

1. Original OPRA Request: "Any and all personnel transfers for the Fire Officer's (Fire Captains) that were promoted to the Chief Fire Marshal and/or Assistant Chief Fire Marshal positions in the Fire Marshal's Office between 1997-2000."

Clarification: "Please provide records of personnel transfer forms for fire personnel moving from Fire Captain to Fire Official/Subcode position and/or the Supervising Fire Prevention Specialist position for the time period of 1985-2010."

2. Second original OPRA request: "Please provide Emails and all correspondence between President Samuel Munoz, Jason Asuncion (former Business Administrator), Lisa Picon (current Human Resources Director), Ciri Castro (former President of Local 788 the Firefighter's Union), Pete Perez (former Vice President of Local 788 the Firefighter's Union), David Munoz (Sam Munoz's brother) Fire Prevention Specialist and member of Local 788 the Firefighter's Union from 2017 to the present."

Clarification: "I write to clarify that I am requesting emails between those individuals regarding the following topic: discussions regarding the Fire Official/Fire Protection Subcode UFD aka Chief Fire Marshall or the Supervising Fire Prevention Specialist UFD aka the Assistant Chief Fire Marshall position."

[REDACTED]

**From:** BrVilleg@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 9:28 AM  
**To:** MiHarper@ci.camden.nj.us  
**Cc:** JoBerrio@ci.camden.nj.us; SaBalaka@ci.camden.nj.us; JeFlax@ci.camden.nj.us; JaAsunci@ci.camden.nj.us; LiPicon@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov; smunoz@iafflocal2578.org; icfire9@yahoo.com; petemaxperez1989@gmail.com  
**Subject:** Appointment of Supervising FPS

Chief Harper,

Several weeks ago, a waiver to reinstate the Supervising Fire Prevention Specialist, UFD (Assistant Chief Fire Marshal) position was approved. You advised the position has not been filled because we have not interviewed candidates. I have received several inquiries on the status of the interviews.

As you know, there is not a current civil service promotional list for this position. For this reason, interviews should not be performed at this time. We are counting the chickens before they've hatched. In the past, where a current civil service promotional list did not exist, the most senior member with the qualifications assumed the position provisionally until a test was called for. This is also noted in the unions' collective bargaining agreements. Those eligible and qualified to take the test were then ranked according to their scores. Thereafter, eligible/qualified individuals on the civil service list interviewed for the position.

I interview well in advance (before a civil service promotional list has been established) for Supervising Fire Prevention Specialist, UFD (Assistant Chief Fire Marshal) will prove difficult. We can be interviewing individuals who are not eligible, under civil service rules, to take the test. For this reason, I respectfully request the position be immediately filled (provisionally) by the most senior member of our department and Fire Marshal's Office as done in the past and in accordance with Collective Bargaining Agreement (CBA). IAFF Local 2578 – Camden Officers Article XXVI-Section 3 and IAFF Local 788 – Camden Firefighters Article XXVI-Section 2 both state that in the absence of a civil service promotional list "an employee to be appointed to the higher ranking position shall be the most senior employee in the department assigned to that particular unit."

The need to immediately reinstate the Supervising Fire Prevention Specialist, UFD position is necessary and crucial to operations in the Fire Marshal's Office. Your immediate attention and actions are greatly appreciated.

As always, thank you...

*Braulio Villegas, MS, CPM*  
Chief Fire Marshal  
Camden Fire Department  
(856) 757-7510 (Office)  
(856) 757-7243 (Fax)

*"Don't be afraid to think outside the box. Don't be afraid to fail big. To dream big" – Denzel Washington*

[REDACTED]

---

**From:** DianeG@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 12:06 PM  
**To:** BrVilleg@ci.camden.nj.us; MiHarper@ci.camden.nj.us  
**Cc:** JeFlax@ci.camden.nj.us; LiPicon@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov; JaAsunci@ci.camden.nj.us  
**Subject:** RE: Interview for Positions

Good afternoon,

The BA is available to meet on Friday, August 13<sup>th</sup> any time or on Monday, August 16<sup>th</sup> from 1pm to 3pm.

Please advise which date and time works best.

Thank you.

***Diana Gonzalez***

City of Camden  
Department of Administration  
520 Market Street  
P.O. Box 95120  
Camden, New Jersey 08101-5120  
Telephone: (856) 757-7150  
Fax: (856) 968-4708

---

**From:** Braulio Villegas, Chief Fire Marshall  
**Sent:** Tuesday, August 03, 2021 3:32 PM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@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

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

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

*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:** 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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 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>

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

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- Aaron Fields Seattle Fire Department

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**From:** BrVilleg@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 12:10 PM  
**To:** DianeG@ci.camden.nj.us; MiHarper@ci.camden.nj.us  
**Cc:** JeFlax@ci.camden.nj.us; LiPicon@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov; JaAsunci@ci.camden.nj.us  
**Subject:** RE: Interview for Positions

I'm available on Friday...

Thx

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

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

**From:** Diana Gonzalez <DianeG@ci.camden.nj.us>  
**Date:** 8/11/21 12:06 PM (GMT-05:00)  
**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>, Lisa Picon <LiPicon@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>, "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>  
**Subject:** RE: Interview for Positions

Good afternoon,

The BA is available to meet on Friday, August 13<sup>th</sup> any time or on Monday, August 16<sup>th</sup> from 1pm to 3pm.

Please advise which date and time works best.

Thank you.

 **Diana Gonzalez**

City of Camden

Department of Administration

 20 Market Street

P.O. Box 95120

Camden, New Jersey 08101-5120

**Telephone:** (856) 757-7150

**Fax:** (856) 968-4708

---

**From:** Braulio Villegas, Chief Fire Marshall

**Sent:** Tuesday, August 03, 2021 3:32 PM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@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

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Chief Villegas

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

[REDACTED]

---

**From:** Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>  
**Sent:** Wednesday, August 11, 2021 12:09 PM  
**To:** Diana Gonzalez; Braulio Villegas, Chief Fire Marshall; Michael Harper  
**Cc:** Jesse Flax; Lisa Picon; Marc Riondino; Jason J. Asuncion  
**Subject:** RE: Interview for Positions

Monday works for me.

Thank you.

Jack Layne  
MTA

---

**From:** Diana Gonzalez <DianeG@ci.camden.nj.us>  
**Sent:** Wednesday, August 11, 2021 12:06 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>; Lisa Picon <LiPicon@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Subject:** [EXTERNAL] RE: Interview for Positions

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520 Market Street  
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**Cc:** Jesse Flax <JeFlax@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Diana Gonzalez

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

From: Michael Harper <MiHarper@ci.camden.nj.us>  
Date: 8/3/21 1:21 PM (GMT-04:00)

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>, DianeG <DianeG@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>, Diana Gonzalez <Jack.Layne@dca.nj.gov>, "Layne, Jack [DCA]"

Subject: RE: Interview for Positions

s in person interviews except for Jennifer.

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**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>; Diane C... <DianeC...@ci.camden.nj.us>

<DianeG@ci.camden.nj.us>; Marc Riordino <MaRiordino@ci.camden.nj.us>; Diana Gonzalez

**Subject:** RE: Interview for Positions

Thanks Chief for your efforts in this regard. Were you planning on in-person interview

Sincerely,

Jason J. Asuncion, Esq., MPA

**Business Administrator**

City of Camden | Department of Administration  
City Hall, 500 N. 3rd St., Camden, NJ 08102

City Hall, 520 Market Street, 4th Floor, Suite 409 | P.O. Box 95120  
Camden, NJ 08101-5120

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Email: [JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us) | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

A large, dark, irregularly shaped area representing a redacted photograph, surrounded by a thick black border. The redaction covers the majority of the page content.

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

From: Michael Harper <MiHarper@ci.camden.nj.us>  
Date: 8/3/21 12:22 PM

Date: 8/3/21 12:33 PM (GMT-05:00)

  
**From:** MiHarper@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 12:16 PM  
**To:** Jack.Layne@dca.nj.gov; DianeG@ci.camden.nj.us; BrVilleg@ci.camden.nj.us  
**Cc:** JeFlax@ci.camden.nj.us; LiPicon@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; JaAsunci@ci.camden.nj.us  
**Subject:** RE: Interview for Positions

Monday between 1pm and 3pm should be fine for the three candidates. I will schedule them and let them know.

*Michael L. Harper*

Fire Chief

Camden Fire Department

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MTA

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**Subject:** [EXTERNAL] RE: Interview for Positions

Good afternoon,



  
**From:** Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>  
**Sent:** Wednesday, August 11, 2021 12:19 PM  
**To:** Michael Harper; Diana Gonzalez; Braulio Villegas, Chief Fire Marshall  
**Cc:** Jesse Flax; Lisa Picon; Marc Riondino; Jason J. Asuncion  
**Subject:** RE: Interview for Positions

Thank you.

Jack

---

**From:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Sent:** Wednesday, August 11, 2021 12:16 PM  
**To:** Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Diana Gonzalez <DianeG@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>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
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**Cc:** Jesse Flax <JeFlax@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Subject:** RE: Interview for Positions

 Monday works for me.

Thank you.

Jack Layne

[REDACTED]

---

**From:** DianeG@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 12:39 PM  
**To:** BrVilleg@ci.camden.nj.us  
**Subject:** RE: Interview for Positions

What's your cell number or Call me at 7150

---

**From:** Braulio Villegas, Chief Fire Marshall  
**Sent:** Wednesday, August 11, 2021 12:10 PM  
**To:** Diana Gonzalez <DianeG@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>  
**Cc:** Jesse Flax <JeFlax@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; 'Layne, Jack [DCA]' <Jack.Layne@dca.nj.gov>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Subject:** RE: Interview for Positions

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Thx

[REDACTED] sent via the Samsung Galaxy S7, an AT&T 4G LTE smartphone

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

**From:** Diana Gonzalez <DianeG@ci.camden.nj.us>  
**Date:** 8/11/21 12:06 PM (GMT-05:00)  
**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>, Lisa Picon <LiPicon@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>, "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>, "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>  
**Subject:** RE: Interview for Positions

Good afternoon,

The BA is available to meet on Friday, August 13<sup>th</sup> any time or on Monday, August 16<sup>th</sup> from 1pm to 3pm.

[REDACTED] please advise which date and time works best.

Thank you.



***Diana Gonzalez***

City of Camden

Department of Administration

520 Market Street

P.O. Box 95120

Camden, New Jersey 08101-5120

**Telephone:** (856) 757-7150

**Fax:** (856) 968-4708



---

**From:** Braulio Villegas, Chief Fire Marshall

**Sent:** Tuesday, August 03, 2021 3:32 PM

**To:** Michael Harper <[MiHarper@ci.camden.nj.us](mailto:MiHarper@ci.camden.nj.us)>; Jason J. Asuncion <[JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us)>

**Cc:** Jesse Flax <[JeFlax@ci.camden.nj.us](mailto:JeFlax@ci.camden.nj.us)>; Lisa Picon <[LiPicon@ci.camden.nj.us](mailto:LiPicon@ci.camden.nj.us)>; Diana Gonzalez <[DianeG@ci.camden.nj.us](mailto:DianeG@ci.camden.nj.us)>; Marc Riondino <[MaRiondi@ci.camden.nj.us](mailto:MaRiondi@ci.camden.nj.us)>; Layne, Jack [DCA] <[Jack.Layne@dca.nj.gov](mailto: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



---

**From:** DianeG@ci.camden.nj.us on behalf of JaAsunci@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 12:45 PM  
**To:** MiHarper@ci.camden.nj.us; BrVilleg@ci.camden.nj.us; JeFlax@ci.camden.nj.us;  
Jack.Layne@dca.nj.gov; LiPicon@ci.camden.nj.us  
**Cc:** MaRiondi@ci.camden.nj.us  
**Subject:** Supervising Fire Prevention Specialist Interviews  
**Attachments:** attachment.ics



---

**From:** BrVilleg@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 12:47 PM  
**To:** DianeG@ci.camden.nj.us  
**Subject:** Accepted: Supervising Fire Prevention Specialist Interviews  
**Attachments:** attachment.ics

When: Aug 16, 2021 1:00:00 PM

Where: City Hall - Personnel Office - Room 405



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**From:** BrVilleg@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 12:47 PM  
**To:** JaAsunci@ci.camden.nj.us  
**Subject:** Accepted: Supervising Fire Prevention Specialist Interviews  
**Attachments:** attachment.ics

When: Aug 16, 2021 1:00:00 PM  
Where: City Hall - Personnel Office - Room 405



---

**From:** Jack.Layne@dca.nj.gov  
**Sent:** Wednesday, August 11, 2021 12:49 PM  
**To:** DianeG@ci.camden.nj.us  
**Subject:** Accepted: Supervising Fire Prevention Specialist Interviews  
**Attachments:** attachment.ics



---

**From:** Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>  
**Sent:** Wednesday, August 11, 2021 12:49 PM  
**To:** Jason J. Asuncion  
**Subject:** Accepted: Supervising Fire Prevention Specialist Interviews  
**Attachments:** attachment.ics





---

**From:**

LiPicon@ci.camden.nj.us

**Sent:**

Wednesday, August 11, 2021 12:54 PM

**To:**

JaAsunci@ci.camden.nj.us

**Subject:**

Accepted: Supervising Fire Prevention Specialist Interviews

**Attachments:**

attachment.ics



---

**From:**

LiPicon@ci.camden.nj.us

**Sent:**

Wednesday, August 11, 2021 12:54 PM

**To:**

DianeG@ci.camden.nj.us

**Subject:**

Accepted: Supervising Fire Prevention Specialist Interviews

**Attachments:**

attachment.ics



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**From:** MiHarper@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 12:55 PM  
**To:** JaAsunci@ci.camden.nj.us  
**Subject:** Accepted: Supervising Fire Prevention Specialist Interviews  
**Attachments:** attachment.ics

When: Aug 16, 2021 1:00:00 PM  
Where: City Hall - Personnel Office - Room 405



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**Subject:** Accepted: Supervising Fire Prevention Specialist Interviews  
**Attachments:** attachment.ics

When: Aug 16, 2021 1:00:00 PM  
Where: City Hall - Personnel Office - Room 405

  
**From:** MiHarper@ci.camden.nj.us  
**Sent:** Thursday, August 12, 2021 3:35 PM  
**To:** JoBerrio@ci.camden.nj.us  
**Subject:** Fire Headquarters

Chief while you are getting acclimated to your new role I will be from time to time letting you know about some things I always wanted to have done relating to Fire Apparatus and the firehouses. The one thing that jumped in my mind today was cleaning out the old watch booth so we could use it for office space since we have so many positions coming back to Fire Administration. We will eventually have a Supervising Fire Prevention Specialist, a secretary for the FM Office, a Battalion Chief of Training, and probably a Fire Captain (or two) that may be assigned to training.

*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:** BrVilleg@ci.camden.nj.us  
**Sent:** Wednesday, August 11, 2021 3:59 PM  
**To:** woodflame@aol.com  
**Attachments:** Q&A SFPS.docx

*Braulio Villegas, MS, CPM*  
Chief Fire Marshal  
Camden Fire Department  
(856) 757-7510 (Office)  
(856) 757-7243 (Fax)

*"Don't be afraid to think outside the box. Don't be afraid to fail big. To dream big" – Denzel Washington*

### **Adaptability**

1. As Supervising FPS, you will have to deal with many interruptions...
  - Can you share how you would handle breaks in routine or last-minute changes?
  - Can you tell us about an occasion when your schedule was disrupted by unforeseen circumstances?

### **Communication Skills**

1. Can you share an example when you effectively presented and interpreted fire prevention and fire code information to residents, organizations, contractors, engineers, and developers?
2. How did it work out?

### **Management Skills**

1. How would you stay in the informational loop and monitor your staff's performance?
2. How would you handle complaints against subordinates?

### **Code Enforcement**

1. Can you describe your code enforcement experience so far?
2. What kind of experience do you have overseeing review of new building plans and fire protection systems to ensure compliance with laws, ordinances, and administrative rules governing public safety?
3. Can you share an experience when you documented efforts taken to bring property owners into compliance with laws, codes, regulations, ordinances, and standards?
4. As you know, state regulations require that I submit an annual report each year regarding completion of all LHU and non-LHU inspections, investigations, revenues, and permits. The annual report must be certified by me and the BA in a timely manner or risk being sanctioned by the state. Like in most cities, we face unprecedented challenges including budget shortfalls which in turns affect our manpower. Simply put, we are doing a lot more with a lot less. Giving the limited resources available, as supervising FPS, what would you do or implement to ensure inspections and re-inspections are completed?

### **Fire Investigation**

1. Can you describe your fire investigation experience so far?
2. What are some of the factors you consider when directing a fire investigation of suspected arson cases, fire fatalities, or injuries?
3. Can you tell me about your most challenging fire investigation, the outcome, and lessons learned?

### **Fire Prevention**

1. Would you consider analyzing data or information a strength? How so?
2. As you know, an organization requires a strong, visionary leadership and effective management to champion needed change and navigate the process. What do you think we can do as an organization that would make us more efficient and effective in saving lives and property?

  
**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Thursday, August 12, 2021 7:10 PM  
**To:** MiHarper@ci.camden.nj.us; JeFlax@ci.camden.nj.us  
**Cc:** LiPicon@ci.camden.nj.us; MiSpearm@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; DianeG@ci.camden.nj.us  
**Subject:** RE: Appointment of Supervising FPS

After my review of the below email and its citations to pertinent CBA provisions, and my discussion with IAFF Loc. 788 Pres. Castro on same--subject to comment from City Attorney Banks-Spearman--the plain language therein supports the immediate appointment of the most senior employee assigned to that CFD unit, i.e., FPS David Munoz.

DLGS has previously approved the Waiver for Supervising FPS. The Appointing Authority will call for the required Civil Service Test and the resulting Promotional List will dictate the City's permanent appointee to Supervising FPS here.

Accordingly, the City must comply with the CBA and move forward with FPS Munoz's immediate appointment. Please cancel the scheduled interviews next week and advise the individuals of aforesaid, need to comply with their Union's CBA. Thanks for your continuing efforts in this regard.

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

---

**From:** Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>  
**Sent:** Wednesday, August 11, 2021 9:28 AM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Cc:** Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; 'Pete Perez' <petemaxperez1989@gmail.com>  
**Subject:** Appointment of Supervising FPS

Chief Harper,

Several weeks ago, a waiver to reinstate the Supervising Fire Prevention Specialist, UFD (Assistant Chief Fire Marshal) position was approved. You advised the position has not been filled because we have not interviewed candidates. I have received several inquiries on the status of the interviews.

As you know, there is not a current civil service promotional list for this position. For this reason, interviews should not be performed at this time. We are counting the chickens before they've hatched. In the past, where a current civil service promotional list did not exist, the most senior member with the qualifications assumed the position **provisionally** until a test was called for. This is also noted in the unions' collective bargaining agreements. Those **eligible and**



qualified to take the test were then ranked according to their scores. Thereafter, eligible/qualified individuals on the civil service list interviewed for the position.

interview well in advance (before a civil service promotional list has been established) for Supervising Fire Prevention Specialist, UFD (Assistant Chief Fire Marshal) will prove difficult. We can be interviewing individuals who are not eligible, under civil service rules, to take the test. For this reason, I respectfully request the position be immediately filled (**provisionally**) by the most senior member of our department and Fire Marshal's Office as done in the past and in accordance with Collective Bargaining Agreement (CBA). IAFF Local 2578 – Camden Officers Article XXVI-Section 3 and IAFF Local 788 – Camden Firefighters Article XXVI-Section 2 both state that in the absence of a civil service promotional list "an employee to be appointed to the higher ranking position **shall** be the most senior employee in the **department assigned to that particular unit.**"

The need to immediately reinstate the Supervising Fire Prevention Specialist, UFD position is necessary and crucial to operations in the Fire Marshal's Office. Your immediate attention and actions are greatly appreciated.

As always, thank you...

*Braulio Villegas, MS, CPM*  
Chief Fire Marshal  
Camden Fire Department  
(856) 757-7510 (Office)  
(856) 757-7243 (Fax)

*"Don't be afraid to think outside the box. Don't be afraid to fail big. To dream big" – Denzel Washington*

**From:** MiHarper@ci.camden.nj.us  
**Sent:** Thursday, August 12, 2021 11:50 PM  
**To:** JaAsunci@ci.camden.nj.us; JeFlax@ci.camden.nj.us  
**Cc:** LiPicon@ci.camden.nj.us; MiSpearm@ci.camden.nj.us; MaRiondi@ci.camden.nj.us;  
DianeG@ci.camden.nj.us; Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov  
**Subject:** RE: Appointment of Supervising FPS

\_\_\_\_\_ If you take this action based on the 788 CBA, the position should be in an "acting capacity only" until a test is given.

Our Fire Marshals Office will have a total of 4 members with 2 supervisors for two subordinates for a 1 to 1 ratio. The optimal span of control for non-emergent supervisors is 1 to 9 and for emergent supervision is 1 to 5. Once again it appears as though the tail is wagging the dog with the union dictating how the fire department should be managed. A more critical position is the 38th Fire Captain which is a position we always had and was also approved by the DCA and no action has been taken on it.

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

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

From: "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>  
Date: 8/12/21 7:10 PM (GMT-05:00)  
To: Michael Harper <MiHarper@ci.camden.nj.us>, Jesse Flax <JeFlax@ci.camden.nj.us>  
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>, Michelle Spearman <MiSpearm@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>  
Subject: RE: Appointment of Supervising FPS

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DLGS has previously approved the Waiver for Supervising FPS. The Appointing Authority will call for the required Civil Service Test and the resulting Promotional List will dictate the City's permanent appointee to Supervising FPS here.

Accordingly, the City must comply with the CBA and move forward with FPS Munoz's immediate appointment. Please cancel the scheduled interviews next week and advise the individuals of aforesaid, need to comply with their Union's CBA. Thanks for your continuing efforts in this regard.

Sincerely,

Son 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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

**From:** Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>

**Sent:** Wednesday, August 11, 2021 9:28 AM

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

**Cc:** Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; 'Pete Perez' <petemaxperez1989@gmail.com>

**Subject:** Appointment of Supervising FPS

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To interview well in advance (before a civil service promotional list has been established) for Supervising Fire Prevention Specialist, UFD (Assistant Chief Fire Marshal) will prove difficult. We can be interviewing individuals who are not eligible, under civil service rules, to take the test. For this reason, I respectfully request the position be immediately filled (**provisionally**) by the most senior member of our department and Fire Marshal's Office as done in the past and in accordance with Collective Bargaining Agreement (CBA). IAFF Local 2578 – Camden Officers Article XXVI-Section 3 and IAFF Local 788 – Camden Firefighters Article XXVI-Section 2 both state that in the absence of a civil service promotional list "an employee to be appointed to the higher ranking position **shall** be the most senior employee in the **department assigned to that particular unit.**"

The need to immediately reinstate the Supervising Fire Prevention Specialist, UFD position is necessary and crucial to operations in the Fire Marshal's Office. Your immediate attention and actions are greatly appreciated.

As always, thank you...

*Braulio Villegas, MS, CPM*

Chief Fire Marshal

Camden Fire Department

(856) 757-7510 (Office)

(856) 757-7243 (Fax)

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**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Friday, August 13, 2021 9:03 AM  
**To:** JaAsunci@ci.camden.nj.us  
**Subject:** FW: Appointment of Supervising FPS

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

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

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**Date:** 8/12/21 11:50 PM (GMT-05:00)  
**To:** "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, Jesse Flax <JeFlax@ci.camden.nj.us>  
**Cc:** Lisa Picon <LiPicon@ci.camden.nj.us>, Michelle Spearman <MiSpearm@ci.camden.nj.us>, Marc Riondino <MaRiondi@ci.camden.nj.us>, Diana Gonzalez <DianeG@ci.camden.nj.us>, "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>, "William Swain, [DCA]" <William.Swain@dca.nj.gov>  
**Subject:** RE: Appointment of Supervising FPS

Jason the appointment is not critical and the wording President Castro is referencing relates to acting and not a provisional appointment.

If you take this action based on the 788 CBA, the position should be in an "acting capacity only" until a test is given.

Our Fire Marshals Office will have a total of 4 members with 2 supervisors for two subordinates for a 1 to 1 ratio. The optimal span of control for non-emergent supervisors is 1 to 9 and for emergent supervision is 1 to 5. Once again it appears as though the tail is wagging the dog with the union dictating how the fire department should be managed. A more critical position is the 38th Fire Captain which is a position we always had and was also approved by the DCA and no action has been taken on it.

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Email: [JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

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As always, thank you...

*Braulio Villegas, MS, CPM*

Chief Fire Marshal

Camden Fire Department

(856) 757-7510 (Office)

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*“Don’t be afraid to think outside the box. Don’t be afraid to fail big. To dream big” – Denzel Washington*

**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Friday, August 13, 2021 10:35 AM  
**To:** MiHarper@ci.camden.nj.us  
**Cc:** LiPicon@ci.camden.nj.us; MiSpearman@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov; Richard.Richardella@dca.nj.gov; DianeG@ci.camden.nj.us  
**Subject:** RE: Appointment of Supervising FPS  
**Attachments:** IAFF Local 788 Collective Bargaining Agreement 070320 FINAL Fully Executed 111220.pdf; DCA Audit City of Camden Assistant Chief Fire Marshal (002).pdf; CAM-2021-165 Fire Captain (2)\_DLGS Approved 071521.pdf; CAM-2021-179 Fire Captain\_DLGS Approved 071521.pdf

By virtue of the DLGS Waiver being approved and signed by the City and DLGS, and DCA-Fire Safety having recently discussed in-person with both City and Fire Admin concerning DCA-Fire's Dec. 2017 Audit Report (attached), particularly their unaddressed recommendation for the needed positions, including clerical support, in the Fire Marshal's Office, the SFPS is to be set ASAP. The City is to take immediate corrective action when DCA or any other superseding State agency recommends such—not a case of "tail wagging the dog" here.

Art. 26 of the Loc. 778 CBA discourages (but does not bar) acting appointment to higher positions. As you know, the Fire Unions have previously threatened to or grieved the acting appointment issue, particularly as you had to properly exercise the Fire Chief's management discretion during the prior Waiver approval delay, which has since been addressed by the City and DLGS. After review with Personnel/Lisa P., the provisional appointment is appropriate given the circumstances here, with seniority in the unit as the guide.

I spoke to Lisa P. this morning and she is confirming the 38<sup>th</sup> Fire Captain issue (recent DLGS approved waivers attached).

Thanks again, Chief, for your diligent attention on these details as we work with DLGS to get CFD back to optimal fire protection strength.

**Lisa** – please update this group on 38<sup>th</sup> Fire Capt. Issue as well as status of 5 additional DLGS Waiver approved Fire Fighters—DLGS Team is requesting 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  
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----- Original message -----

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**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**THE CITY OF CAMDEN**

**AND**

**THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 788**

**January 01, 2017 - December 31, 2020**



## TABLE OF CONTENTS

| ARTICLE |                                       | PAGE |
|---------|---------------------------------------|------|
|         | PREAMBLE                              | 1    |
| I       | RECOGNITION                           | 2    |
| II      | MAINTENANCE OF STANDARDS              | 3    |
| III     | UNION REPRESENTATION AND MEMBERSHIP   | 5    |
| IV      | RETIREMENT                            | 8    |
| V       | LEAVE OF ABSENCE                      | 10   |
| VI      | DUES DEDUCTION AND REPRESENTATION FEE | 11   |
| VII     | VACATIONS                             | 12   |
| VIII    | EQUIPMENT AND VEHICLE SAFETY          | 14   |
| IX      | WORKWEEK                              | 15   |
| X       | SICK LEAVE                            | 16   |
| XI      | INJURY ON DUTY LEAVE                  | 18   |
| XII     | LIMITED DUTY ASSIGNMENT               | 20   |
| XIII    | BULLETIN BOARD                        | 21   |
| XIV     | GRIEVANCE PROCEDURES                  | 22   |
| XV      | FUNERAL LEAVE                         | 25   |
| XVI     | EDUCATIONAL PROGRAMS                  | 26   |
| XVII    | DISCRIMINATION                        | 27   |
| XVIII   | MILITARY LEAVE                        | 28   |
| XIX     | REQUIREMENTS                          | 29   |

## TABLE OF CONTENTS (Continued)

| ARTICLE                                    | PAGE |
|--------------------------------------------|------|
| XX EMPLOYEES RIGHTS                        | 30   |
| XXI SERVICE RECORDS                        | 31   |
| XXII OVERTIME                              | 33   |
| XXIII EXCHANGE OF HOURS OF DUTY AND DAYS   | 35   |
| XXIV CALL BACK                             | 36   |
| XXV UNIFORMS                               | 37   |
| XXVI WAGES                                 | 38   |
| XXVII PAY PERIOD                           | 39   |
| XXVIII TRAVELING EXPENSES                  | 40   |
| XXIX SEVERABILITY                          | 41   |
| XXX INSURANCE, HEALTH AND WELFARE          | 42   |
| XXXI HOLIDAYS                              | 45   |
| XXXII PROMOTIONAL EXAMINATIONS             | 46   |
| XXXIII LABOR-MANAGEMENT MEETING            | 47   |
| XXXIV PREVAILING RIGHTS                    | 48   |
| XXXV CLOTHING ALLOWANCE AND/OR MAINTENANCE | 49   |
| XXXVI LONGEVITY                            | 50   |
| XXXVII MINIMUM MANNING                     | 51   |
| XXXVIII NO STRIKE PLEDGE                   | 52   |

## TABLE OF CONTENTS (Continued)

| ARTICLE |                  | PAGE |
|---------|------------------|------|
| XXXIX   | BIDDING SYSTEMS  | 53   |
| XXXX    | TERM AND RENEWAL | 54   |
| A       | SALARIES         | 56   |

## PREAMBLE

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by and between the City of Camden, in the County of Camden, New Jersey, Municipal Corporation of the State of New Jersey, hereinafter called the "City", and Camden Fire Fighters Association Local 788, International Association of Fire Fighters, hereinafter called the "Union", represents the complete understanding between the City and the Union and is designed to maintain and promote a harmonious relationship between the City and such of its employees who are covered by ARTICLE I, RECOGNITION, in order that more efficient and progressive public service may be rendered.

