inspection of high rise and/or life hazard use structures are involved.

NOTE: Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AGE:

Not less than 18 years of age.

MEDICAL EXAMINATION

Appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to themselves or

others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of fire prevention measures required in residential, commercial, industrial, and other buildings and structures.

Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.

Knowledge of practices and procedures of fire code enforcement.

Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.

Knowledge of the safe use and maintenance of facilities, buildings, and uses of such structures which are subject to the NJ Uniform Fire Code.

Knowledge of the safe handling of materials which pose a fire hazard.

Knowledge of standards for installation of fire detection, fire alarm, and suppression systems.

Knowledge of requirements for means of egress including exit access, exit discharge, and exit signs.

Knowledge of requirements of the NJ Uniform Fire Code and local fire codes regulating use and occupancy of buildings.

Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety.

Knowledge of the operation and maintenance of smoke detectors and alarms.

Knowledge of supervisory and management techniques, principles, and philosophy.

Knowledge of methods, administrative and operational procedures to be applied to ensure timely inspection and reinspection of buildings as required by the fire safety code.

Knowledge of code requirements related to fire ratings of structural components, arrangements, sizing, protection of means of egress, and flame spread.

Knowledge of laws and ordinances which are significant from the firefighting point of view.

Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.

Knowledge of the types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports and take necessary action.

Ability to comprehend, analyze, and interpret basic laws and regulations pertaining to fire safety, protection, and

prevention.

Ability to establish cooperative working relationships with tenants, owners, municipal officials, and others interested in or concerned with the enforcement of laws relating to fire safety.

Ability to explain existing and potential fire safety hazards to owners, tenants, and others.

Ability to estimate the time required to abate violations and establish realistic deadlines by which owners must complete the abatement of violations.

Ability to make field visits, inspections, and investigations.

Ability to issue work assignments, provide advice, assistance, and direction to personnel, and review and evaluate their work performance.

Ability to act as a witness in hearings and at court proceedings and give testimony under oath.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain records, reports, and files.

Ability to prepare inspection reports in accord with established procedures and guidelines.

Ability to prepare correspondence in the course of official duties.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting and carrying people and equipment for rescue and salvage.

Ability to work under conditions of heavy physical exertion in extreme heat and dust in high and confined areas and smoke filled spaces, and in all kinds of weather and to maintain physical activity for prolonged periods of time.

Ability to understand and carry out instructions.

Ability to function independently and without direct supervision.

Ability to think clearly and apply knowledge under stressful conditions and handle more than one task at a time.

Ability to work closely with people, including functioning as a team member, to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective fire fighting and equipment operation.

Ability to apply the basic techniques of fighting fires and rendering first aid.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the

employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06353		L	C		N/A	16		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/04/2006


From: BrVilleg@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 11:26 AM
To: DaMunoz@ci.camden.nj.us
Subject: FW: SEE ATTACHED
Attachments: 20210803110651248.pdf; CAMPS - Title Lookup.pdf; 06353.pdf

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: Lisa Picon <LiPicon@ci.camden.nj.us>
Date: 8/3/21 11:21 AM (GMT-05:00)
To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Subject: SEE ATTACHED


Lisa Y. Picon
City of Camden Personnel Office
520 Market St., Rm. 405, City Hall
Camden, NJ 08101
856-757-7676 or 856-757-7414
Fax: 856-541-2598
lipicon@ci.camden.nj.us
Cell #: 609-634-9715

-----Original Message-----

From: copyscan@ci.camden.nj.us [<mailto:copyscan@ci.camden.nj.us>]
Sent: Tuesday, August 03, 2021 11:07 AM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: Message from "RNP002673F54CDF"

This E-mail was sent from "RNP002673F54CDF" (MP 6503).

Scan Date: 08.03.2021 11:06:51 (-0400)
Queries to: copyscan@ci.camden.nj.us

NEW JERSEY DEPARTMENT OF PERSONNEL
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$15.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJDOP

SYMBOL: PM1163G	WEIGHT CODE: *
TITLE: SUPERVISING FIRE PREVENTION SPECIALIST UFD	SALARY: \$87,382.00 - \$98,841.00
ISSUE DATE: September 01, 2005	CLOSING DATE: September 21, 2005
TITLE CODE: 06353/ UGFDR6	JURISDICTION CODE: C04080026
JURISDICTION: CAMDEN CITY	
DEPARTMENT: FIRE	

RETURN COMPLETED APPLICATIONS TO:	New Jersey Department of Personnel 44 South Clinton Avenue, PO Box 322 Trenton, NJ 08625-0322
--	--

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Fire Prevention Specialist UPD 06357

IMPORTANT INFORMATION

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2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may lower your score or cause you to fail. For scoring purposes, possession of Certified Public Manager certificates or equivalent managerial certificates may receive credit.
3. Please check with your appointing authority concerning current salary information and for a copy of the job specification.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
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[Home](#) [Select Jurisdiction](#) [New Transaction](#) [Admin](#) [Reports](#) [Queries](#) [Help](#) [Logout](#)

User: LISA PICON

Juris Base: 040800 - Camden City - All Depts: Online

Title Lookup

THIS MUST BE PROCESSED AS A PROMOTION OR ADVANCEMENT BASED ON NEW APPOINTMENT TYPE.

Title Code:

Title Code 1: 01839

Title Name:

Title Code 2: 06353

Trans Eff
Date: 08/03/2021

This must be processed as a Promotion or Advancement based on new appt type

Title Comparison		
Title Code:	01839	06353
Title Name:	FIRE FGHTR	SPVG FIRE PRVNTN SPCLST UFD
Title Status:	A	A
Archaic Flag:	N	N
Class Code:	12	16
Education Level:	B/1	B/1
Title Reference:	36033301	17068101
Title Rights:		
Class of Service Code:	C	C
Benchmark:	N	N
Title Effective Date:	10/13/2016	07/17/2017
Title Inactive Date:		



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

SUPERVISING FIRE PREVENTION SPECIALIST, UFD

DEFINITION

Under direction of supervisory staff, supervises and works with a group of fire prevention, protection and firefighter personnel in the inspection of buildings to detect and eliminate fire hazards and to enforce provisions of relevant fire safety codes and related regulations; responds to fire alarms and participates in extinguishing fires; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises the work of fire prevention, protection, and firefighter personnel in inspection of various buildings and structures to detect and eliminate fire hazards and to ensure that relevant fire safety codes and regulations are enforced.

