

Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>; Ciri Castro Jr
(icfire9@yahoo.com) <icfire9@yahoo.com>
Subject: FPS Appointment Request
Importance: High

Chief Harper,

As you know, FPS David MuÃ±oz has been promoted to Assistant Chief Fire Marshal today thus leaving another vacancy in the FPS ranks. Acting FPS Gregory Clark has been filling in for FPS Jennifer B-Morris since the beginning of this year. With the recent promotion and a need to maintain critical functions within the FMâ€™s office, I respectfully request that the FPS vacancy be filled as soon as possible. As we wait for waivers to be approved, I respectfully request that qualified members (who have expressed interest) be considered and transferred to my office. If you have any questions, please let me know as time is of the essence.

Respectfully,

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

â€œDonâ€™t be afraid to think outside the box. Donâ€™t be afraid to fail big. To dream bigâ€ â€” Denzel Washington

From:
Sent:
To:
Subject:
Attachments:

David Munoz <DaMunoz@ci.camden.nj.us>
Monday, January 31, 2022 12:40 PM
Braulio Villegas, Chief Fire Marshall
Emailing: DCA STATE AUDIT REPORT
winmail.dat



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

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHARLES A. RICHMAN
Commissioner

December 29, 2016 2017

CERTIFIED MAIL / RRR

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

Re: Field Monitoring Visit

Mr. Braulio Villegas

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

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

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

LEA OPERATIONS

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



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

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

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

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

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

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

- Engine 9/ Ladder 3 Fire House
27th and Federal
N.J.A.C.5:70-3, 904.5.1 Failure to maintain cooking suppression
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.7(h).6 Windowless basement
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.11(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
9th and Morgan
N.J.A.C.5:70-3, 904.5.1 Failure to maintain cooking suppression system
**(continuing violation since January 8, 2006; last test date on tag was
January 2014);**

- N.J.A.C.5:70-3,907.20.1 Failure to maintain fire alarm system
**(continuing violation since January 8, 2006; single station battery
operated smoke alarm installed on the same day as inspection);**
N.J.A.C.5:70—3,604.3 Failure to maintain emergency lighting
(continuing violation since January 8, 2006);
N.J.A.C.5:50-4.7 Windowless basement
(continuing violation since January 23, 2006);
N.J.A.C.4.9 Install interconnected smoke detectors in communal area.
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.13 Vertical openings;
N.J.A.C.5:70-4.11 Install hand railings on basement stairs;
N.J.A.C.5:70-4.11 Dwelling unit doors not rated and not on self-closures;
N.J.A.C.5:70-3 Stairway steps to basement needs repair.
- Engine 11 Fire House
27th & Hayes
N.J.A.C.5:70-3,1011.1 Exit signs not maintained (not illuminating).
(continuing violation since January 23 2006);
N.J.A.C.5:70-4.19(d) Install carbon monoxide alarms in vicinity of
dwelling units.
**(continuing violation since January 23, 2006; single station battery
operated carbon monoxide alarms installed on the same day as
inspection);**
N.J.A.C.5:50-4.7 Windowless basement
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.7 Install ventilating hood and fire suppression over kitchen
stove
(continuing violation since January 23, 2006;
N.J.A.C.5:70-4.11 (1)2 Dwelling unit doors required to be self-closures
(continuing violation since January 23, 2006);
N.J.A.C.5:70-4.11 Dwelling unit doors are not fire rated;
N.J.A.C.5:70-4.9(a)3.v Install single station smoke alarms in all dwelling
units
**(continuing violation since January 23, 2006; single station battery
installed on the same day as inspection);**
N.J.A.C.4.9 Install interconnected smoke detectors in communal area.
**(continuing violation since January 23, 2006; single station battery
installed on the same day as inspection);**
N.J.A.C.5:70-4.11 Install hand railings on basement stairs;
N.J.A.C.5:70-4.7(h).6 Windowless basement;
N.J.A.C.5:70-4.19(d) Install carbon monoxide alarms in vicinity of
dwelling units.
**(single station battery operated carbon monoxide alarms installed on
the same day as inspection).**
 - Squad 7 Fire House
1115 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 6th Street
N.J.A.C. 5:70-2.16 [imminent hazard] Upon inspection of this building, noxious fumes were present. Fire Marshal called Camden Rescue Squad and Camden County Health Department to do air quality testing. The testing results showed that the air quality was not safe for human occupancy. The Camden City Building Department posted the building unsafe.
- Vacant warehouse
1625 Mickle Street
N.J.A.C. 5:70-3,904 Failure to maintain sprinkler system and PIV was closed
- Vacant warehouse
1895 Federal Street
Building was illegally occupied; no UCC C.C.O was taken out.

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

FINANCES

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

ORDINANCE

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

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#

Thank you very much.

David Munoz, MAS, EFO
Assistant Chief Fire Marshal
Camden City Fire Department
4 North 3rd Street
Camden, New Jersey 08101

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

From: Lisa Picon <LiPicon@ci.camden.nj.us>
Date: 1/14/22 8:12 AM (GMT-05:00)
To: David Munoz <DaMunoz@ci.camden.nj.us>
Subject: RE: Previous Chief FM Announcement

Lisa Y. Picon

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

From: David Munoz
Sent: Thursday, January 13, 2022 1:12 PM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: Previous Chief FM Announcement

Hi Lisa,

Can you provide me a copy of the last announcement for the title:

Fire Official/ Fire Subcode Official (aka Chief Fire Marshal).

The last one came out sometime around 2011 or 2012 I believe.

This would be very helpful. Thank you.

David Munoz, MAS, EFO
Assistant Chief Fire Marshal
Camden City Fire Department
4 North 3rd Street
Camden, New Jersey 08101



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City of Camden Personnel Office
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856-757-7676 or 856-757-7414
Fax: 856-541-2598
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David Munoz, MAS, EFO
Assistant Chief Fire Marshal
Camden City Fire Department
4 North 3rd Street
Camden, New Jersey 08101



NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



Click here for Online Application System

Click here for Application Form

**\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC**

SYMBOL: PM0441P

TITLE: FIRE OFFICIAL/FIRE PROTECTION SUBCODE OFFICIAL UFD

ISSUE DATE: May 01, 2012

TITLE CODE: 06362/ EGRDR7

JURISDICTION: CAMDEN

DEPARTMENT: FIRE

WEIGHT CODE: *

SALARY: \$112,175.00

CLOSING DATE: May 21, 2012

JURISDICTION CODE: C04080026

RETURN COMPLETED APPLICATIONS TO:

**NJ Civil Service Commission
44 South Clinton Avenue, PO Box 322
Trenton, NJ 08625-0322**

Open to all employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and meet the requirements listed below:

Education: Graduation from High School, Vocational High School, or possession of an approved High School Equivalency Certificate.

Experience: Five (5) years of experience in one or more of the areas indicated below or some combination thereof: 1) as a firefighter in a paid or volunteer fire company, and/or 2) in the inspection of buildings to detect fire hazards and to enforce fire safety codes and regulations, and/or 3) in the investigation of fires to determine their cause, and/or 4) in the inspection of the construction of buildings and the review of building construction plans and specifications to ensure compliance with fire protection codes and regulations, and/or 5) in the installation of fire protection equipment.

Certificate: Applicants must possess a current and valid Fire Official certificate issued by the New Jersey Department of Community Affairs. If you have the required certification, you must attach a copy to your application; proof of the certification must be submitted to the employing agency prior to appointment. Failure to do so will result in rejection from the examination process.

License: Applicants must possess a current and valid Fire Protection Subcode Official HHS license issued by the New Jersey Department of Community Affairs. If you have the required license, you must indicate this on your application; proof of the license must be submitted with your application. Failure to do so will result in rejection from the examination process.

Note: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

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

SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED! You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file On-Line" at the top of the announcement. **You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**

Make-up Examinations: Requests for make-up examinations based on medical grounds for public safety promotional exams must include a New Jersey Civil Service Commission Authorization for Public Safety Make-Up Examination Form.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. Applications must be postmarked by 11:59 pm on the closing date or application filing deadline listed above, or must be hand-delivered to the Civil Service Commission no later than 4:00pm on the closing date or application filing deadline listed above.
6. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).

Received. Meeting with management team on various fire dept. issues. Was supposed to be today but got pushed to Friday.

TJC

From: David Munoz <DaMunoz@ci.camden.nj.us>
Sent: Wednesday, February 02, 2022 4:04 PM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>
Subject: Camden City Fire Official Appointment Documents Needed

Dear Business Administrator Cunningham,

Please review the message below which I received from Marylain Kemp, Adm. Assistant to the Director, Division of Fire Safety.

Currently I am fulfilling the duties of the Fire Official/ Fire Subcode Official (AKA Chief Fire Marshal) which include the enforcement of the NJ Uniform Fire and Uniform Construction Codes. However, DFS requires the documentation as stated in Ms. Kemp's email which the Appointing Authority must provide.

As you are aware, this position was vacated on February 1, 2022 by retired Chief Fire Marshal Braulio Villegas. I have all the requirements to assume the title and will continue to ensure adequate and appropriate enforcement of the codes while your office provides the DFS the requested documents.

Please maintain me abreast of the City's next course of action to satisfy this vacancy.

Respectfully,

David Munoz, MAS, EFO
Assistant Chief Fire Marshal

From: Kemp, Marylain [DCA] [<mailto:Marylain.Kemp@dca.nj.gov>]
Sent: Wednesday, February 02, 2022 3:13 PM
To: David Munoz <DaMunoz@ci.camden.nj.us>
Cc: Bishop, Darius [DCA] <Darius.Bishop@dca.nj.gov>
Subject: Camden City FO Appointment Documents Needed

Good Afternoon Fire Official Munoz:

The Division requires documents for newly appointed fire officials; if you will be the new fire official moving forward, please provide the following:

A letter from Camden City appointing you as the new Fire Official by name with an effective date, work related email, and emergency cell number.

A resolution appointing you as the fire official by name with effective date.

A copy of your fire official certification.

All documents can be emailed to me directly. Once we receive the documentation we will expedite your access to RIMS. Thank you.

Marylain Kemp
Administrative Assistant to the Director
Personnel Coordinator
NJ Division of Fire Safety
PO Box 809
Trenton, NJ 08625-0809
609-633-7129
Marylain.Kemp@dca.nj.gov

This e-mail contains advisory, consultative and deliberative material and is intended only for the person(s) named as recipient(s).



From: Bishop, Darius [DCA] <Darius.Bishop@dca.nj.gov>

Sent: Wednesday, February 2, 2022 2:54 PM

To: Kemp, Marylain [DCA] <Marylain.Kemp@dca.nj.gov>

Subject: For your FO List

Hi Darius,

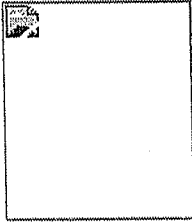
Our Fire Official Villegas retired effective February 1, 2022. The last few weeks have been pretty busy transitioning and completing the Annual Report for DFS. I have received your message and will have an Inspector respond out as quick as I can. I am handling all Fire Official duties from here on out.

David Munoz <DaMunoz@ci.camden.nj.us>

David Munoz, MAS, EFO
Asst. Chief Fire Marshal
Camden Fire

Darius Bishop
Compliance Officer 1, Fire Safety
NJ Division of Fire Safety
PO Box 809
Trenton, NJ 08625-0809
Cell [REDACTED]
Fax 609-633-6330

darius.bishop@dca.nj.gov



Understood. Should any questions or additional information is needed please don't hesitate to contact me.

Take care,

From: Timothy J. Cunningham
Sent: Wednesday, February 02, 2022 4:16 PM
To: David Munoz <DaMunoz@ci.camden.nj.us>
Cc: 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>
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Marylain.Kemp@dca.nj.gov

This e-mail contains advisory, consultative and deliberative material and is intended only for the person(s) named as recipient(s).



From: Bishop, Darius [DCA] <Darius.Bishop@dca.nj.gov>

Sent: Wednesday, February 2, 2022 2:54 PM

To: Kemp, Marylain [DCA] <Marylain.Kemp@dca.nj.gov>

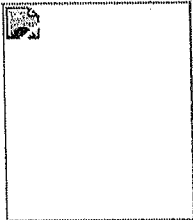
Subject: For your FO List

Hi Darius,

Our Fire Official Villegas retired effective February 1, 2022. The last few weeks have been pretty busy transitioning and completing the Annual Report for DFS. I have received your message and will have an Inspector respond out as quick as I can. I am handling all Fire Official duties from here on out.
David Munoz <DaMunoz@ci.camden.nj.us>

David Munoz, MAS, EFO
Asst. Chief Fire Marshal
Camden Fire

Darius Bishop
Compliance Officer 1, Fire Safety
NJ Division of Fire Safety
PO Box 809
Trenton, NJ 08625-0809
Cell [REDACTED]
Fax 609-633-6330
darius.bishop@dca.nj.gov



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Advisory, Consultative & Deliberative

Chief,

I'm not an expert in fire titles under civil service, but I guess my question is a fundamental one.

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, February 04, 2022 11:24 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

We have two members serving in provisional titles in our Fire Marshal's Office pending examinations which I requested over a year ago to maintain active Civil Service lists at every rank. The only titles that Civil Service automatically tests for in the fire service is for Firefighter, Fire Captain, and Battalion Fire Chief. All other titles for testing have to be requested by the appointing authority and they would be for:

- Fire Chief – test recently given in November of 2021
- Deputy Fire Chief – test tentative for the spring (our list was expired but Civil Service extended it due to COVID)
- Fire Official/Fire Prevention Subcode Official – UFD
- Supervising Fire Prevention Specialist – UFD
- Fire Prevention Specialist – UFD

The Fire Prevention Specialist title is now a non-competitive title so they no longer test for that position but Ms. Picon advise us that this did not include Fire Prevention Specialist – “UFD” but we have not heard anything since on this issue. The two members serving provisionally we selected by the former Business Administrator without conducting interviews of all of the interested parties for those titles. The interviews for the interested parties that were scheduled were cancelled at the eleventh hour and the provisional appointments were made by Jason Asuncion.

The DCA Officials Mr. Jack Layne and Mr. William Swain are knowledgeable about this situation. Deputy Chief Flax, the DCA Officials, and I had a meeting with Jason Asuncion about the selections he made without input from the fire department.

Michael L. Harper
Fire Chief
Camden Fire Department

"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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From: Timothy J. Cunningham

Sent: Friday, February 4, 2022 10:39 AM

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

Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdi Piero@brownconnery.com>

Subject: Chief Fire Marshall

Chief Harper,

David Munoz has submitted a letter expressing his interest in serving (provisionally) as the Department's Fire Official/Fire Subcode Official. It is my understanding that the previous Fire Marshall (Villegas) has retired.

Is this provisional appointment something that you are supportive of?

Thanks.

TJC

Can you get the names so that I can provide you with seniority, titles, etc. ?

Lisa Y. Picon

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

From: Timothy J. Cunningham
Sent: Friday, February 04, 2022 12:42 PM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: FW: Chief Fire Marshall

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If true, I believe we need to interview. But let me know what I'm missing.

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, February 04, 2022 12:37 PM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

Yes. We had two other members in the department who submitted letters of interest who have the required credentials.

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

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

From: "Timothy J. Cunningham" <TiCunnin@ci.camden.nj.us>
Date: 2/4/22 12:25 PM (GMT-05:00)
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>, "Michael J. DiPiero"
<mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

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Sent: Friday, February 04, 2022 11:24 AM
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Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

TOP OF DOCUMENT IS REDACTED PURSUANT TO THE ATTORNEY-CLIENT PRIVILEGE

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

From: Michael Harper

Sent: Friday, February 4, 2022 4:29 PM

To: 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>; 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 Gonzalez <DaGonzal@ci.camden.nj.us>; Daniel Seybert <DaSeyber@ci.camden.nj.us>; David Diaz <DaDiaz@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>; Gerald Hall

<GeHall@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>; 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 Pollard <KePollar@ci.camden.nj.us>; Kyo Vargas <KyVargas@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>; Milikie Winthers <MiWinthe@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>; Shane Carr <ShCarr@ci.camden.nj.us>; Squad Seven <SqSeven@ci.camden.nj.us>; Tyrone Miles <TyMiles@ci.camden.nj.us>
Cc: Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; 'Pete Perez' <petemaxperez1989@gmail.com>; iaff.local.2578.secretary@gmail.com; Samuel Munoz (smunoz@iafflocal2578.org) <smunoz@iafflocal2578.org>; Blanca Aponte <BlancaA@ci.camden.nj.us>; Tianie Wilson <TiWilson@ci.camden.nj.us>; Fire Light Duty <FireLD@ci.camden.nj.us>; Braulio Villegas, Chief Fire Marshall <BrVilleg@ci.camden.nj.us>; David Munoz <DaMunoz@ci.camden.nj.us>; Edwin Caraballo <EdCaraba@ci.camden.nj.us>; Gregory Clark <GrClark@ci.camden.nj.us>; Jennifer Barrientos <JeBarrie@ci.camden.nj.us>
Subject: Business Administrator Interaction
Importance: High

I have copied the Business Administrator on this document.

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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City of Camden
Fire Department
Memorandum

To: All Units/Members

/Uniformed and Civilian Force

From: Chief Michael Harper *MH*

/Fire Administration

Re: Authorization

Date: February 4, 2022

As has always been the case, but serving as an immediate reminder, **no member is to contact the Business Administrator via phone, email, letter, conversation, or any other correspondence without permission from the Fire Chief or his designee under any circumstances.**

The Business Administrator is the second highest authority in the city who reports directly to the Mayor and DCA Officials. The Business Administrator reaches out to each department via the department heads (i.e. Fire Chief and Directors). Any requests from the fire department members including union officials will be vetted by the Fire Chief and/or the Deputy Fire Chiefs before it is presented to the Business Administrator. There is a grievance procedure in place if you feel as though your request should be moved above the Fire Chief. All grievances must reflect items in the current collective bargaining agreements (788 & 2578) when submitted.

As of this date any member who violates this directive will be subject to an insubordination disciplinary action.