## **ARTICLE I - RECOGNITION**

### **SECTION 1**

In accordance with "Certification of Representatives" of the Public Employment Relations Commission (Docket No.: R0-14), the City of Camden hereby recognizes the Union/Association, as the sole and exclusive collective negotiation representative and bargaining agent of all uniformed Fire Fighters of the Camden Fire Department, who are covered in the aforementioned Certification, and employed by the Department of Fire, City of Camden, State of New Jersey, which individuals are hereinafter referred to as employee.

### **SECTION 2**

Applications covered:

This Agreement shall cover and govern the following classifications:

All uniformed Fire Fighters of the Camden Fire Department. Unless otherwise indicated, the terms "Firefighter", "Fire Prevention Specialist", "Employee" or "Employees", when used in this Agreement, refer to all persons represented by the Union in the above defined negotiating unit.

### **SECTION 3**

Work performed by covered employees only: All work performed in any classification covered under this Agreement shall be performed under the terms and conditions of this Agreement.

### **SECTION 4**

The City of Camden shall not enter into any Agreement or Contract with its employees within the Bargaining Unit as defined in Section 2 above, which in any way conflicts with the terms and provisions of this Agreement. Any such Agreement shall be null and void.

## **ARTICLE II - MAINTENANCE OF STANDARDS**

### **SECTION 1**

The City shall not discharge, discriminate or cause any unfavorable action in any way against any employee for Union activities or for Union membership, as long as such activity does not in any way unreasonably disrupt normal operations of the Division of Fire.

### **SECTION 2**

The rights of the employee and the Union shall be respected and the provisions of this Agreement for the orderly settlement of all questions regarding such rights shall be preserved.

### **SECTION 3**

Employees shall retain all rights under New Jersey State and Federal Law.

### **SECTION 4**

No portion of this contract is intended to deprive any employee of any New Jersey Department of Personnel rights which he/she may enjoy except those specifically limited or denied by the provisions of this contract.

### **SECTION 5**

This Agreement shall not be changed or amended except by mutual agreement, reduced to writing and duly executed by the parties thereto.

### **SECTION 6**

The parties to this contract agree that they shall not enter into any agreement or contract or negotiations therefore with any individual or group of individuals which agreement or contract or negotiations therefore are outside of the scope of this contract. The parties further agree that any such extra contractual agreement shall be null and void.

### **SECTION 7**

The City and its representatives agree not to meet with any other organization or individuals not authorized by the Union for the purpose of hearing or discussing views on negotiable working conditions, grievances or the terms and conditions of this Agreement

## **SECTION 8**

Proposed new rules and regulations or modifications to existing rules and regulations, affecting terms and conditions of employment shall be furnished to and negotiated with the Union Association prior to formal adoption and implementation by the City. Copies of all orders and communications affecting wages, hours, and other terms and conditions of employment for employees covered by this Agreement shall be furnished to the Union within twenty-four hours of their promulgation.

## **SECTION 9**

The Union Association shall have the opportunity to grieve any new rule for thirty (30) days after its promulgation as to the reasonableness or propriety of said rule or regulations. The foregoing shall not preclude the Union from grieving the application or interpretation of any new rule or regulation in accordance with the ARTICLE herein dealing with Grievance Procedures. It is understood that such rule or regulation shall be obeyed pending the resolution of grievance or the enjoining of such rule or regulation by a county, state or federal court.

## **SECTION 10**

No employee may be dismissed, suspended or disciplined except in accordance with the rules and regulations of the New Jersey Department of Personnel.

## **SECTION 11**

The Union/Association shall be provided with a copy of the notice forwarded to the employee/member of his/her disciplinary hearing.

## **ARTICLE III - UNION REPRESENTATION AND MEMBERSHIP**

### **SECTION 1**

In accordance with the Union/Association rules, authorized representatives of the Union, whose names shall be filed in writing with the Business Administrator, or his/her designee, shall be permitted to visit any facility or the office of the Chief of Fire or Business Administrator, or his/her designee, and may enter City Fire Headquarters, Fire Stations, Training School and the Office of the Business Administrator at reasonable hours for the purpose of processing or investigating grievances.

This right shall be exercised reasonably, and shall be exercised by no more than four (4) authorized Union representatives at any one time.

Upon entering the premises, the authorized representatives shall notify the commander or, in his/her absence, his/her duly authorized representative. The Union representatives shall not unreasonably interfere with the normal conduct of the work with the public facility.

### **SECTION 2**

Board members and authorized representatives, who are officially recognized delegates, shall be granted an administrative leave with pay in accordance with the provisions of N.J.S.A. 11A:6-10 for the purpose set forth therein.

### **SECTION 3**

Negotiation Leave: A maximum of five (5) authorized representatives of the Union shall be granted administrative leave to participate in negotiations for successor agreement to this Agreement in accordance with the following formula:

- a. Administrative leave shall be granted for the full day on which any negotiation session takes place.
- b. A maximum of five (5) authorized representatives shall be granted administrative leave for a total of ten (10) working days for the preparation of negotiation proposals. Authorized representatives shall be designated by the Union in writing to the Business Administrator fourteen (14) days in advance of negotiations where feasible.

### **SECTION 4**

The President of the Union or his/her designee shall be assigned in a position which is conducive to his/her duties as Union President. Said position shall be one that will enable the Union President to properly and effectively perform his/her Union duties. The President of the Union may devote full time to administering and enforcing the provisions of this Agreement. The President of the Union shall be excused from all duties and assignments when required to allow him/her to properly perform his/her duties as Union representative.



Effective January 1, 2020, the Union president shall be scheduled for eighty (80) shifts per year (1,020 hours), unless otherwise excused by the Chief and/or his designee to conduct Union business. The Union President shall not be required to document the reason for the use of leave. The Union leave shifts shall not accumulate from year to year and are in addition to any other leave granted under this Article. Nothing in this section shall limit the ability of the Union president to utilize available paid leave subject to Department needs. The scheduling of paid leave by the Union President shall not count against the staffing level of the Company to which the Union President is assigned.

## **SECTION 5**

Four (4) authorized representatives of the Union shall be excused from all duties and assignments for the purpose of attending county or state Union affiliated meetings on the day of the meeting.

- a. Members of the Executive Board of Directors shall be excused from all duties and assignments to attend monthly meetings of the Board and/or Union so long as the number of Board Members excused would not result in a detriment of public safety.

## **SECTION 6**

Any employee who holds a position with the city, county, state or national Union/Association shall be excused from all duties and assignments when required to perform the duties of his/her position.

- a. Whenever a Union representative is required to be excused from duty to perform his/her duties as Union representative, written notification of such absence shall be given to the office of the Chief of Fire whenever practicable. When it is not practicable to give such prior notification, said Union representative shall notify the Division verbally and his/her immediate supervisor and submit written notification as soon as reasonably possible after utilizing such leave. Such leave shall be limited to a single shift during a tour of duty (day shift or night shift).

## **SECTION 7**

With respect to internal investigations, the City shall present to the Union copies of all charges for disciplinary action and/or discharge against all employees covered by this Contract and the results thereof.

The Union shall be informed of dates, times and any charges thereof for disciplinary hearings and also have the right to have a representative at such hearing at the employee's request at no loss in pay. The employee/member has the right to have a Union representative present during any meeting or interview, that he/she believes may result in

disciplinary action, this is in accordance with NLRB v. Weingarten, Inc., also East Brunswick B.O.E. PERC NO. 80-31, 5 NJPER 10206, (1979); 420 U.S. 251 (1975).

## **ARTICLE IV - RETIREMENT**

### **SECTION 1**

Employees shall retain all pension rights as Fire Fighters under New Jersey Laws and Camden Municipal Ordinances.

### **SECTION 2**

Terminal leave shall be paid at the rate of one and one-tenth (1.1%) of the last year's salary at retirement multiplied by the number of years of service as of December 31, 1996.

### **SECTION 3**

Employees retiring in either regular or disability pension shall be paid for all accumulated holiday and vacation; said payments computes at the rate of pay based upon the annual compensation due and owing during the last year of his/her employment prior to the effective date of his/her retirement. Effective December 31, 1996, all accumulated days shall be frozen and future accumulation of days shall occur as set forth in this Agreement.

### **SECTION 4**

Employees retiring on either age and service or disability pension shall be paid for college credits, said payment will be calculated on a pro-rated basis for the calendar year.

### **SECTION 5**

Employees retiring on either age and service or disability pension shall be paid a lump sum payment as supplemental compensation for each full day of earned and unused accumulated sick leave which is credited to him/her on the effective date of his/her retirement from the City . The supplemental compensation payment to be paid hereunder shall be computed at the rate of one-half (1/2) of the daily rate of base pay, including longevity, for each day earned and unused accumulated sick leave, during the last year of employment prior to the effective date of his/her retirement. There shall be no limit on lump sum supplemental compensation payments.

All employees hired after June 1, 2014 shall receive payment upon retirement for unused sick leave calculated upon their daily base pay pursuant to salary step guide (excluding longevity payments) in the final year of their employment. This provision is subject to a \$15,000 maximum payment.

### **SECTION 6**

All payments under this article, including sick, vacation, holiday and terminal leave shall be paid as specified in the pay period following retirement. However, should the sum exceed \$45,000, the payment shall be in three (3) equal installments. One third (1/3) at retirement and the remaining paid in each July of the succeeding fiscal years.

## **SECTION 7**

Employees intending to retire on either age and service or disability pension shall accordingly notify the Chief of the Department and Business Administrator sixty (60) days prior to the date at which said retirement is to become effective.

## **SECTION 8**

The City will supply identification cards to retired employees and will replace lost, worn or mutilated cards.

## **SECTION 9**

Upon the death of an employee, all payments due will be paid to the estate of the employee. These shall be calculated as if the employee retired.

## **SECTION 10**

Accumulated Vacation- Holiday: All accumulative vacation and holidays on the books as of December 31, 1996 shall be carried over and paid out at the employee's salary rate at retirement, first in, first out shall apply.

## **SECTION 11**

The term "retirement" as used in this section shall not include separation of service with the City caused by layoff, resignation, or termination.

## **ARTICLE V - LEAVE OF ABSENCE**

### **SECTION 1**

A leave of absence, without pay, may be granted for good cause to any employee who has been employed for a period of one (1) year after the probationary period. Said leave may not be arbitrarily or unreasonably withheld. A leave of absence for the sole purpose of seeking other gainful employment shall not be considered good cause.

### **SECTION 2**

No person shall be required to take a leave of absence without his/her written consent made in the presence of the Union/Association's authorized representative.

### **SECTION 3**

The maximum time for which an employee may request and obtain a leave of absence shall be for a period of six (6) months, following the utilization of such time, all further leaves of absence shall be accorded only with the express approval of City Council.

### **SECTION 4**

Absence without notice for five (5) working days shall constitute a resignation.

### **SECTION 5**

All other leaves of absence will be according to the provisions of the New Jersey Family Leave Act. The City will make no provisions contrary to that Act.

### **SECTION 6**

Employees required by subpoena to serve on jury duty shall be excused from duty on that day(s) or shift and suffer no loss of pay. Verification from the clerk on attendance must be submitted on return to duty. The shift for that day shall mean any time scheduled to work from 12:00 midnight of the date subpoenaed until 12:00 midnight on the day after completion of the jury service.

## **ARTICLE VI - DUES DEDUCTION AND REPRESENTATION FEE**

### **SECTION 1**

The City agrees to deduct dues solely from the salaries of its employees who are subject to this Agreement on the behalf of the Union, and also upon behalf of any other organization which would be recognized by the Public Employment Relations Commission as a certified bargaining agent and/or negotiating representative which represents any employees of the City of Camden in such capacity. Such deduction shall be made in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. 52:14-15.9(e), as amended.

The City agrees said dues, together with statements and records of any corrections shall be transmitted to the Union office in each of the twenty-six (26) annual pay periods in which deductions are made.

### **SECTION 2**

The City agrees to deduct dues, on behalf of the Union, from the salaries of all other employees who are subject to this Agreement but are not members of the Union/Association, pursuant to N.J.S.A. 34:13a-5.5 et. seg.

The City agrees that said dues, together with statements and records of any corrections shall be transmitted to the Union office in each of the twenty-six (26) annual pay periods in which deductions are made.

### **SECTION 3**

If during the life of this Agreement there shall be any change in the rate of membership dues, the Union shall furnish to the City written notice prior to the effective date of such change and shall furnish to the City new authorization forms showing the authorized deductions for each employee or an official notification on the letterhead of the Union and signed by the President and Secretary of the Union advised of such changed deduction.

### **SECTION 4**

The Union will provide the necessary "Check-off authorization" form and the Union will secure the signatures of its members on the forms and deliver the signed forms to the Director of Finance. The Union shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reasons of actions taken by the City in reliance upon the official notification on the letterhead of the Union and signed by the President and Secretary of the Union advising of such changed deduction.

## ARTICLE VII - VACATIONS

### SECTION 1

The annual vacation shall be granted strictly according to the following schedule, beginning on January 1 of each calendar year, to wit:

- a. Vacations for said calendar year shall be granted upon request with priority of dates according to departmental seniority within the unit.

### SECTION 2

The number of employees who may be on vacation at the same time, whether scheduled pursuant to Section 1 of this Article, shall be determined by and subject to the approval of the appropriate officer, the Chief of Fire, or his/her designee.

### SECTION 3

Vacation time must be taken in the year earned. When vacation time is deferred by the City for any reason other than the fact that such period has been previously granted in accordance with Section 1 of this Article, then the employee shall be entitled to utilize such vacation time at a later period in the same calendar year or to be paid for same.

### SECTION 4

Vacation time is intended to be taken in the year in which it is earned. However, if the Department provides written notice to the employee affirmatively permitting the employee to carry vacation time into the following year, then the employee may carry a maximum of 15 vacation days into the following year. Such deferred vacation time must be used in the year following the year in which it was earned. Vacation days not taken by the end of that year shall expire at the end of that year, with no cash compensation.

The vacation accumulation for all firefighters shall be capped at the amount of accumulated vacation time on the City's records as of December 31, 2011, and such employees shall be permitted to utilize any such accumulated time prior to retirement. For employees who retired prior to the date of this award, the vacation accumulated prior to this date shall be paid in full upon retirement.

### SECTION 5

Vacation shall be granted for continuous uninterrupted service computed from the last day of hire and according to the following schedule:

|          |                                                         |                    |
|----------|---------------------------------------------------------|--------------------|
| Entering | 0 year through the 1 <sup>st</sup> year                 | 1 day per 2 months |
| Entering | 2 <sup>nd</sup> year through the 5 <sup>th</sup> year   | 14 days per year   |
| Entering | 6 <sup>th</sup> year through the 12 <sup>th</sup> year  | 19 days per year   |
| Entering | 13 <sup>th</sup> year through the 16 <sup>th</sup> year | 21 days per year   |
| Entering | 17 <sup>th</sup> year through the 19 <sup>th</sup> year | 22 days per year   |

Entering 20<sup>th</sup> year and thereafter

24 days per year

## **SECTION 6**

The City shall make available to all employees, upon request, forms upon which vacations are to be requested. A copy of such a completed form, with the action of the City with respect to the request noted thereon, shall be provided to the employee.



## **ARTICLE VIII - EQUIPMENT AND VEHICLE SAFETY**

### **SECTION 1**

Employees shall immediately report all discovered defects in equipment. Such reports shall be made on a suitable form furnished by the City of Camden.

### **SECTION 2**

The City shall not ask or require any employee to operate equipment that has been determined to be in an unsafe operating condition by the tour commander or designee upon the recommendation by the driver of the apparatus until the same has been repaired.

### **SECTION 3**

The City agrees to have all vehicles inspected and repaired to insure safe operating conditions at least once annually.

### **SECTION 4**

The City agrees to conform to all manufacturer and dealer warranty and maintenance requirements on equipment except in an emergency situation. The City also agrees that it will immediately attempt to effectuate all repairs to such items as radios, outside dome lights, sirens, etc.

### **SECTION 5**

The City shall supply all apparatus used in firefighting with proper tools and equipment so as to insure the safety of all firefighters at all times.

### **SECTION 6**

The City shall supply and maintain proper breathing apparatus, in any situation where heavy smoke, dangerous fumes or tear gas is present. Such breathing apparatus shall be available to each member.

### **SECTION 7**

To insure the health and safety of all members, no employee or unit engaged in firefighting shall be required to perform on fire grounds in respect to Sections 1 and 2 above.

## **ARTICLE IX - WORK WEEK**

### **SECTION 1**

The present work schedule shall be continued in effect for the duration of this contract.

### **SECTION 2**

Fire Prevention Specialist and Staff personnel shall be on a schedule of four (4) days which are ten (10) hours in duration.

## **ARTICLE X - SICK LEAVE**

### **SECTION 1**

All permanent employees, or full-time provisional employees, shall be entitled to sick leave with pay based on their aggregate years of service.

Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident or exposure to contagious disease. Sick leave may also be utilized up to a maximum of eight (8) sick days because of illness in the employee's immediate family, which requires his/her attendance on the family member. Additional days for family illness may be allowed in the case of hospitalization of a family member or a catastrophic illness or accident.

### **SECTION 2**

Employees shall be entitled to eighteen (18) days of sick leave per year.

Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

Effective January 1, 2010, and except for present employees employed prior to January 1, 2009 and who have an accumulation of sick time exceeding \$15,000, employees shall receive payment for unused accumulated sick time at the time of retirement or termination in an amount not to exceed \$15,000.

### **SECTION 3**

If an employee is absent for reasons that entitle him/her to sick leave, the appropriate command shall be notified when feasible one hour prior to the employee's starting time except in emergent situations.

- a. Failure to so notify his/her supervisor may be cause for denial of the use of sick leave for the absence and constitute cause for disciplinary action.
- b. Absence without notice for five (5) working days shall constitute a resignation.

### **SECTION 4**

- a. An employee who shall be absent on sick leave for five (5) or more consecutive working days shall be required to submit acceptable medical evidence substantiating illness. Any abuse of sick leave shall be cause for disciplinary action.
- b. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health or the employee's personal physician shall be required prior to the employee's return to work.

- c. The City may require an employee who has been absent because of personal illness, as a condition of his/her return to duty, to be examined, at the expense of the City. Such examination shall establish whether the employee is capable of performing his/her normal duties and that his/her return will not jeopardize the health of other employee.

## ARTICLE XI - INJURY ON DUTY LEAVE

### SECTION 1

If an employee in the line of duty is incapacitated and unable to work because of an injury or sickness related to or caused in the performance of his/her duties, provided such employee is on active duty at the time such injury or illness occurs and the incapacitation and inability to work occurs within eighteen (18) months of the incident giving rise to the injury or sickness, except in cases of toxic exposure,, he/she shall be entitled to injury leave with full pay during the period in which he/she is unable to perform his/her duties, as certified by the Examining Physician, as appointed by the City. Such payments shall be discontinued when an employee is placed on disability leave or pension and reduced by any payment received from Worker's Compensation or other similar plan.

### SECTION 2

- a. The full amount of injury leave (temporary disability) payments received under this Article shall be deemed and considered "compensation payments" under and for the purposes of this section and N.J.S.A. 34:15-40 of the Worker's Compensation Act and shall be part of the worker's compensation lien of the City.
- b. When any employee, who has received injury leave payments hereunder and/or medical payments, enters into settlement negotiations with or maintains an action in any court against a third party of his/her insurer on account of any liability of the third party or his/her insurer to the employee arising out of the incident causing the injury or disability for which the employee received injury leave payment and/or medical payments, such employee shall inform the City Attorney of his/her appointee in writing of the names and mailing addresses of the third party and his/her insurer within ten (10) days after entering into negotiations or filing of the action.
- c. If such employee receives or recovers a money judgment or money settlement from the third party or his/her insurer, the employee shall within ten (10) days of the recovery, notify the City Attorney or his/her designee in writing and report the total amount of such recovery, the amount of attorney's fee paid or to be paid and the amount of court costs. Within thirty (30) days after receiving payment, the employee shall reimburse the City for injury leave payments and/or medical payments as hereinafter provided. If the total sum recovered by the employee exceeds the sum of the injury leave payments and/or medical payments, the employee shall reimburse the City an amount equal to the sum of the injury leave payments and medical payments, less a pro rata share of attorney's fee and less costs of suit not to exceed \$200.00.

## **SECTION 2 (Continued)**

A pro rata share of attorney's fee is the ratio of the entire attorney's fee paid to the total sum of the aforementioned payments, the employee shall reimburse the City an amount equal to the sum recovered less attorney's fee paid and less cost of suit not to exceed \$200.00. Provided, however, that if the third party or his/her insurer has paid directly to the City the full amount to be reimbursed hereunder or a portion of such amount, the employee shall be released from the entire obligation or from such portion of the obligation paid to the City as the case may be.

- d. Failure of an employee to provide timely notice as required hereunder or to make timely reimbursement as herein required may subject the employee to disciplinary action. The City or the proper appointing authority on behalf of the City may include in any disciplinary action taken a requirement that the employee provide the required information and make the appropriate reimbursement within a reasonable time and that if the employee fails to do so he/she shall be dismissed from service.

## **SECTION 3**

Any employee on injury leave resulting from an injury incurred in the line of duty, shall continue to accrue holiday, vacation and sick leave credits while he/she remains on the payroll.

## **SECTION 4**

No clothing allowance shall be paid for any employee who shall be absent on any leave of absence for six months. In the event such an individual returns to his/her duties, he/she will begin to earn his/her clothing allowance from that time forward.

## **ARTICLE XII - LIMITED DUTY ASSIGNMENT**

### **SECTION 1**

When an employee who has been injured or is ill is determined by the Examining Physician, as appointed by the City, to be capable of performing limited duty, the City may, in order to keep the employee from being removed from the payroll, utilize said employee in accordance with such limitations in the discretion of the City.

### **SECTION 2**

Such duty may continue, at the discretion of the City, until the employee is certified as capable of returning to full duty by the Examining Physician.

### **SECTION 3**

Maternity Leave: Upon presentation of proof of pregnancy, a female employee may, upon request, be placed on Limited Duty and assigned to desk duty, until such time as she is returned to Full Duty status.

### **SECTION 4**

Nothing in this article shall create a duty on the part of the City to create or maintain limited duty assignments where such assignments do not exist or are not efficient to the operations of the Department. Limited duty assignments shall not exceed six (6) months under any circumstances.

## **ARTICLE XIII - BULLETIN BOARD**

### **SECTION 1**

The City shall provide and install bulletin boards and provide space for the posting of notices relating to matters and official business of the Union/Association.

### **SECTION 2**

Bulletin boards shall be installed in locations to be clearly visible to all employees. Locations shall be selected by consultation between the Chief of Fire and the Union.

### **SECTION 3**

The City shall purchase seven (7) bulletin boards as follows:

- 1 - Plexiglas enclosed with locking device
- 6 - Other types



## **ARTICLE XIV - GRIEVANCE PROCEDURES**

### **SECTION 1**

- a. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problem which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure shall be kept as informal as may be appropriate.
- b. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the departmental supervisory staff and having the grievance adjusted without the intervention of the Union.

### **SECTION 2**

The term "grievance" as used herein means any controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement and may be raised by an individual, the Union or the City.

### **SECTION 3**

All grievances or disputes arising under the terms of this Agreement shall be handled in a manner provided by this section.

#### **STEP ONE**

- a. An aggrieved employee shall institute action in detailed writing under the provisions hereof within ten (10) working days of the occurrence of the grievance, and an earnest effort shall be made to settle that difference between the aggrieved employee and the appropriate City representatives for the purpose of resolving the matter informally. Failure to act within the said ten (10) working days shall be deemed to constitute an abandonment of the grievance. The Union steward may be present at all times when an employee is adjusting his/her grievance with the City.
- b. The appropriate City representative shall render a decision within ten (10) working days after receipt of the grievance.

#### **STEP TWO**

- a. In the event the grievance is not settled through Step One, it shall then be submitted within five (5) working days to the Chief of Fire.
- b. The Chief of Fire shall render a decision within five (5) working days.

### **STEP THREE**

- a. If a grievance is not adjusted through Step Two, it shall then be submitted in writing to the Business Administrator. Within five (5) working days following the determination through Step Two, the Business Administrator, or his/her designated representative shall seek to resolve the grievance with the appropriate Union/Association representative.
- b. The Business Administrator or his/her designee shall have ten (10) working days in which to render a determination.

### **STEP FOUR**

- a. Should the aggrieved be dissatisfied with the decision of the Business Administrator, the Union/Association may, within ten (10) working days, request arbitration. The Arbitrator shall be chosen in accordance with the rules of the American Arbitration Association or the Public Employment Relations Commission. The selection of venue shall be at the sole discretion of the Charging Party.
- b. However, no arbitration hearing shall be scheduled sooner than thirty (30) days after the final decision by the Business Administrator. In the event the aggrieved elects to pursue New Jersey Department of Personnel procedures in lieu of this arbitration, the arbitration hearing shall be canceled and the matter withdrawn from arbitration. In this event, the Union shall bear the liability for whatever costs may have been incurred in processing the case to arbitration, provided, however, the Union may require any employee to file a bond of sufficient value to cover this contingency.
- c. The Arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him involved in the grievance. The Arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto.
- d. The costs for the services of the Arbitrator shall be borne by the losing party. Any other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

### **SECTION 4**

The Arbitrator shall set forth his/her findings of act and reasons for making the award within forty-five (45) days after the conclusion of the arbitration hearing unless agreed to otherwise by the parties.



## **SECTION 5**

Upon request of the Union/Association, the City shall provide non-confidential information relating to the specific grievance with regard to which such information is requested.

## **ARTICLE XV - FUNERAL LEAVE**

### **SECTION 1**

An employee shall be granted special leave with pay because of a death in his or her immediate family, including relatives residing in the same household; or the death of a grandmother, grandfather, son-in-law, or daughter-in-law who resides elsewhere.

### **SECTION 2**

Funeral leave shall be granted as aforesaid from the date of death until the first tour of duty following interment.

### **SECTION 3**

Where said death is of aunts, uncles, nieces and nephews not residing with the employee, said leave shall not exceed one (1) day.

### **SECTION 4**

Reasonable verification of the event may be required by the City.

### **SECTION 5**

Notwithstanding any other provision of this ARTICLE, special funeral leave with pay shall be granted for a period of fifteen (15) calendar days due to the death of a spouse, provided that such spouse shall leave surviving a minor child or children; otherwise, such leave shall be for a period of ten (10) calendar days.

### **SECTION 6**

Notwithstanding any provision of this ARTICLE, special funeral leave with pay shall be granted for a period of ten (10) calendar days due to the death of any employee's son or daughter, father or mother, brother or sister, father-in-law or mother-in-law.

## ARTICLE XVI - EDUCATIONAL PROGRAMS

### SECTION 1

- a. The City agrees to conform to uniform procedures for allowing personnel time off to attend college or other schools. Employees will not be discriminated against for said time off which will not be arbitrarily or unreasonably withheld. For all employees hired after February 21, 2003, the employees' attendance at a bona fide institution of higher education shall be done on his/her time.
- b. All employees shall be paid \$10.00 per credit for successfully completing any bona fide course in any accredited college. A certificate of successful completion shall be submitted before any payment of credit is made. The maximum payment under the within provisions shall be \$1,200 in any single year and same shall be paid in December or as soon thereafter, following the submission of the certificate of successful completion however payment will not be made, provided the documentation has been submitted, after the 15th day of January of the following calendar year.
- c. Payments under this ARTICLE, which as provided in SECTION 1(b), shall be made in December or as soon thereafter, following the submission of the certificate of successful completion however payment will not be made, provided the documentation has been submitted, after the 15th day of January of the following calendar year and shall be made on a pro-rata basis only for those months in which the employee is on active duty as a uniformed employee of the City.

## **ARTICLE XVII - DISCRIMINATION**

### **SECTION 1**

The City of Camden and the Union/Association agree not to discriminate against any individual with respect to hiring, promotion, compensation, terms of conditions of employment, because of such individual's race, color, religion, national origin, sex, handicap, disability, ethnicity, bi-lingual ability, political beliefs or union activities.

### **SECTION 2**

The City of Camden and the Union/Association agree that there will be no discrimination by the City or the Union/Association against any employee because of his/her membership in the Union/Association, or because of any employee lawful activity or refusal to participate in any unlawful activity on behalf of the Union/Association or the City.

## **ARTICLE XVIII - MILITARY LEAVE**

### **SECTION 1**

All employees shall be granted a leave of absence on the date(s) of service which shall be from 12:00 midnight of the day they are to report until 12:00 midnight on the date after service is completed for field training in accordance with the following provisions:

- a. Any employee of the City covered by this Agreement who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or any other organization affiliated therewith, shall be entitled to leave of absence from his/her respective duty without loss of pay or time on all days which he/she shall be engaged in field training, which period shall not exceed two (2) weeks in calendar year. Such leave of absence shall be in addition to the regular annual vacation allowed such employee.
- b. A member called into any other extended service with the Armed Forces shall be placed upon leave without pay for the period of such service.
- c. After two (2) years' service, any member entering extended active military services with the Armed Forces in a voluntary or involuntary basis during wartime and on any involuntary basis during peacetime shall be granted military leave with pay in accordance with State or Federal Law.

### **SECTION 2**

All employees shall be paid, as aforesaid, and their accumulated vacation, holiday or sick time shall not be forfeited.

## **ARTICLE XIX - REQUIREMENTS**

### **SECTION 1**

Physical and scholastic standards shall not be waived or lowered for any applicant; such standards shall be in accordance with the present State of New Jersey Department of Personnel regulations and requirements.

### **SECTION 2**

Vacancies in the Fire Prevention Specialist Unit and any other specialized unit, or future specialized unit, will be posted for inspection by all interested parties.