Organizes, plans, and assigns work of fire prevention specialists who are responsible for inspection of buildings and structures for compliance with the NJ Uniform Fire Code or local fire safety code.

Plans, organizes, and revises work schedules to meet changes in workload considering factors such as peak loads and availability of manpower.

Coordinates activities with representatives of other units concerning matters of work accomplishment, priorities, and procedures.

Assigns work to employees or assigns employees to positions.

Assigns tasks to provide new employees with experience and training required to perform the work.

Explains work requirements, methods, and procedures, giving special instructions on difficult or different operations and answering technical questions about the work.

Oversees attendance and leave, typically including approval of ordinary sick and annual leave and vacation schedules.

Formulates and issues (individually or collectively with other supervisors or specialists) written instructions and procedures and special instructions for nonroutine or complex assignments, or to clarify published guidelines.

Formulates training plans for employees.

Conducts informal training to broaden employee skills and to provide back up skills by cross training.

Recommends formal training when need is apparent.

Ensures all life hazard use structures are inspected in accord with the schedule established by the code.

Ensures permit applications have been issued for uses where permit is required in NJAC 5:18-2/7.

Assigns fire personnel to identify and register hazardous use structures and/or conduct registration survey.
Interprets legal and technical regulations, and provides advice and assistance to municipal officials, owners, agents, tenants, and others on matters and questions pertaining to compliance with the NJ Uniform Fire Code or local fire code and regulations.

Reviews inspection and other reports originating from subordinates to ensure their completeness and accuracy.

Recommends appropriate administrative penalties in specific cases where violations have not been eliminated.

Makes recommendations as to the time required to effect compliance with orders in cases where an extension of time is requested by an owner.

Recommends alternatives and/or recommends the approval of alternatives to uniform fire code requirements that will be sufficient to meet the fire code standards.

Orders immediate evacuation of buildings, structures, or premises where there is actual danger to occupants or those in proximity pursuant to the authority in NJAC 5:18-2.17.

Assigns fire personnel to obtain information on particular buildings and/or structures necessary for the compliance section to prepare legal documents.

Assigns subordinates to perform special field investigations to verify presence of imminent hazards which may require vacating and/or closing of buildings/structures to effect abatement of violations of the fire safety code.

Speaks before public and private groups of owners, tenants, landlords, and others interested in or involved with fire safety code enforcement.

May confer with and speak before civic, school, and community organizations and groups concerning fire prevention methods.

May supervise a public information and education program designed to improve fire safety measures in the home, office buildings, industrial and commercial structures, and other locations.

May confer with public officials or civic representatives to improve fire safety education programs.

May give talks and demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

Prepares and supervises preparation of clear, technically sound, accurate, and informative reports of inspections and other matters containing findings, conclusions, and recommendations.

Supervises maintenance of inspection records, reports, and files.

May conduct performance evaluations of assigned staff and recommends appropriate personnel actions based on these evaluations.

Prepares correspondence.

Participates in fire drills and other training courses.

Responds to fire alarms and drives or accompanies fire apparatus and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus.

Performs special duty at theaters, schools, and other public gatherings to help maintain fire precautionary measures.

Responds to calls concerning bomb threats and conducts bomb searches.

Inspects condition of fire protection apparatus in public and private buildings.

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalent certificate.

EXPERIENCE:

Four (4) years of experience in one or more of the areas indicated below or some combination thereof: as a firefighter in a paid or volunteer fire company, or in inspection of buildings to detect fire hazards and enforce fire safety codes/regulations, or in investigation of fires to determine their cause, or in inspection of the construction of buildings and review of building construction plans/specifications to ensure compliance with fire protection codes/regulations, and/or in installation of fire protection equipment.

LICENSE AND CERTIFICATE

Possession of a current/valid Fire Inspector Certification issued by the NJ Department of Community Affairs will be required only where inspection of high rise and/or life hazard use structures are involved.

NOTE: Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AGE:

Not less than 18 years of age.

MEDICAL EXAMINATION

Appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to themselves or

others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of fire prevention measures required in residential, commercial, industrial, and other buildings and structures.

Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.

Knowledge of practices and procedures of fire code enforcement.

Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.

Knowledge of the safe use and maintenance of facilities, buildings, and uses of such structures which are subject to the NJ Uniform Fire Code.

Knowledge of the safe handling of materials which pose a fire hazard.

Knowledge of standards for installation of fire detection, fire alarm, and suppression systems.

Knowledge of requirements for means of egress including exit access, exit discharge, and exit signs.

Knowledge of requirements of the NJ Uniform Fire Code and local fire codes regulating use and occupancy of buildings.

Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety.

Knowledge of the operation and maintenance of smoke detectors and alarms.

Knowledge of supervisory and management techniques, principles, and philosophy.

Knowledge of methods, administrative and operational procedures to be applied to ensure timely inspection and reinspection of buildings as required by the fire safety code.

Knowledge of code requirements related to fire ratings of structural components, arrangements, sizing, protection of means of egress, and flame spread.

Knowledge of laws and ordinances which are significant from the firefighting point of view.

Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.
Knowledge of the types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports and take necessary action.

Ability to comprehend, analyze, and interpret basic laws and regulations pertaining to fire safety, protection, and

prevention.

Ability to establish cooperative working relationships with tenants, owners, municipal officials, and others interested in or concerned with the enforcement of laws relating to fire safety.

Ability to explain existing and potential fire safety hazards to owners, tenants, and others.