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From: Michael Harper
Sent: Friday, February 5, 2021 9:10 AM
To: Jason J. Asuncion; Lisa Picon
Cc: Diana Gonzalez; Jesse Flax; Howard McCoach; Michelle Spearman
Subject: Request for testing

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Following a recent Advisory Board meeting at Civil Service they advised that they intend to resume promotional testing for fire departments throughout the state. For all testing for Battalion Chief and Fire Captain, Civil Service automatically calls for testing when the current tests are near the end of their active period. For all other ranks (Fire Chief, Deputy Fire Chief, Fire Prevention Specialist, Fire Subcode/Fire Official) the appointing authority must request testing be done for their respective cities. They have indicated that they will be testing for Fire Chief and Deputy Fire Chief this calendar year (2021). I am requesting that the City of Camden request Civil Service include us in testing as soon as possible for the following positions:

- Fire Chief
- Deputy Fire Chief
- Fire Subcode/Fire Official
- Fire Prevention Specialist

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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om:

David Munoz <DaMunoz@ci.camden.nj.us>

Sent:

Friday, February 18, 2022 4:17 PM

To:

'fm6munoz@aol.com'

Subject:

Fire Official

Attachments:

winmail.dat

Chief Harper,

As you are aware, the Chief Fire Marshal in Camden serves as the Fire Official/ Fire Subcode. Section 5:71-3.2 of the NJ Uniform Fire Code states that the Fire Official is the chief administrator of the Local Enforcement Agency (LEA), thus, establishes the day to day operating routines of the LEA. With that said, I want to point out several pressing factors currently impacted by the vacancy of this position.

In addition, the Fire Official is required by state regulations to have his signature affixed on most if not all the official documents/ records that are issued from the LEA. These documents include:

- Notice of Violations
- Certificate of Inspections
- Notice of Order to Pay Penalty
- Request for Time Extensions
- Orders to Pay Penalty/ on Recurring Violations
- Imminent Hazard orders
- Permit Applications
- Variance Approvals
- Occupant Load Certificates
- Smoke Detector/CO resale certificates

Please give urgent attention to this matter and provide direction as to how to proceed with these enforcement actions.

Sincerely,

David Munoz, MAS, EFO
Assistant Chief Fire Marshal

Amended by R.1993 d.628, effective December 6, 1993.
 See: 25 N.J.R. 4363(a), 25 N.J.R. 5466(a).
 Amended by R.1995 d.58, effective March 6, 1995.
 See: 26 N.J.R. 4258(a), 27 N.J.R. 878(b).

5:71-2.11 Right of appeal

In accordance with N.J.S.A. 52:27D-206, any person or agency aggrieved by a notice, order, action or decision of the Division pursuant to this subchapter shall be entitled to a hearing before the Office of Administrative Law pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and the Uniform Administrative Rules of Practice, N.J.A.C. 1:1-1, provided that a request for a hearing is submitted to the Hearing Coordinator, Department of Community Affairs, PO Box 802, Trenton, New Jersey 08625-0802 within 15 days of the person or agency's receipt of the notice or order complained of.

Amended by R.1993 d.628, effective December 6, 1993.
 See: 25 N.J.R. 4363(a), 25 N.J.R. 5466(a).
 Amended by R.1995 d.58, effective March 6, 1995.
 See: 26 N.J.R. 4258(a), 27 N.J.R. 878(b).

5:71-2.12 Firefighter serious injury and death investigations

(a) In conjunction with the Department of Labor and Workforce Development and the Department of Health and Senior Services, the Division shall conduct investigations of fire incidents in which one or more firefighters suffer death or serious injury and identify those measures that may be required to prevent the future occurrence of deaths and serious injuries under similar circumstances. The Division shall have the authority to conduct such investigations anywhere in the State.

1. In furtherance of any firefighter serious injury or death investigation, the Division may issue and enforce subpoenas to compel the testimony of any person who might have knowledge of any relevant matters and the production of any relevant documents.

(b) As a part of the investigative process, the Division shall:

1. Secure or order to be secured, any and all evidence including personal protective clothing and equipment or any other item(s) that may have played a role in an incident involving firefighter serious injury or death if the failure to secure such evidence may compromise its integrity or render it useless to the investigation;

2. Examine, test or order to be examined or tested, any and all evidence, personal protective clothing and equipment or any other item(s) that may have played a role in an incident involving firefighter serious injury or death; and

3. Preserve or order the preservation of buildings, structures, areas, apparatus or equipment from destruction or demolition; and order such to be secured and protected from public entry and/or use until released by the Division.

(c) Fire departments and fire companies shall notify the Division of any firefighter line-of-duty serious injury or death as soon as possible, but no later than four hours from the time of injury or death.

1. The Division shall determine the manner for notification.

2. The Division may issue a penalty against an appropriate party for failure to timely notify the Division or for hindering notification.

(d) If any investigation conducted under this subsection results in the discovery of any violation of the provisions of the Uniform Fire Safety Act, P.L. 1983, c.383 (N.J.S.A. 52:27D-192 et al.) or the Uniform Fire Code (N.J.A.C. 5:70), the Division, as an enforcing agency, may issue a written notice or order pursuant to the Uniform Fire Safety Act.

1. Any notice or order issued by the Division pursuant to this section may be enforced pursuant to N.J.S.A. 52:27D-210 as a notice or order of the Commissioner.

New Rule, R.2005 d.145, effective May 16, 2005.
 See: 36 N.J.R. 5286(a), 37 N.J.R. 1782(a).

SUBCHAPTER 3. ORGANIZATION, ADMINISTRATION, AND ENFORCEMENT

5:71-3.1 Applicability

The provision of this subchapter shall apply to all local and county enforcing agencies. The term local enforcing agency shall mean and include county enforcing agencies whenever the term is used in this subchapter.

Amended by R.1995 d.58, effective March 6, 1995.
 See: 26 N.J.R. 4258(a), 27 N.J.R. 878(b).

5:71-3.2 Local enforcing agencies; organization

(a) The fire official shall be appointed in the manner provided for in the ordinance establishing the local enforcing agency. He or she shall serve as the chief administrator of the agency. He or she shall establish the day-to-day operating routines of the agency and shall coordinate the activities of any inspectors or other staff. He or she shall be certified in accordance with N.J.A.C. 5:71-4.

(b) The municipality, fire district and the fire department shall ensure that the enforcing agency has an adequate number of inspectors to complete all necessary inspections and review all permit applications and act on them in a timely manner as well as sufficient staff to ensure that enforcement actions are taken in a timely manner when violations are found and not corrected. Any inspectors engaged in the inspection of life hazard uses shall be certified as specified in N.J.A.C. 5:71-4.

(c) The local enforcing agency shall be subject to direction from the appointing authority and such subordinate officers as may be designated in the adopting ordinance.

(d) The municipality or fire district shall specifically appoint legal counsel to assist and represent the local enforcing agency in all matters related to the Code. Such legal counsel shall advise the agency and undertake such actions at law as the fire official shall deem necessary.

Amended by R.1985 d.611, effective December 2, 1985.
See: 17 N.J.R. 1015(b), 17 N.J.R. 2870(a).

(c) substantially amended.

Amended by R.1995 d.58, effective March 6, 1995.
See: 26 N.J.R. 4258(a), 27 N.J.R. 878(b).

5:71-3.3 Duties of fire officials and fire inspectors

(a) The fire official shall enforce the code and the regulations and shall:

1. Maintain certification with the Division pursuant to N.J.A.C. 5:71-4;
2. Ensure that notices of violations are served whenever inspections reveal violations;
3. Provide that permit applications are available and assist the public on preparing them when necessary;
4. Review all permit applications for completeness as to form;
5. Ensure that the inspection required for the issuance of a permit is performed in a timely manner;
6. Ensure that no activity or use which requires a permit is carried out without one;
7. Ensure that all life hazard uses are registered;
8. Assist the Division, when requested, with any registration application;
9. Coordinate with the fire subcode official where work to be done to comply with the Fire Code requires a construction permit;
10. Collect all fees and penalties due the local enforcing agency and ensure that they are properly accounted for;
11. Ensure that all requests for variances are properly prepared, documented and approved or denied in a timely manner;
12. Ensure that all persons seeking to appeal are promptly referred to the Construction Code Board of Appeals;
13. Record all notices of violation and determine the amount of all penalties for non-compliance;
14. Ensure that a report of every inspection is completed and properly filed;

15. Take reasonable measures to determine when imminent hazards exist and enforce the law as provided for by the Code;

16. File such reports, forms and certifications as the Division may require;

17. Supervise the work of any assigned inspectors or enforcement personnel to ensure compliance with the Code, completeness and accuracy;

18. Ensure that any agency staff members requiring certification have been certified;

19. Ensure that the procedures of the local enforcing agency conform to the requirements of the Code and the regulations;

20. Prepare and obtain reports required by the regulations;

21. Attend meetings and hearings as required by the Code and the regulations;

22. Coordinate the activities of the local enforcing agency with other Code enforcement agencies and State agencies having a related interest or responsibility;

23. Carry out such other functions as are necessary and appropriate to the position of fire officials including coordinating transition to a successor fire official;

24. Respond to and cause to be investigated any complaints brought under the Code;

25. Investigate, or cause to be investigated, every reported fire or explosion occurring within the jurisdiction that involves the loss of life or serious injury or causes destruction or damage to property. Such investigation shall be initiated immediately upon the occurrence of such fire or explosion; and if it appears that such an occurrence is of a suspicious nature, the fire official shall take charge immediately of the physical evidence, and in order to preserve any physical evidence relating to the cause or origin of such fire or explosion, take means to prevent access by any person or persons to such building, structure or premises until such persons designated by law to pursue investigations into such matters become involved and shall further cooperate with such authorities in the collection of evidence and prosecution of the case; and

26. Contact a local or county juvenile firesetter intervention program if, upon determination by an investigative authority having jurisdiction, a juvenile has been involved in a fire setting incident or has exhibited inappropriate behavior involving the misuse of fire or fire safety equipment.

(b) Whenever a fire death occurs within the jurisdiction of a local enforcing agency, the fire official shall notify the Division of Fire Safety via telephone within 48 hours of the death. A Fire Incident and Casualty report shall be forwarded to the Bureau of Fire Safety within 30 days.

That I will and I will also request information on the Civil Service testing for all of the positions in the office that is desperately needed. Unfortunately Retired CFM Villegas was provisional in his title as Fire Official/Fire Prevention Subcode Official – UFD for over two years before he was made permanent following the test that was finally given. The positions requiring testing for the Fire Marshal's Office are:

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

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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From: David Munoz

Sent: Monday, February 21, 2022 5:13 PM

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

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Ciri Castro <CiCastro@ci.camden.nj.us>; 'smunoz@iafflocal2578.org' <smunoz@iafflocal2578.org>

Subject: RE: FM6 IN SERVICE FOR FIRE INVESTIGATIONS

Chief Harper,

[REDACTED] After serving over 22 years in the Fire Marshal's Office, rest assured that I have gained the experience to manage all duties in our office. In fact, that is why I acted swiftly and was able to obtain a spot for Inspector Castro in the IAAI fire investigation class. Actually, I spoke with Chief Flax about it and he expressed the possibility on having additional CFD persons attend similar class. The class had a max of 22 persons and I managed to squeeze him in the midnight hour. [REDACTED]

Moreover, The Fire Official also serves as the authority in all fire investigations and explosions per the Uniform Fire Code. It has been 21 days since this position became vacant and I hope that you make this a priority of discussion with the Business Administrator.

Chief Muñoz

From: Michael Harper
Sent: Monday, February 21, 2022 4:49 PM
To: David Munoz <DaMunoz@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Ciri Castro <CiCastro@ci.camden.nj.us>
Subject: RE: FM6 IN SERVICE FOR FIRE INVESTIGATIONS

Provisional ACFM Munoz

If it is your plan to put Provisional FPS Ciri Castro in the rotation to take the duty you will be required to respond with him accordingly since you are also on call and [REDACTED]. This may become the standard for all FM responses that anyone who is being paid on call pay must respond back for duty for any requests for the Fire Marshal's office. This was the position of the former Mayor Moran and it was verbalized by me to Retired CFM Villegas so this is not some new paradigm that I am citing.

I wish I was made aware of the course that PFPS attended ahead of time so that we could have offered it to other members of the department who may have had interests. [REDACTED]

[REDACTED] This will be on the agenda along with other items in reference to the Fire Marshal's Office I will discuss with the Business Administrator at our next meeting.

Congratulations Ciri.

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: David Munoz
Sent: Friday, February 18, 2022 5:10 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas

<SaBalaka@ci.camden.nj.us>; Ciri Castro <CiCastro@ci.camden.nj.us>

Subject: FM6 IN SERVICE FOR FIRE INVESTIGATIONS

Chief Harper,

FPS Ciri Castro has completed the Fire/Arson Investigation class and has met the requirements of NFPA 1033 & 921. This course was delivered by New Jersey's International Association of Arson Investigators (IAAI) which is highly regarded as a premiere Fire Investigator organization.

I congratulate FPS Castro on completing this rigorous training and becoming available to serve our department and citizens with his newfound specialized training.

Have a good weekend.

Chief Muñoz

[REDACTED]

From: Pete Perez <petemaxperez1989@gmail.com>
Sent: Thursday, February 24, 2022 4:50 PM
To: Michael Harper
Cc: Lisa Picon; Angel Lopez; ticunnin@ci.camden.nj.us; Jesse Flax; Ciri Castro Jr.; David Munoz
Subject: Re: FF Angel M Lopez Jr

Chief your response to FF A. Lopez is misleading
You wrote,

"Your concerns will be considered as a decision is made on how the vacancies presently and in the future will be made in our Fire Marshal's Office. When the staffing levels were increased last August (2021) I sent out a memorandum asking if any of our members were interested in filling temporary and/or permanent positions in the Fire Marshal's Office. We did receive your letter of interest and we had scheduled interviews for the 5 or so members who had interest. Unfortunately the Business Administrator cancelled the interview process and appointed personnel to the office in the current provisional titles."

As you are aware, but failed to detail in your response to FF Lopez was that, absent of a list, Provisional Appointments are done in accordance to the CBA by seniority within the unit. There seems to be doubt on your part on how this works. Again, you are sending responses that are bringing confusion to what has been a simple process for the City's Personnel Department.

Ms. Picon has clarified the status of the examination process for FPS - UFD which is competitive. Any member desiring to take an examination for this position is more than welcome to when that time arrives. Until then, the position(s) should be filled Provisionally, by seniority within the unit.

Respectfully submitted,

William Perez
VP - Local 788

On Thu, Feb 24, 2022, 4:10 PM Michael Harper <MiHarper@ci.camden.nj.us> wrote:
Thanks Lisa. Has a request been made to Civil Service for the testing for:

Deputy Fire Chief
Fire Official/Fire Prevention Subcode Official – UFD
Supervising Fire Prevention Specialist – UFD
Fire Prevention Specialist

Those titles require the Appointing Authority to request the city to be put in the testing cycle for those positions. The only automatic Civil Service testing done for the fire departments in New Jersey are for Battalion Fire Chief, Fire Captain, and Firefighter. The test for Fire Chief has already been given and the "written part" of the Battalion Fire Chief's test has already been administered.

Michael L. Harper
Fire Chief
Camden Fire Department

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From: Lisa Picon

Sent: Thursday, February 24, 2022 3:49 PM

To: 'Pete Perez' <petemaxperez1989@gmail.com>; Michael Harper <MiHarper@ci.camden.nj.us>

Cc: Angel Lopez <angelmlopez60@gmail.com>; Jesse Flax <JeFlax@ci.camden.nj.us>; Ciri Castro Jr (icfire9@yahoo.com) <icfire9@yahoo.com>; David Munoz <DaMunoz@ci.camden.nj.us>; Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>; Samuel Munoz <Smunoz@iafflocal2578.org>; Sachina Evans <SaEvans@ci.camden.nj.us>

Subject: RE: FF Angel M Lopez Jr

Please accept this as written confirmation that Fire Prevention Specialist is non-competitive (N) and Fire Prevention UFD (C) is classified.

[cid:image001.png@01D82998.E68FEF30]

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: Pete Perez [<mailto:petemaxperez1989@gmail.com>]

Sent: Thursday, February 24, 2022 3:08 PM

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

Cc: Angel Lopez <angelmlopez60@gmail.com<<mailto:angelmlopez60@gmail.com>>>; Jesse Flax

<JeFlax@ci.camden.nj.us<<mailto:JeFlax@ci.camden.nj.us>>>; Ciri Castro Jr

(icfire9@yahoo.com<<mailto:icfire9@yahoo.com>>) <icfire9@yahoo.com<<mailto:icfire9@yahoo.com>>>;

David Munoz <DaMunoz@ci.camden.nj.us<<mailto:DaMunoz@ci.camden.nj.us>>>; Lisa Picon

<LiPicon@ci.camden.nj.us<<mailto:LiPicon@ci.camden.nj.us>>>; Timothy J. Cunningham

<TiCunnin@ci.camden.nj.us<<mailto:TiCunnin@ci.camden.nj.us>>>; Samuel Munoz

<Smunoz@iafflocal2578.org<<mailto:Smunoz@iafflocal2578.org>>>

Subject: Re: FF Angel M Lopez Jr

Chief,

Local 788 is in receipt of your response to FF Angel Lopez Jr. First, we have reminded FF Lopez Jr. of the grievance procedure according to the Collective Bargaining Agreement. [REDACTED]

Regarding seniority, the suggestion that seniority is a factor but not the "end all" regarding promotions needs to be clarified. Article XXVI, Section 2 spells out clearly that absent of a list, "employees to be appointed to the higher ranking position shall be the most SENIOR employee of the Department assigned to that particular unit."

With all due respect, there is no ambiguity in the language Chief.

Respectfully submitted,

William Perez
VP - Local 788

On Thu, Feb 24, 2022, 12:57 PM Michael Harper
<MiHarper@ci.camden.nj.us<<mailto:MiHarper@ci.camden.nj.us>>> wrote:
FF Angel Lopez, Jr,

Your concerns will be considered as a decision is made on how the vacancies presently and in the future will be made in our Fire Marshal's Office. When the staffing levels were increased last August (2021) I sent out a memorandum asking if any of our members were interested in filling temporary and/or permanent positions in the Fire Marshal's Office. We did receive your letter of interest and we had scheduled interviews for the 5 or so members who had interest. Unfortunately the Business Administrator cancelled the interview process and appointed personnel to the office in the current provisional titles.

According to Civil Service the Fire Prevention Specialist position is no longer a competitive position which means there is no longer a test for Fire Prevention Specialist you just have to have the proper licensing to perform in the position. Our Personnel Office said that the provision did not include Fire Prevention Specialist - "UFD" but we have not received any documentation confirming that point. As soon as we get some clarity on how and when testing will be done or we gain the ability to appoint members to those positions we will advise you accordingly. I do have to mention that even if there is testing, seniority has an effect on scoring for each individual. Seniority is also a consideration as it relates to your contract but it is not the end all for permanent appointments.