## **ARTICLE XX - EMPLOYEE RIGHTS**

### **SECTION 1**

No employee shall be suspended without pay for any department charges or for the commission of a disorderly persons act without a departmental hearing in accordance with New Jersey Department of Personnel procedures.

### **SECTION 2**

The Union shall be notified of all departmental charges prior to the hearing and the results thereof. The Union shall also be notified of any changes in the hearing date prior to the hearing.

### **SECTION 3**

The Union shall be entitled to have a representative present at all departmental hearings at the request of the charged employee.

### **SECTION 4**

The City will reimburse the bargaining unit for all fees and costs associated with the successful appeal of disciplinary actions. Payment to be made within thirty (30) days of the submission of the costs to the City.

## **ARTICLE XXI - SERVICE RECORDS**

### **SECTION 1**

Each employee/member shall, during normal business hours of the Employee Relations Department and the Chiefs office, have the right of access to his/her personnel file.

### **SECTION 2**

The contents of personnel records shall be made available to the employee for inspection and review at any reasonable time during the regular business hours of the City. At his/her request, an employee shall be provided one copy of any document placed in the employee/member's file. Payments for copying materials and documents shall be in accordance with the City's Ordinance.

### **SECTION 3**

An employee/member shall have the right to inspect and review any official record relating to his/her performance as an employee which is kept or maintained by the City. The City shall provide an opportunity for the employee/member to respond in writing to any information which he/she disagrees. Such responses shall become a permanent part of the employee's personnel record. The employee shall be responsible for providing the written responses to be included as part of the employee/member's permanent record.

### **SECTION 4**

The only other persons permitted to have access to the contents of any employee/ member's personnel file, excluding background investigations and references from previous employers, are designated representatives and authorized staff of the City and representatives of the employee/member which have the employee/member's written authorization.

### **SECTION 5**

Materials placed in the employee/member's "disciplinary file" which are written reprimands more than two (2) years old, and disciplinary actions with severe penalties more than five (5) years old, will not be considered for purposes of promotion, transfer, special assignments and disciplinary actions, except as to those disciplinary actions which show patterns of similar misconduct as defined in the Department's Rules and Regulations and Department Instructions.

## SECTION 6

Retention schedule shall be as follows in compliance with the State Law. Material attached to and a part of any document identified below shall carry the same retention period as the document itself.

### a. Permanent Retention

The Following materials shall be permanently retained in any employee's file:

Employment Application  
Pre-Appointment Interview  
Promotion Letters  
Commendations Appointment Letter  
Applicant Investigation Employee Leave Transfer Letters  
Oath of Office  
Summary Training Record

### b. Five-Year Retention

Notice of disciplinary action resulting in loss of time or pay.

### c. Three-Year Retention

All reports, letters and other correspondence, including reports of discipline not included above.

Records will be purged from an employee/member's personnel file in accordance with the above retention schedule.

## SECTION 7

Fire Fighters shall be simultaneously notified in writing when anything other than of routine nature is placed in their personnel files. In this same regard, a copy of any disciplinary action or material related to job performance which is placed in an employee/member's personnel files shall be made available to the fire fighter prior to or at the same time that it is placed in the personnel file. Furthermore, no citizen complaint shall be placed in an employee/member's personnel file unless the complaint is accompanying a specific disciplinary action related to the complaint.

## **ARTICLE XXII - OVERTIME**

### **SECTION 1**

Any approved work assignments which requires the presence of a Firefighter and Fire Prevention Specialist beyond his/her regularly scheduled tour of duty shall be considered as overtime.

### **SECTION 2**

Overtime shall be compensated for at straight time rates in accordance with the following schedule:

|               |                                                                                                |
|---------------|------------------------------------------------------------------------------------------------|
| 0-15 minutes  | No Compensation                                                                                |
| 15-30 minutes | One Half (1/2) Hour Compensation                                                               |
| 31-60 minutes | One (1) Hour Compensation, and thereafter in one-half (1/2) hour segments for all time worked. |

### **SECTION 3**

Firefighters can be required to work overtime.

### **SECTION 4**

Overtime shall be distributed as equitably as may be practical within the Bargaining Unit. There shall be no restrictions on the number of shifts a Firefighter may work when called. Pursuant to the directives of the Chief of Fire, A Firefighter may be restricted in the number of consecutive hours worked.

### **SECTION 5**

When overtime is required under minimum manning or in an emergency in a given unit, Firefighters from the bargaining unit rank shall be hired.

### **SECTION 6**

Any Firefighter on official union business who thus misses any call for overtime shall be placed at the top of his/her platoon's overtime list at the appropriate office.

### **SECTION 7**

Any required court appearance on behalf of the City of Camden shall be compensated for a minimum of four (4) hours. Such compensation shall not be granted where the employee is a

litigant in the matter before the Court. This section shall not apply to proceedings before arbitrators.

## **ARTICLE XXIII - EXCHANGE OF HOURS OF DUTY AND DAYS OF DUTY**

### **SECTION 1**

With prior approval of their respective immediate supervisor, a Firefighter may exchange his/her tour of duty with that of another firefighter provided that both men/women are of the same rank or capacity.

### **SECTION 2**

This mutual exchange shall not be abused by the employees involved, and shall not be construed as permitting any other substitution, but that of two (2) men/women of equal rank exchanging tours of duty with each working the full tour of the other.

### **SECTION 3**

Notwithstanding any other provision of this Article to the contrary, an exchange of either hours or days shall be with the permission of the employee's immediate superior.

## **ARTICLE XXIV - CALL BACK**

### **SECTION 1**

In the event of a state of emergency declared by the Mayor or a designee, as a result of a riot or other civil disturbance or emergency where, in the opinion of the Mayor or Business Administrator, or their designee, there is adequate time for the marshaling of forces, preferences in call-back shall be given to Camden Fire Department Firefighters. In the event of such call-back, the employees shall be guaranteed a minimum of four (4) hours straight time pay, but may be required to remain on duty for that four (4) hour period.

### **SECTION 2**

In the discretion of the Chief, in the event of City Fire Stations being manned by volunteer mutual aid companies, an emergency call-back procedure, be immediately implemented, to call-back Camden City Firefighters to relieve such mutual aid companies to provide fire protection to the citizens of the City of Camden

### **SECTION 3**

Any Fire Fighter who is entitled to meal money in accordance with practice shall receive seven dollars (\$7.00) per meal not to exceed three (3) times in a twenty-four (24) hour period.

## **ARTICLE XXV - UNIFORMS**

### **SECTION 1**

The City agrees not to change the basic uniform or any portion thereof, currently utilized by employees, without providing the necessary sums for the purchase of such new items, in addition to the clothing allowance provided for by this Agreement.

### **SECTION 2**

The City agrees to provide all safety gear, equipment and uniforms to comply with OSHA standards.

### **SECTION 3**

All members shall be issued a second set of Personal Protective Equipment, consisting of a turnout coat, a pair of gloves, a flash hood, a pair of boots, and a pair of bunker pants. Members shall have access to current inventory when in need of immediate replacement of damaged or wet Bunker Gear.

### **SECTION 4**

The City agrees to provide replacement for any safety gear, equipment and uniform stolen out of a Fire Department Facility or vehicle.



## **ARTICLE XXVI -WAGES**

### **SECTION 1**

The wages for employees shall be as provided for in Schedule A, attached hereto and made part hereof and reflect the following increases: 1.5% to base on January 1, 2017, 1.5% to base on January 1, 2018, 1.0% to base on January 1, 2019, 1.0% to base on January 1, 2020.

### **SECTION 2**

The practice of appointing employees to higher ranks in an acting capacity is discouraged. Any employee required to act in such higher ranking capacity after the completion of one full shift of work, shall receive pay commensurate with such position in which he/she acts.

The employee to be appointed temporarily to the higher ranking position shall be the employee who is placed highest on the current NJ Department of Personnel promotional list within his/her respective unit. At such time when there is no standing promotional list, employees to be appointed to the higher ranking position shall be the most senior employee in the Department assigned to that particular unit.

New employees shall receive the starting wage set forth in Schedule A through the completion of his/her working test period. Upon completion of the working test period, said employee shall receive the minimum salary set forth in Step 1 of Schedule A.

## **ARTICLE XXVII - PAY PERIOD**

### **SECTION 1**

In years where there are 27 pay periods, the bi-weekly pay shall be adjusted so that the annual salary shall be paid over the 27 pay periods, but there shall be no adjustment of the hourly wage rate.

### **SECTION 2**

Employees shall be paid at 3:00p.m., on Thursday, if they so desire, when possible.

## ARTICLE XXVIII - TRAVELING EXPENSES

All employees traveling outside of the City on official business, at the explicit direction of their superior, or in response to a subpoena and summons issued to the employee as a result of the performance of his/her duties, shall be paid for all reasonable expenses incurred in such travel, including meals at \$15.00 per day. The City shall endeavor to provide an automobile for such travel and when such automobile is not provided, shall pay the employee at the prevailing federal rate per mile for such travel, which now is .40 cents per mile. Employees shall be paid for all overtime incurred.

## **ARTICLE XXIX – SEVERABILITY**

In the event that any provisions of this Agreement between the parties shall be held by operation of law or by a court or administrative agency of competent and final jurisdiction to be invalid or unenforceable, the remainder of the provisions of such agreement shall not be affected thereby but shall be continued in full force and effect.

It is further agreed that in the event any provision is finally declared to be invalid or unenforceable, the parties shall meet within thirty (30) days of written notice by either party to the other to negotiate concerning the modification or revision of such clause or clauses.

## **ARTICLE XXX - INSURANCE, HEALTH AND WELFARE**

### **SECTION 1**

The City shall continue to maintain and provide all insurance coverage as provided by the New Jersey State Health Benefits Plan and that any disparity resulting in additional costs to the employee/member will be borne by the City. The City shall have the right to change health benefit carriers or administrators provided that the benefits are equal to or better than the level of benefits in effect.

### **SECTION 2.**

The City shall provide the defense to employee/members hereunder against all claims for damages from or incidental to a performance of his/her duties, as well as pay and satisfy all judgments rendered against said employee/members as a result thereof.

### **SECTION 3**

Subject to other provisions of this Article, the City of Camden shall continue its Health Benefits Program, including all benefit and coverage levels, usual and customary rates and deductible charges for its employees and their families

### **SECTION 4**

Major Medical deductions for individual and family coverage and the major medical lifetime maximum cap for current employees and retirees shall be maintained at the level in effect on January 1, 2013.

### **SECTION 5**

Notwithstanding other provisions of this Article, the City reserves the right to change its Health Benefit Program and Benefit Administrator so long as no less benefits are provided and that prior to such change that the City provide thirty (30) days' notice to the Union/Association for the purpose of review and comparison of all benefit and coverage levels, usual and customary rates and deductible charges.

The City will provide the Union/Association any and all plan documents of the current and proposed plans and allow the Union/Association to have contact with any proposed Insurance Carrier or Health Benefit Plan Administrator. The Union/Association shall be permitted to present alternative Carriers or Administrators during the proposal period however, the City is not obligated to engage such Carriers or Administrators.

## **SECTION 6**

When an employee retires at age sixty-five or has reached the age of sixty-five (65), and has his/her hospital plan supplemented by Medicare, the City will reimburse the employee/member for the cost of the Medicare Plan.

## **SECTION 7**

When any employee covered under this Agreement retires, his/her hospitalization plan, paid by the City of Camden, shall be maintained by the City until that employee is covered by Medicare and at such time, the City will become the secondary coverage to Medicare.

## **SECTION 8**

Employee/members shall receive a full paid dental program covering themselves and their dependents.

## **SECTION 9**

The City agrees to provide health insurance for all employees retiring on a disability pension or regular pension in accordance to applicable State Statutes and which insurance is to include dental and prescription.

Employees retiring with 25 or more years of credible service in the PFRS and at least 20 years of service with the City of Camden shall be eligible to retain such coverage as they have at the time of retirement if appropriate under N.J.S.A. 40A:10-23. The appropriate Ordinance of the City providing such coverage as defined in the stated provisions of the statute shall be implemented and maintained as of July 1, 2005.

## **SECTION 10**

The City shall provide one hundred twenty five dollars (\$125.00) to the Union which shall be prorated per employee/member per year for an eyeglass insurance program, which shall be prorated upon membership.

## **SECTION 11**

The City and Union shall adopt the South Jersey Stress Unit's Policy for the handling and treatment of its employees who have been or involved in a critical incident or traumatic event. This Policy will be made available to the employees for their review.

## **SECTION 12**

The Association may participate in an Opt Out Program which may be implemented by City upon review and agreement.

### **SECTION 13**

The co-pay for generic prescriptions shall be \$10.00 and the co-pay for brand name prescriptions shall be \$17.00. Mail order co-pay amounts shall be in accordance with the employee's plan level.

### **SECTION 14**

Effective January 1, 1998, the employees will be included in the N.J. State Disability Insurance or similar program.

### **SECTION 15**

All employees shall contribute 1.5% of their base salary toward the cost of their insurance benefits.

All employees shall make contributions toward the cost of their insurance benefits in the amounts set forth in P.L. 2011 C.78. Under no circumstances, shall the minimum employee health insurance premium contribution be less than 1.5% of base salary for all employees receiving any health insurance coverage from the City. All employee premium contributions shall be deducted on a pre-tax basis as permitted by law.

### **SECTION 16**

The co-payment for doctor's visits shall be \$20.00.

### **Section 17**

Within thirty days of the ratification date of this Agreement, the City will present the Union with a proposal on the deletion of all obsolete language and the deletion of obsolete language shall be based on the mutual agreement of the parties.

## **ARTICLE XXXI- HOLIDAYS**

### **SECTION 1**

Employees shall receive 14 paid Holidays per year effective January 1, 2007.

### **SECTION 2**

Any other holidays shall be such holidays as are declared by the Mayor, Governor or the President of the United States.

### **SECTION 3**

An employee shall take his/her holidays at any time during the year. In the event that a request for a holiday is denied, then said holiday may be taken later in the year. In the event that there are any unused holidays at the end of the year, the employee shall be paid in lieu thereof. Notwithstanding any other provision in the ARTICLE to the contrary, an employee shall be allowed to utilize all of such thirteen (13) paid holidays, or any portion thereof, in a single quarter of any calendar year for the purpose of attending bona fide college courses, provided verification of such attendance is presented to the City.

### **SECTION 4**

Notwithstanding any other provision of this ARTICLE to the contrary, employees may carry over into the following year, five (5) accumulative holidays. Payments for such accumulative holidays shall be paid to the employee at the employee's current rate of pay.

### **SECTION 5**

All payment for accumulated holidays and vacations shall be paid at the employee's current pay at retirement. The City shall make available to all employees request forms upon which holidays are to be requested. A copy of such completed form with the action of the City with respect to the request noted thereon shall be provided to the employee.



## **ARTICLE XXXII - PROMOTIONAL EXAMINATIONS**

### **SECTION 1**

The City agrees that when it determines that sufficient vacancies exist, it will request the N.J. Department of Personnel to administer a promotional examination.

### **SECTION 2**

Promotions shall be in accordance with N.J. Department of Personnel rules and regulations.

### **SECTION 3**

The City agrees to make reasonable efforts to mitigate the number of permanent vacancies filled by provisional appointments.

### **SECTION 4**

New Jersey Department of Personnel examinations for positions in the City of Camden may be taken by Fire Fighters. Individuals will be excused from duty on the day of the examination and suffer no loss of pay.

### **SECTION 5**

All leaves shall be reported to the officer in command of the respective division or bureau.

## **ARTICLE XXXIII- LABOR- MANAGEMENT MEETING**

### **SECTION 1**

The City agrees to meet with the Union/Association once each month to discuss labor-management issues. These meetings shall be mutually selected and set in advance for consistency (i.e., 3rd Tuesday of every month). The time an employee attends the meeting shall not be charged to the employee.

### **SECTION 2**

The Union/Association and the City shall provide each other with an agenda at least one (1) week prior to said meeting. This agenda shall set forth the issue to be discussed. Issues for discussion may be concerning any matter relating to the terms and conditions of employment, disciplinary actions, or any matter which effects or could effect the operation of the City.

### **SECTION 3**

These labor-management meetings shall not be for greater than three (3) hours in duration unless, both parties agree to continue and may not be attended by more than two representatives from the Union.

### **SECTION 4**

The parties may take written or electronic minutes of this meeting however, all minutes are confidential to the parties and cannot be divulged to the Union/Association membership or City personnel unless both parties agree that certain information can be disclosed.

### **SECTION 5**

Should the parties negotiate a settlement of any issue, said settlement must be ratified by the membership of the Union/Association and the appropriate body for the city.

### **SECTION 6**

The City agrees to meet with the Union concerning any emergent budget crisis effecting the job security of any member of this Collective Bargaining Agreement may cover.

#### **ARTICLE XXXIV - PREVAILING RIGHTS**

All rights, privileges and working conditions enjoyed by the employees at the present time which are not included in this Agreement shall remain in full force, unchanged and unaffected in any manner, during the term of this Agreement unless changed by written mutual consent.

## **ARTICLE XXXV - CLOTHING ALLOWANCE AND MAINTENANCE**

### **SECTION 1**

All employees shall receive a clothing allowance of \$200.00 per year, which shall be payable in January of each year.

### **SECTION 2**

No clothing allowance shall be paid to any person who shall be absent on any leave of absence without pay for six (6) months or more.

## ARTICLE XXXVI - LONGEVITY

### SECTION 1

For the duration of this Agreement, all employees shall receive an increase in their pay as a reward for their continuous service in the City of Camden in accordance with the following schedule. Said payments shall become effective on the anniversary day of employment.

### SECTION 2

Longevity payments as specified shall be added to the salaries as base pay and paid biweekly over 26 pays per year. The rate of increase to annual base salaries for longevity shall be as follows:

| Years of Service                  |         |
|-----------------------------------|---------|
| Firefighters                      |         |
| Entering 10th through 14th year   | \$2,265 |
| Entering 15th through 17th year   | \$3,774 |
| Entering 18th through 19th year   | \$4,068 |
| Entering 20th through 20th year   | \$5,695 |
| Entering 21st through 23rd year   | \$7,322 |
| Entering 24th year and thereafter | \$8,949 |
|                                   |         |
|                                   |         |
| Fire Prevention Specialists       |         |
| Entering 10th through 14th year   | \$2,603 |
| Entering 15th through 17th year   | \$4,339 |
| Entering 18th through 19th year   | \$4,510 |
| Entering 20th through 20th year   | \$6,314 |
| Entering 21st through 23rd year   | \$8,119 |
| Entering 24th year and thereafter | \$9,923 |

### SECTION 3

Longevity payments shall become effective on the employee's anniversary date.

### SECTION 4

For all employees hired after August 9, 2014 longevity payments shall be made in a separate, lump sum, annual payment. The annual payment shall be distributed to employees by December 1<sup>st</sup> of each year.

## **ARTICLE XXXVII - MINIMUM MANNING**

### **SECTION 1**

The City hereby agrees to maintain, for the duration of this Agreement, a complement of three (3) Firefighters per piece of firefighting apparatus of all types.

### **SECTION 2**

In cases of unforeseen circumstances, equipment shall remain in service even though one (1) man short of the requirement set forth above, but would not be actively employed in firefighting before being augmented by one (1) additional Firefighter.

### **SECTION 3**

Management shall have the right to determine the number of stations and the amount of apparatus to be utilized within the City of Camden.

## **ARTICLE XXXVIII - NO STRIKE PLEDGE**

### **SECTION 1**

The Union/Association covenants and agrees that during the term of this Agreement neither the Union/Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from their positions, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties or employment), work stoppage, slowdown, walkout or other job action against the City. The Union agrees that such action would constitute a material breach of this Agreement.

### **SECTION 2**

In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any activity by any employee covered under the terms of this Agreement shall be deemed grounds for termination of the employment of such employee or employees, subject, however, to the application of the Grievance Procedure contained in this Agreement.

### **SECTION 3**

The Union will actively discourage and will take whatever affirmative steps that are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the City.

### **SECTION 4**

Nothing contained in this Agreement shall be construed to limit or restrict the City in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both in the event of such breach by the Union or by its members.

## XXXIX - BIDDING SYSTEMS

### SECTION 1

In the event of a position opening due to the promotion, transfer, demotion, retirement or demise of an employee, which should be filled by a lateral transfer, such transfer shall be made in accordance with the following provisions:

1. All positions to be filled by lateral transfer shall be announced by bulletin which shall be posted in convenient locations accessible to all employees for a period of at least ten (10) days. Such position shall be considered open for written bid for this ten (10) day period.
2. In the event more than one (1) employee submits a written bid to the Employer for the bidding employee with the greatest seniority shall receive first consideration.
3. In the event no bid is received for a posted position, the Employer has the right to offer the position to any employee.
4. This Article does not restrict the Chief of the Fire Department from making any transfers he/she deems necessary for the efficient operation of the Fire Department.



## **ARTICLE XXXX - TERM AND RENEWAL**

### **SECTION 1**

This agreement shall be in full force and effect as of January 1, 2017 and shall continue in effect to and including December 31, 2020.

### **SECTION 2**

All financial provisions of this Agreement shall be retroactive to January 1, 2017 unless otherwise provided.

### **SECTION 3**

Negotiations for a successor Agreement to this contract shall begin no later than October 1, 2020.

### **SECTION 4**

All provisions of this Agreement shall remain in effect until a successor Agreement becomes effective.

### **SECTION 5**

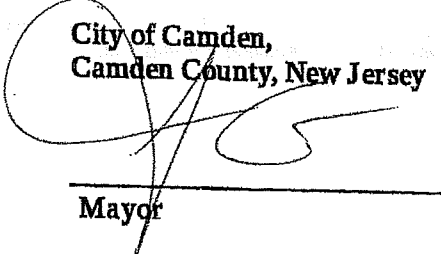
All prior Arbitration Awards reflecting an Article or Articles herein shall remain in full effect for the term of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set with their hands and seals at Camden, New Jersey on the 2ND day of NOVEMBER 2020.

International Association of Fire Fighters  
Local 788

  
\_\_\_\_\_  
President

City of Camden,  
Camden County, New Jersey

  
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Witness

# **SCHEDULE A** **SALARIES**

Longevity payments as specified in this Agreement shall be added to the salaries listed and paid biweekly over twenty-six (26) pays per year.

| BASE PAY SALARY GUIDE              |             |                |                |                |                |
|------------------------------------|-------------|----------------|----------------|----------------|----------------|
| Step                               | 2016        | 2017<br>(1.5%) | 2018<br>(1.5%) | 2019<br>(1.0%) | 2020<br>(1.0%) |
|                                    |             |                |                |                |                |
| <b>Firefighters</b>                |             |                |                |                |                |
| Start                              | \$32,991.00 | \$33,485.87    | \$33,988.15    | \$34,328.03    | \$34,671.31    |
| 1                                  | \$49,558.00 | \$50,301.37    | \$51,055.89    | \$51,566.45    | \$52,082.11    |
| 2                                  | \$56,709.00 | \$57,559.64    | \$58,423.03    | \$59,007.26    | \$59,597.33    |
| 3                                  | \$63,859.00 | \$64,816.89    | \$65,789.14    | \$66,447.03    | \$67,111.50    |
| 4                                  | \$71,007.00 | \$72,072.11    | \$73,153.19    | \$73,884.72    | \$74,623.57    |
| 5                                  | \$78,158.00 | \$79,330.37    | \$80,520.33    | \$81,325.53    | \$82,138.78    |
| 6*                                 | \$84,238.00 | \$85,501.57    | \$86,784.09    | \$87,651.93    | \$88,528.45    |
| <b>Fire Prevention Specialists</b> |             |                |                |                |                |
| 1                                  | \$67,726.00 | \$68,741.89    | \$69,773.02    | \$70,470.75    | \$71,175.46    |
| 2                                  | \$74,877.00 | \$76,000.16    | \$77,140.16    | \$77,911.56    | \$78,690.67    |
| 3                                  | \$82,027.00 | \$83,257.41    | \$84,506.27    | \$85,351.33    | \$86,204.84    |
| 4                                  | \$89,856.00 | \$91,203.84    | \$92,571.90    | \$93,497.62    | \$94,432.59    |
| 5*                                 | \$93,400.00 | \$94,801.00    | \$96,223.02    | \$97,185.25    | \$98,157.10    |
| Entering the 18th year in PFRS     |             |                |                |                |                |
|                                    |             |                |                |                |                |
|                                    |             |                |                |                |                |



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 3<sup>rd</sup> 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



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 4<sup>th</sup> and 3<sup>rd</sup> 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.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  
27<sup>th</sup> 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(l)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/Ladder2  
9<sup>th</sup> 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  
27<sup>th</sup> & 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 Kaign 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 6<sup>th</sup> 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 7<sup>th</sup> 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.

Page 7  
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:** LiPicon@ci.camden.nj.us  
**Sent:** Friday, August 13, 2021 11:33 AM  
**To:** JaAsunci@ci.camden.nj.us; MiHarper@ci.camden.nj.us  
**Cc:** MiSpearm@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov; Richard.Richardella@dca.nj.gov; DianeG@ci.camden.nj.us  
**Subject:** RE: Appointment of Supervising FPS  
**Attachments:** Current Count.xlsx

See attached current count report. [REDACTED]

I am waiting for final discussion on how many Fire Fighters we are going to request from DCA. By my list we have a total Fire Department count of:

|                           |          |
|---------------------------|----------|
| Total                     | 183      |
| Approved FF Waivers:      | 5        |
| <u>Needed FF Waivers:</u> | <u>8</u> |
| Total:                    | 196      |

***Lisa Y. Picon***

City of Camden Personnel Office  
520 Market St., Rm. 405, City Hall  
Camden, NJ 08101  
56-757-7676 or 856-757-7414  
Fax: 856-541-2598  
[lipicon@ci.camden.nj.us](mailto:lipicon@ci.camden.nj.us)  
Cell #: 609-634-9715

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**From:** Jason J. Asuncion  
**Sent:** Friday, August 13, 2021 10:35 AM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Cc:** Lisa Picon <LiPicon@ci.camden.nj.us>; Michelle Spearman <MiSpearm@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; '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:** RE: Appointment of Supervising FPS

By virtue of the DLGS Waiver being approved and signed by the City and DLGS, and DCA-Fire Safety having recently discussed in-person with both City and Fire Admin concerning DCA-Fire's Dec. 2017 Audit Report (attached), particularly their unaddressed recommendation for the needed positions, including clerical support, in the Fire Marshal's Office, the SFPS is to be set ASAP. The City is to take immediate corrective action when DCA or any other superseding State agency recommends such—not a case of "tail wagging the dog" here.

[REDACTED]

Art. 26 of the Loc. 778 CBA discourages (but does not bar) acting appointment to higher positions. As you know, the Fire Unions have previously threatened to or grieved the acting appointment issue, particularly as you had to properly exercise

[REDACTED]

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**From:** MiHarper@ci.camden.nj.us  
**Sent:** Friday, August 13, 2021 3:15 PM  
**To:** LiPicon@ci.camden.nj.us; JaAsunci@ci.camden.nj.us  
**Cc:** MiSpearm@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov; Richard.Richardella@dca.nj.gov; DianeG@ci.camden.nj.us; JeFlax@ci.camden.nj.us  
**Subject:** Camden Fire Department Staffing  
**Attachments:** Actual Current Count of Camden Fire Department 8-13-21.xlsx  
**Importance:** High

I have attached the corrected count of Camden Fire Department members with highlights of corrections. We have the following:

- 1- Fire Chief
- 3- Deputy Fire Chiefs
- 9- Battalion Fire Chiefs
- 38- Fire Captains which includes [REDACTED]  
[REDACTED] should not be listed.
- 127- Firefighters which includes our 6 recruits and [REDACTED]  
[REDACTED]

- 1- Fire Official/Fire Subcode Official
- 3- Fire Prevention Specialists
- 182 total count (will be 181 on September 1<sup>st</sup>)**

The highlighted section of the Waiver approvals includes the replacement of [REDACTED] indicated in my email on July 30<sup>th</sup> at 10:59am.

**From:** Jason J. Asuncion  
**Subject:** [EXTERNAL] Summary of Recent Approved CFD Waivers

**DIGS Approved Waivers:**

CAM-2021-XXX: Fire Captain (2) including replace suspended without pay C. Broccoli for Fire Training Unit

---

**From:** Lisa Picon  
**Sent:** Friday, August 13, 2021 11:33 AM  
**To:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>  
**Cc:** Michelle Spearman <MiSpearm@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; '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:** RE: Appointment of Supervising FPS

See attached current count report. [REDACTED]

I am waiting for final discussion on how many Fire Fighters we are going to request from DCA. By my list we have a total Fire Department count of:

**From:** LiPicon@ci.camden.nj.us  
**Sent:** Friday, August 13, 2021 3:22 PM  
**To:** MiHarper@ci.camden.nj.us; JaAsunci@ci.camden.nj.us  
**Cc:** MiSpearm@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov; Richard.Richardella@dca.nj.gov; DianeG@ci.camden.nj.us; JeFlax@ci.camden.nj.us  
**Subject:** RE: Camden Fire Department Staffing

I used all the waivers that I had. I do not have any additional waivers to hire or promote.