Ability to estimate the time required to abate violations and establish realistic deadlines by which owners must complete the abatement of violations.

Ability to make field visits, inspections, and investigations.

Ability to issue work assignments, provide advice, assistance, and direction to personnel, and review and evaluate their work performance.

Ability to act as a witness in hearings and at court proceedings and give testimony under oath.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain records, reports, and files.

Ability to prepare inspection reports in accord with established procedures and guidelines.

Ability to prepare correspondence in the course of official duties.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting and carrying people and equipment for rescue and salvage.

Ability to work under conditions of heavy physical exertion in extreme heat and dust in high and confined areas and smoke filled spaces, and in all kinds of weather and to maintain physical activity for prolonged periods of time.

Ability to understand and carry out instructions.

Ability to function independently and without direct supervision.

Ability to think clearly and apply knowledge under stressful conditions and handle more than one task at a time.

Ability to work closely with people, including functioning as a team member, to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective fire fighting and equipment operation.

Ability to apply the basic techniques of fighting fires and rendering first aid.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the

employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06353		L	C		N/A	16		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/04/2006


From: BrVilleg@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 11:27 AM
To: smunoz@iafflocal2578.org
Subject: FW: SEE ATTACHED
Attachments: 20210803110651248.pdf; CAMPS - Title Lookup.pdf; 06353.pdf

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: Lisa Picon <LiPicon@ci.camden.nj.us>
Date: 8/3/21 11:21 AM (GMT-05:00)
To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Subject: SEE ATTACHED


Lisa Y. Picon
City of Camden Personnel Office
520 Market St., Rm. 405, City Hall
Camden, NJ 08101
856-757-7676 or 856-757-7414
Fax: 856-541-2598
lipicon@ci.camden.nj.us
Cell #: 609-634-9715

-----Original Message-----

From: copyscan@ci.camden.nj.us [<mailto:copyscan@ci.camden.nj.us>]
Sent: Tuesday, August 03, 2021 11:07 AM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: Message from "RNP002673F54CDF"

This E-mail was sent from "RNP002673F54CDF" (MP 6503).

Scan Date: 08.03.2021 11:06:51 (-0400)
Queries to: copyscan@ci.camden.nj.us

NEW JERSEY DEPARTMENT OF PERSONNEL
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$15.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJDOP

SYMBOL: PM1163G	WEIGHT CODE: *
TITLE: SUPERVISING FIRE PREVENTION SPECIALIST UFD	SALARY: \$87,382.00 - \$98,841.00
ISSUE DATE: September 01, 2005	CLOSING DATE: September 21, 2005
TITLE CODE: 06353/ UGFDR6	JURISDICTION CODE: C04080026
JURISDICTION: CAMDEN CITY	
DEPARTMENT: FIRE	

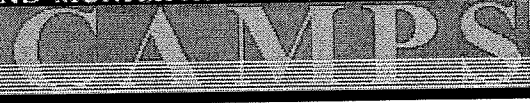
RETURN COMPLETED APPLICATIONS TO:	New Jersey Department of Personnel 44 South Clinton Avenue, PO Box 322 Trenton, NJ 08625-0322
--	--

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Fire Prevention Specialist UFD 06357

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including jurisdiction, department, and permanent status.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may lower your score or cause you to fail. For scoring purposes, possession of Certified Public Manager certificates or equivalent managerial certificates may receive credit.
3. Please check with your appointing authority concerning current salary information and for a copy of the job specification.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
5. N.J.A.C. 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
6. **IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE.** However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician. Mail all material to NJDOP, Selection Services, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If requested, college transcripts must be submitted to the attention of Selection Services, PO Box 310, Trenton NJ 08625, no later than six weeks from the announced closing date.
8. Applications must be postmarked by 11:59 pm on the closing date or application filing deadline listed above, or must be hand-delivered to the Department of Personnel no later than 4:00pm on the closing date or application filing deadline listed above.



Home Select Jurisdiction New Transaction Admin Reports Queries Help Logout

User: LISA PICON

Juris Base: 040800 - Camden City - All Depts: Online

Title Lookup

THIS MUST BE PROCESSED AS A PROMOTION OR ADVANCEMENT BASED ON NEW APPOINTMENT TYPE.

Title Code:

Title Code 1: 01839

Title Name:

Title Code 2: 06353

Trans Eff Date: 08/03/2021

Search

Compare Titles

Clear

This must be processed as a Promotion or Advancement based on new appt type

Title Comparison		
Title Code:	01839	06353
Title Name:	FIRE FGHTR	SPVG FIRE PRVNTN SPCLST UFD
Title Status:	A	A
Archaic Flag:	N	N
Class Code:	12	16
Education Level:	B/1	B/1
Title Reference:	36033301	17068101
Title Rights:		
Class of Service Code:	C	C
Benchmark:	N	N
Title Effective Date:	10/13/2016	07/17/2017
Title Inactive Date:		

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

SUPERVISING FIRE PREVENTION SPECIALIST, UFD

DEFINITION

Under direction of supervisory staff, supervises and works with a group of fire prevention, protection and firefighter personnel in the inspection of buildings to detect and eliminate fire hazards and to enforce provisions of relevant fire safety codes and related regulations; responds to fire alarms and participates in extinguishing fires; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises the work of fire prevention, protection, and firefighter personnel in inspection of various buildings and structures to detect and eliminate fire hazards and to ensure that relevant fire safety codes and regulations are enforced.

Organizes, plans, and assigns work of fire prevention specialists who are responsible for inspection of buildings and structures for compliance with the NJ Uniform Fire Code or local fire safety code.

Plans, organizes, and revises work schedules to meet changes in workload considering factors such as peak loads and availability of manpower.

Coordinates activities with representatives of other units concerning matters of work accomplishment, priorities, and procedures.

Assigns work to employees or assigns employees to positions.

Assigns tasks to provide new employees with experience and training required to perform the work.