Michael L. Harper
Fire Chief
Camden Fire Department

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- Aaron Fields Seattle Fire Department

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From: Angel Lopez [<mailto:angelmlopez60@gmail.com><<mailto:angelmlopez60@gmail.com>>]
Sent: Thursday, February 24, 2022 9:49 AM
To: Michael Harper <MiHarper@ci.camden.nj.us<<mailto:MiHarper@ci.camden.nj.us>>>; Jesse Flax
<JeFlax@ci.camden.nj.us<<mailto:JeFlax@ci.camden.nj.us>>>; Pete Perez
<petemaxperez1989@gmail.com<<mailto:petemaxperez1989@gmail.com>>>; Ciri Castro
<icfire9@yahoo.com<<mailto:icfire9@yahoo.com>>>; David Munoz

<DaMunoz@ci.camden.nj.us<mailto:DaMunoz@ci.camden.nj.us>>;
Richard.Mikutsky@dca.nj.gov<mailto:Richard.Mikutsky@dca.nj.gov>
Subject: Re: FF Angel M Lopez Jr

Good-morning everyone,

After multiple conversations with people in the department, it has come to my attention that there are some firefighters who are interested in working in the fire Marshall office. To my understanding, there is no current list to hire individuals for any open positions. Due to the absence of this list, the hiring will be done by seniority only or what the department deems is a necessary process to hire. This process is inequitable to each individual looking to work as a Fire Marshall. I personally would be pushed to the very bottom of the list over and over as more positions become available. I am requesting that there be a test announced so this position can be filled. I may have to wait for positions to become available but I'd rather be hired with just as much a fair chance as anyone else looking to go into the Fire Marshalls office. This email is not intended to throw anyone under the bus however, all I am asking is that I get an unprejudiced chance to test for a position. I have confidence that Union members will make sure that this situation is handled accordingly. Thank-you for taking the time to read through this email and I am looking forward to an eventual test date.

Get Outlook for iOS<<https://aka.ms/o0ukef>>

From:

angelmlopez60@gmail.com<mailto:angelmlopez60@gmail.com><mailto:angelmlopez60@gmail.com<mailto:angelmlopez60@gmail.com>>>

<angelmlopez60@gmail.com<mailto:angelmlopez60@gmail.com><mailto:angelmlopez60@gmail.com<mailto:angelmlopez60@gmail.com>>>>

Sent: Monday, July 26, 2021 3:26 PM

To:

Miharper@ci.camden.nj.us<mailto:Miharper@ci.camden.nj.us><mailto:Miharper@ci.camden.nj.us<mailto:Miharper@ci.camden.nj.us>>>;

Jeflax@ci.camden.nj.us<mailto:Jeflax@ci.camden.nj.us><mailto:Jeflax@ci.camden.nj.us<mailto:Jeflax@ci.camden.nj.us>>>;

Brvilleg@ci.camden.nj.us<mailto:Brvilleg@ci.camden.nj.us><mailto:Brvilleg@ci.camden.nj.us<mailto:Brvilleg@ci.camden.nj.us>>>

Cc:

Damunoz@ci.camden.nj.us<mailto:Damunoz@ci.camden.nj.us><mailto:Damunoz@ci.camden.nj.us<mailto:Damunoz@ci.camden.nj.us>>>

Subject: FF Angel M Lopez Jr

Hello chiefs,

I am aware that there will be changes taking place within the department such a transfers soon. I would like to make you aware that I am interested in taking one of the positions as a fire Marshall if possible. I understand there are people with more seniority however, I would like to just let you know of my interest. I currently have my Fire Inspection license and can provide that upon request if needed. Thank-you.

Sent from my iPhone

[REDACTED]

From: Pete Perez <petemaxperez1989@gmail.com>
Sent: Thursday, February 24, 2022 5:07 PM
To: Michael Harper
Cc: Lisa Picon; Angel Lopez; ticunnin@ci.camden.nj.us; Jesse Flax; Ciri Castro Jr.; Samuel Munoz
Subject: Re: FF Angel M Lopez Jr

On Thu, Feb 24, 2022, 4:49 PM Pete Perez <petemaxperez1989@gmail.com> wrote:

Chief your response to FF A. Lopez is misleading
You wrote,

"Your concerns will be considered as a decision is made on how the vacancies presently and in the future will be made in our Fire Marshal's Office. When the staffing levels were increased last August (2021) I sent out a memorandum asking if any of our members were interested in filling temporary and/or permanent positions in the Fire Marshal's Office. We did receive your letter of interest and we had scheduled interviews for the 5 or so members who had interest. Unfortunately the Business Administrator cancelled the interview process and appointed personnel to the office in the current provisional titles."

As you are aware, but failed to detail in your response to FF Lopez was that, absent of a list, Provisional Appointments are done in accordance to the CBA by seniority within the unit. There seems to be doubt on your part on how this works. Again, you are sending responses that are bringing confusion to what has been a simple process for the City's Personnel Department.

Ms. Picon has clarified the status of the examination process for FPS - UFD which is competitive. Any member desiring to take an examination for this position is more than welcome to when that time arrives. Until then, the position(s) should be filled Provisionally, by seniority within the unit.

Respectfully submitted,

William Perez
VP - Local 788

On Thu, Feb 24, 2022, 4:10 PM Michael Harper <MiHarper@ci.camden.nj.us> wrote:
Thanks Lisa. Has a request been made to Civil Service for the testing for:

Deputy Fire Chief
Fire Official/Fire Prevention Subcode Official – UFD
Supervising Fire Prevention Specialist – UFD
Fire Prevention Specialist

Those titles require the Appointing Authority to request the city to be put in the testing cycle for those positions. The only automatic Civil Service testing done for the fire departments in New Jersey are for Battalion Fire Chief, Fire Captain, and Firefighter. The test for Fire Chief has already been given and the "written part" of the Battalion Fire Chief's test has already been administered.

Michael L. Harper
Fire Chief
Camden Fire Department

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- Aaron Fields Seattle Fire Department

[REDACTED] There is only one vacancy in the Fire Marshal's Office and that is for the vacant position listed below.

Position	Name	Status	Other
FIRE OFCL/FIRE PRTCTN SUBCD OFCL UFD	Vacant		
SPVG FIRE PRVNTN SPCLST UFD	David Munoz	Provisional	
Fire Prevention Specialist UFD	Jennifer Barrientos-Morris	Permanent	[REDACTED]
Fire Prevention Specialist UFD	Edwin Caraballo	Permanent	
Fire Prevention Specialist UFD	Gregory Clark	Provisional	
Fire Prevention Specialist UFD	Ciri Castro	Provisional	

I have confirmed with Civil Service that we are on the list for the Deputy Fire Chief testing. The City did not request testing for Fire Sub-Code/Fire Official nor Fire Prevention Specialist UFD.

Since we currently have provisional appointments for titles Supervising Fire Prevention Specialist UFD and Fire Prevention Specialist UFD, Civil Service will automatically call for the test.

Lisa Y. Picon

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

From: Timothy J. Cunningham
Sent: Thursday, March 10, 2022 12:42 PM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: FW: Chief Fire Marshall

[REDACTED]

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, March 04, 2022 10:31 AM

To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>

Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>

Subject: RE: Chief Fire Marshall

That sounds good to me. I did not request resumes from the candidates so I will request that information and advise them all of the interview date and times. Once I receive the information I will forward them to you. Deputy Chief Flax should be the other member from the fire department who should sit in on the interviews since the Fire Marshal's office falls under his purview.

There are two supervisory provisional appointments and two non-supervisory positions needed to be filled in the Fire Marshal's Office. The Fire Official/Fire Prevention Subcode Official-UFD and the Supervising Fire Prevention Specialist-UFD positions should be filled provisionally first as a priority. All of the positions require testing which I asked the previous Business Administrator to request from Civil Service over a year ago (see attachment). The Fire Chief and the Deputy Fire Chief's tests are the only ones that have been moved on so far.

Michael L. Harper

Fire Chief

Camden Fire Department

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From: Timothy J. Cunningham

Sent: Friday, March 4, 2022 7:31 AM

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

Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>

Subject: RE: Chief Fire Marshall

Good Morning Chief,

With respect to the Fire Marshall position, it is my understanding that Munoz, Tull and Barrientos-Morris wish to interview. I spoke with DLGS (Rick Richardella copied) and the State will be participating in that interview process. Rick and Lou Kilmer from DCA's Fire Safety Division will be joining you and I on the interview team.

[REDACTED]

Rick and Lou have advised that they are available on Friday 3/18 (starting at 11am) to conduct interviews. Does that work for your schedule? If so, would you be able to resend the letters of interest along with resumes of the three candidates?

[REDACTED]

Thanks very much and have a good day.

TJC

From: Michael Harper
Sent: Friday, February 4, 2022 3:17 PM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

The two other candidates who submitted letters of interest are:

- Joseph Tull – Fire Captain Engine 9 – 3 Platoon
- Jennifer Barrientos-Morris – Fire Prevention Specialist – Fire Marshal's Office [REDACTED]

The members who submitted letters of interest for Fire Prevention Specialist are:

- Firefighter Gregory Clark – Firefighter (provisionally working as a FPS)
- Firefighter Asante Wilson – Firefighter Squad 7 – 1 Platoon
- Firefighter Ciri Castro – Firefighter (provisionally working as a FPS)
- Firefighter Shonda Harris-DeLoatch (currently on light duty)
- Firefighter Angel Lopez, Jr – Firefighter Engine 8 – 1 Platoon

I will forward all of their letters of interest for the respected positions.

Michael L. Harper
Fire Chief
Camden Fire Department

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- Aaron Fields Seattle Fire Department

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From: Timothy J. Cunningham
Sent: Friday, February 4, 2022 12:51 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

Ok, in that case, please send the names of those two members so we can move forward. Also, please send their letters of interest so I can have Lisa start a file.

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, February 04, 2022 12:37 PM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdiplero@brownconnery.com>
Subject: RE: Chief Fire Marshall

Yes. We had two other members in the department who submitted letters of interest who have the required credentials.

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

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

From: "Timothy J. Cunningham" <TiCunnin@ci.camden.nj.us>
Date: 2/4/22 12:25 PM (GMT-05:00)
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>, "'Michael J. DiPiero'" <mjdiplero@brownconnery.com>
Subject: RE: Chief Fire Marshall

Privileged & Confidential
Advisory, Consultative & Deliberative

Chief,

I'm not an expert in fire titles under civil service, but I guess my question is a fundamental one. [REDACTED]

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, February 04, 2022 11:24 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdiplero@brownconnery.com>
Subject: RE: Chief Fire Marshall

[REDACTED] We have two members serving in provisional titles in our Fire Marshal's Office pending examinations which I

So you are aware these are the current Civil Service job specifications for the members in our Fire Marshal's Office.

Michael L. Harper
Fire Chief
Camden Fire Department

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From: Timothy J. Cunningham
Sent: Friday, March 4, 2022 10:41 AM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

Ok, I'll discuss the testing issues with Lisa early next week.

Happy to have DC Flax participate. Please confirm when the interviews are scheduled. And I'm happy to come over to the FD for them.

TJC

From: Michael Harper
Sent: Friday, March 4, 2022 10:31 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

That sounds good to me. I did not request resumes from the candidates so I will request that information and advise them all of the interview date and times. Once I receive the information I will forward them to you. Deputy Chief Flax should be the other member from the fire department who should sit in on the interviews since the Fire Marshal's office falls under his purview.

There are two supervisory provisional appointments and two non-supervisory positions needed to be filled in the Fire Marshal's Office. The Fire Official/Fire Prevention Subcode Official-UFD and the Supervising Fire Prevention Specialist-UFD positions should be filled provisionally first as a priority. All of the positions require testing which I asked the previous Business Administrator to request from Civil Service over a year ago (see attachment). The Fire Chief and the Deputy Fire Chief's tests are the only ones that have been moved on so far.

Michael L. Harper
Fire Chief
Camden Fire Department



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

Job Specification 06362

FIRE OFFICIAL/ FIRE PROTECTION SUBCODE OFFICIAL, UFD

FIRE OFFICIAL

DEFINITION

Under direction administers and directs the enforcement of provisions of relevant fire safety codes and related regulations, establishes day-to-day operating routines of the code enforcement agency, and coordinates and supervises activities of any fire safety specialists or other staff employed by the agency; does related work as required.

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

EXAMPLES OF WORK:

Inspects or directs the inspection of various structures and premises for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, contribute to the spread of fire, interfere with fire operations, endanger life, or for any violations of the provisions or intent of the New Jersey Uniform Fire Code or any other law, rules, or regulations affecting fire safety.

Investigates or causes to be investigated every reported fire or explosion occurring within the jurisdiction that involves loss of life or injury or causes destruction or damage to property.

If it appears that such an occurrence is of suspicious nature, takes charge immediately of physical evidence, and to preserve any physical evidence relating to the cause or origin of such fire or explosion, takes the steps necessary to prevent access by any person or persons to such building, structure, or premises until such persons designated by law to pursue investigations into such matters become involved, and cooperates with such authorities in the collection of evidence and prosecution of the case.

Keeps a record of all reported fires in life hazard use



structures and all facts concerning same including investigation findings and information as to the cause, origin, and extent of such fires and the deaths, injuries, and damage caused thereby.

Whenever the following dangerous or hazardous conditions or materials are found in any structure or on any premises, orders such conditions or materials to be removed or remedied in accord with provisions of the New Jersey Uniform Fire Code or any other law, rules, or regulations affecting fire safety:

1. Dangerous conditions which are liable to cause or contribute to the spread of fire in or on said premises, building, or structure, or endanger occupants thereof.
2. Conditions which would interfere with efficiency and use of any fire protection equipment.
3. Obstructions to or on fire escapes, stairs, passageways, doors, or windows, liable to interfere with egress of occupants or operation of the fire department in case of fire.
4. Accumulations of dust or waste material in air conditioning or ventilating systems or grease in kitchen or other exhaust ducts.
5. Accumulations of grease on kitchen cooking equipment or oil, grease, or dirt on, under, or around any mechanical equipment.
6. Accumulations of rubbish, waste, paper, boxes, shavings, or other combustible materials, or excessive storage of any combustible material.
7. Hazardous conditions arising from defective or improperly used or installed electrical wiring, equipment, or appliances.
8. Hazardous conditions arising from defective or improperly installed equipment for handling or use of combustible, explosive, or otherwise hazardous materials.
9. Dangerous or unlawful amounts of combustible, explosive, or otherwise hazardous materials.
10. All equipment, materials, processes, or operations which are in violation of provisions and intent of the Code.

Prepares a written notice of violations describing the condition deemed unsafe and specifies the time limit for required repairs or improvements to be made to render the building, structure, or premises safe and secure.

May grant extensions of time when it is determined that, despite diligent effort, compliance cannot be accomplished within the time specified in the notice.

If the notice of violation is not complied with within time periods specified, institutes appropriate enforcement proceedings to restrain, correct, or abate such violation or to require removal or termination of the unlawful use of the building or structure in violation of provisions of the Code or other related



directive or regulation.

Conducts hearings, assesses penalties, and sets and collects fines for violations of fire regulations.

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

Ensures that notices of violations are served whenever inspections reveal violations.

Ensures that permit applications are available and assists the public in preparing them when necessary.

Reviews all permit applications for completeness as to form.

Ensures that the inspection required for issuance of a permit is performed in a timely manner.

Ensures that no activity or use which requires a permit is carried out without one.

Ensures that all life hazard use structures are registered.

Assists the state when requested with any registration survey.

Coordinates activities with the fire subcode official where the work to be performed, to comply with the fire safety code, requires a construction permit.



Collects all fees and penalties due the local enforcing agency and ensures that they are properly accounted for.

Ensures that all requests for variances are properly prepared, documented, and approved or denied in a timely manner.

Ensures that all appeals are promptly referred to the Construction Code Board of Appeals.

Records all notices of violation and determines the amount of all penalties for noncompliance.

Ensures that a report of every inspection is completed and properly filed.

Takes reasonable measure to determine when imminent hazards exist and enforce the law as provided for by the Code.

Files such reports as the state may from time to time require.

Supervises the work of any assigned enforcement personnel to ensure completeness and accuracy.

Ensures that any agency staff members requiring certification possess such certification.

Ensures that procedures of the local enforcing agency conform to requirements of the Code and regulations.

Prepares and obtains reports required by regulations.



Attends meetings and hearings as required by the Code and

regulations.

Coordinates activities of the local enforcing agency with other code enforcement agencies and state agencies having a related interest or responsibility.

Responds to and causes to be investigated any complaints brought under the New Jersey Uniform Fire Code.

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

May plan and direct a public relations program to present the need for and encourage the use of fire prevention methods among community residents.

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

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

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

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

REQUIREMENTS:

EXPERIENCE:

Five (5) years of experience in one or more of the areas indicated below or some combination thereof: (1) as a firefighter in a paid or volunteer fire company, and/or (2) in the inspection of buildings to detect fire hazards and to enforce fire safety codes and regulations, and/or (3) in the investigation of fires to determine their cause, and/or (4) in the inspection of the construction of buildings and the review of building construction plans and specifications to ensure compliance with fire protection codes and regulations, and/or (5) in the installation of fire protection equipment.

LICENSE: AND CERTIFICATE

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

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

KNOWLEDGE AND ABILITIES:

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

Knowledge of administration and enforcement of fire codes.

Knowledge of laws, rules, and regulations concerning all types of



fire prevention measures.

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

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

Knowledge of safe handling, storage, and use of materials which pose a fire hazard.

Knowledge of provisions of the New Jersey Uniform Fire Code and regulations.

Knowledge of supervision and management techniques needed to effectively manage a large staff of field personnel.

Knowledge of operation and maintenance of smoke detectors and types of smoke detectors and alarms available.

Knowledge of principles, methods, and procedures used in organizational analyses and program management.

Knowledge of principles and practices of fire safety and protection systems including limitations, types, operation, maintenance, and installation.



Knowledge of methods for handling and storing hazardous materials.

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

Knowledge of methods and administrative and operational procedures applied to ensure the timely inspection and reinspection of life hazard use structures and highrise buildings required by the New Jersey Uniform Fire Code and regulations.

Knowledge of methods of preparing inspection reports.

Knowledge of procedures involved in amending technical requirements and in promulgating needed administrative rules and regulations.

Ability to apply provisions under the Uniform Construction Code Act, Hotel and Multiple Dwelling Law, and Rooming and Boarding House Act, and their relation to the Uniform Fire Safety Act.