***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](mailto:lipicon@ci.camden.nj.us)  
Cell #: 609-634-9715

**From:** Michael Harper  
**Sent:** Friday, August 13, 2021 3:15 PM  
**To:** Lisa Picon <LiPicon@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Cc:** Michelle Spearman <MiSpearm@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; '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>; Jesse Flax <JeFlax@ci.camden.nj.us>  
**Subject:** Camden Fire Department Staffing  
**Importance:** High

I have attached the corrected count of Camden Fire Department members with highlights of corrections. We have the following:

[REDACTED]

**From:** MiHarper@ci.camden.nj.us  
**Sent:** Friday, August 13, 2021 4:16 PM  
**To:** JaAsunci@ci.camden.nj.us  
**Cc:** MiSpearm@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov; Richard.Richardella@dca.nj.gov; DianeG@ci.camden.nj.us; JeFlax@ci.camden.nj.us  
**Subject:** RE: Appointment of Supervising FPS  
**Attachments:** LEA Report rebutals from submitted document 1-22-18.pdf; Fire Subcode Correspondence 5-1-2019.pdf; Fire Subcode Official Concerns 4-4-18.pdf

As far as the below information (highlighted) sent by Jason referencing a DCA Audit from "2017", the Fire Chief's position on that report was submitted by my office (see attached) and Ms. Ilene Lampitt of the Law Department of the City of Camden. I was not consulted at all on that 2017 audit which is concerning enough since I was the Fire Chief at that time. There was no further action called for following our (Harper, Lampitt) submissions from anyone. Recently two members came back to the fire department to investigate the 4 year old report and I never received their findings or suggestions. They were not even aware of the roles and positions we had in our Fire Marshal's office relating to the Civil Service titles. Although you may hear us refer to Braulio Villegas as Chief he is not a Chief Officer in the Camden Fire Department. He is the Fire Official/Fire Subcode Official-UFD with no operational authority outside of fire prevention and investigation. We call him the Chief Fire Marshal as an "alias" because in the past we had Fire Officers hold that title who were either Deputy Chiefs, Battalion Chiefs, or Fire Captains in the department. It appears as though this is creating confusion to those who are unfamiliar with our department hierarchy. The Supervising Fire Prevention Specialist position is not a critical position that warrants such haste to fill.

I suggested over and over again to establish a new position that would require someone to do Fire Subcode duties in the absence of CFM Villegas. The Supervising Fire Prevention Specialist is not required to perform Fire Subcode duties so never holds the title can submit acting slips when they work in place of Villegas. So now the question is, if new Supervising Fire Prevention Specialist still has to act in place of Villegas, does one of the Fire Prevention Specialist then act in place of the Supervising Fire Prevention Specialist? Second question is how or what is being done about the on call pay for these positions? Currently CFM Villegas earns 8hrs per week at \$70.87 per hour totaling \$29,481.92 for on call pay. The only reduction in this figure is when he calls out on sick leave. His salary far exceeds that of the Fire Chief and Deputy Fire Chiefs who have to respond to active fires and earn no pay during after hour responses.

By virtue of the DLGS Waiver being approved and signed by the City and DLGS, and DCA-Fire Safety having recently discussed in person with both City and Fire Admin concerning DCA-Fire's Dec. 2017 Audit Report (attached), particularly their unaddressed recommendation for the needed positions, including clerical support, in the Fire Marshal's Office, the SFPS is to be set ASAP. The City is to take immediate corrective action when DCA or any other superseding State agency recommends such -- not a case of "tail wagging the dog" here.

[REDACTED]

The only position we have here that works in a position under the Construction Official is CFM Villegas who serves in a dual role capacity with the Fire Subcode function working from the Construction Official office and Fire Official working out of the Fire Department.

[REDACTED]

The other attached documents date back to 2018 and 2019 in reference to the topic at hand. I have done research, submitted documents, and sought solutions that would be fiscally responsible and best for the City based on my extensive experience here from the labor and administration sides.

*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

CONFIDENTIALITY NOTICE

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# CITY OF CAMDEN FIRE DEPARTMENT

4 North 3<sup>rd</sup> Street Camden, New Jersey 08102

Michael L. Harper  
CHIEF OF DEPARTMENT

Daniel Rossi  
DEPUTY FIRE CHIEF

Edward Glassman  
DEPUTY FIRE CHIEF

Jesse Flax  
DEPUTY FIRE CHIEF

Braulio Villegas  
CHIEF FIRE MARSHAL

January 22, 2018

This is information I have to offer in reference to the document that was sent by the DCA Field Monitor. All of the requirements involving the firehouse violations will be explained by Deputy Chief Flax because that falls under his area of responsibility.

The Mr. Clark stated that in 2016 there were only 434 non-life hazard inspections done out of a total of 938 that were required. Also the revenue collection rate was only 40%. These are some items that we need to discuss about the report:

- We have six (6) Fire Marshals working in the Fire Prevention Office on a four day – 10 hour shift work week. Just utilizing 4 days per week (although members are here from Monday – Friday) there are 208 available work days for each member. If you consider 5 days per week there are 260 days available for the office as a whole.
- 968 inspection divided by the 6 members in the Fire Marshal's office would mean that each member would have to do 161.33 non-life hazard inspections per year. If you divide 208 days (four per week) by 161.33 each inspector would have to do 1.235 inspections per day. If you don't consider the Fire Official/Fire Subcode Official Villegas and only consider 5 inspectors they would have to do 193.6 inspections each per year. This would then mean each inspector would have to complete 1.074 inspections per day.
- The report stated that the office has approximately 100 Fire Investigations each year. That would equate to 17 investigations per year on average per member using the count of six (6) and 20 investigations per member utilizing a count of 5 inspectors.
- To put in place an Assistant Fire Marshal appointment would require an act of Council to create a new position and salary.
- A Secretary is a necessary position for the office and we had a civilian who passed away and was never replaced.

Hopefully some of this information will be helpful in us coming up with a viable solution for the letter that was drafted.

Yours truly,

Michael Harper  
Chief





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Braulio Villegas  
CHIEF FIRE MARSHAL

May 1, 2019

Jason Asuncion  
Business Administrator  
City of Camden

Jason,

This morning we had a meeting with Chief Fire Marshal Braulio Villegas about the numerous complaints that are being received at Fire Administration in reference to inspections being scheduled and inspectors not showing up to complete them. We have people coming to our building and calling our building on a daily basis. The following people were in attendance for the meeting:

Chief Michael Harper  
Deputy Chief Dan Rossi  
Chief Fire Marshal Villegas  
Fire Prevention Specialist David Munoz  
Fire Prevention Specialist Robert Allen  
Administrative Secretary Blanca Aponte

CFM Villegas informed us that he is the only one who can do the inspections and he doesn't schedule them which is part one of the problem. If an inspection is set up it should be done in conjunction with CFM Villegas schedule of availability to eliminate business owners' waiting for several hours all to find out that no one is coming. The complainants are reporting that they are paying people to be present for these inspections and they are losing money on rent and mercantile services waiting on these inspections. Chief Villegas leave time this year (i.e. vacation, sick) has also diminished his ability to perform these inspections in a timely manner. When CFM Villegas is off on vacation leave or extended sick leave we assign one of our Fire Prevention Specialists who holds the proper licenses to "act" in his capacity until he returns per the collective bargaining agreement (CBA). We currently have three (3) of our Fire Prevention Specialists who on their own acquired fire subcode licensing.

This problem has been going on for several years and yet the issues still remain. In 2011, the fire department lost several positions, companies, and units due to the financial constraints the city was in. In the Fire Marshal's Office one of the positions lost was the Supervising Fire Prevention Specialist-UFD. The alias name for that position here in the fire department was the Assistant Chief Fire Marshal. The DCA determined that there was "no need to have two supervisors for the four remaining members" of the Fire Marshal's Office staff. The subordinate to supervisor ratio would have been 2 to 1.

For many years the City of Camden had a separate Fire Subcode Official outside of the fire department. This was principally because the fire subcode responsibilities fall under the Construction Official just like that of the Plumbing Code and Electrical Code Officials for the city. When the former Fire Subcode Official for the city retired one of our former Chief Fire Marshals struck a deal with the city for more money to have him serve in a dual role capacity working out of two separate departments. This was obviously at a time when new construction in the city didn't exist and most of the activity was demolition not renewal so both of the jobs could be performed with relative ease. At that time the idea worked and satisfied the needs of the Construction Office and it didn't have a significant effect on the fire department. Well now demolition is decreasing and new construction has increased exponentially.

I personally called several other urban cities throughout New Jersey to solicit them for information on how they handled their fire subcode position for their cities and most if not all of them have a separate Fire Subcode Official. Some of the people I spoke with actually told me that the way we are operating is very inefficient and unproductive. The work load is too great (especially right now) and we have someone working out of two completely separate departments with two separate roles and responsibilities to two different bosses. The risk based salary for the Fire Official/Fire Protection Subcode Official-UFD (Code 06362) also known as our Chief Fire Marshal is paid from the fire department salary and wages budget.

It is my opinion that we can no longer kick this can down the road and some sort of solution should be drafted. In light of the continuing complaints, I offer the following options and/or suggestions to help us all with this ongoing predicament:

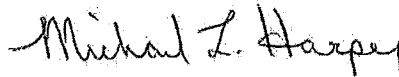
- City hires a full-time Fire Subcode Official (this is usually the case for cities our size)
- City hires a part-time Fire Subcode Official (to assist CFM Villegas)
- City pays the other three (3) Fire Prevention Specialists who have the licenses money in their pensionable pay for those licenses and have them do Fire Subcode inspections, plan reviews, etc. If the members are being paid for the license they will be required to perform the service. Ms. Lisa Picon, Ilene Lampitt, Esq. and I discussed this some time ago (see correspondence 4/3/2018) and thought it would be the cheapest option.
- Adopt a new Civil Service title via ordinance that requires the person to perform Fire Subcode duties along with their normal Fire Prevention Specialist-UFD duties. This would give you a backup person or additional person to help out with the present situation with fire subcode functions but may reduce time available for FPS-UFD duties. **The Civil Service title for Supervising Fire Prevention Specialist-UFD that we once had "does not require" that person to do Fire Subcode functions so reinstatement of that title would not be beneficial.** The Civil Service title that I found through my research was Fire Prevention Specialist-UFD/Fire Protection Inspector Fire Prevention Specialist-UFD (Code 06357). This position does not exist in city ordinance. For impartiality and fairness this position would have to be appointed following some form of Civil Service testing if only one person is selected.

After rehashing all of this information once again it is my opinion that if the city does not acquire a dedicated Fire Subcode Official to work under the Construction Official in that office, the following action should take place:

- Any member assigned permanently to the Fire Marshal's office who holds the R.C.S., I.C.S., and/or H.H.S. licenses be entitled to payment based on the highest license which they hold in the current pay schedule for each license or a monetary amount consistent with the additional work load. For those individuals their titles should be changed to a non-supervisory Civil Service title of Fire Prevention Specialist-UFD/Fire Protection Inspector Fire Prevention Specialist-UFD (Code 06357).

That is the least we can do for utilizing their self-gained knowledge, skills and abilities for performing tasks outside of their current job classification. The new classification would be for only those members holding the additional licensing and they must keep their licenses current to continue to collect the additional funding in the pensionable pay and the newly formed Civil Service title. Other cities have inspectors that do inspections of plans that are reviewed and approved by the Fire Subcode Official. I have attached the Civil Service Job Specification for the suggested position.

Respectfully,



Michael L Harper  
Chief

C: Patrick Keating – Director of Finance  
Michelle Banks-Spearman – City Attorney  
Marc Riondino – Assistant City Attorney  
Angela Johnston – Chief of Staff to Mayor  
Lisa Picon – Personnel Office  
L. Frankie Ruiz – Director of Code Enforcement  
James Rizzo – Construction Official  
John Salvatore – Department of Community Affairs – LGS  
Deputy Chief Daniel Rossi – Deputy Chief of Administration  
Chief Fire Marshal Braulio Villegas – Fire Marshal's Office  
Affected Fire Marshal Staff – R. Allen, J. Barrientos-Morris, D. Munoz

**From:**  
**Sent:**  
**To:**  
**Subject:**

David Munoz  
Monday, August 16, 2021 6:18 AM  
David Munoz  
President Castro Local 788:

President Castro Local 788:

This letter is to officially submit an immediate request for grievance on the deliberate refusal of Chief Harper to formerly appoint the Provisional appointment of the position of Supervising Fire Prevention Specialist.

Today it has been over 4 weeks since Chief Harper received the approved and signed waiver for this position. Civil service rules on provisional appointments along with CBA stipulations of both Locals clearly and unambiguously affirm that senior member of the particular unit shall be appointed.

In this particular instance,

God bless you  
David Munoz  
Sent from my iPhone

**From:**  
**Sent:**  
**To:**  
**Subject:**  
**Attachments:**

Lisa Picon  
Monday, August 16, 2021 10:06 AM  
Jason J. Asuncion  
Current Count.xlsx  
Current Count.xlsx

Updated to include promotion of David Munoz to Sup. Fire Prevention Specialist today.

**Subject:**  
**Location:**

Supervising Fire Prevention Specialist Interviews  
City Hall - Personnel Office - Room 405

**Start:**  
**End:**  
**Show Time As:**

Mon 8/16/2021 1:00 PM  
Mon 8/16/2021 3:00 PM  
Tentative

**Recurrence:**

(none)

**Meeting Status:**

Not yet responded

**Organizer:**

**Required Attendees:**

Jason J. Asuncion

Michael Harper; Braulio Villegas, Chief Fire Marshall; Jesse Flax; Layne, Jack [DCA]; Lisa

Picon

**Optional Attendees:**

Marc Rioldino



---

m: DianeG@ci.camden.nj.us on behalf of JaAsunci@ci.camden.nj.us  
**Sent:** Monday, August 16, 2021 10:25 AM  
**To:** MiHarper@ci.camden.nj.us; BrVilleg@ci.camden.nj.us; JeFlax@ci.camden.nj.us;  
Jack.Layne@dca.nj.gov; LiPicon@ci.camden.nj.us  
**Cc:** MaRiondi@ci.camden.nj.us  
**Subject:** Canceled: CANCELLED - Supervising Fire Prevention Specialist Interviews  
**Attachments:** attachment.ics

**Importance:** High

**Subject:**

**Location:**

**Start:**

**End:**

**Show Time As:**

**Recurrence:**

**Meeting Status:**

**Organizer:**

**Required Attendees:**

**Optional Attendees:**

**Importance:**

Canceled: CANCELLED - Supervising Fire Prevention Specialist Interviews  
City Hall - Personnel Office - Room 405

Mon 8/16/2021 1:00 PM

Mon 8/16/2021 3:00 PM

Free

(none)

Not yet responded

Jason J. Asuncion

Michael Harper; Braulio Villegas, Chief Fire Marshall; Jesse Flax; 'Layne, Jack [DCA]'; Lisa

Picon

Marc Riondino

High



[REDACTED]

**From:** MiHarper@ci.camden.nj.us  
**Sent:** Monday, August 16, 2021 4:32 PM  
**To:** BrVilleg@ci.camden.nj.us; JoBerrio@ci.camden.nj.us; SaBalaka@ci.camden.nj.us;  
JeFlax@ci.camden.nj.us; DaMunoz@ci.camden.nj.us  
**Cc:** smunoz@iafflocal2578.org; icfire9@yahoo.com  
**Subject:** RE: FPS Appointment Request

[REDACTED]

*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:** Braulio Villegas, Chief Fire Marshall  
**Sent:** Monday, August 16, 2021 4:02 PM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
**Cc:** 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>  
**Subject:** FPS Appointment Request  
**Importance:** High

Chief Harper,

[REDACTED]

Respectfully,

*Braulio Villegas, MS, CPM*  
Chief Fire Marshal

Camden Fire Department  
(856) 757-7510 (Office)  
(856) 757-7243 (Fax)

*"Don't be afraid to think outside the box. Don't be afraid to fail big. To dream big" – Denzel Washington*

[REDACTED]

om: BrVilleg@ci.camden.nj.us  
Sent: Monday, August 16, 2021 5:12 PM  
To: MiHarper@ci.camden.nj.us; JoBerrio@ci.camden.nj.us; SaBalaka@ci.camden.nj.us;  
JeFlax@ci.camden.nj.us; DaMunoz@ci.camden.nj.us  
Cc: smunoz@iafflocal2578.org; icfire9@yahoo.com  
Subject: RE: FPS Appointment Request

[REDACTED]

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: 8/16/21 4:31 PM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Jose Berrios  
<JoBerrio@ci.camden.nj.us>, Samuel Balakas <SaBalaka@ci.camden.nj.us>, Jesse Flax  
<JeFlax@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>

Cc: "smunoz@iafflocal2578.org" <smunoz@iafflocal2578.org>, "Ciri Castro Jr (icfire9@yahoo.com)"  
<icfire9@yahoo.com>

Subject: RE: FPS Appointment Request

[REDACTED]

*Michael L. Harper*

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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**Cc:** 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>

**Subject:** FPS Appointment Request

**Importance:** High

Chief Harper,



Respectfully,

 Braulio Villegas, MS, CPM

Chief Fire Marshal

Camden Fire Department

(856) 757-7510 (Office)

(856) 757-7243 (Fax)

*"Don't be afraid to think outside the box. Don't be afraid to fail big. To dream big" – Denzel Washington*

[REDACTED]

From: MiHarper@ci.camden.nj.us  
Sent: Tuesday, August 17, 2021 8:51 AM  
To: BrVilleg@ci.camden.nj.us; JoBerrio@ci.camden.nj.us; SaBalaka@ci.camden.nj.us;  
JeFlax@ci.camden.nj.us; DaMunoz@ci.camden.nj.us  
Cc: smunoz@iafflocal2578.org; icfire9@yahoo.com; GrClark@ci.camden.nj.us;  
JeBarrie@ci.camden.nj.us  
Subject: RE: FPS Appointment Request

[REDACTED]

Maybe the State audit should have considered the entire staffing in the Department and not just the FM Office. I plan on scheduling a meeting this week to discuss the SFPS position returning and the guidelines that will be followed with it. The roles and responsibilities for that position have to be covered, modified, and acknowledged in writing by my office so the department is aware. Because of the hasty decision to fill the position City Administration has unfortunately put the cart before the horse.

*Michael L. Harper*

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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Sent: Monday, August 16, 2021 5:12 PM

To: Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>

Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>

Subject: RE: FPS Appointment Request

[REDACTED]

Respectfully,

[REDACTED]

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: 8/16/21 4:31 PM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Jose Berrios <JoBerrio@ci.camden.nj.us>, Samuel Balakas <SaBalaka@ci.camden.nj.us>, Jesse Flax <JeFlax@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>

Cc: "smunoz@iafflocal2578.org" <smunoz@iafflocal2578.org>, "Ciri Castro Jr (icfire9@yahoo.com)" <icfire9@yahoo.com>

Subject: RE: FPS Appointment Request

*Michael L. Harper*

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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Sent: Monday, August 16, 2021 4:02 PM

To: Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>

Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>

Subject: FPS Appointment Request

Importance: High

Chief Harper,

respectfully,

Braulio Villegas, MS, CPM

Chief Fire Marshal

Camden Fire Department

(856) 757-7510 (Office)

(856) 757-7243 (Fax)

*"Don't be afraid to think outside the box. Don't be afraid to fail big. To dream big" – Denzel Washington*

**From:**  
**Sent:**  
**To:**  
**Subject:**

Jennifer Barrientos - [REDACTED]  
Tuesday, August 17, 2021 10:46 AM  
Lisa Picon  
Supervising Fire Prevention Specialist UFD

Good Morning Lisa,

After our discussion this morning, I just want to confirm a few things. I want to confirm that the City received my letter of intent for the Provisional Supervising Fire Prevention Specialist UFD position submitted on 7/27/21. I'd also like to confirm that the current appointment of the SFPS UFD is pending the promotional exam.

Thank you,

Jennifer Barrientos-Morris



[REDACTED]

**From:** MiHarper@ci.camden.nj.us  
**Sent:** Tuesday, August 17, 2021 10:48 AM  
**To:** icfire9@yahoo.com  
**Cc:** JaAsunci@ci.camden.nj.us; jack.layne@dca.nj.gov; smunoz@iafflocal2578.org; iaaff.local.2578.secretary@gmail.com; AgFiguer@ci.camden.nj.us; BaOne@ci.camden.nj.us; BaTwo@ci.camden.nj.us; BeFord@ci.camden.nj.us; BrVilleg@ci.camden.nj.us; BrBeach@ci.camden.nj.us; BrIrving@ci.camden.nj.us; CaColon@ci.camden.nj.us; ChBaker@ci.camden.nj.us; ChBarrie@ci.camden.nj.us; ChEdward@ci.camden.nj.us; DaBaker@ci.camden.nj.us; DaSeyber@ci.camden.nj.us; DwDixon@ci.camden.nj.us; EdFronta@ci.camden.nj.us; EdStratt@ci.camden.nj.us; EnEight@ci.camden.nj.us; EnEleven@ci.camden.nj.us; EnNine@ci.camden.nj.us; EnOne@ci.camden.nj.us; EnSix@ci.camden.nj.us; EnTen@ci.camden.nj.us; EzTirado@ci.camden.nj.us; FrBottal@ci.camden.nj.us; FrSandro@ci.camden.nj.us; FrThomps@ci.camden.nj.us; GaAngemi@ci.camden.nj.us; GaArroyo@ci.camden.nj.us; GaCaraba@ci.camden.nj.us; GiColon@ci.camden.nj.us; HeLeary@ci.camden.nj.us; JaMatos@ci.camden.nj.us; JeFlax@ci.camden.nj.us; JoBain@ci.camden.nj.us; JoChurch@ci.camden.nj.us; JoMartin@ci.camden.nj.us; JoBerrio@ci.camden.nj.us; JoTull@ci.camden.nj.us; KeFolkma@ci.camden.nj.us; KePollar@ci.camden.nj.us; LaOne@ci.camden.nj.us; LaThree@ci.camden.nj.us; LaTwo@ci.camden.nj.us; LaDiViet@ci.camden.nj.us; LyChapma@ci.camden.nj.us; MaHarper@ci.camden.nj.us; MiHarper@ci.camden.nj.us; MiLabar@ci.camden.nj.us; MiMiller@ci.camden.nj.us; MiRamos@ci.camden.nj.us; PhTally@ci.camden.nj.us; RaSchnee@ci.camden.nj.us; ReOne@ci.camden.nj.us; RoEckert@ci.camden.nj.us; RoScott@ci.camden.nj.us; SaBalaka@ci.camden.nj.us; SaMunoz@ci.camden.nj.us; ShBelche@ci.camden.nj.us; SqSeven@ci.camden.nj.us; TyMiles@ci.camden.nj.us  
**Subject:** RE: Personnel Announcement  
**Attachments:** Battalion Fire Chief of Training.pdf; Deputy Fire Chief of Administration.pdf; Deputy Fire Chief of Operations.pdf; Deputy Fire Chief of Training.pdf

President Castro,

We discussed yesterday the provisional appointment of Dave to Supervising Fire Prevention Specialist effective yesterday (8/16/21). That position was eliminated for over 10 years so the roles and responsibilities associated with that provisional title have to be reevaluated by me and my staff. Dave did not leave the FM Office where he was already assigned and his contact information has not changed. I will be planning a meeting with the FM Staff to discuss how we will move forward. One of the most critical conflicts we seem to have is our members and others have come to associate the Fire Marshal positions as Chief and Assistant Chief Fire Marshal. Obviously you know that those titles are aliases and not the correct Civil Service titles for those positions. That apparently must be clarified and explained to everyone including City Administration so everyone is clear including the unions. The correct and official Civil Service titles for the Fire Marshal's Office are:

- Fire Official/Fire Subcode Official – UFD
- Supervising Fire Prevention Specialist- UFD
- Fire Prevention Specialist- UFD

The roles and responsibilities for the Deputy Chiefs are as follows:

- Deputy Chief of Administration – DC Jesse Flax (Car 2)
- Deputy Chief of Operations – DC Jose Berrios Car 3)

- Deputy Chief of Training – DC Samuel Balakas (Car 4)
- Battalion Chief of Training – BC Edward Stratton (Car 5)
- Captain of Training – Capt. Christopher Broccoli (Car 6) \*was supposed to be replaced via waivers

The other uniformed Civil Service titles we have that have not been listed above are:

- Fire Chief
- Battalion Fire Chief
- Fire Captain
- Firefighter

*Michael L. Harper*

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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**From:** Ciri Castro [mailto:icfire9@yahoo.com]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>;  
Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas  
<SaBalaka@ci.camden.nj.us>

**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>

**Subject:** Personnel Announcement

Good Morning Chief,

Yesterday we discussed the appointment of FPS David Munoz to SFPS effective date 8/16/2021 but as of this date there has not been a Personnel Order put out by Fire Administration. Also contact information and SFPS Munoz office. It would be beneficial to our members to know who is the new Assistant Chief Fire Marshal so there can be a name and face to the title and location when the members seek information. We would also like to request a roles and responsibilities to each new Deputy Chief so our members can submit any documentation for request and/or filing to the appropriate Deputy Chief.

**From:** SqSeven@ci.camden.nj.us  
**Sent:** Tuesday, August 17, 2021 10:48 AM  
**To:** MiMiller@ci.camden.nj.us  
**Subject:** FW: Personnel Announcement  
**Attachments:** Battalion Fire Chief of Training.pdf; Deputy Fire Chief of Administration.pdf; Deputy Fire Chief of Operations.pdf; Deputy Fire Chief of Training.pdf

**From:** Michael Harper  
**Sent:** Tuesday, August 17, 2021 10:47:55 AM (UTC-05:00) Eastern Time (US & Canada)

**To:** 'Ciri Castro'

**Cc:** Jason J. Asuncion; Jack Layne; Samuel Munoz (smunoz@iafflocal2578.org); iafl.local.2578.secretary@gmail.com; Agripino Figueroa; Battalion One; Battalion Two; Bernal Ford; Braulio Villegas, Chief Fire Marshall; Brian Beach; Brian Irving; Carlos Colon; Christopher Baker; Christopher Barrientos; Christopher Edwards; Daniel Baker; Daniel Seybert; Dwayne Dixon; Eduardo Frontado; Edward Stratton; Engine Eight; Engine Eleven; Engine Nine; Engine One; Engine Six; Engine Ten; Ezequiel Tirado; Frank Bottalico; Frank Sandroock; Frank Thompson; Gabriel Angemi; Gabriel Arroyo; Gabriel Caraballo; Gilberto Colon; Herbert Leary; Javier Matos; Jesse Flax; Joel Bain; John Church; Jon Martin; Jose Berrios; Joseph Tull; Kevin Folkman; Kevin Pollard; Ladder One; Ladder Three; Ladder Two; Lawrence M. DiVietro; Lydia Chapman; Mark Harper; Michael Harper; Michael Labar; Michael Miller; Miguel Ramos; Phillip Tally; Ralph Schneeman; Rescue One; Robert Eckert; Robert Scott; Samuel Balakas; Samuel Munoz; Shane Belcher; Squad Seven; Tyrone Miles

**Subject:** RE: Personnel Announcement

Resident Castro,

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- Supervising Fire Prevention Specialist- UFD
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- Battalion Fire Chief
- Fire Captain
- Firefighter

*Michael L. Harper*

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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**From:** Ciri Castro [mailto:icfire9@yahoo.com]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>

**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>

**Subject:** Personnel Announcement

Good Morning Chief,

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**From:**  
**Sent:**  
**To:**  
**Cc:**

[REDACTED]  
Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>  
Tuesday, August 17, 2021 10:55 AM  
Michael Harper; 'Ciri Castro'  
Jason J. Asuncion; Samuel Munoz  
(smunoz@iafflocal2578.org); iaff.local.2578.secretary@gmail.com; Agripino Figueroa;  
Battalion One; Battalion Two; Bernal Ford; Braulio Villegas, Chief Fire Marshall; Brian  
Beach; Brian  
Irving; Carlos Colon; Christopher Baker; Christopher Barrientos; Christopher Edwards;  
Daniel Baker; Daniel Seybert; Dwayne Dixon; Eduardo  
Frontado; Edward Stratton; Engine Eight; Engine  
Eleven; Engine Nine; Engine One; Engine Six; Engine Ten; Ezequiel Tirado; Frank  
Bottalico; Frank Sandrock; Frank Thompson; Gabriel Angemi; Gabriel Arroyo; Gabriel  
Caraballo; Gilberto Colon; Herbert Leary; Javier Matos; Jesse Flax; Joel Bain; John Church;  
Jon Martin; Jose Berrios; Joseph Tull; Kevin Folkman; Kevin Pollard; Ladder One; Ladder  
Three; Ladder Two; Lawrence M. DiVietro; Lydia Chapman; Mark Harper; Michael Labar;  
Michael Miller; Miguel Ramos; Phillip Tally; Ralph Schneeman; Rescue One; Robert  
Eckert; Robert Scott; Samuel Balakas; Samuel Munoz; Shane Belcher; Squad Seven;  
Tyrone Miles  
RE: Personnel Announcement

**Subject:**

Thank you.

ck

**From:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Sent:** Tuesday, August 17, 2021 10:48 AM  
**To:** 'Ciri Castro' <icfire9@yahoo.com>  
**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Samuel Munoz  
(smunoz@iafflocal2578.org) <smunoz@iafflocal2578.org>; iaff.local.2578.secretary@gmail.com; Agripino Figueroa  
<AgFiguera@ci.camden.nj.us>; Battalion One <BaOne@ci.camden.nj.us>; Battalion Two <BaTwo@ci.camden.nj.us>;  
Bernal Ford <BeFord@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Brian Beach  
<BrBeach@ci.camden.nj.us>; Brian Irving <BrIrving@ci.camden.nj.us>; Carlos Colon <CaColon@ci.camden.nj.us>; Christopher  
Edwards <ChEdward@ci.camden.nj.us>; Christopher Baker <ChBaker@ci.camden.nj.us>; Christopher Barrientos <ChBarrie@ci.camden.nj.us>; Christopher  
Edwards <ChEdward@ci.camden.nj.us>; Daniel Baker <DaBaker@ci.camden.nj.us>; Daniel Seybert  
<DaSeyber@ci.camden.nj.us>; Dwayne Dixon <DwDixon@ci.camden.nj.us>; Eduardo Frontado  
<EdFronta@ci.camden.nj.us>; Edward Stratton <EdStratt@ci.camden.nj.us>; Engine Eight <EnEight@ci.camden.nj.us>;  
Engine Eleven <EnEleven@ci.camden.nj.us>; Engine Nine <EnNine@ci.camden.nj.us>; Engine One  
<EnOne@ci.camden.nj.us>; Engine Six <EnSix@ci.camden.nj.us>; Engine Ten <EnTen@ci.camden.nj.us>; Ezequiel Tirado  
<EzTirado@ci.camden.nj.us>; Frank Bottalico <FrBottal@ci.camden.nj.us>; Frank Sandrock  
<FrSandro@ci.camden.nj.us>; Frank Thompson <FrThomps@ci.camden.nj.us>; Gabriel Angemi  
<GaAngemi@ci.camden.nj.us>; Gabriel Arroyo <GaArroyo@ci.camden.nj.us>; Gabriel Caraballo  
<GaCaraba@ci.camden.nj.us>; Gilberto Colon <GiColon@ci.camden.nj.us>; Herbert Leary <HeLeary@ci.camden.nj.us>;  
Javier Matos <JaMatos@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Joel Bain <JoBain@ci.camden.nj.us>;  
John Church <JoChurch@ci.camden.nj.us>; Jon Martin <JoMartin@ci.camden.nj.us>; Jose Berrios  
<JoBerrio@ci.camden.nj.us>; Joseph Tull <JoTull@ci.camden.nj.us>; Kevin Folkman <KeFolkma@ci.camden.nj.us>; Kevin  
Pollard <KePollar@ci.camden.nj.us>; Ladder One <LaOne@ci.camden.nj.us>; Ladder Three <LaThree@ci.camden.nj.us>;  
Ladder Two <LaTwo@ci.camden.nj.us>; Lawrence M. DiVietro <LaDiViet@ci.camden.nj.us>; Lydia Chapman  
<LyChapma@ci.camden.nj.us>; Mark Harper <MaHarper@ci.camden.nj.us>; Michael Harper