Explains work requirements, methods, and procedures, giving special instructions on difficult or different operations and answering technical questions about the work.

Oversees attendance and leave, typically including approval of ordinary sick and annual leave and vacation schedules.

Formulates and issues (individually or collectively with other supervisors or specialists) written instructions and procedures and special instructions for nonroutine or complex assignments, or to clarify published guidelines.

Formulates training plans for employees.

Conducts informal training to broaden employee skills and to provide back up skills by cross training.

Recommends formal training when need is apparent.

Ensures all life hazard use structures are inspected in accord with the schedule established by the code.

Ensures permit applications have been issued for uses where permit is required in NJAC 5:18-2/7.

Assigns fire personnel to identify and register hazardous use structures and/or conduct registration survey.
Interprets legal and technical regulations, and provides advice and assistance to municipal officials, owners, agents, tenants, and others on matters and questions pertaining to compliance with the NJ Uniform Fire Code or local fire code and regulations.

Reviews inspection and other reports originating from subordinates to ensure their completeness and accuracy.

Recommends appropriate administrative penalties in specific cases where violations have not been eliminated.

Makes recommendations as to the time required to effect compliance with orders in cases where an extension of time is requested by an owner.

Recommends alternatives and/or recommends the approval of alternatives to uniform fire code requirements that will be sufficient to meet the fire code standards.

Orders immediate evacuation of buildings, structures, or premises where there is actual danger to occupants or those in proximity pursuant to the authority in NJAC 5:18-2.17.

Assigns fire personnel to obtain information on particular buildings and/or structures necessary for the compliance section to prepare legal documents.

Assigns subordinates to perform special field investigations to verify presence of imminent hazards which may require vacating and/or closing of buildings/structures to effect abatement of violations of the fire safety code.

Speaks before public and private groups of owners, tenants, landlords, and others interested in or involved with fire safety code enforcement.

May confer with and speak before civic, school, and community organizations and groups concerning fire prevention methods.

May supervise a public information and education program designed to improve fire safety measures in the home, office buildings, industrial and commercial structures, and other locations.

May confer with public officials or civic representatives to improve fire safety education programs.

May give talks and demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

Prepares and supervises preparation of clear, technically sound, accurate, and informative reports of inspections and other matters containing findings, conclusions, and recommendations.

Supervises maintenance of inspection records, reports, and files.

May conduct performance evaluations of assigned staff and recommends appropriate personnel actions based on these evaluations.

Prepares correspondence.

Participates in fire drills and other training courses.

Responds to fire alarms and drives or accompanies fire apparatus and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus.

Performs special duty at theaters, schools, and other public gatherings to help maintain fire precautionary measures.

Responds to calls concerning bomb threats and conducts bomb searches.

Inspects condition of fire protection apparatus in public and private buildings.

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved high school equivalent certificate.

EXPERIENCE:

Four (4) years of experience in one or more of the areas indicated below or some combination thereof: as a firefighter in a paid or volunteer fire company, or in inspection of buildings to detect fire hazards and enforce fire safety codes/regulations, or in investigation of fires to determine their cause, or in inspection of the construction of buildings and review of building construction plans/specifications to ensure compliance with fire protection codes/regulations, and/or in installation of fire protection equipment.

LICENSE AND CERTIFICATE

Possession of a current/valid Fire Inspector Certification issued by the NJ Department of Community Affairs will be required only where inspection of high rise and/or life hazard use structures are involved.

NOTE: Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AGE:

Not less than 18 years of age.

MEDICAL EXAMINATION

Appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to themselves or

others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES:

Knowledge of fire prevention measures required in residential, commercial, industrial, and other buildings and structures.

Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.

Knowledge of practices and procedures of fire code enforcement.

Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.

Knowledge of the safe use and maintenance of facilities, buildings, and uses of such structures which are subject to the NJ Uniform Fire Code.

Knowledge of the safe handling of materials which pose a fire hazard.

Knowledge of standards for installation of fire detection, fire alarm, and suppression systems.

Knowledge of requirements for means of egress including exit access, exit discharge, and exit signs.

Knowledge of requirements of the NJ Uniform Fire Code and local fire codes regulating use and occupancy of buildings.

Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety.

Knowledge of the operation and maintenance of smoke detectors and alarms.

Knowledge of supervisory and management techniques, principles, and philosophy.

Knowledge of methods, administrative and operational procedures to be applied to ensure timely inspection and reinspection of buildings as required by the fire safety code.

Knowledge of code requirements related to fire ratings of structural components, arrangements, sizing, protection of means of egress, and flame spread.

Knowledge of laws and ordinances which are significant from the firefighting point of view.

Knowledge of methods likely to be effective in fighting various types of fires.

Knowledge of varied kinds of firefighting equipment and apparatus.

Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.

Knowledge of the types of fire alarm communications that are useful and feasible in the fire department.

Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports and take necessary action.

Ability to comprehend, analyze, and interpret basic laws and regulations pertaining to fire safety, protection, and

prevention.

Ability to establish cooperative working relationships with tenants, owners, municipal officials, and others interested in or concerned with the enforcement of laws relating to fire safety.

Ability to explain existing and potential fire safety hazards to owners, tenants, and others.

Ability to estimate the time required to abate violations and establish realistic deadlines by which owners must complete the abatement of violations.

Ability to make field visits, inspections, and investigations.

Ability to issue work assignments, provide advice, assistance, and direction to personnel, and review and evaluate their work performance.

Ability to act as a witness in hearings and at court proceedings and give testimony under oath.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain records, reports, and files.

Ability to prepare inspection reports in accord with established procedures and guidelines.

Ability to prepare correspondence in the course of official duties.

Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, lifting and carrying people and equipment for rescue and salvage.

Ability to work under conditions of heavy physical exertion in extreme heat and dust in high and confined areas and smoke filled spaces, and in all kinds of weather and to maintain physical activity for prolonged periods of time.

Ability to understand and carry out instructions.

Ability to function independently and without direct supervision.