Ability to organize assigned fire prevention and safety field inspections and investigative work.

Ability to make require field visits, inspections, and investigations.

Ability to conduct hearings and assess penalties.

Ability to maintain essential records and files.



Ability to give appropriate assignments, instructions, and

supervision to employees.

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

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

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

Ability to estimate time required to abate violations and establish realistic deadlines by which owners must complete abatement of violations.

Ability to supervise the establishment and maintenance of essential records and files.

Ability to prepare extensive, detailed, and technical correspondence in the course of official duties.

Ability to prepare or supervise preparation of detailed narrative and statistical reports containing findings, conclusions, and recommendations.

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

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

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

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

CODES: LG-06350 CAH 7/1/96

This job specification is for local government use only.

FIRE PROTECTION SUBCODE OFFICIAL, UFD

DEFINITION

Under direction of the Construction Official, is responsible for administering the fire protection subcode of the State Uniform Construction Code within the concerned jurisdiction; inspects and/or supervises the inspection of construction projects under way to ensure that compliance with plans and specifications for fire protection approved in accord with State Uniform Construction Code is achieved; when necessary responds to fire

alarms and participates in extinguishing fires; does other related duties.

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

EXAMPLES OF WORK:

Reviews and approves plans of proposed structures, as provided in the Uniform Construction Code regulations, for conformity with the fire protection subcode.

Has charge of the fire protection inspection staff and activities concerned in the inspection of construction projects.

Develops the inspection work program with effective and appropriate procedures, analyzes fire protection inspection problems, and establishes appropriate work methods.

Has the final responsibility in the inspection for fire protection compliance of all new construction and renovation projects.

Supervises the work operations and/or functional programs and has responsibility for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.

Gives appropriate assignments, instruction, and supervision to fire protection inspectors and clerical employees.

Inspects, evaluates, and supervises the inspection of construction work in projects under way to ensure that all work installed conforms to the requirements of the approved plans and the fire protection subcode and the regulations of the New Jersey Uniform Construction Code.

Has the responsibility in supervising the code compliance for the fire protection subcode of all construction and contractors to ensure that required standards are observed in accord with approved plans and specifications.

Takes the initiative in halting construction work by contractors when and if reasonable standards of workmanship and safety and plans, specifications and/or legal requirements are not being observed.

Collects and records permit and other fees, and verifies that required prior approvals have been obtained and is responsible for ensuring that these actions are in accord with the regulations for the New Jersey Uniform Construction Code.

Establishes and maintains cooperative working relationships with architects, engineers, and construction personnel as required.

Reviews construction to ensure that all materials, methods, and assemblies conform to the standards referenced by the code and manufacturers installation directions as well as other matters



not shown in a set of plans but required for conformity with the code.

Issues on site warnings, citations, and stop work orders in cases of serious violations of the adopted subcode or regulations, which might endanger the health, safety, and/or welfare of the public or building occupants.

Prepares and supervises the preparation of recommendations regarding both temporary and final certificates of occupancy.

Prepares and supervises the preparation of violation reports.

Testifies in court and in administrative hearings.

Prepares inspection reports showing the progress of work on each project relative to construction code compliance, weather conditions, and the percentage of the project completed.

Maintains and supervises the maintenance of the records, reports, and files required to show the details of each project inspected.

Establishes inspection schedules for fire protection inspection staff and ensures that all buildings being constructed or renovated are inspected at critical points during the course of construction as provided for in regulations for the Uniform Construction Code.



Identifies, inspects, and supervises the inspection of the placement of materials being incorporated in the construction and renovation of buildings located within the jurisdiction to ensure that they conform to the approved plans and that they meet the necessary performance standards established in the regulations for the Uniform Construction Code and the fire protection subcode.

Serves subpoenas and other legal process notices including notices of violations of the Uniform Construction Code and fire protection subcode.

Assists the construction official in the preparation of all reports.

Prepares correspondence.

Participates in fire drills and other training courses.

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

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

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

Responds to calls concerning bomb threats and conducts bomb searches.



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

Inspects fire hydrants. Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

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

REQUIREMENTS:

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

EDUCATION:

Graduation from High School, Vocational High School, or possession of an approved High School Equivalency Certificate.

AGE:

Not less than 18 years of age.

LICENSE:

Possession of a valid license as a Fire Protection Subcode Official of the appropriate grade, issued by the New Jersey Department of Community Affairs. There are two (2) licenses issued based on the class of structure to be reviewed, industrial and commercial (ICS), or high-rise and hazardous (HHS). The responsibility for ensuring that the employee possesses the appropriate level of license, commensurate with the type of structures inspected, rests with the Appointing Authority.

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

MEDICAL EXAMINATION

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

KNOWLEDGE AND ABILITIES:

There are two (2) classes of licenses, which are cumulative in terms of knowledge and abilities. The basic license (RCS)



comprises the core knowledge and abilities for this title:

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

Knowledge of the organization and content of the Uniform Construction Code regulations.

Knowledge of the organization and content of the fire protection subcode and its background, purpose, history, place in local government structure, and relation to construction code enforcement programs at other levels of government.

Knowledge of classification of structures into class categories.

Knowledge of systems design and installation practices required by the uniform construction code and/or its referenced standards for active and passive fire suppression, fire detection, and fire alarm systems sufficient to permit the review of plans to determine the adequacy of the systems.

Knowledge of basic fire protection requirements.

Knowledge of height and area limitations.

Knowledge of fire resistance ratings of structural components, arrangement, sizing, and protection means of egress.

Knowledge of flame spread and smoke generated requirements.



Knowledge of combustibility of materials.

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

Knowledge of chimneys, flues, and vents.

Knowledge of heating equipment and appliances.

Knowledge of basic plan reading sufficient to perform the duties of the position.

Knowledge of testing methods, agencies, and test verification procedures incorporated in the code for combustibility and flame spread of materials.

Knowledge of the use of basic inspection tools and test methods.

Knowledge of the construction process for smaller buildings and the points at which inspection must be made.

Knowledge of basic inspection report writing including the preparation of violation notices and required inspection record keeping.

Knowledge of the office procedures for inspectors, including form and records used and purpose of each.



Knowledge of methods of establishing proper review and approval of permit applications for compliance with construction code and applicable laws and ordinances.

Knowledge of legal aspects of code enforcement.

Knowledge of the purpose and fundamentals of stop orders, notices of penalty, and court action.

Knowledge of the powers and procedures available to deal with hazardous conditions and emergency situations including emergency work orders, bids, and quotations process.

Knowledge of the procedures for processing cases involving condemnations and other violations of the subcode from initiation through final compliance.

Knowledge of preparation of case records.

Knowledge of situations requiring a warrant and process of obtaining and issuing the warrant.

Knowledge of the administrative hearings process under the State Uniform Construction Code Act.

Knowledge of the legal aspects of the operations of the enforcing agencies, including legal processes and rules of evidence.

Knowledge of legal responsibilities of inspection personnel.

Knowledge of methods of appealing hearing decisions to court, legal basis of doing so and knowledge of related legislation.

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

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

Knowledge of the varied kinds of firefighting equipment and apparatus.

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

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

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

Knowledge of the material requirements found in the electrical code.

Knowledge of the proper installation methods for all approved materials.

Knowledge of the relationship of fire prevention codes which regulate the use and occupancy of industrial and commercial buildings, and fire protection codes which regulate their construction.

Knowledge of fire prevention code provisions, enforcement procedures, and objectives including the protection of places of assembly.

Knowledge of the fire prevention code regulatory process which will ensure an understanding of the manner in which those fire hazards not regulated by the construction code can be regulated in the interest of public safety and fire protection.

Knowledge of the information pertaining to structural, architectural, mechanical, fire protection, and electrical features of buildings which must be shown on the plans to ensure compliance with requirements of the code.

Knowledge of analysis methods needed to ensure that fire protection elements of buildings depicted on plans do in fact conform to code requirements.

Knowledge of field inspection and controlled inspection techniques necessary to ensure that the materials installed at the construction site are of the appropriate strength and quality. Ability to review plans to determine the adequacy of fire alarm systems.

Ability to analyze and interpret the Uniform Construction Code, the fire protection subcode, and other laws, rules, regulations, and policies applicable to fire protection.

Ability to carry out the provisions of the Uniform Construction Code and fire protection subcode as they relate to residential and small commercial structures.

Ability to review fire protection provisions of plans and specifications prepared by others for accuracy and conformity.

Ability to give assignments and instructions to individuals and groups, provide them with advice and assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed.

Ability to work effectively with other municipal unit heads and with private contractors and architects.

Ability to make thorough investigations, inspections, and investigations containing findings, conclusions, and recommendations.

Ability to maintain records and files.

Ability to prosecute violations of the fire protection subcode by appearing in court.

Ability to remain cool and decisive in emergency situations.

Ability to take immediate and correct action when a fire alarm is sounded.

Ability to recognize approved materials found in the electrical code.

Ability to understand the standards and test methods which lead to approval.

Ability to ensure that all materials are installed in accord with

proper methods.

The highest level license (HHS) incorporates all knowledge and abilities previously listed, and these following:

Knowledge of fire protection material requirements established by the code including testing and listed procedures, and an understanding of test methods.

Knowledge of code requirements related to fire divisions in buildings exceeding the height and area limitations established in the code.

Knowledge of code requirements related to unlimited area buildings.

Knowledge of design analysis methods needed to ensure that fire protection elements of buildings depicted on plans do in fact conform to code requirements.

Ability to read, understand, and interpret test reports for both active and passive fire protection requirements of systems of the type required to be incorporated in class I buildings.

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

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

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

CODES: LG-06037 CAH 4/30/99

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TITLE CODE FOR DUAL TITLE: LG: 06362

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Job Specification

SUPERVISING FIRE PREVENTION SPECIALIST, UFD

DEFINITION

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

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

EXAMPLES OF WORK:

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

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

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

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

Assigns work to employees or assigns employees to positions.

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

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

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

Formulates and issues (individually or collectively with other

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

Formulates training plans for employees.

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

Recommends formal training when need is apparent.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Supervises maintenance of inspection records, reports, and files.

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

Prepares correspondence.

Participates in fire drills and other training courses.

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

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

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

Responds to calls concerning bomb threats and conducts bomb searches.

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

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.

Receives fire alarms and notifies proper fire company.

Maintains records and files.

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

REQUIREMENTS:

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

EDUCATION:

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



EXPERIENCE:

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

LICENSE AND CERTIFICATE

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

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

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

AGE:

Not less than 18 years of age.



MEDICAL EXAMINATION

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

KNOWLEDGE AND ABILITIES:

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

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

Knowledge of practices and procedures of fire code enforcement.

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

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



Knowledge of the safe handling of materials which pose a fire



hazard.

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

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

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

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

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

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

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

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

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



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

Knowledge of varied kinds of firefighting equipment and apparatus.

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

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

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

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

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

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

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



Ability to estimate the time required to abate violations and



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

Ability to make field visits, inspections, and investigations.

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

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

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

Ability to maintain records, reports, and files.

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

Ability to prepare correspondence in the course of official duties.

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



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

Ability to understand and carry out instructions.

Ability to function independently and without direct supervision.

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

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

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

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

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

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



Persons with mental or physical disabilities are eligible as

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

This job specification is applicable to the following title code:

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

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

2/04/2006



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Job Specification

FIRE PREVENTION SPECIALIST, UFD

DEFINITION

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

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

EXAMPLES OF WORK:

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

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

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

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

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

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

May instruct employees of business establishments in fire safety practices.

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



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

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

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

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

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

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

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

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

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

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

Prepares reports of violations and penalty orders.

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

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

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

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

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

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



Uniform Fire Code and ensuring construction permits are obtained.

Prepares inspection reports which are complete and properly filed.

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

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

Investigates fires to determine origin, cause, and spread.

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

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

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

Maintains essential records and files.

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



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

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

Participates in fire drills and other training courses.

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

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

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

Responds to calls concerning bomb threats and conducts bomb searches.

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

Inspects fire hydrants.

Performs rescue work.

Pumps out cellars.



Receives fire alarms and notifies proper fire company.

Keeps needed records.

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

REQUIREMENTS:

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

EDUCATION:

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

LICENSE AND CERTIFICATION

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

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

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

AGE:

Not less than 18 years of age.

MEDICAL EXAMINATION

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

KNOWLEDGE AND ABILITIES:

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

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

Knowledge of practices and procedures of fire code enforcement.

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



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

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

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

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

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

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

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

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

Knowledge of operation and maintenance of smoke detectors and alarms.



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

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

Knowledge of varied kinds of firefighting equipment and apparatus.

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

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

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

Ability to comprehend and interpret basic laws and regulations.

Ability to make inspections to determine hazardous conditions.

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

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



Ability to establish cooperative work relationships with



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

Ability to make field visits, inspections, and investigations.

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

Ability to maintain inspection and other records and files.

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

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

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

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

Ability to understand and carry out instructions.



Ability to record information in written form.

Ability to function independently and without direct supervision.

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

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

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

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

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

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



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

undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

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

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

They have all been notified via email and Munoz and Tull are working today so I hope to speak to them face to face also. I called Barrientos-Morris and advised her via phone. I told them the interviews will start at 1100hrs and we will advise them what time they should expect their interview. I am looking at 11am, 12pm, and 1pm for time slots.

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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From: Timothy J. Cunningham

Sent: Friday, March 4, 2022 10:41 AM

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

Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>

Subject: RE: Chief Fire Marshall

Ok, [REDACTED]

Happy to have DC Flax participate. Please confirm when the interviews are scheduled. And I'm happy to come over to the FD for them.

TJC

From: Michael Harper

Sent: Friday, March 4, 2022 10:31 AM

To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>

Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>

Subject: RE: Chief Fire Marshall

That sounds good to me. I did not request resumes from the candidates so I will request that information and advise them all of the interview date and times. Once I receive the information I will forward them to you. Deputy Chief Flax should be the other member from the fire department who should sit in on the interviews since the Fire Marshal's office falls under his purview.

There are two supervisory provisional appointments and two non-supervisory positions needed to be filled in the Fire Marshal's Office. The Fire Official/Fire Prevention Subcode Official-UFD and the Supervising Fire Prevention Specialist-UFD positions should be filled provisionally first as a priority. All of the positions require testing which I asked the previous Business Administrator to request from Civil

The interview times will be as listed below:

11am – Jennifer Barrientos-Morris

12pm – Joseph Tull

1pm – David Munoz

The interviews will be conducted here at Fire Administration in our conference room unless you suggest an alternate location. I will advise all of the candidates accordingly.

I attached a letter I received yesterday from another member who has interest in the Supervising Fire Prevention Specialist position which is currently being held provisionally pending an examination. We also have letters of interest for Fire Prevention Specialist positions when and if positions are available and for testing whenever one is announced.

Michael L. Harper

Fire Chief

Camden Fire Department

(856)757-7518 office

(609)705-7509 cell

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- Aaron Fields Seattle Fire Department

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Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>

Subject: RE: Chief Fire Marshall

Ok, [REDACTED]

Happy to have DC Flax participate. Please confirm when the interviews are scheduled. And I'm happy to come over to the FD for them.

TJC

From: Michael Harper

Sent: Friday, March 4, 2022 10:31 AM

To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>

Ok, in that case, please send the names of those two members so we can move forward. Also, please send their letters of interest so I can have Lisa start a file.

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, February 04, 2022 12:37 PM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

Yes. We had two other members in the department who submitted letters of interest who have the required credentials.

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

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

From: "Timothy J. Cunningham" <TiCunnin@ci.camden.nj.us>
Date: 2/4/22 12:25 PM (GMT-05:00)
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>, "Michael J. DiPiero" <mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

Privileged & Confidential
Advisory, Consultative & Deliberative

Chief,

I'm not an expert in fire titles under civil service, but I guess my question is a fundamental one. [REDACTED]

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, February 04, 2022 11:24 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>; 'Michael J. DiPiero' <mjdipiero@brownconnery.com>
Subject: RE: Chief Fire Marshall

[REDACTED] We have two members serving in provisional titles in our Fire Marshal's Office pending examinations which I

[REDACTED]

From: Michael Harper
Sent: Friday, February 5, 2021 9:10 AM
To: Jason J. Asuncion; Lisa Picon
Cc: Diana Gonzalez; Jesse Flax; Howard McCoach; Michelle Spearman
Subject: Request for testing

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Following a recent Advisory Board meeting at Civil Service they advised that they intend to resume promotional testing for fire departments throughout the state. For all testing for Battalion Chief and Fire Captain, Civil Service automatically calls for testing when the current tests are near the end of their active period. For all other ranks (Fire Chief, Deputy Fire Chief, Fire Prevention Specialist, Fire Subcode/Fire Official) the appointing authority must request testing be done for their respective cities. They have indicated that they will be testing for Fire Chief and Deputy Fire Chief this calendar year (2021). I am requesting that the City of Camden request Civil Service include us in testing as soon as possible for the following positions:

- Fire Chief
- Deputy Fire Chief
- Fire Subcode/Fire Official
- Fire Prevention Specialist

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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We are set for the 18th in the FireDepartment



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

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

From: "Richardella, Rick [DCA]" <Richard.Richardella@dca.nj.gov>
Date: 3/10/22 1:10 PM (GMT-05:00)
To: "Timothy J. Cunningham" <TiCunnin@ci.camden.nj.us>, Michael Harper <MiHarper@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

Think so

From: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Sent: Thursday, March 10, 2022 12:42 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Richardella, Rick [DCA] <Richard.Richardella@dca.nj.gov>
Subject: [EXTERNAL] RE: Chief Fire Marshall

Are we set for interviews on the 18th? I saw some e-mail about people dropping things off but wanted to make sure we are good for the 18th.

Thanks.

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, March 04, 2022 10:31 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

That sounds good to me. I did not request resumes from the candidates so I will request that information and advise them all of the interview date and times. Once I receive the information I will forward them to you. Deputy Chief Flax should be the other member from the fire department who should sit in on the interviews since the Fire Marshal's office falls under his purview.

There are two supervisory provisional appointments and two non-supervisory positions needed to be filled in the Fire Marshal's Office. The Fire Official/Fire Prevention Subcode Official-UFD and the Supervising Fire Prevention Specialist-UFD positions should be filled provisionally first as a priority. All of the positions require testing which I asked the previous Business Administrator to request from Civil Service over a year ago (see attachment). The Fire Chief and the Deputy Fire Chief's tests are the only ones that have been moved on so far.