<MiHarper@ci.camden.nj.us>; Michael Labar <MiLabar@ci.camden.nj.us>; Michael Miller <MiMiller@ci.camden.nj.us>; Miguel Ramos <MiRamos@ci.camden.nj.us>; Phillip Tally <PhTally@ci.camden.nj.us>; Ralph Schneeman <RaSchnee@ci.camden.nj.us>; Rescue One <ReOne@ci.camden.nj.us>; Robert Eckert <RoEckert@ci.camden.nj.us>; Robert Scott <RoScott@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Samuel Munoz <SaMunoz@ci.camden.nj.us>; Shane Belcher <ShBelche@ci.camden.nj.us>; Squad Seven <SqSeven@ci.camden.nj.us>; Tyrone Miles <TyMiles@ci.camden.nj.us>

**Subject:** [EXTERNAL] RE: Personnel Announcement

President Castro,

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**From:** Ciri Castro [<mailto:icfire9@yahoo.com>]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <[MiHarper@ci.camden.nj.us](mailto:MiHarper@ci.camden.nj.us)>; Braulio Villegas, Chief Fire Marshall <[BrVilleg@ci.camden.nj.us](mailto:BrVilleg@ci.camden.nj.us)>; Jesse Flax <[JeFlax@ci.camden.nj.us](mailto:JeFlax@ci.camden.nj.us)>; Jose Berrios <[JoBerrio@ci.camden.nj.us](mailto:JoBerrio@ci.camden.nj.us)>; Samuel Balakas

<[SaBalaka@ci.camden.nj.us](mailto:SaBalaka@ci.camden.nj.us)>

**Cc:** Jason J. Asuncion <[JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us)>; Jack Layne <[jack.layne@dca.nj.gov](mailto:jack.layne@dca.nj.gov)>

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**From:** [REDACTED]  
**Sent:** SqSeven@ci.camden.nj.us  
**To:** Tuesday, August 17, 2021 10:56 AM  
**Subject:** MiMiller@ci.camden.nj.us  
FW: Personnel Announcement

---

**From:** Layne, Jack [DCA]  
**Sent:** Tuesday, August 17, 2021 10:55:10 AM (UTC-05:00) Eastern Time (US & Canada)  
**To:** Michael Harper; 'Ciri Castro'  
**Cc:** Jason J. Asuncion; Samuel Munoz (smunoz@iafflocal2578.org); iaff.local.2578.secretary@gmail.com; Agripino Figueroa; Battalion One; Battalion Two; Bernal Ford; Braulio Villegas, Chief Fire Marshall; Brian Beach; Brian Irving; Carlos Colon; Christopher Baker; Christopher Barrientos; Christopher Edwards; Daniel Baker; Daniel Seybert; Dwayne Dixon; Eduardo Frontado; Edward Stratton; Engine Eight; Engine Eleven; Engine Nine; Engine One; Engine Six; Engine Ten; Ezequiel Tirado; Frank Bottalico; Frank Sandro; Frank Thompson; Gabriel Angemi; Gabriel Arroyo; Gabriel Caraballo; Gilberto Colon; Herbert Leary; Javier Matos; Jesse Flax; Joel Bain; John Church; Jon Martin; Jose Berrios; Joseph Tull; Kevin Folkman; Kevin Pollard; Ladder One; Ladder Three; Ladder Two; Lawrence M. DiVietro; Lydia Chapman; Mark Harper; Michael Labar; Michael Miller; Miguel Ramos; Phillip Tally; Ralph Schneeman; Rescue One; Robert Eckert; Robert Scott; Samuel Balakas; Samuel Munoz; Shane Belcher; Squad Seven; Tyrone Miles  
**Subject:** RE: Personnel Announcement

Thank you.

ck

---

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**Sent:** Tuesday, August 17, 2021 10:48 AM  
**To:** 'Ciri Castro' <icfire9@yahoo.com>  
**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Samuel Munoz (smunoz@iafflocal2578.org) <smunoz@iafflocal2578.org>; iaff.local.2578.secretary@gmail.com; Agripino Figueroa <AgFiguera@ci.camden.nj.us>; Battalion One <BaOne@ci.camden.nj.us>; Battalion Two <BaTwo@ci.camden.nj.us>; Bernal Ford <BeFord@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Brian Beach <BrBeach@ci.camden.nj.us>; Brian Irving <BrIrving@ci.camden.nj.us>; Carlos Colon <CaColon@ci.camden.nj.us>; Christopher Baker <ChBaker@ci.camden.nj.us>; Christopher Barrientos <ChBarrie@ci.camden.nj.us>; Christopher Edwards <ChEdward@ci.camden.nj.us>; Daniel Baker <DaBaker@ci.camden.nj.us>; Daniel Seybert <DaSeyber@ci.camden.nj.us>; Dwayne Dixon <DwDixon@ci.camden.nj.us>; Eduardo Frontado <EdFronta@ci.camden.nj.us>; Edward Stratton <EdStratt@ci.camden.nj.us>; Engine Eight <EnEight@ci.camden.nj.us>; Engine Eleven <EnEleven@ci.camden.nj.us>; Engine Nine <EnNine@ci.camden.nj.us>; Engine One <EnOne@ci.camden.nj.us>; Engine Six <EnSix@ci.camden.nj.us>; Engine Ten <EnTen@ci.camden.nj.us>; Ezequiel Tirado <EzTirado@ci.camden.nj.us>; Frank Bottalico <FrBottal@ci.camden.nj.us>; Frank Sandro <FrSandro@ci.camden.nj.us>; Frank Thompson <FrThomps@ci.camden.nj.us>; Gabriel Angemi <GaAngemi@ci.camden.nj.us>; Gabriel Arroyo <GaArroyo@ci.camden.nj.us>; Gabriel Caraballo <GaCaraba@ci.camden.nj.us>; Gilberto Colon <GiColon@ci.camden.nj.us>; Herbert Leary <HeLeary@ci.camden.nj.us>; Javier Matos <JaMatos@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Joel Bain <JoBain@ci.camden.nj.us>; John Church <JoChurch@ci.camden.nj.us>; Jon Martin <JoMartin@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Kevin Folkman <KeFolkma@ci.camden.nj.us>; Kevin Pollard <KePollar@ci.camden.nj.us>; Ladder One <LaOne@ci.camden.nj.us>; Ladder Three <LaThree@ci.camden.nj.us>; Ladder Two <LaTwo@ci.camden.nj.us>; Lawrence M. DiVietro <LaDiViet@ci.camden.nj.us>; Lydia Chapman <LyChapma@ci.camden.nj.us>; Mark Harper <MaHarper@ci.camden.nj.us>; Michael Harper



<MiHarper@ci.camden.nj.us>; Michael Labar <MiLabar@ci.camden.nj.us>; Michael Miller <MiMiller@ci.camden.nj.us>; Miguel Ramos <MiRamos@ci.camden.nj.us>; Phillip Tally <PhTally@ci.camden.nj.us>; Ralph Schneeman <RaSchnee@ci.camden.nj.us>; Rescue One <ReOne@ci.camden.nj.us>; Robert Eckert <RoEckert@ci.camden.nj.us>; Robert Scott <RoScott@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Samuel Munoz <SaMunoz@ci.camden.nj.us>; Shane Belcher <ShBelche@ci.camden.nj.us>; Squad Seven <SqSeven@ci.camden.nj.us>; Tyrone Miles <TyMiles@ci.camden.nj.us>

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- Battalion Fire Chief
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Fire Chief

Camden Fire Department

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**From:** Ciri Castro [mailto:icfire9@yahoo.com]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas

<SaBalaka@ci.camden.nj.us>

**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>

**Subject:** Personnel Announcement

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[REDACTED]  
[REDACTED]  
[REDACTED]  
om: LiPicon@ci.camden.nj.us  
Sent: Tuesday, August 17, 2021 10:58 AM  
To: [REDACTED]  
Subject: RE: Supervising Fire Prevention Specialist UFD

Yes. The City did receive your letter of interest for the position of Sup. FPS, UFD. The position of Sup. FPS, UFD is pending Civil Service promotional procedures.

***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](mailto:lipicon@ci.camden.nj.us)  
Cell #: 609-634-9715

From: Jennifer Barrientos [mailto:[REDACTED]]  
Sent: Tuesday, August 17, 2021 10:48 AM  
To: Lisa Picon <LiPicon@ci.camden.nj.us>  
Subject: Supervising Fire Prevention Specialist UFD

Good Morning Lisa,

After our discussion this morning, I just want to confirm a few things. I want to confirm that the City received my letter of intent for the Provisional Supervising Fire Prevention Specialist UFD position submitted on 7/27/21. I'd also like to confirm that the current appointment of the SFPS UFD is pending the promotional exam.

Thank you,

Jennifer Barrientos-Morris

**From:**  
**Sent:**  
**To:**  
**Subject:**

Jennifer Barrientos  
Tuesday, August 17, 2021 11:04 AM  
Lisa Picon  
Re: Supervising Fire Prevention Specialist UFD

Thank you.

On Tue, Aug 17, 2021, 10:58 AM Lisa Picon <[LiPicon@ci.camden.nj.us](mailto:LiPicon@ci.camden.nj.us)> wrote:

Yes. The City did receive your letter of interest for the position of Sup. FPS, UFD. The position of Sup. FPS, UFD is pending Civil Service promotional procedures.

***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](mailto:lipicon@ci.camden.nj.us)

Cell #: 609-634-9715

**From:** Jennifer Barrientos [mailto: [REDACTED]]  
**Sent:** Tuesday, August 17, 2021 10:46 AM  
**To:** Lisa Picon <[LiPicon@ci.camden.nj.us](mailto:LiPicon@ci.camden.nj.us)>  
**Subject:** Supervising Fire Prevention Specialist UFD

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Thank you,

Jennifer Barrientos-Morris

**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Tuesday, August 17, 2021 12:48 PM  
**To:** DianeG@ci.camden.nj.us  
**Cc:** Jack.Layne@dca.nj.gov; MiHarper@ci.camden.nj.us  
**Subject:** FW: Personnel Announcement

Please schedule meeting before end of week to discuss SFPS position with Chief Harper and Mr. Layne.

We can do in my Office or Jack's.

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

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

**From:** "Layne, Jack [DCA]" <[Jack.Layne@dca.nj.gov](mailto:Jack.Layne@dca.nj.gov)>  
**Date:** 8/17/21 10:57 AM (GMT-05:00)  
**To:** Michael Harper <[MiHarper@ci.camden.nj.us](mailto:MiHarper@ci.camden.nj.us)>, 'Ciri Castro' <[icfire9@yahoo.com](mailto:icfire9@yahoo.com)>  
**Cc:** "Jason J. Asuncion" <[JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us)>, "Samuel Munoz ([smunoz@iafflocal2578.org](mailto:smunoz@iafflocal2578.org))" <[smunoz@iafflocal2578.org](mailto:smunoz@iafflocal2578.org)>, [iaff.local.2578.secretary@gmail.com](mailto:iaff.local.2578.secretary@gmail.com), Agripino Figueroa <[AgFiguera@ci.camden.nj.us](mailto:AgFiguera@ci.camden.nj.us)>, Battalion One <[BaOne@ci.camden.nj.us](mailto:BaOne@ci.camden.nj.us)>, Battalion Two <[BaTwo@ci.camden.nj.us](mailto:BaTwo@ci.camden.nj.us)>, Bernal Ford <[BeFord@ci.camden.nj.us](mailto:BeFord@ci.camden.nj.us)>, "Braulio Villegas, Chief Fire Marshall" <[BrVilleg@ci.camden.nj.us](mailto:BrVilleg@ci.camden.nj.us)>, Brian Beach <[BrBeach@ci.camden.nj.us](mailto:BrBeach@ci.camden.nj.us)>, Brian Irving <[BrIrving@ci.camden.nj.us](mailto:BrIrving@ci.camden.nj.us)>, Carlos Colon <[CaColon@ci.camden.nj.us](mailto:CaColon@ci.camden.nj.us)>, Christopher Baker <[ChBaker@ci.camden.nj.us](mailto:ChBaker@ci.camden.nj.us)>, Christopher Barrientos <[ChBarrie@ci.camden.nj.us](mailto:ChBarrie@ci.camden.nj.us)>, Christopher Edwards <[ChEdward@ci.camden.nj.us](mailto:ChEdward@ci.camden.nj.us)>, Daniel Baker <[DaBaker@ci.camden.nj.us](mailto:DaBaker@ci.camden.nj.us)>, Daniel Seybert <[DaSeyber@ci.camden.nj.us](mailto:DaSeyber@ci.camden.nj.us)>, Dwayne Dixon <[DwDixon@ci.camden.nj.us](mailto:DwDixon@ci.camden.nj.us)>, Eduardo Frontado <[EdFronta@ci.camden.nj.us](mailto:EdFronta@ci.camden.nj.us)>, Edward Stratton <[EdStratt@ci.camden.nj.us](mailto:EdStratt@ci.camden.nj.us)>, Engine Eight <[EnEight@ci.camden.nj.us](mailto:EnEight@ci.camden.nj.us)>, Engine Eleven <[EnEleven@ci.camden.nj.us](mailto:EnEleven@ci.camden.nj.us)>, Engine Nine <[EnNine@ci.camden.nj.us](mailto:EnNine@ci.camden.nj.us)>, Engine One <[EnOne@ci.camden.nj.us](mailto:EnOne@ci.camden.nj.us)>, Engine Six <[EnSix@ci.camden.nj.us](mailto:EnSix@ci.camden.nj.us)>, Engine Ten <[EnTen@ci.camden.nj.us](mailto:EnTen@ci.camden.nj.us)>, Ezequiel Tirado <[EzTirado@ci.camden.nj.us](mailto:EzTirado@ci.camden.nj.us)>, Frank Bottalico <[FrBottal@ci.camden.nj.us](mailto:FrBottal@ci.camden.nj.us)>, Frank Sandrock <[FrSandro@ci.camden.nj.us](mailto:FrSandro@ci.camden.nj.us)>, Frank Thompson <[FrThomps@ci.camden.nj.us](mailto:FrThomps@ci.camden.nj.us)>, Gabriel Angemi <[GaAngemi@ci.camden.nj.us](mailto:GaAngemi@ci.camden.nj.us)>, Gabriel Arroyo <[GaArroyo@ci.camden.nj.us](mailto:GaArroyo@ci.camden.nj.us)>, Gabriel Caraballo <[GaCaraba@ci.camden.nj.us](mailto:GaCaraba@ci.camden.nj.us)>, Gilberto Colon <[GiColon@ci.camden.nj.us](mailto:GiColon@ci.camden.nj.us)>, Herbert Leary <[HeLeary@ci.camden.nj.us](mailto:HeLeary@ci.camden.nj.us)>, Javier Matos <[JaMatos@ci.camden.nj.us](mailto:JaMatos@ci.camden.nj.us)>, Jesse Flax <[JeFlax@ci.camden.nj.us](mailto:JeFlax@ci.camden.nj.us)>, Joel Bain <[JoBain@ci.camden.nj.us](mailto:JoBain@ci.camden.nj.us)>, John Church <[JoChurch@ci.camden.nj.us](mailto:JoChurch@ci.camden.nj.us)>, Jon Martin <[JoMartin@ci.camden.nj.us](mailto:JoMartin@ci.camden.nj.us)>, Jose Berrios <[JoBerrio@ci.camden.nj.us](mailto:JoBerrio@ci.camden.nj.us)>, Joseph Tull <[JoTull@ci.camden.nj.us](mailto:JoTull@ci.camden.nj.us)>, Kevin Folkman <[KeFolkma@ci.camden.nj.us](mailto:KeFolkma@ci.camden.nj.us)>, Kevin Pollard <[KePollar@ci.camden.nj.us](mailto:KePollar@ci.camden.nj.us)>, Ladder One <[LaOne@ci.camden.nj.us](mailto:LaOne@ci.camden.nj.us)>, Ladder Three <[LaThree@ci.camden.nj.us](mailto:LaThree@ci.camden.nj.us)>, Ladder Two <[LaTwo@ci.camden.nj.us](mailto:LaTwo@ci.camden.nj.us)>, "Lawrence M. DiVietro" <[LaDiViet@ci.camden.nj.us](mailto:LaDiViet@ci.camden.nj.us)>, Lydia Chapman

<LyChapma@ci.camden.nj.us>, Mark Harper <MaHarper@ci.camden.nj.us>, Michael Labar  
<MiLabar@ci.camden.nj.us>, Michael Miller <MiMiller@ci.camden.nj.us>, Miguel Ramos  
<MiRamos@ci.camden.nj.us>, Phillip Tally <PhTally@ci.camden.nj.us>, Ralph Schneeman  
<RaSchnee@ci.camden.nj.us>, Rescue One <ReOne@ci.camden.nj.us>, Robert Eckert  
<RoEckert@ci.camden.nj.us>, Robert Scott <RoScott@ci.camden.nj.us>, Samuel Balakas  
<SaBalaka@ci.camden.nj.us>, Samuel Munoz <SaMunoz@ci.camden.nj.us>, Shane Belcher  
<ShBelche@ci.camden.nj.us>, Squad Seven <SqSeven@ci.camden.nj.us>, Tyrone Miles  
<TyMiles@ci.camden.nj.us>

Subject: RE: Personnel Announcement

Thank you.

Jack

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

**Sent:** Tuesday, August 17, 2021 10:48 AM

**To:** 'Ciri Castro' <icfire9@yahoo.com>

**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Samuel Munoz  
(smunoz@iafflocal2578.org) <smunoz@iafflocal2578.org>; iaff.local.2578.secretary@gmail.com; Agripino Figueroa  
<AgFigu@ci.camden.nj.us>; Battalion One <BaOne@ci.camden.nj.us>; Battalion Two <BaTwo@ci.camden.nj.us>;  
Bernal Ford <BeFord@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Brian Beach  
<BrBeach@ci.camden.nj.us>; Brian Irving <Brlrving@ci.camden.nj.us>; Carlos Colon <CaColon@ci.camden.nj.us>;  
Christopher Baker <ChBaker@ci.camden.nj.us>; Christopher Barrientos <ChBarrie@ci.camden.nj.us>; Christopher  
Edwards <ChEdward@ci.camden.nj.us>; Daniel Baker <DaBaker@ci.camden.nj.us>; Daniel Seybert  
<DaSeyber@ci.camden.nj.us>; Dwayne Dixon <DwDixon@ci.camden.nj.us>; Eduardo Frontado  
<EdFronta@ci.camden.nj.us>; Edward Stratton <EdStratt@ci.camden.nj.us>; Engine Eight <EnEight@ci.camden.nj.us>;  
Engine Eleven <EnEleven@ci.camden.nj.us>; Engine Nine <EnNine@ci.camden.nj.us>; Engine One  
<EnOne@ci.camden.nj.us>; Engine Six <EnSix@ci.camden.nj.us>; Engine Ten <EnTen@ci.camden.nj.us>; Ezequiel Tirado  
<EzTirado@ci.camden.nj.us>; Frank Bottalico <FrBottal@ci.camden.nj.us>; Frank Sandrock  
<FrSandro@ci.camden.nj.us>; Frank Thompson <FrThomps@ci.camden.nj.us>; Gabriel Angemi  
<GaAngemi@ci.camden.nj.us>; Gabriel Arroyo <GaArroyo@ci.camden.nj.us>; Gabriel Caraballo  
<GaCaraba@ci.camden.nj.us>; Gilberto Colon <GiColon@ci.camden.nj.us>; Herbert Leary <HeLeary@ci.camden.nj.us>;  
Javier Matos <JaMatos@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Joel Bain <JoBain@ci.camden.nj.us>;  
John Church <JoChurch@ci.camden.nj.us>; Jon Martin <JoMartin@ci.camden.nj.us>; Jose Berrios  
<JoBerrio@ci.camden.nj.us>; Joseph Tull <JoTull@ci.camden.nj.us>; Kevin Folkman <KeFolkma@ci.camden.nj.us>; Kevin  
Pollard <KePollar@ci.camden.nj.us>; Ladder One <LaOne@ci.camden.nj.us>; Ladder Three <LaThree@ci.camden.nj.us>;  
Ladder Two <LaTwo@ci.camden.nj.us>; Lawrence M. DiVietro <LaDiViet@ci.camden.nj.us>; Lydia Chapman  
<LyChapma@ci.camden.nj.us>; Mark Harper <MaHarper@ci.camden.nj.us>; Michael Harper  
<MiHarper@ci.camden.nj.us>; Michael Labar <MiLabar@ci.camden.nj.us>; Michael Miller <MiMiller@ci.camden.nj.us>;  
Miguel Ramos <MiRamos@ci.camden.nj.us>; Phillip Tally <PhTally@ci.camden.nj.us>; Ralph Schneeman  
<RaSchnee@ci.camden.nj.us>; Rescue One <ReOne@ci.camden.nj.us>; Robert Eckert <RoEckert@ci.camden.nj.us>;  
Robert Scott <RoScott@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Samuel Munoz  
<SaMunoz@ci.camden.nj.us>; Shane Belcher <ShBelche@ci.camden.nj.us>; Squad Seven <SqSeven@ci.camden.nj.us>;  
Tyrone Miles <TyMiles@ci.camden.nj.us>

**Subject:** [EXTERNAL] RE: Personnel Announcement

President Castro,

We discussed yesterday the provisional appointment of Dave to Supervising Fire Prevention Specialist effective yesterday (8/16/21). That position was eliminated for over 10 years so the roles and responsibilities associated with that provisional title have to be reevaluated by me and my staff. Dave did not leave the FM Office where he was already assigned and his contact information has not changed. I will be planning a meeting with the FM Staff to discuss how we

will move forward. One of the most critical conflicts we seem to have is our members and others have come to associate the Fire Marshal positions as Chief and Assistant Chief Fire Marshal. Obviously you know that those titles are aliases and not the correct Civil Service titles for those positions. That apparently must be clarified and explained to everyone including City Administration so everyone is clear including the unions. The correct and official Civil Service titles for the Fire Marshal's Office are:

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- Supervising Fire Prevention Specialist- UFD
- Fire Prevention Specialist- UFD

The roles and responsibilities for the Deputy Chiefs are as follows:

- Deputy Chief of Administration – DC Jesse Flax (Car 2)
- Deputy Chief of Operations – DC Jose Berrios Car 3)
- Deputy Chief of Training – DC Samuel Balakas (Car 4)
- Battalion Chief of Training – BC Edward Stratton (Car 5)
- Captain of Training – Capt. Christopher Broccoli (Car 6) \*was supposed to be replaced via waivers

The other uniformed Civil Service titles we have that have not been listed above are:

- Fire Chief
- Battalion Fire Chief
- Fire Captain
- Firefighter
- 

*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:** Ciri Castro [mailto:icfire9@yahoo.com]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>

**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>

**Subject:** Personnel Announcement

Good Morning Chief,

Yesterday we discussed the appointment of FPS David Munoz to SFPS effective date 8/16/2021 but as of this date there has not been a Personnel Order put out by Fire Administration. Also contact information and SFPS Munoz office. It would be beneficial to our members to know who is the new Assistant Chief Fire Marshal so there can be a name and face to the title and location when the members seek information. We would also like to request a roles and responsibilities to each



new Deputy Chief so our members can submit any documentation for request and/or filing to the appropriate Deputy Chief.

**om:**  
**Sent:**  
**To:**  
**Subject:**

Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>  
Tuesday, August 17, 2021 12:51 PM  
Jason J. Asuncion  
RE: Personnel Announcement

If possible, Wednesday or Thursday versus Friday would be preferred.

Thank you.

Jack

**From:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Sent:** Tuesday, August 17, 2021 12:48 PM  
**To:** Diana Gonzalez <DianeG@ci.camden.nj.us>  
**Cc:** Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Michael Harper <MiHarper@ci.camden.nj.us>  
**Subject:** [EXTERNAL] FW: Personnel Announcement

Please schedule meeting before end of week to discuss SFPS position with Chief Harper and Mr. Layne.

We can do in my Office or Jack's.

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)

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

**From:** "Layne, Jack [DCA]" <Jack.Layne@dca.nj.gov>  
**Date:** 8/17/21 10:57 AM (GMT-05:00)  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>, 'Ciri Castro' <icfire9@yahoo.com>  
**Cc:** "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, "Samuel Munoz (smunoz@iafflocal2578.org)" <smunoz@iafflocal2578.org>, [iaff.local.2578.secretary@gmail.com](mailto:iaff.local.2578.secretary@gmail.com), Agripino Figueroa <AgFiguer@ci.camden.nj.us>, Battalion One <BaOne@ci.camden.nj.us>, Battalion Two <BaTwo@ci.camden.nj.us>, Bernal Ford <BeFord@ci.camden.nj.us>, "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Brian Beach <BrBeach@ci.camden.nj.us>, Brian Irving <BrIrving@ci.camden.nj.us>, Carlos Colon <CaColon@ci.camden.nj.us>, Christopher Baker <ChBaker@ci.camden.nj.us>, Christopher Barrientos <ChBarrie@ci.camden.nj.us>, Christopher Edwards <ChEdward@ci.camden.nj.us>, Daniel Baker <DaBaker@ci.camden.nj.us>, Daniel Seybert <DaSeyber@ci.camden.nj.us>, Dwayne Dixon <DwDixon@ci.camden.nj.us>, Eduardo Frontado <EdFronta@ci.camden.nj.us>, Edward Stratton <EdStratt@ci.camden.nj.us>, Engine Eight <EnEight@ci.camden.nj.us>, Engine Eleven <EnEleven@ci.camden.nj.us>, Engine Nine <EnNine@ci.camden.nj.us>, Engine One <EnOne@ci.camden.nj.us>, Engine Six <EnSix@ci.camden.nj.us>, Engine Ten <EnTen@ci.camden.nj.us>, Ezequiel Tirado <EzTirado@ci.camden.nj.us>, Frank Bottalico <FrBottal@ci.camden.nj.us>, Frank Sandrock <FrSandro@ci.camden.nj.us>, Frank Thompson <FrThomps@ci.camden.nj.us>, Gabriel Angemi <GaAngemi@ci.camden.nj.us>, Gabriel Arroyo <GaArroyo@ci.camden.nj.us>, Gabriel Caraballo

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Subject: RE: Personnel Announcement

Thank you.

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Sent: Tuesday, August 17, 2021 10:48 AM

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*Michael L. Harper*

Fire Chief

Camden Fire Department

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**From:** Ciri Castro [<mailto:icfire9@yahoo.com>]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <[MiHarper@ci.camden.nj.us](mailto:MiHarper@ci.camden.nj.us)>; Braulio Villegas, Chief Fire Marshall <[BrVilleg@ci.camden.nj.us](mailto:BrVilleg@ci.camden.nj.us)>; Jesse Flax <[JeFlax@ci.camden.nj.us](mailto:JeFlax@ci.camden.nj.us)>; Jose Berrios <[JoBerrio@ci.camden.nj.us](mailto:JoBerrio@ci.camden.nj.us)>; Samuel Balakas <[SaBalaka@ci.camden.nj.us](mailto:SaBalaka@ci.camden.nj.us)>

**Cc:** Jason J. Asuncion <[JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us)>; Jack Layne <[jack.layne@dca.nj.gov](mailto:jack.layne@dca.nj.gov)>

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From:  
Sent:  
To:  
Subject:

GrClark@ci.camden.nj.us  
Tuesday, August 17, 2021 3:15 PM  
gregorysclark  
FW: FPS Appointment Request

From: Michael Harper  
Sent: Tuesday, August 17, 2021 8:51 AM  
To: Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; Gregory Clark <GrClark@ci.camden.nj.us>; Jennifer Barrientos <JeBarrie@ci.camden.nj.us>  
Subject: RE: FPS Appointment Request

Very much the state audit should have considered the entire staffing in the Department and not just the FM Office. plan on scheduling a meeting this week to discuss the SFPS position returning and the guidelines that will be followed with it. The roles and responsibilities for that position have to be covered, modified, and acknowledged in writing by my office so the department is aware. Because of the hasty decision to fill the position City Administration has unfortunately put the cart before the horse.