Ability to think clearly and apply knowledge under stressful conditions and handle more than one task at a time.

Ability to work closely with people, including functioning as a team member, to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective fire fighting and equipment operation.

Ability to apply the basic techniques of fighting fires and rendering first aid.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

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employer undue hardship, such persons may not be eligible.

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Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06353		L	C		N/A	16		-

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Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/04/2006

From: JaAsunci@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 12:19 PM
To: BrVilleg@ci.camden.nj.us; MiHarper@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; JeBarrie@ci.camden.nj.us; DaMunoz@ci.camden.nj.us; JoTull@ci.camden.nj.us; LiPicon@ci.camden.nj.us; DianeG@ci.camden.nj.us; BlancaA@ci.camden.nj.us; EdCaraba@ci.camden.nj.us; GrClark@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov
Subject: RE: Interview for Positions

As I discussed with Fire Chief Harper, he and his interview committee is to interview SFPS candidates and provide ranked recommendations to City Admin for discussion with Mayor prior to promotion.

I noted to Chief that all due consideration is to be given to qualified, experienced candidates, holding all required licenses and certs, including those currently serving in subject function.

Given the DLGS Team's Departmental Budget interview sessions with all Directors this week, I and DLGS Monitor Layne (as well as Counsel to Mayor Riondino, who may want to sit in too) may not be able to attend tomorrow--can interviews be done next Monday or Tuesday participation? participation?

Sincerely,
Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

----- Original message -----

From: "Brulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Date: 8/3/21 10:18 AM (GMT-05:00)
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
Subject: RE: Interview for Positions

Chief Harper,

I am available for the interviews you have tentatively scheduled on Wednesday, August 4th. Please advise of the times.

Respectfully,

Chief Villegas

ent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: Michael Harper <MiHarper@ci.camden.nj.us>

Date: 8/2/21 10:21 AM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz

<DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon

<LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez

<DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo

<EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>

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This week Deputy Chief Flax and I will be interviewing candidates for the Supervising Fire Prevention Specialist position which has been approved by the DCA and City Officials. We had three people submit letters of interest so far. We wanted to include you in this process so I will let you know which days we will perform the interviews. Presently it looks like we will select Wednesday August 4, 2021 for the interviews for that position. It is possible that we will include our DCA representative in the process if he becomes interested. I am attaching the Civil Service Job Specification for that position for your review. It does have the UFD requirements associated with this position. Additional Fire Prevention Specialists are also being considered for the FM Office to be at full staffing.

An approval was also given to hire a Keyboarding Clerk 1 to work out of the Fire Marshal's Office to assist with data entries, filing, and other administrative functions. We need to interview interested persons for that position as well.

Michael L. Harper

Fire Chief

Camden Fire Department

Knowledge is powerful when it is shared freely. When its lorded and hoarded it is divisive and destructive.

- Aaron Fields Seattle Fire Department

CONFIDENTIALITY NOTICE

The information contained in this communication from the Camden Fire Department is privileged and confidential and is intended for the sole use of the persons or entities who are the addressees. If you are not an intended recipient of this e-mail, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please immediately contact the Camden Fire Department at (856) 757-7520 to arrange for the return of this information.

From: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Sent: Tuesday, August 3, 2021 12:25 PM
To: Jason J. Asuncion; Braulio Villegas, Chief
Fire Marshall; Michael Harper
Cc: Jesse Flax; Jennifer Barrientos; David Munoz; Joseph
Tull; Lisa Picon; Diana
Gonzalez; Blanca Aponte; Edwin Caraballo; Gregory Clark; Marc Riondino
Subject: RE: Interview for Positions

Chief Harper,

If possible, I support Jason's request for rescheduling the interviews.

Thank you

Jack

From: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Sent: Tuesday, August 3, 2021 12:19 PM
To: Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jennifer Barrientos <JeBarrie@ci.camden.nj.us>; David Munoz
<DaMunoz@ci.camden.nj.us>; Joseph Tull <JoTull@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Diana
Gonzalez <DianeG@ci.camden.nj.us>; Blanca Aponte <BlancaA@ci.camden.nj.us>; Edwin Caraballo
<EdCaraba@ci.camden.nj.us>; Gregory Clark <GrClark@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>;
Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Subject: [EXTERNAL] RE: Interview for Positions

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Business Administrator
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Email: JaAsunci@ci.camden.nj.us | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

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Date: 8/3/21 10:18 AM (GMT-05:00)

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Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
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Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

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Date: 8/2/21 10:21 AM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
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From: BrVilleg@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 12:28 PM
To: Jack.Layne@dca.nj.gov; JaAsunci@ci.camden.nj.us; MiHarper@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; JeBarrie@ci.camden.nj.us; DaMunoz@ci.camden.nj.us; JoTull@ci.camden.nj.us; LiPicon@ci.camden.nj.us; DianeG@ci.camden.nj.us; BlancaA@ci.camden.nj.us; EdCaraba@ci.camden.nj.us; GrClark@ci.camden.nj.us; MaRiondi@ci.camden.nj.us
Subject: RE: Interview for Positions

BA Asuncion,

Please be advised that I am available either day.

Thank you...

Chief Villegas

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>
Date: 8/3/21 12:26 PM (GMT-05:00)
To: "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>
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Chief Harper,

If possible, I support Jason's request for rescheduling the interviews.