Michael L. Harper
Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department



CITY OF CAMDEN

FIRE DEPARTMENT

4 North 3rd Street Camden, New Jersey 08102

To: Chief Harper
Cc: Director Richard J. Mikutsky
Cc: B.A Tim Cunningham
Subject: Supervising Fire Prevention Specialist-UFD

I am submitting my letter of interest in the next position Supervising Fire Prevention Specialist-UFD within the Fire Marshal's office when available. I recently obtained the State certifications (Fire Inspector and Fire Official). These courses are the bases needed as stated in NFPA 1031. I also submitted copies to my file of all the recent certification and State exam certifications. During the last two years I have received my extra licenses in Fire protection ICS and HHS certification, as well as passing the national certification exams for each course.

Sincerely:
Asante Wilson
March 10, 2022

You can walk there.

Lisa Y. Picon

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

From: Michael Harper
Sent: Friday, March 11, 2022 8:33 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

Yes you can park along the curb in the rear near the garage doors. We will make sure you have a space.

From: Timothy J. Cunningham
Sent: Friday, March 11, 2022 8:24 AM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

Fire Admin conf room is fine with me. I'll be there next Friday. Is there parking there?

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, March 11, 2022 8:20 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall
Importance: High

The interview times will be as listed below:

11am – Jennifer Barrientos-Morris
12pm – Joseph Tull
1pm – David Munoz

The interviews will be conducted here at Fire Administration in our conference room unless you suggest an alternate location. I will advise all of the candidates accordingly.

I attached a letter I received yesterday from another member who has interest in the Supervising Fire Prevention Specialist position which is currently being held provisionally pending an examination. We also have letters of interest for Fire Prevention Specialist positions when and if positions are available and for testing whenever one is announced.

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

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- Aaron Fields Seattle Fire Department

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To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

Ok, [REDACTED]

Happy to have DC Flax participate. Please confirm when the interviews are scheduled. And I'm happy to come over to the FD for them.

TJC

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To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

That sounds good to me. I did not request resumes from the candidates so I will request that information and advise them all of the interview date and times. Once I receive the information I will forward them to you. Deputy Chief Flax should be the other member from the fire department who should sit in on the interviews since the Fire Marshal's office falls under his purview.

Okay great. Thanks.

From: Timothy J. Cunningham
Sent: Friday, March 11, 2022 12:35 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

Chief,

I spoke with Lisa today and she advised that the tests for the other positions in this office will be called by CSC as provisional appointments were made. [REDACTED]
[REDACTED]

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Friday, March 04, 2022 10:31 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: RE: Chief Fire Marshall

That sounds good to me. I did not request resumes from the candidates so I will request that information and advise them all of the interview date and times. Once I receive the information I will forward them to you. Deputy Chief Flax should be the other member from the fire department who should sit in on the interviews since the Fire Marshal's office falls under his purview.

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Michael L. Harper
Fire Chief
Camden Fire Department

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- Aaron Fields Seattle Fire Department

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From: David Munoz <fm6munoz@aol.com>
Sent: Monday, March 14, 2022 9:16 AM
To: David Munoz
Subject: FMO ACTING NO MORE.docx
Attachments: FMO ACTING NO MORE.docx; attachment.txt



Michael L. Harper
Chief of Department
4 N. 3rd Street
Camden, New Jersey 08101

Chief Harper,

This letter serves as notice that effective Monday August 22, 2016, I will no longer be Acting Chief Fire Marshal. Collective Bargaining Agreements between Superior Officers Union Local 2578 and Firefighters Local 788 prohibit acting status. The failure of not promoting the Assistant Chief Fire Marshal position consistently presents critical and serious disruption to the Fire Marshal's Office and Building Bureau in a manner in which "Acting" status cannot sustain. In addition, the burden of assuming the responsibilities and duties of the position creates an unproductive environment where I am not willing to jeopardize my U.C.C. Licenses and Fire Official certifications for anymore.



For nearly 20 years, I have been loyal and committed to the Camden Fire Department and I am confident that my record and work ethic speaks for itself. However, I can no longer remain idle to practices that inhibit my career path growth within this organization. My desire is that the Assistant Chief Fire Marshal position is reinstated and thus provide me the opportunity to serve at that capacity. Aside from that I am not committing to working out of title on acting or temporary basis.

Respectfully,

David Muñoz, MAS
Fire Prevention Specialist



[REDACTED]

From: David Munoz <fm6munoz@aol.com>
Sent: Monday, March 14, 2022 9:22 AM
To: David Munoz
Subject: June 2019 ACTING CHIEF FIRE MARSHAL

God bless you
David Munoz
Sent from my iPhone

Begin forwarded message:

From: David Munoz <fm6munoz@aol.com>
Date: June 19, 2019 at 8:19:11 AM EDT
To: Ali Cooper <Here2savedaday@aol.com>
Cc: Pete Perez <petemaxperez1989@gmail.com>
Subject: ACTING CHIEF FIRE MARSHAL

President Cooper,
As you can see on this thread, I will be ACTING yet again. I am aware that both unions are actively trying to get this resolved; therefore, I share this so you can be aware of what's going on.

The ACFM position needs to be filled urgently. This again presents another opportunity for the unions to make their case for reinstatement of ACFM.

Subject: ACTING CHIEF FIRE MARSHAL

From: Michael Harper
Sent: Monday, June 10, 2019 8:50 AM
To: David Munoz <DaMunoz@ci.camden.nj.us>; Robert Allen <RoAllen@ci.camden.nj.us>
Cc: L. Frankie Ruiz, Director of Code Enforcement <LuRuiz@ci.camden.nj.us>; James Rizzo <JaRizzo@ci.camden.nj.us>; Daniel Rossi <DaRossi@ci.camden.nj.us>; Blanca Aponte <BlancaA@ci.camden.nj.us>
Subject: FW: Vacation Leave

Dave as you see you will be required to act the highlighted week listed below. If you are unavailable then be sure to advise Deputy Chief Rossi so we can substitute Bob Allen.

Michael L. Harper

Fire Chief

Camden Fire Department

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

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From: Braulio Villegas, Chief Fire Marshall
Sent: Monday, June 10, 2019 7:00 AM
To: Edward Glassman; Jesse Flax; Michael Harper; Daniel Rossi
Subject: Vacation Leave

To All,

[REDACTED]

Braulio Villegas, MS, CPM

Chief Fire Marshal

Camden Fire Department

(856) 757-7510 (Office)

(856) 757-7243 (Fax)

Received

David Munoz, MAS, EFO
Assistant Chief Fire Marshal
Camden City Fire Department
4 North 3rd Street
Camden, New Jersey 08101

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

From: Michael Harper <MiHarper@ci.camden.nj.us>
Date: 3/16/22 11:40 AM (GMT-05:00)
To: David Munoz <DaMunoz@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>
Subject: RE: Interest Letter Chief Fire Marshal

You are scheduled to interview at 1300hrs on Friday March 18, 2022. The interview will be held at Fire Administration in the conference room.

Michael L. Harper

Fire Chief

Camden Fire Department

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- Aaron Fields Seattle Fire Department

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From: David Munoz

Sent: Wednesday, March 16, 2022 11:33 AM

To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>

Subject: Interest Letter Chief Fire Marshal

Dear Business Administrator Cunningham and Fire Chief Harper,

Please see attached letter of interest for the position of Fire Official/ Fire Subcode Official.

Have a great day.

Chief Muñoz



CITY OF CAMDEN
FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
4 North 3rd Street Camden, New Jersey 08102
Phone (856) 757-7527 Fax (856) 757-7243
EMAIL: DaMunoz@ci.camden.nj.us



David Muñoz
Assistant Chief Fire Marshal

March 16, 2022

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

Michael Harper, Fire Chief
4 North 3rd Street
Camden, NJ 08101

Honorable Business Administrator Cunningham and Fire Chief Harper,

This letter serves to inform you of my interest in the position of Fire Official/ Fire Subcode Official (AKA Chief Fire Marshal). I am currently serving my 19th year of continuous years of service in the Fire Marshal's Office without a break in title as Fire Prevention Specialist and now as Assistant Chief Fire Marshal. In addition, with a total of 25 years of service in the Fire Department I currently hold the most seniority among the credentialed employees eligible for this position.

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

- ❖ Fire Official Certified #131984, since 1998
- ❖ Fire Sub Code License #9505 , since 2006
- ❖ Construction Official License #9505, since 2016
- ❖ Executive Fire Officer Program Graduate (EFO), 2018
- ❖ Masters of Administrative Science, Fairleigh Dickinson University, 2010
- ❖ Bachelor of Arts- Law & Justice, Rowan University, 2003
- ❖ Basic Course for Arson Investigation, NJ Division of Criminal Justice, 1998
- ❖ Basic Course for Investigators, NJ Division of Criminal Justice, 1998
- ❖ Fire & Arson Investigation, National Fire Academy, 2006
- ❖ Certified Fire, Explosion, & Vehicle Fire Investigator under NAFI
- ❖ Certified Fire Instructor-Level One, State of New Jersey
- ❖ Over 1000 Fire investigations completed & numerous fatal fire investigations
- ❖ Published Research at the National Fire Academy Library, Emmitsburg, MD
- ❖ Bilingual- fluent in English & Spanish

Perhaps just as vital as maintaining the necessary credentials for this position, are the professional partnerships that I have made through the years. My career has taken me to collaboration with Elected Officials, Construction Office, Code Enforcement, License & Inspections, Court, and multiple

Local, State, and Federal agencies. I have served critical roles during the redevelopment of the last 10 years in our beloved city which involved plan reviews, inspections, and numerous meetings with engineers, architects, and project managers. My desire is continue my loyalty to this great city with the utmost professionalism and integrity for years to come.

Respectfully,

David Muñoz, MAS, EFO

Assistant Chief Fire Marshal

Home Address: 2821 Polk Avenue, Camden, NJ 08105

Daytime phone: [REDACTED] Email: damunoz@ci.camden.nj.us

David Muñoz

Camden, NJ 08105

Ph: [REDACTED]

Email: damunoz@ci.camden.nj.us

EDUCATION

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

ADDITIONAL CERTIFICATIONS AND LICENSES

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

PROFESSIONAL EXPERIENCE

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

08/21 - Present *Assistant Chief Fire Marshal*

01/98 – 08/21 *Fire Prevention Specialist UFD*

Fire Inspection- New Jersey Uniform Fire Code

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

24 years of continuous service in the Fire Marshal's Office

- Inspect all commercial buildings with the exception of R-3/5 dwellings
- Record and file inspection forms and notice of violations.
- Courtroom experience involving litigation pertaining to fire code of violations.
- Oversee ordering and inventory level of fire prevention material.
- Ensure owner satisfaction by thoroughly explaining fire code violations.
- Completed successfully, all levels of certifications required for Uniform Fire & Construction Codes in Fire discipline.
- During last 12 years recorded hundreds of hours as Acting Chief Fire Marshal, effectively maintaining uninterrupted office functions as Fire Official and Fire Subcode.
- Coordinated in the development of the City's Non-Life inspection districting and registration program
- Experience with the States' RIMS program

Fire Investigation

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

- Conducted over 1000 fire investigations

- Investigated and Directed over 10 fatal fire incidents
- Strong interview and interrogation abilities.
- Solid record of performance in preparation of Arson cases proven by convictions.
- Maintained knowledge of New Jersey 2C Code Laws pertaining to Arson.
- Conduct training on scene/evidence preservation to new recruits at Fire Academy.
- Former member of Arson Unit trained by the New Jersey Division of Criminal Justice
- Juvenile Fire Watch coordinator. Vast experience in working with juvenile firesetters and their families.
- Coordinated & Investigated with ATF's National Response Team during the warehouse fires of 2011.

Fire Prevention

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

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

Fire Subcode Official

Perform plan reviews and inspections of new construction, additions, reconstruction, and Renovations of buildings as required by the Uniform Construction Code (UCC)

- Directly involved with the redevelopment of the last 10 years in the city. Plan reviews and inspections conducted at major projects such as, TRIAD1828, Subaru, 76ers Training Facility, Holtec Corp, Resintech, Action Pak, Cooper Hospital, Schools, and dozens of other projects both commercial and residential.
- Fire Protection & Alarm systems experience in plan review and inspections.
- Fire Pump systems experience in plan review and inspections.
- Vast experience in site planning discussion with Engineers, Architects, and Project Managers.
- Helipad inspection and testing experience.

02/97 – 01/98

Camden City Fire Department, Camden, NJ

Firefighter

Perform all duties under Fire Fighter specifications as governed by State of New Jersey

04/19- Present

Brooklawn Borough Building Bureau, Brooklawn, NJ

Fire Subcode Official

Enforce fire code regulations as required by the NJ Uniform Construction Code (UCC), International Building Code, IFC, IMC, and applicable NFPA standards

09/20- Present

City of Beverly Building Bureau, Beverly, NJ

Fire Subcode Official

Enforce fire code regulations as required by the NJ Uniform Construction Code (UCC), International Building Code, IFC, IMC, and applicable NFPA standards

01/21-Present

Mt. Ephraim Borough Building Bureau, Mt. Ephraim, NJ

Fire Subcode Official

Enforce fire code regulations as required by the NJ Uniform Construction Code (UCC), International Building Code, IFC, IMC, and applicable NFPA standards

12/15- Present

***Woodlynne Borough Building Bureau, Woodlynne, NJ
Construction Official/ Fire Subcode Official***

Supervise and manage the office in order to enforce fire code regulations as required by the NJ Uniform Construction Code (UCC), International Building Code, IFC, IMC, and applicable NFPA standards

COMMUNITY AFFILIATIONS & MEMBERSHIPS

2005 – Present

***Haddonfield Bible Church, Haddonfield, NJ
Elder, Men's Ministry Director, Musician***

2011- Present

Member of National Association of Fire Investigators

Fluent in Speaking & writing Spanish

David Muñoz

Fire Prevention Specialist
Fire Marshal's Office
Camden City Fire Department
4 North 3rd St.
Camden, New Jersey 08102
Ph: (856) 757-7527
Email: damunoz@ci.camden.nj.us

EXPERIENCE

Assistant Chief Fire Marshal/ Fire Prevention Specialist UFD February 1998 to Present

- Conduct origin and cause investigations of fires and explosions
- Prepare written reports of investigative results
- Conduct follow-up investigations
- Collect and submit evidence for analysis
- Part of ATF National Response Team (June 2011)
- Conducted over 1000 fire investigations
- Conducted over 260 ARSON investigations
- Investigated numerous fatal fire investigations
- Coordinated investigations with Local, State, & Federal Agencies
- Fire Watch Coordinator- experience working with juveniles and families

Fire Fighter February 1997 to 1998

FIRE INVESTIGATION TRAINING

- Basic Course for Arson Investigation, *NJ Division of Criminal Justice*, 1998
- Basic Course for Investigators, *NJ Division of Criminal Justice*, 1998
- Fire & Arson Investigation, *National Fire Academy*, 2006
- Electrical Fire Investigation, *Public Agency Training Council*, 2003
- Hands-on Vehicle Fire/Arson Investigation, *Public Agency Training Council*, 2014

EDUCATION

- *Masters of Administrative Science*, Fairleigh Dickinson University, Teaneck, NJ, 2010
- *Bachelors of Arts- Law & Justice*, Rowan University, Glassboro, NJ, 2003
- *Executive Fire Officers Program*, National Fire Academy, Graduate 2018
- *Fire Fighter I*, Training Academy, Lakeland, NJ, 1997
- *Camden High School*, Camden, NJ, Class of 1993

LICENSES/ CERTIFICATIONS

- Fire Protection Sub-Code Official HHS, License #9505, 2006
- Construction Official, License #9505, 2016
- Fire Official/ Inspector, Cert #131984, 1998
- Fire Instructor Level 1, New Jersey

ADDITIONAL CERTIFICATIONS and SEMINARS

Certified Fire and Explosion Investigator, (CFEI) under NAFI

Certified Vehicle Fire Investigator (CVFI) under NAFI

Global Leadership & Administration, Fairleigh Dickinson University, 2010

Law & Public Safety Administration, Fairleigh Dickinson University, 2010

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

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

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

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

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

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

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

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

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

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

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

International Association of Arson Investigators/Evidence Collection & Processing/ 06/11 / 4 hrs

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

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

D.C.A./ Harassment, Discrimination, & Social Media, 09/27 & 10/04 2021, 5 hours

D.C.A./ LEA Management, 10/13/2021, 5 hours

D.C.A./ Developing Your Presentation Skills, 10/20/21, 5 hours



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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESEARCH

Benefits of Having a Fire Educational Curriculum, National Fire Academy, EFOP, 2015

Protecting our Older Adults from Fire, National Fire Academy, EFOP, 2015

The Unmanned Aerial Vehicle's Place in The Fire Service, National Fire Academy, EFOP, 2016

Career Development for The Probationary Firefighter, National Fire Academy, EFOP, 2018

LANGUAGES

Fluent in reading and writing Spanish

On my way



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

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

Date: 3/18/22 10:52 AM (GMT-05:00)

To: "Richardella, Rick [DCA]" <Richard.Richardella@dca.nj.gov>, "Timothy J. Cunningham" <TiCunnin@ci.camden.nj.us>

Subject: RE: Chief Fire Marshall

The first candidate is here.

From: Michael Harper

Sent: Thursday, March 10, 2022 1:12 PM

To: Richardella, Rick [DCA] <Richard.Richardella@dca.nj.gov>; Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>

Subject: RE: Chief Fire Marshall

We are set for the 18th in the FireDepartment

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

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

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

Date: 3/10/22 1:10 PM (GMT-05:00)

To: "Timothy J. Cunningham" <TiCunnin@ci.camden.nj.us>, Michael Harper <MiHarper@ci.camden.nj.us>

Subject: RE: Chief Fire Marshall

Think so

From: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>

Sent: Thursday, March 10, 2022 12:42 PM

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

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

Subject: [EXTERNAL] RE: Chief Fire Marshall

Are we set for interviews on the 18th? I saw some e-mail about people dropping things off but wanted to make sure we are good for the 18th.

Thanks.



Good morning,

Captain Joseph Tull said he would accept the provisional position of Supervising Fire Prevention Specialist. Deputy Chief Flax and I will be drafting instructions for the two supervisors to submit a written plan explaining how they intend to fulfill all of the requirements associated with those positions including a log showing completed and incomplete inspections.