*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: Braulio Villegas, Chief Fire Marshall  
Sent: Monday, August 16, 2021 5:12 PM  
To: Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>  
Subject: RE: FPS Appointment Request

Respectful  
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: 8/16/21 4:31 PM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Jose Berrios <JoBerrio@ci.camden.nj.us>, Samuel Balakas <SaBalaka@ci.camden.nj.us>, Jesse Flax <JeFlax@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>

Cc: "smunoz@iafflocal2578.org" <smunoz@iafflocal2578.org>, "Ciri Castro Jr (icfire9@yahoo.com)" <icfire9@yahoo.com>

Subject: RE: FPS Appointment Request

*Michael L. Harper*

Fire Chief

Camden Fire Department

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From: Braulio Villegas, Chief Fire Marshall

Sent: Monday, August 16, 2021 4:02 PM

To: Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>

Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>

Subject: FPS Appointment Request

Importance: High

Chief Harper,

Res  
Braulio Villegas, MS, CPM

Chief Fire Marshal  
Camden Fire Department  
(856) 757-7510 (Office)  
(856) 757-7243 (Fax)

*"Don't be afraid to think outside the box. Don't be afraid to fail big. To dream big" – Denzel Washington*





**From:**

DianeG@ci.camden.nj.us on behalf of JaAsunci@ci.camden.nj.us

**Sent:**

Tuesday, August 17, 2021 3:49 PM

**To:**

MiHarper@ci.camden.nj.us; Jack.Layne@dca.nj.gov

**Subject:**

Supervising Fire Prevention Specialist Positions - Fire Department

**Attachments:**

attachment.ics



**Subject:** Supervising Fire Prevention Specialist Positions - Fire Department  
Room 409 - BA's Office

**Start:** Wed 8/18/2021 3:00 PM  
**End:** Wed 8/18/2021 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Jason J. Asuncion

ject:

Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>

Howard McCoach; Layne, Jack [DCA]

Accepted: Supervising Fire Prevention Specialist Positions - Fire Department

**From:** Ciri Castro <icfire9@yahoo.com>  
**Sent:** Tuesday, August 17, 2021 4:07 PM  
**To:** Michael Harper  
**Cc:** Jason J. Asuncion; Jack Layne; Samuel Munoz (smunoz@iafflocal2578.org);  
iaff.local.2578.secretary@gmail.com; Agripino Figueroa; Battalion One; Battalion Two;  
Bernal Ford; Braulio  
Villegas, Chief Fire Marshall; Brian Beach; Brian Irving; Carlos Colon; Christopher Baker;  
Christopher Barrientos; Christopher Edwards; Daniel Baker; Daniel Seybert; Dwayne  
Dixon; Eduardo Frontado; Edward Stratton; Engine Eight; Engine  
Eleven; Engine Nine; Engine One; Engine Six; Engine Ten; Ezequiel Tirado; Frank  
Bottalico; Frank Sandrock; Frank Thompson; Gabriel Angemi; Gabriel Arroyo; Gabriel  
Caraballo; Gilberto Colon; Herbert Leary; Javier Matos; Jesse Flax; Joel Bain; John Church;  
Jon Martin; Jose Berrios; Joseph Tull; Kevin Folkman; Kevin Pollard; Ladder One; Ladder  
Three; Ladder Two; Lawrence M. DiVietro; Lydia Chapman; Mark Harper; Michael Harper;  
Michael Labar; Michael Miller; Miguel Ramos; Phillip Tally; Ralph Schneeman; Rescue  
One; Robert Eckert; Robert Scott; Samuel Balakas; Samuel Munoz; Shane Belcher; Squad  
Seven; Tyrone Miles  
**Subject:** Re: Personnel Announcement  
**Attachments:** 20210811071047831.pdf

Chief,

The Unions are very aware that the terms Chief Fire Marshal (CFM) and Assistant Chief Fire Marshal (ACFM) are aliases. Nevertheless, they have been used within the uniformed ranked circles for decades. In fact, the official unit designation of personnel in the Fire Marshal's Office (FMO- another alias) for the Fire Prevention Unit are FM1, FM2, FM3, FM4, etc., which we assume the FM stands for "Fire Marshal" although technically FPS, SFPS and FSO respectively. The Union feels your response still hasn't addressed our requests:

1. Why hasn't a personnel order for the position of ACMS (SFPS) been put out as has been the past practice for every other positions promoted in the CFD's history including Acting positions which violate our contract?
2. The Union is aware of the assignments of the new Deputy Chiefs, we requested a list of the entire scope of duties for each.

Please see attached and I thank you in advance for your attention to this matter

Respectfully submitted,

Ciri Castro Jr.  
IAFF - Local 788, President

On Tuesday, August 17, 2021, 10:47:42 AM EDT, Michael Harper <miharper@ci.camden.nj.us> wrote:

President Castro,

We discussed yesterday the provisional appointment of Dave to Supervising Fire Prevention Specialist effective yesterday (8/16/21). That position was eliminated for over 10 years so the roles and responsibilities associated with that provisional title have to be reevaluated by me and my staff. Dave did not leave the FM Office where he was already assigned and his contact information has not changed. I will be planning a meeting with the FM Staff to discuss how we will move forward. One of the most critical conflicts we seem to have is our members and others have come to associate the Fire Marshal positions as Chief and Assistant Chief Fire Marshal. Obviously you know that those titles are aliases and not the correct Civil Service titles for those positions. That apparently must be clarified and explained to everyone including City Administration so everyone is clear including the unions. The correct and official Civil Service titles for the Fire Marshal's Office are:

- Fire Official/Fire Subcode Official – UFD
- Supervising Fire Prevention Specialist- UFD
- Fire Prevention Specialist- UFD

The roles and responsibilities for the Deputy Chiefs are as follows:

- Deputy Chief of Administration – DC Jesse Flax (Car 2)
- Deputy Chief of Operations – DC Jose Berrios Car 3)
- Deputy Chief of Training – DC Samuel Balakas (Car 4)
- Battalion Chief of Training – BC Edward Stratton (Car 5)
- Captain of Training – Capt. Christopher Broccoli (Car 6) \*was supposed to be replaced via waivers

The other uniformed Civil Service titles we have that have not been listed above are:

- Fire Chief
- Battalion Fire Chief
- Fire Captain
- Firefighter

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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---

**From:** Ciri Castro [mailto:icfire9@yahoo.com]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall  
<BrVilleg@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios  
<JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>

**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>

**Subject:** Personnel Announcement

Good Morning Chief,

Yesterday we discussed the appointment of FPS David Munoz to SFPS effective date 8/16/2021 but as of this date there has not been a Personnel Order put out by Fire Administration. Also contact information and SFPS Munoz office. It would be beneficial to our members to know who is the new Assistant Chief Fire Marshal so there can be a name and face to the title and location when the members seek information. We would also like to request a roles and responsibilities to each new Deputy Chief so our members can submit any documentation for request and/or filing to the appropriate Deputy Chief.

**City of Camden**  
**Fire Department**  
**Memorandum**

To: Ms Christine Tucker and All FD Units

/City Administration and  
Uniformed Force

From: Chief Michael Harper

/Fire Administration

Re: Acting Chief Fire Marshal

Date: July 14, 2011

Chief Fire Marshal Braulio "Woody" Villegas will be on Vacation leave from July 15, 2011 through July 31, 2011. Because of the importance of the position of Chief Fire Marshal this position will require a replacement in absence of the Chief. Pursuant to the contract between the City of Camden and IAFF Local 788 – Camden Firefighters Article XXVI-Section 2, an employee to be appointed to the higher ranking position shall be the most senior employee in the department assigned to that particular unit. As a matter of qualification the person assigned to replace the Chief FM must have the appropriate licensing to qualify for an acting position at that level.

In light of the above listed conditions Fire Inspector David Munoz will be assigned to act in the absence of Chief Villegas while he is on vacation (July 15 – 31, 2011). All requests for the services of Chief Villegas will be forwarded to Fire Inspector Munoz for the 16 day period. The contact information for Inspector Munoz (FM – 4) is [DaMunoz@ci.camden.nj.us](mailto:DaMunoz@ci.camden.nj.us) and his phone numbers are 856-757-7531 (office) and [REDACTED] (cellular). Please make this information known to your employees and staff.

Officially,

*Michael L Harper*

Michael L Harper  
Fire Chief

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**City of Camden  
Fire Department  
Memorandum**

To: Ms Christine Tucker and All FD Units

/City Administration and  
Uniformed Force

From: Chief Michael Harper

/Fire Administration

Re: Acting Chief Fire Marshal

Date: October 7, 2011

Chief Fire Marshal Braulio "Woody" Villegas will be on Vacation leave from October 10, 2011 through October 14, 2011. Because of the importance of the position of Chief Fire Marshal this position will require a replacement in absence of the Chief. Pursuant to the contract between the City of Camden and IAFF Local 788 – Camden Firefighters Article XXVI-Section 2, an employee to be appointed to the higher ranking position shall be the most senior employee in the department assigned to that particular unit. As a matter of qualification the person assigned to replace the Chief FM must have the appropriate licensing to qualify for an acting position at that level.

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Officially,

*Michael L Harper*

Michael L Harper  
Fire Chief

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**City of Camden  
Fire Department  
Memorandum**

To: Ms Christine Tucker and All FD Units

/City Administration and  
Uniformed Force

From: Chief Michael Harper

/Fire Administration

Re: Acting Chief Fire Marshal

Date: April 9, 2012

Chief Fire Marshal Braulio "Woody" Villegas will be on Vacation leave from April 9, 2012 through April 13, 2012. Because of the importance of the position of Chief Fire Marshal this position will require a replacement in absence of the Chief. Pursuant to the contract between the City of Camden and IAFF Local 788 – Camden Firefighters Article XXVI-Section 2, an employee to be appointed to the higher ranking position shall be the most senior employee in the department assigned to that particular unit. As a matter of qualification the person assigned to replace the Chief FM must have the appropriate licensing to qualify for an acting position at that level.

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Michael L Harper

Fire Chief

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**From:** SqSeven@ci.camden.nj.us  
**Sent:** Tuesday, August 17, 2021 4:10 PM  
**To:** MiMiller@ci.camden.nj.us  
**Subject:** FW: Personnel Announcement  
**Attachments:** 20210811071047831.pdf

---

**From:** Ciri Castro  
**Sent:** Tuesday, August 17, 2021 4:06:30 PM (UTC-05:00) Eastern Time (US & Canada)

**To:** Michael Harper  
**Cc:** Jason J. Asuncion; Jack Layne; Samuel Munoz (smunoz@iafflocal2578.org); iaff.local.2578.secretary@gmail.com; Agripino Figueroa; Battalion One; Battalion Two; Bernal Ford; Braulio Villegas, Chief Fire Marshall; Brian Beach; Brian Irving; Carlos Colon; Christopher Baker; Christopher Barrientos; Christopher Edwards; Daniel Baker; Daniel Seybert; Dwayne Dixon; Eduardo Frontado; Edward Stratton; Engine Eight; Engine Eleven; Engine Nine; Engine One; Engine Six; Engine Ten; Ezequiel Tirado; Frank Bottalico; Frank Sandro; Frank Thompson; Gabriel Angemi; Gabriel Arroyo; Gabriel Caraballo; Gilberto Colon; Herbert Leary; Javier Matos; Jesse Flax; Joel Bain; John Church; Jon Martin; Jose Berrios; Joseph Tull; Kevin Folkman; Kevin Pollard; Ladder One; Ladder Three; Ladder Two; Lawrence M. DiVietro; Lydia Chapman; Mark Harper; Michael Harper; Michael Labar; Michael Miller; Miguel Ramos; Phillip Tally; Ralph Schneeman; Rescue One; Robert Eckert; Robert Scott; Samuel Balakas; Samuel Munoz; Shane Belcher; Squad Seven; Tyrone Miles  
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Camden Fire Department

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---

**From:** Ciri Castro [mailto:icfire9@yahoo.com]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>

**c:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>

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**City of Camden**  
**Fire Department**  
**Memorandum**

To: Ms Christine Tucker and All FD Units

/City Administration and  
Uniformed Force

From: Chief Michael Harper

/Fire Administration

Re: Acting Chief Fire Marshal

Date: April 9, 2012

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Officially,

*Michael L Harper*

Michael L Harper  
Fire Chief

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**City of Camden  
Fire Department  
Memorandum**

To: Ms Christine Tucker and All FD Units

/City Administration and  
Uniformed Force

From: Chief Michael Harper

/Fire Administration

Re: Acting Chief Fire Marshal

Date: October 7, 2011

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*Michael L Harper*

Michael L Harper  
Fire Chief

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**City of Camden  
Fire Department  
Memorandum**

To: Ms Christine Tucker and All FD Units

/City Administration and  
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From: Chief Michael Harper

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Officially,

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Michael L Harper  
Fire Chief

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---

**From:** MiHarper@ci.camden.nj.us  
**Sent:** Tuesday, August 17, 2021 4:20 PM  
**To:** DianeG@ci.camden.nj.us  
**Subject:** Accepted: Supervising Fire Prevention Specialist Positions - Fire Department  
**Attachments:** attachment.ics

Our Deputy Chief of Administration should also be at this meeting since he handles personnel issues related to his position.



**From:** EnTen@ci.camden.nj.us  
**Sent:** Tuesday, August 17, 2021 4:27 PM  
**To:** icfire9@gmail.com  
**Subject:** FW: Personnel Announcement  
**Attachments:** Battalion Fire Chief of Training.pdf; Deputy Fire Chief of Administration.pdf; Deputy Fire Chief of Operations.pdf; Deputy Fire Chief of Training.pdf

**From:** Michael Harper  
**Sent:** Tuesday, August 17, 2021 10:48 AM  
**To:** 'Ciri Castro' <icfire9@yahoo.com>  
**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>; Samuel Munoz <smunoz@iafflocal2578.org> <smunoz@iafflocal2578.org>; iaff.local.2578.secretary@gmail.com; Agripino Figueroa <AgFiguer@ci.camden.nj.us>; Battalion One <BaOne@ci.camden.nj.us>; Battalion Two <BaTwo@ci.camden.nj.us>; Bernal Ford <BeFord@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Brian Beach <BrBeach@ci.camden.nj.us>; Brian Irving <BrIrving@ci.camden.nj.us>; Carlos Colon <CaColon@ci.camden.nj.us>; Christopher Baker <ChBaker@ci.camden.nj.us>; Christopher Barrientos <ChBarrie@ci.camden.nj.us>; Christopher Edwards <ChEdward@ci.camden.nj.us>; Daniel Baker <DaBaker@ci.camden.nj.us>; Daniel Seybert <DaSeyber@ci.camden.nj.us>; Dwayne Dixon <DwDixon@ci.camden.nj.us>; Eduardo Frontado <EdFronta@ci.camden.nj.us>; Edward Stratton <EdStratt@ci.camden.nj.us>; Engine Eight <EnEight@ci.camden.nj.us>; Engine Eleven <EnEleven@ci.camden.nj.us>; Engine Nine <EnNine@ci.camden.nj.us>; Engine One <EnOne@ci.camden.nj.us>; Engine Six <EnSix@ci.camden.nj.us>; Engine Ten <EnTen@ci.camden.nj.us>; Ezequiel Tirado <EzTirado@ci.camden.nj.us>; Frank Bottalico <FrBottal@ci.camden.nj.us>; Frank Sandrock <FrSandrock@ci.camden.nj.us>; Frank Thompson <FrThomps@ci.camden.nj.us>; Gabriel Angemi <GaAngemi@ci.camden.nj.us>; Gabriel Arroyo <GaArroyo@ci.camden.nj.us>; Gabriel Caraballo <GaCaraba@ci.camden.nj.us>; Gilberto Colon <GiColon@ci.camden.nj.us>; Herbert Leary <HeLeary@ci.camden.nj.us>; Javier Matos <JaMatos@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Joel Bain <JoBain@ci.camden.nj.us>; John Church <JoChurch@ci.camden.nj.us>; Jon Martin <JoMartin@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Joseph Tull <JoTull@ci.camden.nj.us>; Kevin Folkman <KeFolkma@ci.camden.nj.us>; Kevin Pollard <KePollar@ci.camden.nj.us>; Ladder One <LaOne@ci.camden.nj.us>; Ladder Three <LaThree@ci.camden.nj.us>; Ladder Two <LaTwo@ci.camden.nj.us>; Lawrence M. DiVietro <LaDiViet@ci.camden.nj.us>; Lydia Chapman <LyChapma@ci.camden.nj.us>; Mark Harper <MaHarper@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>; Michael Labar <MiLabar@ci.camden.nj.us>; Michael Miller <MiMiller@ci.camden.nj.us>; Miguel Ramos <MiRamos@ci.camden.nj.us>; Phillip Tally <PhTally@ci.camden.nj.us>; Ralph Schneeman <RaSchnee@ci.camden.nj.us>; Rescue One <ReOne@ci.camden.nj.us>; Robert Eckert <RoEckert@ci.camden.nj.us>; Robert Scott <RoScott@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Samuel Munoz <SaMunoz@ci.camden.nj.us>; Shane Belcher <ShBelche@ci.camden.nj.us>; Squad Seven <SqSeven@ci.camden.nj.us>; Tyrone Miles <TyMiles@ci.camden.nj.us>  
**Subject:** RE: Personnel Announcement

President Castro,

We discussed yesterday the provisional appointment of Dave to Supervising Fire Prevention Specialist effective yesterday (8/16/21). That position was eliminated for over 10 years so the roles and responsibilities associated with that provisional title have to be reevaluated by me and my staff. Dave did not leave the FM Office where he was already assigned and his contact information has not changed. I will be planning a meeting with the FM Staff to discuss how we will move forward. One of the most critical conflicts we seem to have is our members and others have come to

associate the Fire Marshal positions as Chief and Assistant Chief Fire Marshal. Obviously you know that those titles are aliases and not the correct Civil Service titles for those positions. That apparently must be clarified and explained to everyone including City Administration so everyone is clear including the unions. The correct and official Civil Service titles for the Fire Marshal's Office are:

- Fire Official/Fire Subcode Official – UFD
- Supervising Fire Prevention Specialist- UFD
- Fire Prevention Specialist- UFD

The roles and responsibilities for the Deputy Chiefs are as follows:

- Deputy Chief of Administration – DC Jesse Flax (Car 2)
- Deputy Chief of Operations – DC Jose Berrios Car 3)
- Deputy Chief of Training – DC Samuel Balakas (Car 4)
- Battalion Chief of Training – BC Edward Stratton (Car 5)
- Captain of Training – Capt. Christopher Broccoli (Car 6) \*was supposed to be replaced via waivers

The other uniformed Civil Service titles we have that have not been listed above are:

- Fire Chief
- Battalion Fire Chief
- Fire Captain
- Firefighter

*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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**From:** Ciri Castro [mailto:icfire9@yahoo.com]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>

**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>

**Subject:** Personnel Announcement

Good Morning Chief,

Yesterday we discussed the appointment of FPS David Munoz to SFPS effective date 8/16/2021 but as of this date there has not been a Personnel Order put out by Fire Administration. Also contact information and SFPS Munoz office. It would be beneficial to our members to know who is the new Assistant Chief Fire Marshal so there can be a name and face to the title and location when the members seek information. We would also like to request a roles and responsibilities to each new Deputy Chief so our members can submit any documentation for request and/or filing to the appropriate Deputy Chief.

From:  
Sent:  
To:  
Subject:

GrClark@ci.camden.nj.us  
Wednesday, August 18, 2021 7:48 AM  
EdCaraba@ci.camden.nj.us  
FW: FPS Appointment Request

From: Michael Harper  
Sent: Tuesday, August 17, 2021 8:51 AM  
To: Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; Gregory Clark <GrClark@ci.camden.nj.us>; Jennifer Barrientos <JeBarrie@ci.camden.nj.us>  
Subject: RE: FPS Appointment Request

Maybe the State audit should have considered the entire staffing in the Department and not just the FM Office. I plan on scheduling a meeting this week to discuss the SFPS position returning and the guidelines that will be followed with it. The roles and responsibilities for that position have to be covered, modified, and acknowledged in writing by my office so the department is aware. Because of the hasty decision to fill the position City Administration has unfortunately put the cart before the horse.

*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: Braulio Villegas, Chief Fire Marshall  
Sent: Monday, August 16, 2021 5:12 PM  
To: Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>  
Subject: RE: FPS Appointment Request

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: 8/16/21 4:31 PM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Jose Berrios <JoBerrio@ci.camden.nj.us>, Samuel Balakas <SaBalaka@ci.camden.nj.us>, Jesse Flax <JeFlax@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>

Cc: "smunoz@iafflocal2578.org" <smunoz@iafflocal2578.org>, "Ciri Castro Jr (icfire9@yahoo.com)" <icfire9@yahoo.com>

Subject: RE: FPS Appointment Request

**Michael L. Harper**

Fire Chief

Camden Fire Department

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**From:** Braulio Villegas, Chief Fire Marshall

**Sent:** Monday, August 16, 2021 4:02 PM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>

**Cc:** 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>

**Subject:** FPS Appointment Request

**Importance:** High

Chief Harper,

Braulio Villegas, MS, CPM

Chief Fire Marshal

Camden Fire Department

(856) 757-7510 (Office)

(856) 757-7243 (Fax)

*"Don't be afraid to think outside the box. Don't be afraid to fail big. To dream big" – Denzel Washington*

**From:** BrVilleg@ci.camden.nj.us  
**Sent:** Wednesday, August 18, 2021 12:07 PM  
**To:** MiHarper@ci.camden.nj.us; JoBerrio@ci.camden.nj.us; SaBalaka@ci.camden.nj.us; JeFlax@ci.camden.nj.us; DaMunoz@ci.camden.nj.us  
**Cc:** smunoz@iafflocal2578.org; icfire9@yahoo.com; JaAsunci@ci.camden.nj.us; Jack.Layne@dca.nj.gov  
**Subject:** RE: FPS Appointment Request

Chief Harper,

The fire department's organizational mission is "to preserve and enhance the quality of life in the City of Camden through effective fire prevention and the efficient delivery of emergency services." While fire suppression is crucial to a community, fire prevention in the form of code enforcement, investigation, and fire safety initiatives cannot be discounted or dismissed.

For you to suggest that City Administrators acted in haste when filling the SFPS (Assistant Chief Fire Marshal) position is disrespectful, careless, and without merit. The Mayor, Business Administrator, and State Monitors (DLGS) reviewed and determined the importance of filling this position. In addition, a state and county audit recommended reinstating the position (among other things). I stand by the state and city's decision to reinstate the position and encourage you to stop trying to undermine everyone.

The emails you've sent to the unions and entire department seeks to undermine the SFPS and my position within the fire department. We are a paramilitary organization and our titles are amended through the City of Camden Municipal Appellate. Your recent actions and communications reveal that you have chosen the path of undermining members of the department rather than remaining professional given your position as head of the fire department. Such behavior brings division and lowers morale within the organization. For this reason, I ask that you stop with the rhetoric and focus on leading the entire department to better serve our residents.

I plead to you to remember the rich department we represent and all the great people of Camden we serve and let's move the department forward as the City, DLGS, the unions, and myself desire.

Respectfully,  
Chief Villegas

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

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

Date: 8/17/21 7:51 AM (GMT-06:00)

To: "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Jose Berrios <JoBerrio@ci.camden.nj.us>, Samuel Balakas <SaBalaka@ci.camden.nj.us>, Jesse Flax <JeFlax@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>

Cc: "smunoz@iafflocal2578.org" <smunoz@iafflocal2578.org>, "Ciri Castro Jr (icfire9@yahoo.com)" <icfire9@yahoo.com>, Gregory Clark <GrClark@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>

Subject: RE: FPS Appointment Request

**From:** MiHarper@ci.camden.nj.us  
**Sent:** Wednesday, August 18, 2021 12:18 PM  
**To:** susan7235@verizon.net  
**Subject:** FW: FPS Appointment Request

**From:** Braulio Villegas, Chief Fire Marshall  
**Sent:** Wednesday, August 18, 2021 12:07 PM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
**Cc:** 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; 'Layne, Jack [DCA]' <Jack.Layne@dca.nj.gov>  
**Subject:** RE: FPS Appointment Request

Chief Harper,

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The emails you've sent to the unions and entire department seeks to undermine the SFPS and my position within the fire department. We are a paramilitary organization and our titles are amended through the City of Camden Municipal Appellate. Your recent actions and communications reveal that you have chosen the path of undermining members of the department rather than remaining professional given your position as head of the fire department. Such behavior brings division and lowers morale within the organization. For this reason, I ask that you stop with the rhetoric and focus on leading the entire department to better serve our residents.

I plead to you to remember the rich department we represent and all the great people of Camden we serve and let's move the department forward as the City, DLGS, the unions, and myself desire.

Respectfully,  
Chief Villegas

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

**From:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Date:** 8/17/21 7:51 AM (GMT-06:00)  
**To:** "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Jose Berrios <JoBerrio@ci.camden.nj.us>, Samuel Balakas <SaBalaka@ci.camden.nj.us>, Jesse Flax <JeFlax@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>  
**Cc:** "smunoz@iafflocal2578.org" <smunoz@iafflocal2578.org>, "Ciri Castro Jr (icfire9@yahoo.com)" <icfire9@yahoo.com>, Gregory Clark <GrClark@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>



**From:**

MiHarper@ci.camden.nj.us

**Sent:**

Wednesday, August 18, 2021 2:12 PM

**To:**

JaAsunci@ci.camden.nj.us

**Subject:**

Accepted: Supervising Fire Prevention Specialist Positions - Fire Department

**Attachments:**

attachment.ics

When: Aug 19, 2021 10:00:00 AM

Where: Room 409 - BA's Office





MiHarper@ci.camden.nj.us

Wednesday, August 18, 2021 2:12 PM

DianeG@ci.camden.nj.us

Accepted: Supervising Fire Prevention Specialist Positions - Fire Department  
attachment.ics

**Subject:**

**Attachments:**

When: Aug 19, 2021 10:00:00 AM

Where: Room 409 - BA's Office

**Subject:**  
**Attachments:**

DianeG@ci.camden.nj.us on behalf of JaAsunci@ci.camden.nj.us  
Wednesday, August 18, 2021 2:12 PM  
MiHarper@ci.camden.nj.us; Jack.Layne@dca.nj.gov  
Supervising Fire Prevention Specialist Positions - Fire Department  
attachment.ics



**From:**

Jack.Layne@dca.nj.gov

**To:**

Jason J. Asuncion; Jack.Layne@dca.nj.gov

**Subject:**

Accepted: Supervising Fire Prevention Specialist Positions - Fire Department



  
**From:** BlancaA@ci.camden.nj.us  
**Sent:** Thursday, August 19, 2021 4:12 PM  
**To:** blay30@hotmail.com  
**Subject:** FW: FPS Appointment Request

---

**From:** Braulio Villegas, Chief Fire Marshall  
**Sent:** Wednesday, August 18, 2021 12:07 PM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
**Cc:** 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; 'Layne, Jack [DCA]' <Jack.Layne@dca.nj.gov>  
**Subject:** RE: FPS Appointment Request

Chief Harper,

The fire department's organizational mission is "to preserve and enhance the quality of life in the City of Camden through effective fire prevention and the efficient delivery of emergency services." While fire suppression is crucial to a community, fire prevention in the form of code enforcement, investigation, and fire safety initiatives cannot be discounted or dismissed.

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I plead to you to remember the rich department we represent and all the great people of Camden we serve and let's move the department forward as the City, DLGS, the unions, and myself desire.

Respectfully,  
Chief Villegas

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

**From:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Date:** 8/17/21 7:51 AM (GMT-06:00)  
**To:** "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>, Jose Berrios <JoBerrio@ci.camden.nj.us>, Samuel Balakas <SaBalaka@ci.camden.nj.us>, Jesse Flax <JeFlax@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>  
**Cc:** "'smunoz@iafflocal2578.org'" <smunoz@iafflocal2578.org>, "Ciri Castro Jr (icfire9@yahoo.com)" <icfire9@yahoo.com>, Gregory Clark <GrClark@ci.camden.nj.us>, Jennifer Barrientos <JeBarrie@ci.camden.nj.us>

**From:** MiHarper@ci.camden.nj.us  
**Sent:** Friday, August 20, 2021 5:27 PM  
**To:** JaAsunci@ci.camden.nj.us; Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov  
**Cc:** JeFlax@ci.camden.nj.us  
**Subject:** Meeting Follow Up  
**Attachments:** Fire Officers Contract for Provisional Appointments.pdf

As a follow up to our discussion in our meeting yesterday these are the things that have to be presented to the Fire Unions when you meet:

I attached the information from the Fire Officer's contract relating to provisional appointments (not acting) so you can see what Deputy Chief Flax was talking about. The salaries for both the Fire Official/Fire Subcode Official and the Supervising Fire Prevention Specialist are both high enough that no on call pay should be warranted. They should get paid only when they are called back in off duty for an assignment. It should only be paid hour for hour too.

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

*"Long time exposure to hazards without incident can lead to loss of appreciation of risk"*

*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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## **ARTICLE XXXV**

### **STANDARD SAFETY STAFFING PROCEDURE**

#### **SECTION 1**

The practice of assigning personnel to work in a higher position shall be discouraged. Whenever possible, a Fire Superior Officer shall be assigned to every on duty fire company.

#### **SECTION 2**

The filling of all provisional positions shall be made in accordance with the rules and regulations of the New Jersey Department of Personnel. Any person who shall fill a higher capacity shall meet the requirement of the Department of Personnel for that position.

#### **SECTION 3**

The City, for the purpose of safety and supervision for members of the Camden Fire Division, shall staff all on duty companies with a superior officer (L-2578).

#### **SECTION 4**

Management shall have the right to determine the number of companies and the amount of apparatus to be utilized within the City.

#### **SECTION 5**

This Safety Staffing procedure and the understanding that no restrictions shall be placed on the Fire Superior Officers during the course of this Agreement.

[REDACTED]

From: Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>  
Sent: Friday, August 20, 2021 5:30 PM  
To: Michael Harper; Jason J. Asuncion; Swain, William [DCA]  
Cc: Jesse Flax  
Subject: RE: Meeting Follow Up

Chief Harper,

Thank you for this information.

Jack

---

From: Michael Harper <MiHarper@ci.camden.nj.us>  
Sent: Friday, August 20, 2021 5:27 PM  
To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Swain, William [DCA] <William.Swain@dca.nj.gov>  
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>  
Subject: [EXTERNAL] Meeting Follow Up

As a follow up to our discussion in our meeting yesterday these are the things presented to the Fire Unions when you meet:

[REDACTED]

I attached the information from the Fire Officer's contract relating to provisional appointments (not acting) so you can see what Deputy Chief Flax was talking about. The salaries for both the Fire Official/Fire Subcode Official and the Supervising Fire Prevention Specialist are both high enough that no on call pay should be warranted. They should get paid only when they are called back in off duty for an assignment. It should only be paid hour for hour too.