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Subject: [EXTERNAL] RE: Interview for Positions

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Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

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Date: 8/3/21 10:18 AM (GMT-05:00)
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Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
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From: Michael Harper <MiHarper@ci.camden.nj.us>
Date: 8/2/21 10:21 AM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz

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Fire Chief

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[REDACTED]

From: DaMunoz@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 12:33 PM
To: [REDACTED]
Subject: FW: Interview for Positions

Sent via the Samsung Galaxy S10e, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Date: 8/3/21 12:28 PM (GMT-05:00)
To: "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Michael Harper <MiHarper@ci.camden.nj.us>
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Business Administrator

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City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120

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Date: 8/2/21 10:21 AM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
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[REDACTED]

From: Michael Harper
Sent: Tuesday, August 3, 2021 12:34 PM
To: Jason J. Asuncion; Braulio Villegas, Chief Fire Marshall
Cc: Jesse Flax; Lisa Picon; Diana Gonzalez; Marc Riondino; Layne, Jack [DCA]
Subject: RE: Interview for Positions

There is no rush so if those parties want to be included in the process I am okay with it. Just be mindful that the position will have to be provisional pending an exam given by Civil Service. Also FPS Jennifer Barrientos-Morris may have to be done via conference call [REDACTED]. Just let me know which date is and time is preferable and I will advise all of the parties. The persons who have expressed interest thus far are:

Jennifer Barrientos-Morris
David Munoz
Joseph Tull

Based on the Civil Service requirements there may be other who sign up for the test when it is announced.

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Fire Chief
Camden Fire Department

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Cc: JeFlax@ci.camden.nj.us; JeBarrie@ci.camden.nj.us; DaMunoz@ci.camden.nj.us; JoTull@ci.camden.nj.us; LiPicon@ci.camden.nj.us; DianeG@ci.camden.nj.us; BlancaA@ci.camden.nj.us; EdCaraba@ci.camden.nj.us; GrClark@ci.camden.nj.us; MaRiondi@ci.camden.nj.us
Subject: RE: Interview for Positions

Thanks. As DLGS Fire Safety recommended this personnel move in its 2017 Audit of the function, City and Fire Administrations want to make sure we do our due diligence on this important promotion. Hence, the comprehensive interview group.

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Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)



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From: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>

Date: 8/3/21 10:18 AM (GMT-05:00)

To: Michael Harper <MiHarper@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
Subject: RE: Interview for Positions

Chief Harper,

I am available for the interviews you have tentatively scheduled on Wednesday, August 4th. Please advise of the times.

Respectfully,

Chief Villegas

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: Michael Harper <MiHarper@ci.camden.nj.us>

Date: 8/2/21 10:21 AM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
Subject: Interview for Positions

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Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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[REDACTED]

From: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Sent: Tuesday, August 3, 2021 12:36 PM
To: Jason J. Asuncion; Braulio Villegas, Chief Fire Marshall; Michael Harper
Cc: Jesse Flax; Jennifer Barrientos; David Munoz; Joseph Tull; Lisa Picon; Diana Gonzalez; Blanca Aponte; Edwin Caraballo; Gregory Clark; Marc Riondino
Subject: RE: Interview for Positions

Thank you.

Jack

From: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>
Sent: Tuesday, August 3, 2021 12:36 PM
To: Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jennifer Barrientos <JeBarrie@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>; Joseph Tull <JoTull@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Diana Gonzalez <DianeG@ci.camden.nj.us>; Blanca Aponte <BlancaA@ci.camden.nj.us>; Edwin Caraballo <EdCaraba@ci.camden.nj.us>; Gregory Clark <GrClark@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>
Subject: [EXTERNAL] RE: Interview for Positions

Thanks. As DLGS Fire Safety recommended this personnel move in its 2017 Audit of the function, City and Fire Administrations want to make sure we do our due diligence on this important promotion. Hence, the comprehensive interview group.

Sincerely,
Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

----- Original message -----

From: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Date: 8/3/21 12:28 PM (GMT-05:00)
To: "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>
Subject: RE: Interview for Positions

BA Asuncion,

Please be advised that I am available either day.

Thank you...

Chief Villegas

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>

Date: 8/3/21 12:26 PM (GMT-05:00)

To: "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Michael Harper <MiHarper@ci.camden.nj.us>

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Subject: RE: Interview for Positions

Chief Harper,

If possible, I support Jason's request for rescheduling the interviews.

Thank you

Jack

From: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>

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Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>

Subject: [EXTERNAL] RE: Interview for Positions

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I noted to Chief that all due consideration is to be given to qualified, experienced candidates, holding all required licenses and certs, including those currently serving in subject function.

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Fire Chief

Camden Fire Department

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- *Aaron Fields Seattle Fire Department*

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[REDACTED]

From: JaAsunci@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 1:01 PM
To: MiHarper@ci.camden.nj.us; BrVilleg@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; LiPicon@ci.camden.nj.us; DianeG@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov
Subject: RE: Interview for Positions

Thanks Chief for your efforts in this regard. Were you planning on in-person interviews, except for Barrientos?

Sincerely,
Jason J. Asuncion, Esq., MPA
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From: Michael Harper <MiHarper@ci.camden.nj.us>
Date: 8/3/21 12:33 PM (GMT-05:00)
To: "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>, "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>
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Business Administrator

City of Camden | Department of Administration

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[REDACTED]

From: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Sent: Tuesday, August 3, 2021 1:02 PM
To: Jason J. Asuncion; Michael Harper; Braulio Villegas, Chief Fire Marshall
Cc: Jesse Flax; Lisa Picon; Diana Gonzalez; Marc Riondino
Subject: RE: Interview for Positions

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Jack

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Date: 8/2/21 10:21 AM (GMT-05:00)

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Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>

Subject: Interview for Positions

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Fire Chief

Camden Fire Department

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- *Aaron Fields Seattle Fire Department*

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[REDACTED]

From: Ciri Castro <icfire9@yahoo.com>
Sent: Tuesday, August 3, 2021 1:22 PM
To: Michael Harper; Jason J. Asuncion; Lisa Picon; Jack Layne
Cc: Samuel Munoz; Braulio Villegas, Chief Fire Marshall
Subject: Sup Fire Prevention Specialist
Attachments: Supervising Fire Prevention Specialist Announcement.pdf

Chief,

Local 788 is very pleased with all the expected positions being added to our department including the hiring of firefighters. Having said this, we have been made aware that the position for Supervising Fire Prevention Specialist has been offered to interested members in the entire fire department. We have serious concerns with this. The Union's position is that only eligible members be considered for the position. We would like for the process to be fair and not cause any disturbance in the fire department. The Union always seeks to do the right thing and that CSC regulations are followed for every appointment. As such, we have attached the last announcement for the position of Supervising Fire Prevention Specialist (2005) and you will note the description of those eligible for the position.