[REDACTED]

Michael L. Harper
Fire Chief
Camden Fire Department

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From: Timothy J. Cunningham

Sent: Saturday, March 19, 2022 5:37 AM

To: Lisa Picon <LiPicon@ci.camden.nj.us>

Cc: Michael Harper <MiHarper@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>

Subject: Fire Promotions

Lisa - After interviewing candidates for the Chief Fire Marshal position, the interview committee has selected David Munoz as the most qualified candidate. Chief Harper and Deputy Chief Flax are making Munoz aware of his promotion and I'd ask you to initiate all necessary paperwork including the waivers. Similarly, Captain Joseph Tull will be offered the Assistant Chief Fire Marshal position and I'd ask for your assistance in completing that paperwork as well. Assuming he accepts we'll have to backfill that position.

Chief/D.C. - I continue to think that Munoz/Tull should (after being told the good news)

[REDACTED]

Rick -

[REDACTED]

TJC



 **From:** David Munoz <DaMunoz@ci.camden.nj.us>
Sent: Monday, March 21, 2022 10:43 AM
To: Lisa Picon
Subject: D Munoz Fire Official Cert
Attachments: winmail.dat



THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

State of New Jersey
Department of Community Affairs
Division of Fire Safety



Hereby Issues To
DAVID MUNOZ (131984)

The Following Certification As
FIRE OFFICIAL

10/20/2021 to **10/31/2024**
Issue Date Lapse Date

STATE
Accreditation Standard

Lieutenant Governor Sheila Y. Oliver
Commissioner

STATE OF NEW JERSEY
DIVISION OF FIRE SAFETY

This is to certify that: **DAVID MUNOZ**

Has been certified as: **FIRE OFFICIAL**

10/20/2021 to **10/31/2024**
Issue Date Lapse Date

131984
DFSID Number



PLEASE DETACH HERE

If your certification card is lost please notify:

Office of Training & Certification
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809

PLEASE DETACH HERE

Dear **DAVID MUNOZ**:

Congratulations on being certified in the title indicated above. Let me commend you on your professional attitude and desire to provide a valuable service to your community. The division staff joins me in congratulating you on having demonstrated your competency in this specialty.

Many New Jersey certifications do not have a lapse date, however, others do have a three year certification cycle which includes continuing education renewal requirements. Please check your certificate to determine if there is a lapse date associated with your certification. You are invited to register on the Internet to attend Division of Fire Safety training programs on a variety of topics. Please review the Spring and Fall semester training brochures at: <http://www.nj.gov/dca/divisions/dfs/> or <http://www.keanfiresafety.com/>. Again, I would like to extend my congratulations to you on your accomplishment and trust you will be placing the above certification on your wall with justifiable pride. Please do not hesitate to contact the Division of Fire Safety, Office of Training and Certification at (609) 777-3552 if we may further assist you.

Sincerely,

Lieutenant Governor Sheila Y. Oliver
Commissioner

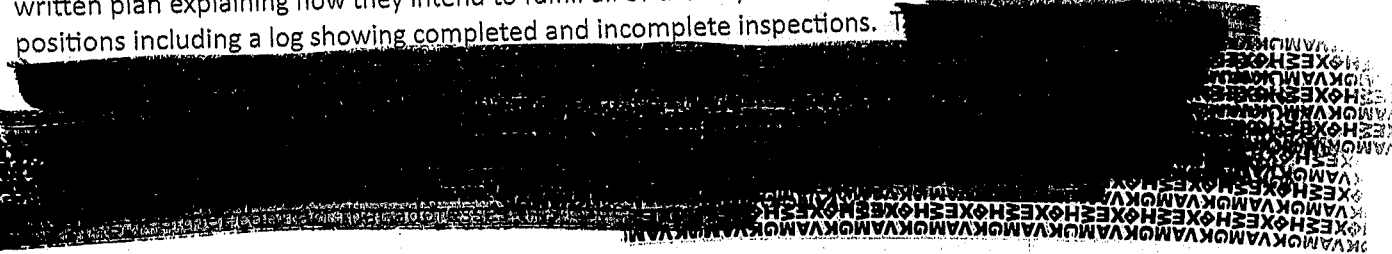
Thanks Chief. Let me know what I can do to help with the CBA stuff or if you want to discuss with Labor Counsel.

TJC

From: Michael Harper <MiHarper@ci.camden.nj.us>
Sent: Tuesday, March 22, 2022 7:53 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: RE: Fire Promotions

Good morning,

Captain Joseph Tull said he would accept the provisional position of Supervising Fire Prevention Specialist. Deputy Chief Flax and I will be drafting instructions for the two supervisors to submit a written plan explaining how they intend to fulfill all of the requirements associated with those positions including a log showing completed and incomplete inspections. T



Michael L. Harper
Fire Chief
Camden Fire Department

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From: Timothy J. Cunningham
Sent: Saturday, March 19, 2022 5:37 AM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Cc: Michael Harper <MiHarper@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; 'Richardella, Rick [DCA]' <Richard.Richardella@dca.nj.gov>
Subject: Fire Promotions

Lisa - After interviewing candidates for the Chief Fire Marshal position, the interview committee has selected David Munoz as the most qualified candidate. Chief Harper and Deputy Chief Flax are making Munoz aware of his promotion and I'd ask you to initiate all necessary paperwork including

From: Michael Harper

Sent: Tuesday, April 5, 2022 7:32 PM

To: David Munoz <DaMunoz@ci.camden.nj.us>

Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>

Subject: Provisional Appointment

I received a CAMPS form today from Lisa Picon indicating that you will be provisionally appointed to Fire Official/Fire Protection Subcode Official on Monday April 11, 2022. We have not received anything on your replacement in your current title. As soon as I hear something I will inform the pertinent parties. There has also been an announcement sent out by our Personnel Department for Civil Service testing for Fire Prevention Specialist so please advise all of the members of your staff who are serving in provisional roles so they do not miss filing by the application deadline.

Also our uniform specifications are being modified so do not purchase or modify any uniforms (Class A or Class B) until the changes have been drafted for all of our members.

Michael L. Harper

Fire Chief

Camden Fire Department

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From: Lisa Picon
Sent: Monday, April 11, 2022 2:05 PM
To: David Munoz <DaMunoz@ci.camden.nj.us>
Subject: RE: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL

See attached.

Lisa Y. Picon

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

From: David Munoz
Sent: Monday, April 11, 2022 2:00 PM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL

Great afternoon Lisa,

Hope all is well. When you get a moment, can you send me a copy of the CAMPS Form for my position [Fire Official/ Fire Subcode Official]?

Thank you very much.

David Munoz
Chief Fire Marshal

COUNTY AND MUNICIPAL PERSONNEL SYSTEM

Home Select Jurisdiction New Transaction Admin Reports Queries Help Logout

User: LISA PICON

Juris.Base: 040800 - Camden City - All Depts. Online

Promotion (08)

Current:

Employee ID	[REDACTED]	Request Number	04080026042200010
Employee Name	DAVID MUNOZ	Job Number	1
Appointment Type	PAP	Permanent Status	Y ☐
Title Code	06353	Appointment Date	08/16/2021
Title Name	SPVG FIRE PRVNTN SPCLST UFD	Class of Service	C
Jurisdiction Base	040800	Jurisdiction Dept	26-FIRE
Jurisdiction Name	CAMDEN		

Update:

*Appointment e	PAP	Transaction Status	[Select]
Title Code	06362 Validate	*Effective Date	04/11/2022
Title Name	FIRE OFCL/FIRE PRCTN SUBCD	Working Test Start Date	
Class of Service	C	Working Test End Date	
*Compensation Method	01-Full Time - Annual Salary	Part-time Percentage	%
NJAC 4A:4-2.7 Date		Certification Number	
Base Salary (\$)	[REDACTED]	Exam Symbol	
Extra Salary	0	Essential Employee	[Select]
Total Salary	[REDACTED]	Related Title	
Salary Range Min	[REDACTED]	Salary Range Max	[REDACTED]
Comments			
Prior Comments	D08PIC8 4/5/2022 12:11:09 PM WAIVER #: CAM-2022-56		

Review:

Document Received (DPF31's)	☐	Certified Signature Received	☐	Certification Issued	☐
Return Reason		Class Review	[Select]	Assigned To	[Select]
Audit Performed	[Select]				
It Date					
Line Title	[Select]				

Thank you Lisa.

D. Munoz

From: Lisa Picon
Sent: Monday, April 11, 2022 2:05 PM
To: David Munoz <DaMunoz@ci.camden.nj.us>
Subject: RE: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL

See attached.

Lisa Y. Picon

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

From: David Munoz
Sent: Monday, April 11, 2022 2:00 PM
To: Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL

Great afternoon Lisa,

Hope all is well. When you get a moment, can you send me a copy of the CAMPS Form for my position [Fire Official/ Fire Subcode Official]?

Thank you very much.

David Munoz
Chief Fire Marshal



From: David Munoz <DaMunoz@ci.camden.nj.us>
Sent: Monday, April 11, 2022 2:07 PM
To: 'fm6munoz@aol.com'; 'fm1dmunoz@gmail.com'
Subject: FW: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL
Attachments: winmail.dat

COUNTY AND MUNICIPAL PERSONNEL SYSTEM

Home

Select
Jurisdiction

New Transaction

Admin

Reports

Queries

Help

Logout

User: LISA PICON

Juris Base: 040800 - Camden City - All Depts Online

Promotion (08)

Current:

Employee ID	[REDACTED]	Request Number	04080026042200010
Employee Name	DAVID MUNOZ	Job Number	1
Appointment Type	PAP	Permanent Status	Y
Title Code	06353	Appointment Date	08/16/2021
Title Name	SPVG FIRE PRVNTN SPCLST UFD	Class of Service	C
Jurisdiction Base	040800	Jurisdiction Dept	26-FIRE
Jurisdiction Name	CAMDEN		

Update:

*Appointment e	PAP	Transaction Status	[Select]
Title Code	06362	*Effective Date	04/11/2022
Title Name	FIRE OFCL/FIRE PRCTN SUBCD	Working Test Start Date	
Class of Service	C	Working Test End Date	
*Compensation Method	01-Full Time - Annual Salary		
NJAC 4A:4-2.7 Date		Part-time Percentage	%
Base Salary (\$)	[REDACTED]	Certification Number	
Extra Salary	0	Exam Symbol	
Total Salary	[REDACTED]	Essential Employee	[Select]
Salary Range Min	[REDACTED]	Related Title	
Comments		Salary Range Max	[REDACTED]
Prior Comments	D08PIC8 4/5/2022 12:11:09 PM WAIVER #: CAM-2022-56		

Submit

Cancel

Save

Delete

Review:

Submit Date:

Document Received (DPF31s) ☐Certified Signature Received ☐Certification Issued ☐

Return Reason

Audit Performed [Select]

Class Review

[Select]

Effective Date

Assigned To

[Select]

Online Title [Select]

[REDACTED]

From: Samuel Munoz <smunoz@iafflocal2578.org>
Sent: Tuesday, April 12, 2022 8:59 PM
To: Timothy J. Cunningham
Cc: Michael Harper; Jesse Flax; Michelle Spearman; Yolanda Hawkins; Lisa Picon
Subject: Re: Assistant Chief Fire Marshall

Business Administrator Cunningham,

I have advised Captain Tull as you have noted. Captain Tull will notify me once he's made a decision.

Best regards,

Sam Muñoz
President, Camden Fire Officers

From: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Sent: Tuesday, April 12, 2022 4:13 PM
To: Samuel Munoz <smunoz@iafflocal2578.org>
Cc: Michael Harper <MiHarper@ci.camden.nj.us>; Jesse Flax <JeFlax@ci.camden.nj.us>; Michelle Spearman <MiSpearman@ci.camden.nj.us>; Yolanda Hawkins <YoHawkin@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>
Subject: Assistant Chief Fire Marshall

Mr. Munoz,

As per our earlier conversation, my position is that Mr. Tull was offered the Assistant Chief Fire Marshall position following an interview process. An issue has arisen whereby Mr. Tull has questioned the required Civil Service Commission documentation. As you well know, The CBA calls for all CSC policies and procedures to be followed. And, as I mentioned, I do not control CSC, their processes, their forms or their verbiage. Although CSC denotes the position a "demotion" from his current position, it in fact pays more than his current position and is the position he interviewed for.

If Mr. Tull wants the position...he'll need to sign the forms. [REDACTED]

Thank you.

TJC

Yes Marylain.

Thank you.



David Munoz, MAS, EFO
Chief Fire Marshal
Camden City Fire Department
4 North 3rd Street, Camden, New Jersey 08101
Cell: 856-883-0512

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

From: "Kemp, Marylain [DCA]" <Marylain.Kemp@dca.nj.gov>
Date: 4/25/22 4:48 PM (GMT-05:00)
To: David Munoz <DaMunoz@ci.camden.nj.us>
Subject: RE: Camden City FO Appointment Documents Needed

FO Munoz,

Is it going to:

Camden City Fire Department
4 N 3rd St
Camden NJ 08102



Marylain Kemp
Administrative Assistant to the Director
Personnel Coordinator
NJ Division of Fire Safety
PO Box 809
Trenton, NJ 08625-0809
609-633-7129
Marylain.Kemp@dca.nj.gov

This e-mail contains advisory, consultative and deliberative material and is intended only for the person(s) named as recipient(s).



From: David Munoz <DaMunoz@ci.camden.nj.us>

Sent: Monday, April 25, 2022 4:38 PM

To: Kemp, Marylain [DCA] <Marylain.Kemp@dca.nj.gov>

Cc: Bishop, Darius [DCA] <Darius.Bishop@dca.nj.gov>; Elenio, Paul [DCA] <Paul.Elenio@dca.nj.gov>; Doyley, Anthony [DCA] <Anthony.Doyley@dca.nj.gov>

Subject: [EXTERNAL] RE: Camden City FO Appointment Documents Needed



CITY OF CAMDEN FIRE DEPARTMENT

4 North 3rd Street Camden, New Jersey 08102

Michael L. Harper
CHIEF OF DEPARTMENT

Jesse Flax
DEPUTY FIRE CHIEF

Jose Berrios
DEPUTY FIRE CHIEF

Samuel Bulakas
DEPUTY FIRE CHIEF

April 21, 2022

Personnel Order # 2022-7

	<u>RANK</u>	<u>FROM</u>	<u>TO</u>	<u>RANK</u> <u>FO/FPSO</u>	<u>EFFECTIVE DATE</u>
Munoz, David	S.F.P.S. Provisional	F.M.O.	F.M.O.	* Provisional	4-11-22
Tull, Joseph	Capt.	E9-3P	F.M.O.	S.F.P.S.** Provisional	4-25-22
Munoz, Samuel	Capt.	E11-4P	B1-4P Floater	Capt.	4-25-22
Belcher, Shane	Capt.	E9-2P	E11-4P	Capt.	4-30-22
Vargas, Kyo	Capt.	B1-2P Floater	E9-2P	Capt.	4-28-22

*Fire Official/Fire Prevention Subcode Official – Chief Fire Marshal

**Supervising Fire Prevention Specialist – Assistant Chief Fire Marshal

BY ORDER OF:

Michael L Harper
Chief of Department

Yes. Tull signed the CSC docs.

[REDACTED]

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

From: Lisa Picon <LiPicon@ci.camden.nj.us>

Date: 4/20/22 10:07 AM (GMT-05:00)

To: "Timothy J. Cunningham" <TiCunnin@ci.camden.nj.us>

Subject: RE: Assistant Chief Fire Marshall

Has a final decision been made regarding this position?

Lisa Y. Picon

City of Camden Personnel Office

520 Market St., Rm. 405, City Hall

Camden, NJ 08101

856-757-7676 or 856-757-7414

Fax: 856-541-2598

lipicon@ci.camden.nj.us

Cell #: 609-634-9715

From: Timothy J. Cunningham

Sent: Wednesday, April 13, 2022 1:17 PM

To: 'Steven Cohen' <scohen@sellkoffcohen.com>

Cc: Samuel Munoz <smunoz@laafflocal2578.org>; Yolanda Hawkins <YoHawkin@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>

Subject: RE: Assistant Chief Fire Marshall

Mr. Cohen,

Please see screen shots from CSC CAMPS system below and "specifically" the language in red at the top of the second form.

TJC

From:
Sent:
To:

MiHarper@ci.camden.nj.us
Friday, August 5, 2022 3:17 PM
FireLD@ci.camden.nj.us; BaOne@ci.camden.nj.us; BaTwo@ci.camden.nj.us;
BeFord@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; DaGonzal@ci.camden.nj.us;
DaSeyber@ci.camden.nj.us; DaDiaz@ci.camden.nj.us; DwDixon@ci.camden.nj.us;
EdFronta@ci.camden.nj.us; EdStratt@ci.camden.nj.us; EdVincen@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; GeHall@ci.camden.nj.us; GiColon@ci.camden.nj.us;
HeLeary@ci.camden.nj.us; JaDelgad@ci.camden.nj.us; JaMatos@ci.camden.nj.us;
JeFlax@ci.camden.nj.us; JoThomps@ci.camden.nj.us; JoChurch@ci.camden.nj.us;
JoMartin@ci.camden.nj.us; JoBerrio@ci.camden.nj.us; JoTull@ci.camden.nj.us;
KeSeller@ci.camden.nj.us; KePollar@ci.camden.nj.us; KyVargas@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;
MiWinthe@ci.camden.nj.us; PhRiley@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; ShCarr@ci.camden.nj.us; SqSeven@ci.camden.nj.us;
CiCastro@ci.camden.nj.us; DaMunoz@ci.camden.nj.us; EdCaraba@ci.camden.nj.us;
GrClark@ci.camden.nj.us; JeBarrie@ci.camden.nj.us
Subject: Fire Official - Fire Protection Subcode Official
Attachments: Civil Service Test Announcement
Fire Official-Fire Subcode Offic_0001.pdf

Please share this Civil Service information at roll call and the kitchen tables so that all members of the department are aware of the filing deadline.

Michael L. Harper
Fire Chief
Camden Fire Department

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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.



VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF ADMINISTRATION
CITY OF CAMDEN
NEW JERSEY

DIVISION OF PERSONNEL
TEL: (856) 757-7414
FAX: (856) 541-2598

TO: Michael L. Harper, Chief
FROM: Timothy J. Cunningham, Esq., Business Administrator
DATE: July 29, 2022
RE: Promotional Announcement -- Fire Official/Fire Protection Subcode Official UFD

Enclosed please find a promotional announcement for the above-referenced position. All employees who meet the promotional requirements are eligible to file for this examination. This announcement must be posted on all designated department bulletin boards from **August 1, 2022** until the closing date of **August 22, 2022**

Listed below is the name(s) of the provisional(s), if any:

David Munoz

All employees interested in this position must apply online at <http://info.csc.state.nj.us/epoa/>. For guidance on how to apply online, individuals may download the Online Application System (OAS) User Guide at <http://www.state.nj.us/csc/about/publications/>.

NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**

Cc: Title File



From: Ciri Castro <icfire9@yahoo.com>
Sent: Sunday, July 31, 2022 6:49 PM
To: David Munoz; David Munoz
Subject: Fire Official for Ciri Castro Jr.
Attachments: Fire Official0002.pdf

CA-1B

B14E20008

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.



State of New Jersey
Department of Community Affairs
Division of Fire Safety



Hereby Issues To
CIRI CASTRO JR (156689)

The Following Certification As
FIRE OFFICIAL

07/22/2022 to **10/31/2024**
Issue Date Lapse Date

STATE
Accreditation Standard

Lieutenant Governor Sheila Y. Oliver
Commissioner

156689
DFSID Number

STATE OF NEW JERSEY
DIVISION OF FIRE SAFETY

This is to certify that: CIRI CASTRO JR
Has been certified as: FIRE OFFICIAL

07/22/2022 to 10/31/2024
Issue Date Lapse Date



PLEASE DETACH HERE

If your certification card is lost please notify:

Office of Training & Certification
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809

PLEASE DETACH HERE

From:
Sent:
To:

MiHarper@ci.camden.nj.us
Friday, August 5, 2022 3:17 PM
FireLD@ci.camden.nj.us; BaOne@ci.camden.nj.us; BaTwo@ci.camden.nj.us;
BeFord@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; DaGonzal@ci.camden.nj.us;
DaSeyber@ci.camden.nj.us; DaDiaz@ci.camden.nj.us; DwDixon@ci.camden.nj.us;
EdFronta@ci.camden.nj.us; EdStratt@ci.camden.nj.us; EdVincen@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; GeHall@ci.camden.nj.us; GiColon@ci.camden.nj.us;
HeLeary@ci.camden.nj.us; JaDelgad@ci.camden.nj.us; JaMatos@ci.camden.nj.us;
JeFlax@ci.camden.nj.us; JoThomps@ci.camden.nj.us; JoChurch@ci.camden.nj.us;
JoMartin@ci.camden.nj.us; JoBerrio@ci.camden.nj.us; JoTull@ci.camden.nj.us;
KeSeller@ci.camden.nj.us; KePollar@ci.camden.nj.us; KyVargas@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;
MiWinthe@ci.camden.nj.us; PhRiley@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; ShCarr@ci.camden.nj.us; SqSeven@ci.camden.nj.us;
CiCastro@ci.camden.nj.us; DaMunoz@ci.camden.nj.us; EdCaraba@ci.camden.nj.us;
GrClark@ci.camden.nj.us; JeBarrie@ci.camden.nj.us
Subject: Fire Official - Fire Protection Subcode Official
Attachments: Civil Service Test Announcement
Fire Official-Fire Subcode Offic_0001.pdf

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Michael L. Harper
Fire Chief
Camden Fire Department

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VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF ADMINISTRATION
CITY OF CAMDEN
NEW JERSEY

DIVISION OF PERSONNEL
TEL: (856) 757-7414
FAX: (856) 541-2598

TO: Michael L. Harper, Chief
FROM: Timothy J. Cunningham, Esq., Business Administrator
DATE: July 29, 2022
RE: Promotional Announcement – Fire Official/Fire Protection Subcode Official UFD

Enclosed please find a promotional announcement for the above-referenced position. All employees who meet the promotional requirements are eligible to file for this examination. This announcement must be posted on all designated department bulletin boards from **August 1, 2022** until the closing date of **August 22, 2022**

Listed below is the name(s) of the provisional(s), if any:

David Munoz

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NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**

Cc: Title File

From:
Sent:
To:

MiHarper@ci.camden.nj.us
Friday, November 4, 2022 2:09 PM
BaOne@ci.camden.nj.us; BaTwo@ci.camden.nj.us; BeFord@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; DaGonzal@ci.camden.nj.us; DaSeyber@ci.camden.nj.us;
DaDiaz@ci.camden.nj.us; DwDixon@ci.camden.nj.us; EdFronta@ci.camden.nj.us;
EdStratt@ci.camden.nj.us; EdVincen@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;
GeHall@ci.camden.nj.us; GiColon@ci.camden.nj.us; HeLeary@ci.camden.nj.us;
JaDelgad@ci.camden.nj.us; JaMatos@ci.camden.nj.us; JeFlax@ci.camden.nj.us;
JoThomps@ci.camden.nj.us; JoChurch@ci.camden.nj.us; JoMartin@ci.camden.nj.us;
JoBerrio@ci.camden.nj.us; JoTull@ci.camden.nj.us; KeSeller@ci.camden.nj.us;
KePollar@ci.camden.nj.us; KyVargas@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; MiWinthe@ci.camden.nj.us;
PhRiley@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;
ShCarr@ci.camden.nj.us; SqSeven@ci.camden.nj.us; CiCastro@ci.camden.nj.us;
DaMunoz@ci.camden.nj.us; EdCaraba@ci.camden.nj.us; GrClark@ci.camden.nj.us;
JeBarrie@ci.camden.nj.us
FW: Fire Official Announcement
FireOfficialAnnouncement.pdf

Subject:
Attachments:

From: Christopher Brown [mailto:gtfd8602@outlook.com]
Sent: Friday, November 4, 2022 12:34 PM
To: camdencountyfirechiefs@camdencodps.org
Subject: Fire Official Announcement

Christopher Brown
Deputy Chief
Gloucester Township Fire District #6
1946 Williamstown Road Erial, NJ 08081
O: 856-435-0700
C: 856-607-7111

WARNING: This email originated outside of the company. DO NOT CLICK links or attachments unless you recognize the sender and are expecting the email.



JOB ANNOUNCEMENT

Position: Fire Official, Gloucester Township Fire District Six.

Hours: Weekday. Daytime. Approximately 5-15 hours per week.

Rate: \$25-\$30 per hour, experience-based. Matched rate for investigations.

Definition: Under direction administers and directs the enforcement of provisions of relevant fire safety codes and related regulations, establishes day-to-day operating routines of the code enforcement agency, and coordinates and supervises activities of any fire safety specialists or other staff employed by the agency; does related work as required.

Requirements:

- Five years of experience in one or more of the areas indicated below or some combination thereof:
 - As a firefighter in a paid or volunteer fire company.
 - In the inspection of buildings to detect fire hazards and to enforce fire safety codes and regulations.
 - In the investigation of fires to determine their cause.
 - In the inspection of the construction of buildings and the review of building construction plans and specifications to ensure compliance with fire protection codes and regulations.
 - In the installation of fire protection equipment.
- Possession of a current and valid fire official certificate issued by the New Jersey Department of Community Affairs.
- Possession of a current and valid New Jersey Driver's License.

Application Deadline: 11/11/2022, 1900hrs.

Appointment Date: 11/15/2022.

Interested Applicants: Provide a letter of interest, resume, and copy of valid Fire Official certificate to Gloucester Township Fire District Six Deputy Chief/Administrator Christopher Brown:

via email

GTFD8602@outlook.com

via USPS

Gloucester Township Fire District Six
ATTN: Administrator Christopher Brown
1946 Erial-Williamstown Rd.
Sicklerville, NJ 08081

[REDACTED]

From: Jose L Berrios <rescuejose@msn.com>
Sent: Tuesday, January 10, 2023 1:28 PM
To: Samuel Balakas
Subject: Fwd: PERC Docket No. AR-2022-484, City of Camden and IAFF 788.pdf
Attachments: PERC Docket No. AR-2022-484, City of Camden and IAFF 788.pdf

Sent from my iPhone

Begin forwarded message:

From: "Ciri Castro Jr." <icfire9@yahoo.com>
Date: January 5, 2023 at 5:18:52 PM EST
To: Deputy Chief Jose Berrios <rescuejose@msn.com>
Subject: Fwd: PERC Docket No. AR-2022-484, City of Camden and IAFF 788.pdf

Sent from my iPhone

Begin forwarded message:

From: Pete Perez <petemaxperez1989@gmail.com>
Date: January 5, 2023 at 4:45:40 PM EST
To: "Ciri Castro Jr." <icfire9@yahoo.com>
Subject: PERC Docket No. AR-2022-484, City of Camden and IAFF 788.pdf

MARC A. WINTERS
ARBITRATOR

In The Matter of Arbitration

Between

City of Camden,

Employer

And

IAFF Local 788,

Union

OPINION & AWARD

Arbitrator Case No.:	PERC Docket No. AR-2022-484
Employer Advocate:	Michael J. DiPiero, Esquire
Union Advocate:	Raymond G. Heineman, Esquire
Subject:	Provisional Appointment
Grievant:	Jennifer Barrientos-Morris
Date of Hearing(s):	October 6, 2022
Location of Hearing:	Westmont, New Jersey
Record Closed:	December 9, 2022
Opinion and Award Issued:	January 4, 2023

APPEARANCES

For the Union:

Raymond G. Heineman, Attorney

Also Present:

Ciri Castro, Jr., Local President

William M. Perez, Local Vice President

Jennifer Barrientos-Morris, Grievant

For the Employer:

Michael DiPiero, City Labor Counsel

Also Present:

Michael Harper, Camden Fire Chief

PRELIMINARY STATEMENT

The parties, City of Camden, ("Employer") and IAFF Local 788, ("Union"), having failed to resolve a dispute involving a provisional appointment, proceeded to final and binding arbitration pursuant to the terms of their collective bargaining agreement, ("Agreement"). Marc A. Winters was appointed to serve as impartial arbitrator by the New Jersey Public Employment Relations Commission. The Arbitrator assigned Case Number to the Grievance is Docket No. AR-2022-484. The Grievance was filed on March 30, 2022. An oral hearing was held on October 6, 2022. Both parties were given full opportunity to present evidence, to cross-examine the witnesses and to argue their respective positions. A stenographic record of the hearing was made. The Arbitrator has full authority to resolve any arbitral challenges or procedural issues and to decide the case on its merits. Post-hearing briefs were filed by the parties, electronically, on December 9, 2022 and exchanged through this Arbitrator, electronically on December 10, 2022.

BACKGROUND

In its 2017 Fire Safety audit of the Fire Department, the New Jersey Department of Community Affairs concluded that the Office of the Fire Marshal should be staffed by seven uniformed professionals and recommended the restoration of the position of Supervising Fire Prevention Specialist ("SFPS"), which had been discontinued in 2011. By July, 2021, the Director of Local Government Services, within the Department of Community Affairs, had authorized the City to fill the SFPS position. In the absence of a competitive civil service list, the appointment of the SFPS was to be made on a provisional basis.

At the time of the decision to fill the new SFPS position, there were at least three potential candidates. David Munoz was the most senior Fire Prevention Specialist working in the Office of Fire Marshal. The Grievant, Jennifer Barrientos, was also currently employed in the position of

Fire Prevention Specialist-UFD. She has had 20 years of service with the Camden Fire Department, since being hired in August, 2001. For the last 8 years, Barrientos has served as a Fire Prevention Specialist in the Fire Marshal's Office. Captain Brian Tull has approximately 25 years of service with the Department. Prior to 2014, Captain Tull had served as a Fire Prevention Specialist-UFD in the Fire Marshal's Office for several years. However, in 2014, Tull was appointed to a permanent position as a Captain in Fire Suppression and has since worked in a fire suppression company, where he has been represented by Local 2578 in the Fire Officers' negotiations unit.

On August 13, 2021, Business Administrator Jason Asuncion made the decision to appoint David Munoz as SFPS, based on his being the most senior Fire Prevention Specialist in the Office of Fire Marshal. Fire Chief Michael Harper had advocated that the appointment to the provisional SFPS position be made to the senior qualified candidate in the Fire Department, who would have been Captain Tull. In an email, dated September 16, 2021, Business Administrator Asuncion explained his decision to appoint Munoz based on his seniority in the Fire Marshal's Office:

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.

Thereafter, the Office of Fire Marshal was staffed by Fire Marshal Braulio Villegas, provisional SFPS David Munoz, and Fire Prevention Specialists Jennifer Barrientos and Edward Caraballis. In February, 2022, Fire Marshal Villegas retired, creating a vacancy in the position of Fire Official.

On March 8, 2022, Fire Chief Harper posted three vacancies in the Fire Marshal's Office: Fire Official/Fire Prevention Subcode Official-UFD, Supervising Fire Prevention Specialist UFD, and Fire Prevention Specialist. The Chief noted that, since there were no current Civil Service lists, the positions would be filled provisionally, "until a test can be administered and promulgated." The Chief solicited letters of interest and announced interviews, on March 18, 2022, for the positions of Fire Official-Fire Prevention Subcode Official UFD and SFPS. At the time of the announcement, there was no vacancy in the position of SFPS.

On March 18, FPS Barrientos and SFPS David Munoz, both of whom were currently working in the Fire Marshal's Office, and Captain Brian Tull, were interviewed for the Fire Official position. On March 20, 2022, Chief Harper advised Barrientos that David Munoz was being appointed as Fire Official and that Brian Tull was being appointed as SFPS, without any further interviews. The following day, Chief Harper announced the provisional appointments of Munoz and Tull, without any further interviews.

Local 778 President Ciri Castro raised objections to the procedure utilized by the City to appoint Tull in an email dated March 22, 2022. The Union subsequently filed a formal grievance on March 30, 2022, which the City denied on April 19, 2022. Thereafter, the Union submitted its grievance to arbitration.

This grievance is now properly before this Arbitrator for adjudication.

NOTE:

The meaning of terms Collective Negotiations Agreement and Collective Bargaining Agreement are synonymous and may be used interchangeably in this decision since the signed written agreement, Jt. Ex. 1, is labeled Collective Bargaining Agreement.

The following documents were entered into the Record:

Jt. Ex. 1, Collective Bargaining Agreement dated January 01, 2017 – December 31, 2020

Jt. Ex. 2, Grievance Report dated March 30, 2022

Jt. Ex. 3, Employer's Response to Grievance dated April 19, 2022

Union Ex. 1, Supervising Fire Prevention Specialist Job Description

Union Ex. 2, Fire Official/ Fire Protection/ Subcode Official, UFD Job Description

Union Ex. 3, March 8, 2022 New Position Announcement

Union Ex. 4, August 2021 E-Mail Chain, Fire Marshal Villegas and Chief Harper

Union Ex. 5, August 16, 2021 E-Mail Chain Jason Asuncion and Munoz

Union Ex. 6, March 22, 2022 E-Mail Chain Ciri Castro and Timothy Cunningham

City Ex. 1, Local 2578 Collective Bargaining Agreement

PERTINENT PROVISIONS OF THE AGREEMENT

Article XXVI, Wages, 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.

ISSUE

Whether the City violated the Collective Negotiations Agreement by failing to appoint Jennifer Barrientos-Morris to the provisional position of Supervising Fire Prevention Specialist UFD on March 21, 2022? If so, what should be the remedy?

BRIEF SUMMARY OF UNION'S POSITION

The City violated the collective negotiations agreement by failing to appoint Grievant Jennifer Barrientos to the provisional position of Supervising Fire Prevention Specialist. In this regard, the

Grievant was the senior Fire Prevention Specialist working in the Fire Marshall's Office. In the absence of a standing promotional list, the Agreement, at Article XXVI, Wages, Section 2, requires that the most senior employee in the Department assigned to a particular unit be appointed to the higher ranking position:

First, Article XXVI, Section 2, does not distinguish between appointments to acting and provisional appointments.

Second, Article XXXII, Promotional Examinations, recognizes the civil service rules and regulations adopted by the New Jersey Department of Personnel, including both permanent and provisional appointments therefore Article XXVI, Section 2 should be interpreted as applying to "provisional" appointments under Civil Service regulations.

BRIEF SUMMARY OF EMPLOYER'S POSITION

The City did not violate the contract by deciding not to appoint the Grievant to the provisional position of Supervising Fire Specialist UFD because the contract is silent on procedures for the appointment of provisional positions and the right of selection is protected by managerial prerogative.

The Union asserts that Article XXVI, Section 2 controls provisional appointments and that the Department is required to appoint the most senior person within the unit to any provisional appointments.

Article XXVI does not apply to provisional appointments. Rather, this section of the contract pertains to acting positions and talks about the procedure to fill those temporary appointments.

The City contends that the contract does not have such limitations for provisional appointments as management has the discretion to appoint whomever it feels is the best candidate.

DISCUSSION AND FINDINGS

The essential underlying facts of this case are really not in dispute. What is in dispute is whether the City in accordance with Article XXVI, Section 2, of the Agreement is required to make provisional appointments to the Supervising Fire Prevention Specialist position based on the most senior employee in the Department assigned to that particular unit. Here, that particular unit referring to the Fire Marshal's Office.

The issue here is a straightforward matter of contract interpretation. The normal rule to be observed in the construction of contract language is that the interpreter, or arbitrator for this matter, must, if possible, ascertain and give effect to the mutual intent of the parties while interpreting such language as would a reasonable person in reading that language.

In any grievance arbitration case, the evidence must support the charge that a violation of the Collective Bargaining Agreement did occur.

For this dispute, the burden of proving their case falls directly on the Union.

The Camden Fire Department is comprised of fire suppression and emergency rescue services provided by 126 Fire Fighters and fire prevention services provided by Fire Prevention Specialists. The Fire Prevention Specialists are a separate unit within the Fire Department's Office of Fire Marshal.

The Collective Bargaining Agreement distinguishes between Fire Fighters and Fire Prevention Specialist in a number of Sections clearly showing that the Fire Prevention Specialist are a particular unit within the Fire Department:

Article IX, Work Week, Fire Prevention Specialists are scheduled for four 10 hour days, rather than the 24 hour shifts, worked by Fire Fighters;

Article XXXVI, Longevity, provides separate longevity benefits for Fire Prevention Specialists;

Schedule A, Salaries, provides separate salary tables for Fire Prevention Specialists;

Article XIX, Requirements, Section 2, the Agreement requires the posting of vacancies in the Fire Prevention Specialist Unit and any other specialized unit;

Article XXII, Overtime, Section 5, Fire Fighters and Fire Prevention Specialists are recognized as being in separate "units" for purposes of overtime, with overtime distributed based on rank.

Article XXVI, Wages, Section 2 states:

"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."