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

*"Long time exposure to hazards without incident can lead to loss of appreciation of risk"*

*Knowledge is powerful when it is shared freely. When it's hoarded and hoarded it is divisive and destructive.*

*- Aaron Fields Seattle Fire Department*

[REDACTED]

**From:** Samuel Munoz <smunoz@iafflocal2578.org>  
**Sent:** Monday, August 23, 2021 9:52 AM  
**To:** RoPeralt@ci.camden.nj.us  
**Cc:** Gabe Arroyo; iaff.local.2578.secretary@gmail.com  
**Subject:** Dues adjustments Local 2578  
**Attachments:** Dues Local 2578 August Promotions 2021.pdf

Good morning Rosa,

I hope you are well. Please see attached letter regarding dues adjustments for recently promoted members. Feel free to contact me with any questions.

Sincerely,

Samuel Muñoz  
President, IAFF Local 2578

[REDACTED]

*"Integrity is doing the right thing, even when no one is watching."* C.S. Lewis







## CAMDEN FIRE LOCAL 2578

International Association of Fire Fighters AFL-CIO-CLC

23 August 2021

City of Camden Bureau of Payroll  
C/O: Mrs. Rosa Peralta-Aguilera  
520 Market Street  
City Hall, Room 213  
Camden, NJ 08101-5120

Dear Mrs. Peralta-Aguilera,

We have had new members promoted from into and within Camden Fire Officers Local 2578. As such, please adjust Union Dues deduction to reflect the amounts below effective immediately. I thank you for your attention to this matter.

Supervising Fire Prevention Specialist Promoted (1)

SFPS David Muñoz

If you have any questions, please feel free to contact me.



## CAMDEN FIRE LOCAL 2578

International Association of Fire Fighters AFL-CIO-CLC

Best regards,

Samuel Muñoz

President, Camden Fire Officers Local 2578

Cc: Gabriel Arroyo, Treasurer Local 2578



**From:** DaMunoz@ci.camden.nj.us  
**Sent:** Tuesday, August 24, 2021 7:58 AM  
**To:** GrClark@ci.camden.nj.us; EdCaraba@ci.camden.nj.us  
**Subject:** FW: FPS Appointment Request

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

**From:** Braulio Villegas, Chief Fire Marshall  
**Sent:** Wednesday, August 18, 2021 12:07 PM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
**Cc:** 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; 'Layne, Jack [DCA]' <Jack.Layne@dca.nj.gov>  
**Subject:** RE: FPS Appointment Request

Chief Harper,

The fire department's organizational mission is "to preserve and enhance the quality of life in the City of Camden through effective fire prevention and the efficient delivery of emergency services." While fire suppression is crucial to a community, fire prevention in the form of code enforcement, investigation, and fire safety initiatives cannot be discounted or dismissed.

For you to suggest that City Administrators acted in haste when filling the SFPS (Assistant Chief Fire Marshal) position is disrespectful, careless, and without merit. The Mayor, Business Administrator, and State Monitors (DLGS) reviewed and determined the importance of filling this position. In addition, a state and county audit recommended reinstating the position (among other things). I stand by the state and city's decision to reinstate the position and encourage you to stop trying to undermine everyone. The emails you've sent to the unions and entire department seeks to undermine the SFPS and my position within the fire department. We are a paramilitary organization and our titles are amended through the City of Camden Municipal Appellate. Your recent actions and communications reveal that you have chosen the path of undermining members of the department rather than remaining professional given your position as head of the fire department. Such behavior brings division and lowers morale within the organization. For this reason, I ask that you stop with the rhetoric and focus on leading the entire department to better serve our residents.

I plead to you to remember the rich department we represent and all the great people of Camden we serve and let's move the department forward as the City, DLGS, the unions, and myself desire.

Respectfully,  
Chief Villegas



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

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

[REDACTED]

---

**From:** DaMunoz@ci.camden.nj.us  
**Sent:** Tuesday, August 24, 2021 7:59 AM  
**To:** fm6munoz [REDACTED]  
**Subject:** FPS Appointment Request

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

---

**From:** Braulio Villegas, Chief Fire Marshall  
**Sent:** Wednesday, August 18, 2021 12:07 PM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>  
**Cc:** 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; 'Layne, Jack [DCA]' <Jack.Layne@dca.nj.gov>  
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Respectfully,  
Chief Villegas

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

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

**From:** Diana Gonzalez  
**Sent:** Tuesday, August 24, 2021 12:16 PM  
**To:** Michael Harper; Jesse Flax  
**Cc:** Jason J. Asuncion  
**Subject:** Meeting - Fire Preventions Specialist  
**Importance:** High

Chief Harper:

Can Mr. Flax sit in as your delegate on the meeting with the Business Administrator and the State Monitors to discuss the Fire Prevention Specialist matter?

Please advise.

***Diana Gonzalez***

City of Camden  
Department of Administration  
520 Market Street  
P.O. Box 95120  
Camden, New Jersey 08101-5120  
Telephone: (856) 757-7150  
Fax: (856) 968-4708

---

**From:** Diana Gonzalez  
**Sent:** Tuesday, August 24, 2021 9:20 AM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Cc:** 'Layne, Jack [DCA]' <Jack.Layne@dca.nj.gov>; Swain, William [DCA] <William.Swain@dca.nj.gov>  
**Subject:** Meeting - Fire Matters

Good morning Chief Harper,

The Business Administrator would like to meet with you and the State Monitors tomorrow, Wednesday, August 25<sup>th</sup> at 12:45 pm.

Please confirm your availability.

Thank you.

***Diana Gonzalez***

City of Camden  
Department of Administration

520 Market Street

P.O. Box 95120

Camden, New Jersey 08101-5120

Telephone: (856) 757-7150

Fax: (856) 968-4708

  
**From:** Jesse Flax  
**Sent:** Tuesday, August 24, 2021 3:58 PM  
**To:** Diana Gonzalez; Michael Harper  
**Cc:** Jason J. Asuncion  
**Subject:** RE: Meeting - Fire Preventions Specialist

Diana,  
Good Afternoon, please reschedule the meeting for next week. Thank you

Jesse Flax  
Deputy Fire Chief/ Operations  
City of Camden, NJ  
Office (856) 757-7517

---

**From:** Diana Gonzalez  
**Sent:** Tuesday, August 24, 2021 12:16 PM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>  
**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Subject:** Meeting - Fire Preventions Specialist  
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**Sent:** Tuesday, August 24, 2021 9:20 AM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>

Cc: 'Layne, Jack [DCA]' <[Jack.Layne@dca.nj.gov](mailto:Jack.Layne@dca.nj.gov)>; Swain, William [DCA] <[William.Swain@dca.nj.gov](mailto:William.Swain@dca.nj.gov)>

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Camden, New Jersey 08101-5120

Telephone: (856) 757-7150

Fax: (856) 968-4708



  
**From:** Michael Harper  
**Sent:** Wednesday, August 25, 2021 9:31 AM  
**To:** Diana Gonzalez  
**Cc:** Jesse Flax; Jason J. Asuncion  
**Subject:** Re: Meeting - Fire Preventions Specialist

Yes he can. He is familiar with the subject matter.

Chief Michael Harper

On Aug 24, 2021, at 12:15 PM, Diana Gonzalez <DianeG@ci.camden.nj.us> wrote:

Chief Harper:

Can Mr. Flax sit in as your delegate on the meeting with the Business Administrator and the State Monitors to discuss the Fire Prevention Specialist matter?

Please advise.

***Diana Gonzalez***

City of Camden  
Department of Administration  
520 Market Street  
P.O. Box 95120  
Camden, New Jersey 08101-5120  
**Telephone:** (856) 757-7150  
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Thank you.

***Diana Gonzalez***

City of Camden

Department of Administration

520 Market Street

P.O. Box 95120

Camden, New Jersey 08101-5120

**Telephone:** (856) 757-7150

**Fax:** (856) 968-4708

  
**From:** Jesse Flax  
**Sent:** Wednesday, August 25, 2021 9:32 AM  
**To:** Michael Harper; Diana Gonzalez  
**Cc:** Jason J. Asuncion  
**Subject:** RE: Meeting - Fire Preventions Specialist

Diana,  
Please postpone until next week. Thank you

Jesse Flax  
Deputy Fire Chief/ Operations  
City of Camden, NJ  
Office (856) 757-7517

---

**From:** Michael Harper  
**Sent:** Wednesday, August 25, 2021 9:31 AM  
**To:** Diana Gonzalez <DianeG@ci.camden.nj.us>  
**Cc:** Jesse Flax <JeFlax@ci.camden.nj.us>; Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
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520 Market Street  
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**Cc:** 'Layne, Jack [DCA]' <Jack.Layne@dca.nj.gov>; Swain, William [DCA] <William.Swain@dca.nj.gov>

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Department of Administration

520 Market Street

P.O. Box 95120

Camden, New Jersey 08101-5120

**Telephone:** (856) 757-7150

**Fax:** (856) 968-4708

  
**From:** Michael Harper  
**Sent:** Wednesday, August 25, 2021 9:32 AM  
**To:** Jesse Flax  
**Cc:** Diana Gonzalez; Jason J. Asuncion  
**Subject:** Re: Meeting - Fire Preventions Specialist

Sorry I didn't see his response.

Chief Michael Harper

On Aug 24, 2021, at 3:58 PM, Jesse Flax <JeFlax@ci.camden.nj.us> wrote:

Diana,  
Good Afternoon, please reschedule the meeting for next week. Thank you

Jesse Flax  
Deputy Fire Chief/ Operations  
City of Camden, NJ  
Office (856) 757-7517

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**Sent:** Tuesday, August 24, 2021 12:16 PM  
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**Subject:** Meeting - Fire Preventions Specialist  
**Importance:** High

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Please confirm your availability.

Thank you.

***Diana Gonzalez***

City of Camden

Department of Administration

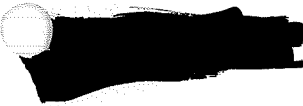
520 Market Street

P.O. Box 95120

Camden, New Jersey 08101-5120

**Telephone:** (856) 757-7150

**Fax:** (856) 968-4708



---

**From:** Jason J. Asuncion  
**Sent:** Monday, August 30, 2021 4:19 PM  
**To:** Lisa Picon  
**Subject:** Provisional Appt. SFPS  
**Attachments:** Ltr from LaTonya Bland Tull to JJA 082521.pdf

Please review attached and let's discuss. I need to see the paperwork processed to Civil Service, particularly with respect to the third certification. My understanding from the Fire Marshal for quite a long time and the DCA Fire Safety 2017 Audit is that this appointment is very much needed.

Also, confirm that you are processing what's needed toward permanent appointment of SFPS.

Munoz is certainly qualified for the position by holding necessary licenses, experience, and long-term assignment in the FM Office.

Capt. Tull isn't currently assigned to the Fire Marshal's Office. I don't see anywhere in CBA, Civil Service rules, etc. in which rank in CFD should have been the superseding consideration given the circumstances here.

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150



# HAGERTY & BLAND-TULL LAW, LLC

LATONYA N. BLAND-TULL, ESQ.

[LNBT@HAGERTYBLANDLAW.COM](mailto:LNBT@HAGERTYBLANDLAW.COM)

DIRECT DIAL: 856-359-5814

FAX: 856-522-1985

August 25, 2021

Jason J. Asuncion, Esq.  
Business Administrator  
City of Camden  
520 Market Street  
City Hall, Room 408  
P. O. Box 95120  
Camden, New Jersey 08101-5120

Re: Supervising Fire Prevention Specialist- UFD position

Dear Mr. Asuncion:

Please be advised that this office represents, Captain Joseph B. Tull, Sr., of the Camden City Fire Department. It is our understanding that an approval for a waiver to fill the position of Supervising Fire Prevention Specialist- UFD was announced to the Fire Administration on or about July 16 or 17, 2021. Mr. Tull forwarded to your office a letter of interest in the position on July 28, 2021. Mr. Tull was notified that interviews for the position would take place on or about August 16, 2021. However, he was notified on August 12, 2021 that the interviews were canceled.

Subsequently, on August 16, 2021, the day the interviews were to take place, an individual was appointed to the Provisional Supervising Fire Prevention Specialist-UFD. The position has not been posted, interviews for other qualified individuals were not given. In addition, there has been no indication that a promotional examination will be held.

As you know, *N.J.A.C. 4A:4-1.5* provides as follows:

(a) A provisional appointment may be made only in the competitive division of the career service when all of the following conditions are met:

1. There is no complete list of eligibles, and no one remaining on an incomplete list will accept provisional appointment;

523 HADDON AVENUE\*COLLINGSWOOD, NJ 08108



2. The appointing authority certifies that the appointee meets the minimum qualifications for the title at the time of the appointment; and
3. *The appointing authority certifies that failure to make the provisional appointment will seriously impair its work.*  
[emphasis added]

As you also may know, the position of Supervising Fire Prevention Specialist- UFD has not existed in the City of Camden Fire Department for approximately twenty (20) years. Under the circumstances, no truthful certification could support a claim that "the failure to make the provisional appointment [to this position would] seriously impair [the work of the Camden City Fire Department] which has operated without this position for the past twenty (20) years.

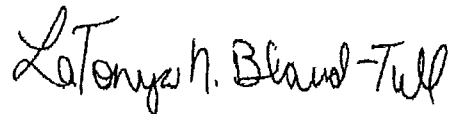
Moreover, the New Jersey Civil Service Commission Job Specification 06353 requires that "positions in this class [] be filled through promotional examination procedures only." Yet, as stated above, no promotional examination has been held or even scheduled. Therefore, the individual appointed provisionally has not taken the exam, passed the exam or appeared on a list of eligible individuals. In sum, the individual is not qualified for this position.

Mr. Tull became a Camden City Firefighter in 1997. Prior to successfully ascending to the rank of Captain in 2013, Mr. Tull served as a Fire Prevention Specialist-UFD from in or about 2009 until his promotion to Captain in 2013. Mr. Tull has had no break in service and for purposes of seniority, his rank as Captain must be considered. Like Mr. Tull, there is at least one other individual in the department who would be qualified to sit for the promotional examination for the aforementioned position.

Therefore, the appointment of the individual to this position, even provisionally, is unlawful and in violation of applicable Civil Service laws, the New Jersey Statute and New Jersey Administrative Code, *inter alia*. Consequently, the appointment of the individual to this provisional position should be reversed and a promotional examination to fill the position of Supervising Fire Prevention Specialist-UFD should be administered and open to all qualifying personnel.

Thank you. Should you have any questions, please feel free to contact me.

Sincerely,  
HAGERTY & BLAND-TULL LLC



LaTonya N. Bland-Tull

cc: Curtis Jenkins, Council President  
Chief Michael Harper

m:  
Sent:  
To:  
Cc:  
Subject:  
Attachments:

Samuel Muñoz <smunoz@iafflocal2578.org>  
Friday, September 3, 2021 4:29 PM  
Michael Harper  
JaAsunci@ci.camden.nj.us; Braulio Villegas,  
Chief Fire Marshall  
Re: Meeting with ACFM Muñoz  
S Munoz Special Duty Slip July 26.pdf; 20210903150458292.pdf; 20210903153140385.tif

Chief Harper,

Furthermore, The Union has noticed that Chief Muñoz has not been addressed by his rank in several communications from your office. Is there a reason for your deviation from the recognized alias (Assistant Chief Marshal) of the Supervising Fire Prevention Specialist? There are plenty of documents within our organization listing the position as ACFM under various administrations.

Respectfully submitted,

Samuel Muñoz  
President, IAFF Local 2578

*"Integrity is doing the right thing, even when no one is watching."* C.S. Lewis



|                                                                                  |                         |                                                                         |                            |
|----------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------|----------------------------|
| FIRE DEPARTMENT OF<br>THE CITY OF CAMDEN                                         | DATE OF ISSUE<br>6-1-03 | EFFECTIVE DATE<br>11-1-03                                               | FD SPECIAL<br>ORDER #03-02 |
| SUBJECT:<br>Uniform Attire - Requirements and<br>specifications in form and use. |                         | AMENDS:<br>All Orders & Directives, oral<br>or written as inconsistent. |                            |
| REFERENCE:<br>Department Rules and Regulations<br>NJ-OSHA Standards              |                         | RESCINDS:<br>S.O. 95-02                                                 |                            |

I. PURPOSE:

To establish requirements in the form and use of uniform attire for the Uniformed Force.

II. POLICY:

To govern proper use and form in uniform attire for the Uniformed Force.

III. PROCEDURE:

A. The Department shall utilize three (3) classifications of uniform attire:

1. Class A Uniform:  
Dress attire, comprised of blouse coat; dress pants; dress shirt; neck tie; dress shoes; and dress cap.
2. Class B Uniform:  
Work attire, comprised of Nomex shirt; Nomex trouser; seasonal Tee shirt; seasonal Job shirt; field jacket; work shoe; and work hat or service cap.
3. Class C Uniform:  
Administrative attire, comprised of dress pants; dress shirt (short or long sleeve); neck tie with long sleeve; dress shoes; and dress cap.

B. The Department shall enforce for proper maintenance and use, the specified uniform attire in both schedule and form.

1. Components of the Class A and Class C Uniforms shall be subject to Command Inspection by the Fire Administration at least annually.
2. Components of the Class B Uniform shall be subject to Roll Call Inspection by Battalion or Company Officers at least monthly.

III. PROCEDURE:

B. 7. Insignias and Devices: CLASS B

| RANK                | WORK SHIRT<br>COLLAR       | WORK SHIRT<br>SHOULDER | SHIRT<br>COLOR    | SERVICE<br>CAP             |
|---------------------|----------------------------|------------------------|-------------------|----------------------------|
|                     | DEVICE<br>OPEN             |                        |                   | DEVICE<br>CLOSED           |
| Chief of Department | 5 Trumpets<br>Gold Cross   | 2 Stars<br>Gold        | Medium<br>Blue FR | Trumpets 5<br>Gold Cross   |
| Staff Chief         | 4 Trumpets<br>Gold Cross   | 1 Star<br>Gold         | Medium<br>Blue FR | Trumpets 4<br>Gold Cross   |
| Deputy Chief        | 4 Trumpets<br>Gold Cross   | Eagle<br>Gold          | Medium<br>Blue FR | Trumpets 4<br>Gold Cross   |
| Battalion Chief     | 3 Trumpets<br>Gold Cross   | NA                     | Medium<br>Blue FR | Trumpets 3<br>Gold Cross   |
| Chief Fire Marshal  | 3 Trumpets<br>Gold Cross   | Oak Leaf<br>Gold       | Medium<br>Blue FR | Trumpets 3<br>Gold Cross   |
| Asst. Fire Marshal  | 2 Trumpets<br>Gold Cross   | Oak Leaf<br>Gold       | Medium<br>Blue FR | Trumpets 2<br>Gold Cross   |
| Captain - Engine    | 2 Trumpets<br>Silver Cross | NA                     | Medium<br>Blue FR | Trumpets 2<br>Silver Cross |
| Captain - Staff     | 2 Trumpets<br>Silver Cross | 2 Bars<br>Silver       | Medium<br>Blue FR | Trumpets 2<br>Silver Cross |
| Captain - Squad     | 2 Trumpets<br>Silver Cross | NA                     | Medium<br>Blue FR | Trumpets 2<br>Silver Paral |
| Captain - Ladder    | 2 Trumpets<br>Silver Cross | NA                     | Medium<br>Blue FR | Axes 2<br>Silver Paral     |
| Captain - Rescue    | 2 Trumpets<br>Silver Cross | NA                     | Medium<br>Blue FR | Rifles 2<br>Silver Paral   |
| Fire Inspector      | 1 Trumpet<br>Silver        | 1 Bar<br>Silver        | Navy<br>Nomex     | Trumpets 1<br>Silver Horz1 |
| Fire Fighter        | NA                         | NA                     | Navy<br>Nomex     | Maltese                    |

[REDACTED]

**From:** MiHarper@ci.camden.nj.us  
**Sent:** Saturday, September 4, 2021 11:54 AM  
**To:** JeFlax@ci.camden.nj.us  
**Subject:** FW: Meeting with ACFM Muñoz  
**Attachments:** S Munoz Special Duty Slip July 26.pdf; 20210903150458292.pdf; 20210903153140385.tif

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

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

**From:** Samuel Munoz <smunoz@iafflocal2578.org>  
**Date:** 9/3/21 4:29 PM (GMT-05:00)  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Cc:** "Jason J. Asuncion" <JaAsunci@ci.camden.nj.us>, "Braulio Villegas, Chief Fire Marshall" <BrVilleg@ci.camden.nj.us>  
**Subject:** Re: Meeting with ACFM Muñoz

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Respectfully submitted,

Samuel Muñoz  
President, IAFF Local 2578

*"Integrity is doing the right thing, even when no one is watching." C.S. Lewis*

**From:** Michael Harper  
**Sent:** Monday, September 13, 2021 10:10 AM  
**To:** Braulio Villegas, Chief Fire Marshal  
**Cc:** David Munoz; Jesse Flax; Wanda Garcia, Telecommunications; Blanca Aponte  
**Subject:** FW: Cell Phones

**Importance:** High

Chief Villegas,

Who is assigned the Marshal on Duty Cell Phone in your office? I see according to this list that a phone was recently issued to SFPS Dave Munoz whom I was going to give the [REDACTED] cell phone to. Please inform me where that phone is because it is not coming up in my phone contact list for any other members in the Fire Marshal's Office or department. If it is missing please fill out the proper written documentation on missing equipment and give it to Deputy Chief Jesse Flax promptly.

*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:** Wanda Garcia, Telecommunications  
**Sent:** Monday, September 13, 2021 9:30 AM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>  
**Cc:** Blanca Aponte <BlancaA@ci.camden.nj.us>  
**Subject:** RE: Cell Phones

Michael Harper

Jesse Flax  
Battalion #1  
Battalion #2  
Braulio Villegas  
Marshal on Duty  
David Munoz  
Jose Berrios  
Samuel Balakas  
Edward Stratton  
Blanca Aponte

Fire Chief

Deputy Chief

Chief Fire Marshal

Fire Marshal  
Deputy Chief  
Deputy Chief  
Deputy Chief/ Battalion  
Adm. Secretary

4 N.3rd Street, Headquarters

4 N.3rd Street, Headquarters

4 N.3rd Street, Headquarters

4 N.3rd Street, Headquarters

4 N.3rd Street, Headquarters

4 N.3rd Street, Headquarters

4 N.3rd Street, Headquarters

4 N.3rd Street, Headquarters

4 N.3rd Street, Headquarters



[REDACTED]

**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Thursday, September 16, 2021 5:46 PM  
**To:** Richard.Richardella@dca.nj.gov  
**Cc:** Jack.Layne@dca.nj.gov; William.Swain@dca.nj.gov; JoConyer@ci.camden.nj.us; LiPicon@ci.camden.nj.us; MaRiondi@ci.camden.nj.us  
**Subject:** RE: Camden Fire Department  
**Attachments:** RE: Summary of Recent Approved CFD Waivers; Re: FIRE FIGHTERS; DLGS Waivers\_Fire Department\_Fire Captain\_To Be Fully Executed 090221.pdf; DLGS Waivers\_Fire Department\_FPS\_To Be Fully Executed 090221.pdf; DLGS Waivers\_Fire Department\_Fire Fighters\_To Be Fully Executed 090221.pdf

On Sept. 1, 2021, the DLGS Team, Jack and Wes, met with Fire Chief Harper, Deputy Fire Chief Flax; Fire Superior Union President Samuel Munoz and Fire Fighters Union Pres. Ciri Castro; and me to review and resolve outstanding issues after the processing of the main substantial batch of DLGS Waivers and related CFD promotions (see attached 7-18-21 email). Thereafter, Personnel/Lisa Picon determined any additional waivers needed to get the CFD personnel complement to the optimal 196, as determined by Fire Chief Harper.

#### 11 FIRE FIGHTERS

[REDACTED]

#### 2 FIRE PREVENTION SPECIALISTS-UFD

With respect to the Fire Preventions Specialist-UFD, after City Administration's review, and receipt of input from Fire Chief Harper and Fire Marshal Villegas, the City will process the Waiver for 2 additional Fire Prevention Specialists-UFD (FPS). This is inclusive of any vacancy that may be created by the provisional appointment/permanent promotion of a current FPS to the Supervising Fire Prevention Specialist-UFD (SFPS) position, which was previously Waiver-approved by DLGS. The Unions agreed to aforesaid. FPS David Munoz was provisionally appointed to SFPS in August 2021. Thus, if he is permanently appointed to SFPS after Civil Service processing, there will be no Waiver submitted to fill his vacated FPS position, subject to further City and Fire Administration and DLGS review.

#### 38<sup>th</sup> FIRE CAPTAIN

Upon review Personnel/Lisa P. determined that the attached Fire Captain Waiver properly provides for the 38<sup>th</sup> Fire Captain position. Note per prior DLGS-approved Waiver, DLGS permitted the City to fill a Fire Captain position [REDACTED]

#### SUPERVISING FIRE PREVENTION SPECIALIST-UFD APPOINTMENT ISSUE

Lastly, with respect to the SFPS position, I stand by my 8-13-21 decision directing the Fire Chief to immediately appoint the most senior employee assigned to that CFD unit, i.e., FPS David Munoz in the Fire Marshal's Office. Chief Harper had alternatively planned to schedule interviews of eligible and interested employees from the entire CFD to fill the SFPS position. As you may recall, the SFPS position was one specifically requested by the Fire Unions at our 6-11-21 DLGS

Team, City and Fire Admin., and City Fire Unions meeting. Moreover, two DCA-Fire Safety officials had separately discussed in-person with me and the Fire Administration concerning DCA-Fire's Dec. 2017 Audit Report, particularly their unaddressed recommendation to the City regarding the needed position of "Assistant Fire Marshal"/"Supervising Fire Prevention" in the Fire Marshal's Office. The City generally takes immediate corrective action when DCA or any other superseding State agency recommends such—City Admin. was not going to wait for a final report issued by the two DCA-Fire officials of such deficiency in the CFD.

Furthermore, the provisional appointment to fill the SFPS is entirely appropriate given the circumstances here, i.e., no available Civil Service promotional list from which to appoint an employee to a higher ranking position. I applied seniority in the unit in making my decision. As the SFPS title has not been utilized for a number of years in CFD, in filling it, the City Admin. looked to the Fire Superiors Union's Collective Bargaining Agreement (CBA) for guidance, particularly Art. 26 of the Loc. 778 CBA. Fire Chief Harper disagreed with the City Admin.'s reliance on and interpretation of the said CBA provision, particularly as to how "unit" is defined and used thereunder. Moreover, Chief Harper suggested that if the CBA is to be relied upon, that the appointment be "acting capacity only". However, Art. 26 of the Loc. 778 CBA discourages acting appointments to higher positions--there is an active grievance from the Unions going to arbitration on this very issue. Utilizing the process set forth in Art. 26, I made the provisional appointment based on seniority in the Fire Marshal's Office. While Fire Chief Harper defines "unit" as encompassing the entirety of the CFD workforce, thus necessitating interviews of all eligible candidates from CFD instead of from within the Fire Marshal Office unit, the use of the term "unit" throughout the CBA does not support his position here. Accordingly, I saw no reason to reverse my directive. The SFPS position is settled, albeit, provisionally, and we can all move toward setting all the remaining CFD positions the DLGS has authorized or plans to.

#### INTRO OF BUDGET; LIFTING OF PAUSE ON DLGS WAIVERS

Pending

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

---

**From:** Richardella, Rick [DCA] <[Richard.Richardella@dca.nj.gov](mailto:Richard.Richardella@dca.nj.gov)>  
**Sent:** Thursday, September 16, 2021 1:01 PM  
**To:** Jason J. Asuncion <[JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us)>  
**Cc:** Layne, Jack [DCA] <[Jack.Layne@dca.nj.gov](mailto:Jack.Layne@dca.nj.gov)>; Swain, William [DCA] <[William.Swain@dca.nj.gov](mailto:William.Swain@dca.nj.gov)>  
**Subject:** Camden Fire Department

To all,  
Have there been any updates on promoting the 38th fire captain.

This promotion was discussed at 6/11/2021 meeting and the Director of Local Government Services was in line with these promotions.

Also is there an outstanding issue with the fire marshal's office.

Can we check on these aspects and get back to me on the results?

Rick

[REDACTED]

---

**From:** Jack.Layne@dca.nj.gov  
**Sent:** Sunday, July 18, 2021 12:45 AM  
**To:** JaAsunci@ci.camden.nj.us; MiHarper@ci.camden.nj.us; LiPicon@ci.camden.nj.us;  
JoConyer@ci.camden.nj.us; DoBrown@ci.camden.nj.us; MaRiondi@ci.camden.nj.us;  
DianeG@ci.camden.nj.us  
**Cc:** William.Swain@dca.nj.gov; Richard.Richardella@dca.nj.gov  
**Subject:** RE: Summary of Recent Approved CFD Waivers

Jason,

Thank you.

Jack

**From:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Sent:** Saturday, July 17, 2021 6:51 AM  
**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Johanna Conyer <JoConyer@ci.camden.nj.us>; Dorri Brown <DoBrown@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>; Diana Gonzalez <DianeG@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>  
**Subject:** [EXTERNAL] 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 [REDACTED] 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

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: [609.330.2482](tel:609.330.2482) | Desk: [856.757.7150](tel:856.757.7150)



**n:**  
**Sent:**  
**To:**  
**Subject:**  
**Attachments:**

JaAsunci@ci.camden.nj.us  
Thursday, September 16, 2021 5:47 PM  
MiHarper@ci.camden.nj.us; JeFlax@ci.camden.nj.us  
FW: Camden Fire Department  
RE: Summary of Recent Approved CFD Waivers; Re: FIRE FIGHTERS; DLGS Waivers\_Fire  
Department\_Fire  
Captain\_To Be Fully Executed 090221.pdf; DLGS Waivers\_Fire  
Department\_FPS\_To Be Fully Executed 090221.pdf; DLGS Waivers\_Fire Department\_Fire  
Fighters\_To Be Fully Executed 090221.pdf

Fyi.