The description of who's eligible reads as follows: ***"Open to employees in the competitive division who are currently serving in a title of to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s): Fire Prevention Specialist UFD 06357"***

As you can see, under this requirement, there are only two eligible candidates with the proper credentials for the position who are currently serving as Fire Prevention Specialists and are serving in a continuous manner. They are David Munoz & Jennifer Barrientos-Morris.

An appointment of an ineligible candidate would be improper in this case. We appeal to you and the appointing authority to follow the proper course of action to prevent disruption of labor relations and prevent from causing a disruption in the fire department. I thank you in advance for your attention on this matter.

Respectfully submitted,

Ciri Castro Jr.
IAFF-Local 788, President

NEW JERSEY DEPARTMENT OF PERSONNEL
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$15.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJDOP

SYMBOL: PM1163G	WEIGHT CODE: *
TITLE: SUPERVISING FIRE PREVENTION SPECIALIST UFD	SALARY: \$87,382.00 - \$98,841.00
ISSUE DATE: September 01, 2005	CLOSING DATE: September 21, 2005
TITLE CODE: 06353/ UGFDR6	JURISDICTION CODE: C04080026
JURISDICTION: CAMDEN CITY	
DEPARTMENT: FIRE	

RETURN COMPLETED APPLICATIONS TO: New Jersey Department of Personnel
44 South Clinton Avenue, PO Box 322
Trenton, NJ 08625-0322

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Fire Prevention Specialist UFD 06357

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including jurisdiction, department, and permanent status.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may lower your score or cause you to fail. For scoring purposes, possession of Certified Public Manager certificates or equivalent managerial certificates may receive credit.
3. Please check with your appointing authority concerning current salary information and for a copy of the job specification.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
5. N.J.A.C. 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
6. **IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE.** However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician. Mail all material to NJDOP, Selection Services, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If requested, college transcripts must be submitted to the attention of Selection Services, PO Box 310, Trenton NJ 08625, no later than six weeks from the announced closing date.
8. Applications must be postmarked by 11:59 pm on the closing date or application filing deadline listed above, or must be hand-delivered to the Department of Personnel no later than 4:00pm on the closing date or application filing deadline listed above.

[REDACTED]

From: MiHarper@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 1:32 PM
To: JaAsunci@ci.camden.nj.us; BrVilleg@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; LiPicon@ci.camden.nj.us; DianeG@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov
Subject: RE: Interview for Positions

Yes in person interviews [REDACTED]

From: Jason J. Asuncion
Sent: Tuesday, August 3, 2021 1:01 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Diana Gonzalez <DianeG@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Subject: RE: Interview for Positions

Thanks Chief for your efforts in this regard. Were you planning on in-person interviews, except for Barrientos?

Sincerely,
Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

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Business Administrator

City of Camden | Department of Administration

City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120

Camden, NJ 08101-5120

Email: JaAsunci@ci.camden.nj.us | Mobile: 609.330.2482 | Desk: 856.757.7150

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Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

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Sent: Tuesday, August 3, 2021 12:34 PM
To: JaAsunci@ci.camden.nj.us; BrVilleg@ci.camden.nj.us
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[REDACTED]

From: Jason J. Asuncion
Sent: Tuesday, August 03, 2021 1:01 PM
To: Michael Harper; Braulio Villegas, Chief Fire Marshall
Cc: Jesse Flax; Lisa Picon; Diana Gonzalez; Marc Riondino; Layne, Jack [DCA]
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Date: 8/2/21 10:21 AM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, Jason J. Asuncion <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>

Subject: Interview for Positions

Chief Fire Marshal Villegas,

This week Deputy Chief Flax and I will be interviewing candidates for the Supervising Fire Prevention Specialist position which has been approved by the DCA and City Officials. We had three people submit letters of interest so far. We wanted to include you in this process so I will let you know which days we will perform the interviews. Presently it looks like we will select Wednesday August 4, 2021 for the interviews for that position. It is possible that we will include our DCA representative in the process if he becomes interested. I am attaching the Civil Service Job Specification for that position for your review. It does have the UFD requirements associated with this position. Additional Fire Prevention Specialists are also being considered for the FM Office to be at full staffing.

An approval was also given to hire a Keyboarding Clerk 1 to work out of the Fire Marshal's Office to assist with data entries, filing, and other administrative functions. We need to interview interested persons for that position as well.

Michael L. Harper

Fire Chief

Camden Fire Department

Knowledge is powerful when it is shared freely. When its lorded and hoarded it is divisive and destructive.

- Aaron Fields Seattle Fire Department

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[REDACTED]

From: MiHarper@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 1:36 PM
To: JeFlax@ci.camden.nj.us
Subject: Sup Fire Prevention Specialist
Attachments: Supervising Fire Prevention Specialist Announcement.pdf

[REDACTED]

From: Ciri Castro [mailto:icfire9@yahoo.com]
Sent: Tuesday, August 3, 2021 1:22 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>
Cc: Samuel Munoz <smunoz@iafflocal2578.org>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>
Subject: Sup Fire Prevention Specialist

Chief,

Local 788 is very pleased with all the expected positions being added to our department including the hiring of firefighters. Having said this, we have been made aware that the position for Supervising Fire Prevention Specialist has been offered to interested members in the entire fire department. We have serious concerns with this. The Union's position is that only eligible members be considered for the position. We would like for the process to be fair and not cause any disturbance in the fire department. The Union always seeks to do the right thing and that CSC regulations are followed for every appointment. As such, we have attached the last announcement for the position of Supervising Fire Prevention Specialist (2005) and you will note the description of those eligible for the position.

The description of who's eligible reads as follows: ***"Open to employees in the competitive division who are currently serving in a title of to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s): Fire Prevention Specialist UFD 06357"***

As you can see, under this requirement, there are only two eligible candidates with the proper credentials for the position who are currently serving as Fire Prevention Specialists and are serving in a continuous manner. They are David Munoz & Jennifer Barrientos-Morris.

An appointment of an ineligible candidate would be improper in this case. We appeal to you and the appointing authority to follow the proper course of action to prevent disruption of labor relations and prevent from causing a disruption in the fire department. I thank you in advance for your attention on this matter.

Respectfully submitted,

Ciri Castro Jr.
IAFF-Local 788, President

NEW JERSEY DEPARTMENT OF PERSONNEL
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$15.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJDOP

SYMBOL: PM1163G	WEIGHT CODE: *
TITLE: SUPERVISING FIRE PREVENTION SPECIALIST UFD	SALARY: \$87,382.00 - \$98,841.00
ISSUE DATE: September 01, 2005	CLOSING DATE: September 21, 2005
TITLE CODE: 06353/ UGFDR6	JURISDICTION CODE: C04080026
JURISDICTION: CAMDEN CITY	
DEPARTMENT: FIRE	

RETURN COMPLETED APPLICATIONS TO: New Jersey Department of Personnel
44 South Clinton Avenue, PO Box 322
Trenton, NJ 08625-0322

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Fire Prevention Specialist UFD 06357

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including jurisdiction, department, and permanent status.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may lower your score or cause you to fail. For scoring purposes, possession of Certified Public Manager certificates or equivalent managerial certificates may receive credit.
3. Please check with your appointing authority concerning current salary information and for a copy of the job specification.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
5. N.J.A.C. 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
6. **IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE.** However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician. Mail all material to NJDOP, Selection Services, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If requested, college transcripts must be submitted to the attention of Selection Services, PO Box 310, Trenton NJ 08625, no later than six weeks from the announced closing date.
8. Applications must be postmarked by 11:59 pm on the closing date or application filing deadline listed above, or must be hand-delivered to the Department of Personnel no later than 4:00pm on the closing date or application filing deadline listed above.

[REDACTED]

From: BrVilleg@ci.camden.nj.us
Sent: Tuesday, August 3, 2021 3:32 PM
To: MiHarper@ci.camden.nj.us; JaAsunci@ci.camden.nj.us
Cc: JeFlax@ci.camden.nj.us; LiPicon@ci.camden.nj.us; DianeG@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov
Subject: RE: Interview for Positions

Chief Harper,

In preparation to the upcoming interviews, can you forward me a copy of each applicant's resume prior to the interview date? As always, thank you...

Chief Villegas

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: Michael Harper <MiHarper@ci.camden.nj.us>
Date: 8/3/21 1:31 PM (GMT-05:00)
To: "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>, "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>
Subject: RE: Interview for Positions

Yes in person interviews except for Jennifer.

From: Jason J. Asuncion
Sent: Tuesday, August 3, 2021 1:01 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Diana Gonzalez <DianeG@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Subject: RE: Interview for Positions

Thanks Chief for your efforts in this regard. Were you planning on in-person interviews [REDACTED]

Sincerely,
Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

----- Original message -----

From: Michael Harper <MiHarper@ci.camden.nj.us>

Date: 8/3/21 12:33 PM (GMT-05:00)

To: "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>, "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>

Subject: RE: Interview for Positions

There is no rush so if those parties want to be included in the process I am okay with it. Just be mindful that the position will have to be provisional pending an exam given by Civil Service. Also FPS Jennifer Barrientos-Morris may have to be done via conference call. [REDACTED] Just let me know which date is and time is preferable and I will advise all of the parties. The persons who have expressed interest thus far are:

Jennifer Barrientos-Morris
David Munoz
Joseph Tull

Based on the Civil Service requirements there may be other who sign up for the test when it is announced.

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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From: Jason J. Asuncion

Sent: Tuesday, August 3, 2021 12:19 PM

To: Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jennifer Barrientos <JeBarrie@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>; Joseph Tull <JoTull@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Diana Gonzalez <DianeG@ci.camden.nj.us>; Blanca Aponte <BlancaA@ci.camden.nj.us>; Edwin Caraballo <EdCaraba@ci.camden.nj.us>; Gregory Clark <GrClark@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>

Subject: RE: Interview for Positions

As I discussed with Fire Chief Harper, he and his interview committee is to interview SFPS candidates and provide ranked recommendations to City Admin for discussion with Mayor prior to promotion.

I noted to Chief that all due consideration is to be given to qualified, experienced candidates, holding all required licenses and certs, including those currently serving in subject function.

Given the DLGS Team's Departmental Budget interview sessions with all Directors this week, I and DLGS Monitor Layne (as well as Counsel to Mayor Riondino, who may want to sit in too) may not be able to attend tomorrow--can interviews be done next Monday or Tuesday participation? participation?

Sincerely,
Jason J. Asuncion, Esq., MPA
Business Administrator
City of Camden | Department of Administration
City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120
Camden, NJ 08101-5120
Email: JaAsunci@ci.camden.nj.us | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

----- Original message -----

From: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
Date: 8/3/21 10:18 AM (GMT-05:00)
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, Joseph Tull <JoTull@ci.camden.nj.us>, Lisa Picon <LiPicon@ci.camden.nj.us>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo <EdCaraba@ci.camden.nj.us>, Gregory Clark <GrClark@ci.camden.nj.us>
Subject: RE: Interview for Positions

Chief Harper,

I am available for the interviews you have tentatively scheduled on Wednesday, August 4th. Please advise of the times.

Respectfully,

Chief Villegas

Sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

----- Original message -----

From: Michael Harper <MiHarper@ci.camden.nj.us>
Date: 8/2/21 10:21 AM (GMT-05:00)
To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>
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<DianeG@ci.camden.nj.us>, Blanca Aponte <BlancaA@ci.camden.nj.us>, Edwin Caraballo
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