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**Cc:** Layne, Jack [DCA] <[Jack.Layne@dca.nj.gov](mailto:Jack.Layne@dca.nj.gov)>; Swain, William [DCA] <[William.Swain@dca.nj.gov](mailto:William.Swain@dca.nj.gov)>; Johanna Conyer <[JoConyer@ci.camden.nj.us](mailto:JoConyer@ci.camden.nj.us)>; Lisa Picon <[LiPicon@ci.camden.nj.us](mailto:LiPicon@ci.camden.nj.us)>; Marc Riondino <[MaRiondi@ci.camden.nj.us](mailto:MaRiondi@ci.camden.nj.us)>  
**Subject:** RE: Camden Fire Department

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**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Thursday, September 16, 2021 5:49 PM  
**To:** smunoz@iafflocal2578.org; icfire9@yahoo.com  
**Subject:** FW: Camden Fire Department  
**Attachments:** RE: Summary of Recent Approved CFD Waivers; Re: FIRE FIGHTERS; DLGS Waivers\_Fire Department\_Fire Captain\_To Be Fully Executed 090221.pdf; DLGS Waivers\_Fire Department\_FPS\_To Be Fully Executed 090221.pdf; DLGS Waivers\_Fire Department\_Fire Fighters\_To Be Fully Executed 090221.pdf

Fyi.

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**From:** Samuel Munoz <smunoz@iafflocal2578.org>  
**Sent:** Thursday, September 16, 2021 7:35 PM  
**To:** Jason J. Asuncion; 'Ciri Castro'  
**Subject:** Re: Camden Fire Department

Thank you for the update Jason!

---

**From:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Sent:** Thursday, September 16, 2021 5:49 PM  
**To:** Samuel Munoz; 'Ciri Castro'  
**Subject:** FW: Camden Fire Department

Fyi.

Sincerely,

Jason J. Asuncion, Esq., MPA  
Business Administrator  
City of Camden | Department of Administration  
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#### 11 FIRE FIGHTERS

2 FIRE PREVENTION SPECIALISTS-UPD



  
**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Friday, September 17, 2021 8:57 AM  
**To:** smunoz@iafflocal2578.org; icfire9@yahoo.com  
**Subject:** RE: Camden Fire Department

With the Budget to be introduced next Tuesday, the paused priority Waivers for CFD are being pushed through by City Admin. Have a great weekend and I'll work on the other outstanding matters, just been crazy few weeks.

Sincerely,

Jason J. Asuncion, Esq., MPA  
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Email: [JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

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**Sent:** Thursday, September 16, 2021 7:35 PM  
**To:** Jason J. Asuncion <[JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us)>; 'Ciri Castro' <[icfire9@yahoo.com](mailto:icfire9@yahoo.com)>  
**Subject:** Re: Camden Fire Department

 Thank you for the update Jason!

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**Subject:** FW: Camden Fire Department

Fyi.

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**Cc:** Layne, Jack [DCA] <[Jack.Layne@dca.nj.gov](mailto:Jack.Layne@dca.nj.gov)>; Swain, William [DCA] <[William.Swain@dca.nj.gov](mailto:William.Swain@dca.nj.gov)>; Johanna Conyer

**From:** Samuel Munoz <smunoz@iafflocal2578.org>  
**Sent:** Friday, September 17, 2021 9:15 AM  
**To:** Jason J. Asuncion; 'Ciri Castro'  
**Subject:** Re: Camden Fire Department

Thank you! Have a great weekend.

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---

**From:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Sent:** Friday, September 17, 2021 8:56:41 AM  
**To:** Samuel Munoz <smunoz@iafflocal2578.org>; 'Ciri Castro' <icfire9@yahoo.com>  
**Subject:** RE: Camden Fire Department

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Email: [JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

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**Sent:** Thursday, September 16, 2021 7:35 PM  
**To:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; 'Ciri Castro' <icfire9@yahoo.com>  
**Subject:** Re: Camden Fire Department

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**Sent:** Thursday, September 16, 2021 5:49 PM  
**To:** Samuel Munoz; 'Ciri Castro'  
**Subject:** FW: Camden Fire Department

Fyi.

Sincerely,

Jason J. Asuncion, Esq., MPA  
Business Administrator  
City of Camden | Department of Administration

  
**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Friday, September 17, 2021 1:50 PM  
**To:** LiPicon@ci.camden.nj.us  
**Cc:** ViCarsta@ci.camden.nj.us; DoBrown@ci.camden.nj.us; MaRiondi@ci.camden.nj.us; JoConyer@ci.camden.nj.us; DianeG@ci.camden.nj.us  
**Subject:** FW: Camden Fire Department  
**Attachments:** RE: Summary of Recent Approved CFD Waivers; Re: FIRE FIGHTERS; DLGS Waivers\_Fire Department\_Fire  
Captan\_To Be Fully Executed 090221.pdf; DLGS Waivers\_Fire Department\_FPS\_To Be Fully Executed 090221.pdf; DLGS Waivers\_Fire Department\_Fire Fighters\_To Be Fully Executed 090221.pdf

As we discussed yesterday, if not done so already, please move forward with circulating the original CFD Waivers for review and execution, if appropriate, by the Mayor and Finance Director, 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  
Camden, NJ 08101-5120  
Email: [JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

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**To:** 'Samuel Munoz' <[smunoz@iafflocal2578.org](mailto:smunoz@iafflocal2578.org)>; 'Ciri Castro' <[icfire9@yahoo.com](mailto:icfire9@yahoo.com)>  
**Subject:** FW: Camden Fire Department

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**Subject:** RE: Camden Fire Department

  
**From:** JaAsunci@ci.camden.nj.us  
**Sent:** Friday, September 24, 2021 8:53 AM  
**To:** icfire9@yahoo.com; smunoz@iafflocal2578.org  
**Subject:** RE: Camden Fire Department

**STATUS UPDATE:**

On 8-21-21, City Council approved the Introduced CY 2021 Municipal Budget. The next statutory step is the Public Hearing and 2nd Reading (Adoption) of the CY 2021 Budget at a Special Meeting to be held on Tuesday, 10-19-21 at 4:30 PM via a Zoom Virtual Meeting. At the Special Meeting, Mayor Carstarphen and the Administration underscored substantial Budget highlights, including returning the CFD to its optimal personnel complement of 196.

I spoke to Finance Dir. Conyer on 8-21-21 and we will work with the DLGS Fiscal Oversight Team toward immediately moving on the currently DLGS-paused priority DLGS Waivers for CFD and effectuate, in conjunction with Fire Chief Harper and Personnel/Lisa Picon, the pertinent promotions to Fire Capt. (1) and FPS (2) and new hires of Fire Fighters (11).

The DCA/DLGS previously authorized a Supplemental Transitional Aid Addendum to fund all the fire personnel and hires necessary to get to optimal complement. I will continue to keep you updated.

Sincerely,

  
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**Sent:** Friday, September 17, 2021 8:57 AM  
**To:** 'Samuel Munoz' <[smunoz@iafflocal2578.org](mailto:smunoz@iafflocal2578.org)>; 'Ciri Castro' <[icfire9@yahoo.com](mailto:icfire9@yahoo.com)>  
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 Email: [JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

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**From:** Samuel Munoz <[smunoz@iafflocal2578.org](mailto:smunoz@iafflocal2578.org)>  
**Sent:** Thursday, September 16, 2021 7:35 PM

  
**From:** Samuel Munoz <smunoz@iafflocal2578.org>  
**Sent:** Friday, September 24, 2021 8:57 AM  
**To:** Jason J. Asuncion; 'Ciri Castro'  
**Subject:** Re: Camden Fire Department

This is great news Jason! Thank you for the update.

Best regards,

Sam

Get Outlook for iOS

---

**From:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>  
**Sent:** Friday, September 24, 2021 8:53:22 AM  
**To:** 'Ciri Castro' <icfire9@yahoo.com>; Samuel Munoz <smunoz@iafflocal2578.org>  
**Subject:** RE: Camden Fire Department

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**To:** 'Samuel Munoz' <smunoz@iafflocal2578.org>; 'Ciri Castro' <icfire9@yahoo.com>  
**Subject:** RE: Camden Fire Department

  
**From:** Ciri Castro Jr . <icfire9@yahoo.com>  
**Sent:** Friday, September 24, 2021 10:56 AM  
**To:** Jason J. Asuncion  
**Subject:** Re: Camden Fire Department

Awesome thank you for the update.

Sent from my iPhone

On Sep 24, 2021, at 8:53 AM, Jason J. Asuncion <JaAsunci@ci.camden.nj.us> wrote:

STATUS UPDATE:

On 8-21-21, City Council approved the Introduced CY 2021 Municipal Budget. The next statutory step is the Public Hearing and 2nd Reading (Adoption) of the CY 2021 Budget at a Special Meeting to be held on Tuesday, 10-19-21 at 4:30 PM via a Zoom Virtual Meeting. At the Special Meeting, Mayor Carstarphen and the Administration underscored substantial Budget highlights, including returning the CFD to its optimal personnel complement of 196.

 I spoke to Finance Dir. Conyer on 8-21-21 and we will work with the DLGS Fiscal Oversight Team toward immediately moving on the currently DLGS-paused priority DLGS Waivers for CFD and effectuate, in conjunction with Fire Chief Harper and Personnel/Lisa Picon, the pertinent promotions to Fire Capt. (1) and FPS (2) and new hires of Fire Fighters (11).

The DCA/DLGS previously authorized a Supplemental Transitional Aid Addendum to fund all the fire personnel and hires necessary to get to optimal complement. I will continue to keep you updated.

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

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**From:** Jason J. Asuncion  
**Sent:** Friday, September 17, 2021 8:57 AM  
**To:** 'Samuel Munoz' <smunoz@iafflocal2578.org>; 'Ciri Castro' <icfire9@yahoo.com>  
**Subject:** RE: Camden Fire Department

 With the Budget to be introduced next Tuesday, the paused priority Waivers for CFD are being pushed through by City Admin. Have a great weekend and I'll work on the other outstanding matters, just been crazy few weeks.

Sincerely,

[REDACTED]

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**From:** BaTwo@ci.camden.nj.us  
**Sent:** Monday, October 18, 2021 1:59 PM  
**To:** EdStratt@ci.camden.nj.us  
**Subject:** FW: Personnel Announcement  
**Attachments:** Battalion Fire Chief of Training.pdf; Deputy Fire Chief of Administration.pdf; Deputy Fire Chief of Operations.pdf; Deputy Fire Chief of Training.pdf

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**From:** Michael Harper  
**Sent:** Tuesday, August 17, 2021 10:48 AM  
**To:** 'Ciri Castro' <icfire9@yahoo.com>  
**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>; Samuel Munoz <smunoz@iafflocal2578.org> <smunoz@iafflocal2578.org>; iaff.local.2578.secretary@gmail.com; Agripino Figueroa <AgFiguera@ci.camden.nj.us>; Battalion One <BaOne@ci.camden.nj.us>; Battalion Two <BaTwo@ci.camden.nj.us>; Bernal Ford <BeFord@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Brian Beach <BrBeach@ci.camden.nj.us>; Brian Irving <BrIrving@ci.camden.nj.us>; Carlos Colon <CaColon@ci.camden.nj.us>; Christopher Baker <ChBaker@ci.camden.nj.us>; Christopher Barrientos <ChBarrie@ci.camden.nj.us>; Christopher Edwards <ChEdward@ci.camden.nj.us>; Daniel Baker <DaBaker@ci.camden.nj.us>; Daniel Seybert <DaSeyber@ci.camden.nj.us>; Dwayne Dixon <DwDixon@ci.camden.nj.us>; Eduardo Frontado <EdFronta@ci.camden.nj.us>; Edward Stratton <EdStratt@ci.camden.nj.us>; Engine Eight <EnEight@ci.camden.nj.us>; Engine Eleven <EnEleven@ci.camden.nj.us>; Engine Nine <EnNine@ci.camden.nj.us>; Engine One <EnOne@ci.camden.nj.us>; Engine Six <EnSix@ci.camden.nj.us>; Engine Ten <EnTen@ci.camden.nj.us>; Ezequiel Tirado <EzTirado@ci.camden.nj.us>; Frank Bottalico <FrBottal@ci.camden.nj.us>; Frank Sandrock <FrSandrock@ci.camden.nj.us>; Frank Thompson <FrThomps@ci.camden.nj.us>; Gabriel Angemi <GaAngemi@ci.camden.nj.us>; Gabriel Arroyo <GaArroyo@ci.camden.nj.us>; Gabriel Caraballo <GaCaraba@ci.camden.nj.us>; Gilberto Colon <GiColon@ci.camden.nj.us>; Herbert Leary <HeLeary@ci.camden.nj.us>; Javier Matos <JaMatos@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Joel Bain <JoBain@ci.camden.nj.us>; John Church <JoChurch@ci.camden.nj.us>; Jon Martin <JoMartin@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Joseph Tull <JoTull@ci.camden.nj.us>; Kevin Folkman <KeFolkma@ci.camden.nj.us>; Kevin Pollard <KePollar@ci.camden.nj.us>; Ladder One <LaOne@ci.camden.nj.us>; Ladder Three <LaThree@ci.camden.nj.us>; Ladder Two <LaTwo@ci.camden.nj.us>; Lawrence M. DiVietro <LaDiViet@ci.camden.nj.us>; Lydia Chapman <LyChapma@ci.camden.nj.us>; Mark Harper <MaHarper@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>; Michael Labar <MiLabar@ci.camden.nj.us>; Michael Miller <MiMiller@ci.camden.nj.us>; Miguel Ramos <MiRamos@ci.camden.nj.us>; Phillip Tally <PhTally@ci.camden.nj.us>; Ralph Schneeman <RaSchnee@ci.camden.nj.us>; Rescue One <ReOne@ci.camden.nj.us>; Robert Eckert <RoEckert@ci.camden.nj.us>; Robert Scott <RoScott@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Samuel Munoz <SaMunoz@ci.camden.nj.us>; Shane Belcher <ShBelche@ci.camden.nj.us>; Squad Seven <SqSeven@ci.camden.nj.us>; Tyrone Miles <TyMiles@ci.camden.nj.us>  
**Subject:** RE: Personnel Announcement

President Castro,

We discussed yesterday the provisional appointment of Dave to Supervising Fire Prevention Specialist effective yesterday (8/16/21). That position was eliminated for over 10 years so the roles and responsibilities associated with that provisional title have to be reevaluated by me and my staff. Dave did not leave the FM Office where he was already assigned and his contact information has not changed. I will be planning a meeting with the FM Staff to discuss how we will move forward. One of the most critical conflicts we seem to have is our members and others have come to

associate the Fire Marshal positions as Chief and Assistant Chief Fire Marshal. Obviously you know that those titles are aliases and not the correct Civil Service titles for those positions. That apparently must be clarified and explained to everyone including City Administration so everyone is clear including the unions. The correct and official Civil Service titles for the Fire Marshal's Office are:

- Fire Official/Fire Subcode Official – UFD
- Supervising Fire Prevention Specialist- UFD
- Fire Prevention Specialist- UFD

The roles and responsibilities for the Deputy Chiefs are as follows:

- Deputy Chief of Administration – DC Jesse Flax (Car 2)
- Deputy Chief of Operations – DC Jose Berrios Car 3)
- Deputy Chief of Training – DC Samuel Balakas (Car 4)
- Battalion Chief of Training – BC Edward Stratton (Car 5)
- Captain of Training – Capt. Christopher Broccoli (Car 6) \*was supposed to be replaced via waivers

The other uniformed Civil Service titles we have that have not been listed above are:

- Fire Chief
- Battalion Fire Chief
- Fire Captain
- Firefighter
- 

*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.

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**From:** Ciri Castro [mailto:icfire9@yahoo.com]

**Sent:** Tuesday, August 17, 2021 9:04 AM

**To:** Michael Harper <MiHarper@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>

**Cc:** Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Jack Layne <jack.layne@dca.nj.gov>

**Subject:** Personnel Announcement

Good Morning Chief,

Yesterday we discussed the appointment of FPS David Munoz to SFPS effective date 8/16/2021 but as of this date there has not been a Personnel Order put out by Fire Administration. Also contact information and SFPS Munoz office. It would be beneficial to our members to know who is the new Assistant Chief Fire Marshal so there can be a name and face to the title and location when the members seek information. We would also like to request a roles and responsibilities to each new Deputy Chief so our members can submit any documentation for request and/or filing to the appropriate Deputy Chief.





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**From:** Lisa Picon  
**Sent:** Wednesday, October 20, 2021 3:23 PM  
**To:** 'Ciri Castro Jr.'; Jason J. Asuncion; Michael Harper  
**Cc:** Samuel Munoz; Pete Perez  
**Subject:** RE: Appointment of FPS

The City does not use the non-competitive title of Fire Prevention Specialist. We use Fire Prevention Specialist UFD.

Lisa Y. Picon  
City of Camden Personnel Office  
20 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: Ciri Castro Jr. [mailto:icfire9@yahoo.com]  
Sent: Wednesday, October 20, 2021 2:09 PM  
To: Jason J. Asuncion <JaAsunci@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>  
Cc: Samuel Munoz <smunoz@iafflocal2578.org>; Pete Perez <Petemaxperez1989@gmail.com>  
Subject: Appointment of FPS

The Union would like to present this as clarification for the permanent appointments of the SFPS and the 2 FPS positions to have them partake in the Graduation/Promotional Ceremony scheduled for tomorrow. The Union also still stands with Article XXXIX Bidding System in our CBA to fill the vacant positions in the FPS as both of these articles will help expedite and clarify any misunderstandings.

spectfully submitted,

Ciri Castro Jr.  
IAFF-Local 788, President

<https://www.nj.gov/csc/about/meetings/decisions/pdf/2019/2-20-19/B-001%2002-20-19.pdf>

# NEW JERSEY CIVIL SERVICE COMMISSION

LOCAL

A · B · C · D · E · F · G · H · I · J · K · L · M · N · O · P · Q · R · S · T · U · V

- F -

|                                                              |       |                            |
|--------------------------------------------------------------|-------|----------------------------|
| FIRE CHIEF                                                   | 01037 |                            |
| FIRE DISTRICT ADMINISTRATOR                                  | 08053 |                            |
| FIRE FIGHTER                                                 | 01839 |                            |
| FIRE FIGHTER                                                 | 05959 | BILINGUAL IN SPANISH AND E |
| FIRE FIGHTER/EMERGENCY MEDICAL<br>TECHNICIAN                 | 07909 |                            |
| FIRE INSTRUCTOR                                              | 01842 |                            |
| FIRE LIEUTENANT                                              | 01843 |                            |
| FIRE MARSHAL                                                 | 01844 |                            |
| FIRE OFFICER 1                                               | 09010 |                            |
| FIRE OFFICER 2                                               | 09011 |                            |
| FIRE OFFICER 3                                               | 09012 |                            |
| FIRE OFFICER 4                                               | 09013 |                            |
| FIRE OFFICIAL                                                | 06350 |                            |
| FIRE OFFICIAL UFD                                            | 06351 |                            |
| FIRE OFFICIAL/FIRE PROTECTION<br>SUBCODE OFFICIAL            | 06966 |                            |
| FIRE OFFICIAL/FIRE PROTECTION<br>SUBCODE OFFICIAL UFD        | 06362 |                            |
| FIRE OFFICIAL/HOUSING INSPECTOR                              | 06555 |                            |
| FIRE PREVENTION SPECIALIST                                   | 06356 |                            |
| FIRE PREVENTION SPECIALIST UFD                               | 06357 |                            |
| FIRE PREVENTION SPECIALIST<br>UFD/FIRE PROTECTION INS PECTOR | 06363 |                            |
| FIRE PREVENTION SPECIALIST/FIRE<br>PROTECTION INSPECTOR      | 07038 |                            |

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

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

Date: 10/28/21 9:12 PM (GMT-05:00)

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

Cc: Lisa Picon <LiPicon@ci.camden.nj.us>, "Braulio Villegas, Chief Fire Marshall"

<BrVilleg@ci.camden.nj.us>, David Munoz <DaMunoz@ci.camden.nj.us>, "Layne, Jack [DCA]"

<Jack.Layne@dca.nj.gov>, "Swain, William [DCA]" <William.Swain@dca.nj.gov>, "Richardella, Rick [DCA]"

<Richard.Richardella@dca.nj.gov>, Marc Riondino <MaRiondi@ci.camden.nj.us>, Jesse Flax

<JeFlax@ci.camden.nj.us>

Subject: Re: Non-Life Inspection Update

[REDACTED]

The only person who has direct and intimate knowledge of every member in our fire department is the Fire Chief. It has always been my goal to protect the interest of the city based on my 34 1/2 years knowledge and experience. Through the interviews information is gathered that may include experience outside of the city which was not acknowledged for the Supervising Fire Prevention Specialist provisional appointment because we had no interviews. Unfortunately an extensive OPRA request was received today that will probably end up in a legal action for the Supervising Fire Prevention Specialist provisional appointment.

Lastly the word "unit" is referencing the "bargaining unit" as referenced by the union attorney in the negotiation meeting I attended via Zoom for Local 788.

Chief Michael Harper

On Oct 28, 2021, at 6:31 PM, Jason J. Asuncion <JaAsunci@ci.camden.nj.us> wrote:

Hi,

Thank you for your collective efforts in processing the provisional appointment of Gregory Clark to FPS, one of two FPS positions recently approved by the DLGS to be filled. Both FPS positions and provisional appointment thereto are pending the outcome of NJ Civil Service policies and procedures towards appointees' provisional appointment. DLGS has inquired of the City Administration as to the status of all CFD personnel transactions authorized by DLGS Waiver, which is highlighted below.

Regarding the second FPS position, as I mentioned in my attached 10-8-21 email, the decision-making as to the provisional appointment of an FPS where there is no available Civil Service promotional list from which to appoint an employee to a higher ranking position and the applicable CFD Union's collective bargaining agreement nor City policy does not provide a selection process is that the decision-making be guided by: (1) possession of all necessary credentials, licenses, education, and years of experience as required for the FPS job title; and (2) seniority in the unit, where applicable. Fire Chief Harper acknowledged aforesaid precepts in his attached 10-20-21 email "We will interview them [FPS candidates] for credentials, experience, and seniority to determine who the other candidate would be but for now Gregory Clark is a no brainer for us."

In reviewing the second FPS position with Personnel/Lisa P. I understand from Lisa that [REDACTED]

[REDACTED] are potential candidates for provisional appointment to the second FPS

position as they hold the necessary credentials for same. I further understand from Lisa that neither candidate has significant, if any, experience in the FPS unit. Please correct my aforesaid understandings, if needed. If neither candidate has experience in said unit, seniority as a Fire Fighter would be the next logical objective selection criterion here.

Given the above, unless there's another non-subjective consideration here with respect to the candidates' credentials, experience and/or seniority, Chief Harper, please immediately advise me of such--FF Castro is to be provisionally promoted to the second FPS position. Again, NJ Civil Service makes the final determination after its testing and other actions. Thus, other eligible candidates from CFD can freely submit for both FPS positions and another successful candidate(s) may in the end be permanently appointed FPS based on Civil Service's policies and procedures. As you may well appreciate in the aftermath of DLGS supporting your efforts to return CFD to its optimal personnel level, the City must move forward expeditiously with processing all DLGS-approved Waivers.

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

---

**From:** Lisa Picon <[LiPicon@ci.camden.nj.us](mailto:LiPicon@ci.camden.nj.us)>  
**Sent:** Wednesday, October 20, 2021 4:06 PM  
**To:** Jason J. Asuncion <[JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us)>; Michael Harper <[MiHarper@ci.camden.nj.us](mailto:MiHarper@ci.camden.nj.us)>  
**Cc:** Braulio Villegas, Chief Fire Marshall <[BrVilleg@ci.camden.nj.us](mailto:BrVilleg@ci.camden.nj.us)>; David Munoz <[DaMunoz@ci.camden.nj.us](mailto:DaMunoz@ci.camden.nj.us)>; Marc Riondino <[MaRiondi@ci.camden.nj.us](mailto:MaRiondi@ci.camden.nj.us)>; 'Layne, Jack [DCA]' <[Jack.Layne@dca.nj.gov](mailto:Jack.Layne@dca.nj.gov)>; 'Swain, William [DCA]' <[William.Swain@dca.nj.gov](mailto:William.Swain@dca.nj.gov)>; 'Richardella, Rick [DCA]' <[Richard.Richardella@dca.nj.gov](mailto:Richard.Richardella@dca.nj.gov)>  
**Subject:** RE: Non-Life Inspection Update

[REDACTED] I have processed the CAMPS form to promote Gregory Clark to FPS effective 10/25/21. I am awaiting the name of the second FPS.

***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](mailto:lipicon@ci.camden.nj.us)  
Cell #: 609-634-9715

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**From:** Jason J. Asuncion  
**Sent:** Wednesday, October 20, 2021 12:06 PM  
**To:** Mark Harper <[MaHarper@ci.camden.nj.us](mailto:MaHarper@ci.camden.nj.us)>; Lisa Picon <[LiPicon@ci.camden.nj.us](mailto:LiPicon@ci.camden.nj.us)>  
**Cc:** Braulio Villegas, Chief Fire Marshall <[BrVilleg@ci.camden.nj.us](mailto:BrVilleg@ci.camden.nj.us)>; David Munoz <[DaMunoz@ci.camden.nj.us](mailto:DaMunoz@ci.camden.nj.us)>; Marc Riondino <[MaRiondi@ci.camden.nj.us](mailto:MaRiondi@ci.camden.nj.us)>; 'Layne, Jack [DCA]'

<Jack.Layne@dca.nj.gov>; 'Swain, William [DCA]' <William.Swain@dca.nj.gov>; 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>

**Subject:** FW: Non-Life Inspection Update

Please review below, provide status update, and respond accordingly. With City Council's adoption of the CY2021 Budget last night, the City will be moving forward expeditiously with remaining DLGS Waivers to effectuate priority personnel transaction across all City Depts., including CFD and its FM office.

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](mailto:JaAsunci@ci.camden.nj.us) | Mobile: 609.330.2482 | Desk: 856.757.7150

**From:** Braulio Villegas, Chief Fire Marshall <[BrVilleg@ci.camden.nj.us](mailto:BrVilleg@ci.camden.nj.us)>

**Sent:** Wednesday, October 20, 2021 9:11 AM

**To:** Jason J. Asuncion <[JaAsunci@ci.camden.nj.us](mailto:JaAsunci@ci.camden.nj.us)>; Marc Riondino <[MaRiondi@ci.camden.nj.us](mailto:MaRiondi@ci.camden.nj.us)>

**Cc:** David Munoz <[DaMunoz@ci.camden.nj.us](mailto:DaMunoz@ci.camden.nj.us)>

**Subject:** FW: Non-Life Inspection Update

BA Asuncion,

As you're aware, the existing MOU between the city and state require fire companies do non-life hazard use inspections. Below you will find measures the FM's office have taken to ensure compliance. Assistant Chief FM David Munoz has taken initiative to ensure we have done our part to comply with the MOU. Chief Harper was again reminded of the need to have the fire companies begin the inspections as soon as possible to avoid noncompliance.

Please note that although waivers for the Fire Prevention Specialist and Clerk positions were approved, personnel have not been transferred to the office nor hired. The annual DCA report is due in January and inspections must be completed and fees collected by December 31st.

[REDACTED]  
you.

AS always, thank

Respectfully,

Braulio Villegas  
Chief Fire Marshal

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

From: David Munoz <[DaMunoz@ci.camden.nj.us](mailto:DaMunoz@ci.camden.nj.us)>

Date: 10/19/21 9:45 PM (GMT-05:00)

To: "Braulio Villegas, Chief Fire Marshall" <[BrVilleg@ci.camden.nj.us](mailto:BrVilleg@ci.camden.nj.us)>

Subject: Non-Life Inspection Update

Chief Villegas,

Hope all is well!

This serves as an update as to our earlier discussions regarding continuation of the Non-Life fire inspection program. The following update enables the Fire Department to be in compliance with the current Memorandum of Understanding along with fulfilling our organizational mission to effectively deliver fire prevention services via the method of Fire Company fire inspections.

What I have done thus far:

- ☞① Training of all fire companies during the week of October 5<sup>th</sup>. I delivered training on the basics of fire inspection of non-life commercial establishments. This was completed via the delivery of PowerPoint presentation to all company officers and firefighters.
- ☞① Inspection sheet was updated to identify most common fire code violations found in these businesses.
- ☞① Fire code violation list of common violations and their code citation was prepared to assist personnel during their inspections as well as their personal knowledge.
- ☞① Explained importance of documenting the fire inspection and the process for follow-up by the Fire Marshals Office

Proposed Plan to Chief of Department:

- ☞① I proposed a plan to the Fire Chief in which the non-life fire inspections will take approximately 6.5 weeks to complete. This plan involves the participation of all fire companies and would require 4-6 inspections per company, per work shift. (see attachment)
- ☞① Inspection plan recommendation is to begin as soon as possible. The goal is to complete the inspections by early December.

Pertinent items to consider:

- ☞① The Fire Marshal's secretary position has yet to be filled. The secretary will be extremely useful in entering fire inspection dates, billing, and processing payments.
- ☞① The Fire Prevention Specialist positions in our office have yet to be filled. These new Inspectors will provide immediate assistance in the non-life inspection program among the other required duties in the Fire Marshals Office.

Hopefully this update on the Non-life inspection program provides you an adequate framework of where we currently stand.

Respectfully,

David Muñoz, MAS, EFO  
Assistant Chief Fire Marshal  
Camden City Fire Marshal's Office  
Camden, New Jersey 08102  
856-757-7527  
[damunoz@ci.camden.nj.us](mailto:damunoz@ci.camden.nj.us)

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