The Union argues that the City violated the collective negotiations agreement by failing to appoint Grievant Jennifer Barrientos to the provisional position of Supervising Fire Prevention Specialist. In this regard, the Grievant was the senior Fire Prevention Specialist working in the Fire Marshall's Office. In the absence of a standing promotional list, the Agreement, at Article XXVI, Wages, Section 2, requires that the most senior employee in the Department assigned to a particular unit be appointed to the higher ranking position.

The City, on the other hand, argues that the City did not violate the contract by deciding not to appoint the Grievant to the provisional position of Supervising Fire Specialist UFD because the contract is silent on procedures for the appointment of provisional positions and the right of selection is protected by managerial prerogative. Further, the contract does not have such limitations for provisional appointments as management has the discretion to appoint whomever it feels is the best candidate.

The Union in defense of their position also points out that in August of 2021, when the Fire Department was confronted with the identical Supervising Fire Prevention Specialist provisional appointment, the then Business Administrator, recognizing the parties' Collective Bargaining Agreement and practice, made the appointment based upon seniority in the Fire Marshal's Office.

The appropriate portions of Business Administrator Asuncion explanation of his decision to appoint based on seniority in the Fire Marshal's Office are as follows:

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.

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.

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.

Although the occurrence explained by the Business Administrator may not constitute a binding past practice in and of itself, the Administrator's determination and reasoning is very instructive and authoritative as to the City's position and interpretation of Article XXVI, Section 2.

The weight accorded to the Administrator's past decision making a provisional appointment utilizing the process set forth in Article XXVI is, however, significant as that determination gives and shows the insights and thinking process used by the City to interpret Article XXVI by the Administration.

The evidence presented also shows that in 2005, when the City last made a permanent promotional appointment to the position of Supervising Fire Prevention Specialist, the position was only open to employees who had one year of continuous permanent service in the title of Fire Prevention Specialist UFD. On October 7, 2011, when there was a need to appoint an acting Fire Marshal for

a two-week period, Fire Inspector David Munoz was appointed to the position of Acting Fire Marshal, as "the most senior employee in the department assigned to that particular unit."

Article XXVI, Section 2, does not distinguish between appointments to acting and provisional appointments. Therefore based on the testimony of past similarly situated occurrences the language in Section 2 must be read to encompass both acting and provisional. Additionally, Section 2 provides the procedure for temporary appointments in the exact circumstances where provisional appointments are authorized and would be made under NJ Civil Service Regulations i.e., when there is an insufficient civil service list to make an appointment or when there is no list to make an appointment

This Arbitrator is compelled to interpret that language in the Collective Bargaining Agreement, in light of the law, when the parties have negotiated and incorporated specific references.

Article XXXII, Promotional Examinations, recognizes the civil service rules and regulations adopted by the New Jersey Department of Personnel, which includes both permanent and provisional appointments.

Here, the consideration and application of external law to interpret the parties Collective Bargaining Agreement, as to whether the City is required to make provisional appointments to the Supervising Fire Prevention Specialist position based on the most senior employee in the Department assigned to that particular unit is not only appropriate but necessary.

Additionally, when contract language is clear and unambiguous that clear meaning cannot be altered and must be applied in accordance with its terms by this Arbitrator regardless of the results.

The Union's interpretation of Article XXVI, Section 2, is correct. In the absence of a standing promotional list, the Agreement, at Article XXVI, Section 2, requires that the most senior employee in the Department assigned to a particular unit, here the Fire Marshal's Office, be appointed to the higher ranking position.

Nevertheless the language contained in XXVI, Section 2, of the parties Collective Bargaining Agreement is very clear and unambiguous, has effect, cannot be altered and must be applied in accordance with its terms, by this Arbitrator, regardless of the results.

The clear meaning of the language in Article XXVI, Section 2, will apply.

The City, in this case, violated the parties Collective Negotiations Agreement. The City's decision in applying Fire Department seniority of employees outside of the Fire Marshal's unit, to deny the provisional appointment of the Grievant to the position of Supervising Fire Prevention Specialist violated the parties' Collective Bargaining Agreement by failing to appoint the Grievant to the provisional position of Supervising Fire Prevention Specialist.

The testimony and evidence presented at the Hearing and further argued in the respective post-hearing briefs support this Arbitrator's conclusions.

AWARD

Based on the discussion and reasoning above, this grievance is granted. The City's action in applying the Fire Department seniority of employees outside of the Fire Marshal's unit, to deny the provisional appointment of Jennifer Barrientos-Morris to the position of Supervising Fire Prevention Specialist, on March 21, 2022 violated the parties' Collective Negotiations Agreement.

The current Supervising Fire Prevention Specialist provisional appointment shall be rescinded and assigned to the Grievant. Interviews for the Supervising Fire Prevention Specialist-UFD position shall be held as announced. The Grievant is to be made whole for any and all loss of earnings during the time she should have received the provisional appointment and when she is actually appointed to that position.

This Arbitrator will retain jurisdiction over the remedy portion in this matter, for a period of 90 days, should any disputes arise between the parties.

It is hereby so Ordered, this 4th Day, January 2023.



Marc A. Winters
Arbitrator
Seven Fields, Pennsylvania


m: DaMunoz@ci.camden.nj.us
Sent: Thursday, March 23, 2023 2:49 PM
To: smunoz@iafflocal2578.org
Subject: FW: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL
Attachments: CAMPS - Promotion - DAVID MUNOZ.pdf

David Munoz, MAS, EFO
Chief Fire Marshal
Camden City Fire Department
4 North 3rd Street, Camden, New Jersey 08101
Cell: 856-883-0512

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

From: Lisa Picon <LiPicon@ci.camden.nj.us>
Date: 4/11/22 2:05 PM (GMT-05:00)
To: David Munoz <DaMunoz@ci.camden.nj.us>
Subject: RE: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL

See attached.

Lisa Y. Picon

City of Camden Personnel Office
520 Market St., Rm. 405, City Hall
Camden, NJ 08101

856-757-7676 or 856-757-7414

Fax: 856-541-2598

lipicon@ci.camden.nj.us

Cell #: 609-634-9715

From: David Munoz

Sent: Monday, April 11, 2022 2:00 PM

To: Lisa Picon <LiPicon@ci.camden.nj.us>

Subject: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL

Great afternoon Lisa,

Hope all is well. When you get a moment, can you send me a copy of the CAMPS Form for my position [Fire Official/ Fire Subcode Official]?

Thank you very much.

David Munoz

Chief Fire Marshal

COUNTY AND MUNICIPAL PERSONNEL SYSTEM

Home Select Jurisdiction New Transaction Admin Reports Queries Help Logout

User: LISA PICON

Juris.Base: 040800 - Camden City - All Depts: Online

Promotion (08)

Current:

Employee ID	[REDACTED]	Request Number	04080026042200010
Employee Name	DAVID MUNOZ	Job Number	1
Appointment Type	PAP	Permanent Status	Y ☐
Title Code	06353	Appointment Date	08/15/2021
Title Name	SPVG FIRE PRVNTN SPCLST UFD	Class of Service	C
Jurisdiction Base	040800	Jurisdiction Dept	26-FIRE
Jurisdiction Name	CAMDEN		

Update:

*Appointment	PAP	Transaction Status	[Select]
Title Code	06362 Validate	*Effective Date	04/11/2022
Title Name	FIRE OFCL/FIRE PRCTN SUBCD	Working Test Start Date	
Class of Service	C	Working Test End Date	
*Compensation Method	01-Full Time - Annual Salary	Part-time Percentage	%
NJAC 4A:4-2.7 Date		Certification Number	
Base Salary (\$)	[REDACTED]	Exam Symbol	
Extra Salary	0	Essential Employee	[Select]
Total Salary	[REDACTED]	Related Title	
Salary Range Min	[REDACTED]	Salary Range Max	[REDACTED]
Comments			
Prior Comments	D08PIC8 4/5/2022 12:11:09 PM WAIVER #: CAM-2022-56		

Review:

Document Received (DPF31's)	☐	Certified Signature Received	☐	Certification Issued	☐
Return Reason		Class Review	[Select]	Assigned To	[Select]
Audit Performed	[Select]				
Effective Date					
Online Title	[Select]				



CITY OF CAMDEN

FIRE DEPARTMENT

4 North 3rd Street Camden, New Jersey 08102

To: Chief Harper
Cc: B.A Timothy Cunningham
Subject: Fire Captain (PL230281)

I, Asante Wilson (division number 156705) am submitting my letter of acceptance in the next position Certification Number PL230281 Fire Captain within the Camden Fire Department when available. My current address is [REDACTED] Camden, New Jersey 08103. Certification Number PL230281, daytime phone number ([REDACTED]) or [REDACTED]

Sincerely:
Asante Wilson
March 9, 2023

[REDACTED]

From: TiCunnin@ci.camden.nj.us
Sent: Thursday, March 16, 2023 9:57 AM
To: MiHarper@ci.camden.nj.us
Cc: mjdipiero@brownconnery.com; Vincent.Granese@dca.nj.gov; JeFlax@ci.camden.nj.us; Jack.Layne@dca.nj.gov; LiPicon@ci.camden.nj.us; SaBalaka@ci.camden.nj.us; JoBerrio@ci.camden.nj.us; MaRiondi@ci.camden.nj.us
Subject: RE: Fire Marshall's Office

Yes. List certified.

TJC

From: Michael Harper
Sent: Thursday, March 16, 2023 9:52 AM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'Michael J. DiPiero' <mjdipiero@brownconnery.com>; 'Granese, Vincent [DCA]' <Vincent.Granese@dca.nj.gov>; Jesse Flax <JeFlax@ci.camden.nj.us>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>; Lisa Picon <LiPicon@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Marc Riondino <MaRiondi@ci.camden.nj.us>
Subject: RE: Fire Marshall's Office

Is the Fire Captain's list been certified? I received this interest letter from one of our firefighters and we were unaware that the list was certified (certification #PL230281). Also my staff and I would like to have a meeting with you, the Mayor's office, and the DCA in reference to the potential reorganization you mentioned.

Chief Michael Harper

From: Timothy J. Cunningham
Sent: Thursday, March 16, 2023 9:19 AM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: 'Michael J. DiPiero' <mjdipiero@brownconnery.com>; 'Granese, Vincent [DCA]' <Vincent.Granese@dca.nj.gov>; Jesse Flax <JeFlax@ci.camden.nj.us>
Subject: RE: Fire Marshall's Office

Chief,

Promotions will occur in the near future once I make a final decision on some potential reorganization scenarios that you are aware of.. But for now, he has to return to his last position which was Captain. [REDACTED]

[REDACTED]

TJC

From: Michael Harper
Sent: Wednesday, March 15, 2023 9:48 PM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>; Michael Harper <MiHarper@ci.camden.nj.us>
Cc: 'Michael J. DiPiero' <mjdipiero@brownconnery.com>; 'Granese, Vincent [DCA]' <Vincent.Granese@dca.nj.gov>;

Jesse Flax <JeFlax@ci.camden.nj.us>
Subject: RE: Fire Marshall's Office

[REDACTED]

Chief Michael Harper

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

From: "Timothy J. Cunningham" <TiCunnin@ci.camden.nj.us>
Date: 3/15/23 5:26 PM (GMT-05:00)
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: "'Michael J. DiPiero'" <midipiero@brownconnery.com>, "'Granese, Vincent [DCA]'" <Vincent.Granese@dca.nj.gov>
Subject: RE: Fire Marshall's Office

[REDACTED]

As soon as Barrientos is moved, please send an e-mail to Mike DiPiero letting him know its complete as he has to close this out on the arbitration site. Copy me please just so I know.

TJC

From: Michael Harper
Sent: Wednesday, March 15, 2023 4:30 PM
To: Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>
Cc: 'Michael J. DiPiero' <midipiero@brownconnery.com>; 'Granese, Vincent [DCA]' <Vincent.Granese@dca.nj.gov>
Subject: RE: Fire Marshall's Office

Has anyone reached out to Civil Service to see what the delay is on the test results for the Fire Official/Fire Prevention Subcode Official-UEF for the Camden Fire Department?

[REDACTED] Civil Service did send a list for the Fire Prevention Specialist positions with three candidates all having the same score

[REDACTED]

Chief Michael Harper

From: Timothy J. Cunningham
Sent: Wednesday, March 15, 2023 4:12 PM
To: Michael Harper <MiHarper@ci.camden.nj.us>
Cc: 'Michael J. DiPiero' <midipiero@brownconnery.com>; 'Granese, Vincent [DCA]' <Vincent.Granese@dca.nj.gov>
Subject: Fire Marshall's Office

Chief,

I have made the decision not to appeal the arbitrator's decision in the J. Barrientos matter. As such, she must be assigned as the Supervising Fire Prevention Officer – UFD in accordance with the order. Please effectuate this reassignment asap. Captain Tull will then be restored to his prior position.

JC

[REDACTED]

From: LiPicon@ci.camden.nj.us
Sent: Tuesday, March 21, 2023 3:43 PM
To: YoHawkin@ci.camden.nj.us
Subject: FW: Fire Department Staffing
Attachments: Fire Department Staffing 3-21-23.pdf; Current Civil Service Battalion Chief List 2-15-26.pdf; Current Civil Service Fire Captain List 6-24-23.pdf; Current Civil Service Fire Prevention Specialist List 2-15-26.pdf

Importance: High

Lisa Y. Picon

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

From: Michael Harper
Sent: Tuesday, March 21, 2023 12:25 PM
To: Timothy J. Cunningham <TICunnin@ci.camden.nj.us>; Lisa Picon <LiPicon@ci.camden.nj.us>; Sachina Evans <SaEvans@ci.camden.nj.us>
Cc: Jesse Flax <JeFlax@ci.camden.nj.us>; Jose Berrios <JoBerrio@ci.camden.nj.us>; Samuel Balakas <SaBalaka@ci.camden.nj.us>; 'Granese, Vincent [DCA]' <Vincent.Granese@dca.nj.gov>; Layne, Jack [DCA] <Jack.Layne@dca.nj.gov>
Subject: Fire Department Staffing
Importance: High

To eliminate any misunderstanding and to provide clarity, the Fire Department current staffing is as follows:

- 1 – Fire Chief
- 3 – Deputy Fire Chiefs
- 8 – Battalion Fire Chiefs (*1 current vacancy caused by [REDACTED] retirement*)
- 37 – Fire Captains (*1 current vacancy caused by [REDACTED] retirement*)
- 134 – Firefighters (*7 current vacancies caused by retirements and promotions*)
- 183 – Total members firefighting force**

Fire Marshal's Office

- 1 - Fire Official/Fire Prevention Subcode Official (*serving provisionally*)
- 1 - Supervising Fire Prevention Specialist (*serving provisionally*)
- 2 – Fire Prevention Specialists
- 2 – Fire Prevention Specialists (*serving provisionally*)
- 6 – Total members in Fire Marshal Office**

Our total fire department staffing level is 189 members of an approved staffing level of 196. I do not have a copy of the current Civil Service List for Firefighter but I am attaching the following current Civil Service Lists for Battalion Chief (00856), Fire Captain (01836), and Fire Prevention Specialist (06357).

[REDACTED]
[REDACTED] we need to promote and hire personnel to fill all current vacancies.

Whenever a promotion is made it creates a vacancy in the rank that the member is being promoted from. The promotion of a Fire Captain to a vacant Battalion Chief position creates an additional Fire Captain vacancy so based on the above information I am offering you we need to promote the following:

- 1 – Battalion Chief
- 2 – Fire Captains
- 2 – Fire Prevention Specialists (*it will be three if Jennifer Barrientos-Morris is made a provisional SFPS)

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.

**City of Camden
Fire Department
Memorandum**

To: Tim Cunningham /Business Administrator
From: Chief Michael Harper *MLH* /Fire Administration
Re: Fire Department Staffing
Date: March 21, 2023

To eliminate any misunderstanding and to provide clarity, the Fire Department current staffing is as follows:

1 – Fire Chief
3 – Deputy Fire Chiefs
8 – Battalion Fire Chiefs (*1 current vacancy caused by [REDACTED] retirement*)
37 – Fire Captains (*1 current vacancy caused by [REDACTED] retirement*)
134 – Firefighters (*7 current vacancies caused by retirements and promotions*)
183 – Total members firefighting force

Fire Marshal's Office

1 - Fire Official/Fire Prevention Subcode Official (*serving provisionally*)
1 - Supervising Fire Prevention Specialist (*serving provisionally*)
2 – Fire Prevention Specialists
2 – Fire Prevention Specialists (*serving provisionally*)
6 – Total members in Fire Marshal Office

Our total fire department staffing level is 189 members of an approved staffing level of 196.

I do not have a copy of the current Civil Service List for Firefighter but I am attaching the following current Civil Service Lists for Battalion Chief (00856), Fire Captain (01836), and Fire Prevention Specialist (06257) [REDACTED]

[REDACTED] We need to promote and hire personnel to fill all current vacancies.

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CURRENT CAPTAINS LIST FOR CAMDEN FIRE DEPARTMENT -

Symbol	Title	Rank	Name	Vet Status	Final Average	Code	Resident	Jurisdiction	Issue Date	Promulgation Date	Expiration Date
PM0129A	Fire Capt	00001	Caraballo Gabriel	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00002	Scott Robert L	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00003	Wirths Millie N	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00004	Gonzalez Daniel	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00005	Hall Gerald E	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00006	Vargas Kyo	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00007	Carr Shane	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00008	Diaz David	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00009	Thompson Joel Sr	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00010	Sellers Keith R	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00011	Riley Phenix R III	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00012	Delgado James	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00013	Vincent Edward M	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00014	Munoz David	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00015	Wilson Asante	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00016	Johnson William C Jr	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00017	Medina Gerardo	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00018	Delgado Anderson Jr	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00019	Tucker Tyron L	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00020	Nunez Orlando	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00021	White Kenneth L	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00022	Caraballo Francisco J	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00023	Church Anthony L	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00024	Wilson Lewis V Jr	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23
PM0129A	Fire Capt	00025	Lyons Gary B	R			R	Camden - Fire -	06/17/20	06/25/20	06/24/23

NEW JERSEY

CIVIL SERVICE COMMISSION

ELIGIBLE LISTS

[BACK TO CSC](#)[ENTRY LEVEL LISTS](#)[PROMOTIONAL LISTS](#)

To find an eligible list with qualified candidates, enter the announcement's symbol number in the box below. The symbol is posted with each announcement and also can be found on Candidate Notification Cards. If you do not know the symbol, go to the drop down boxes (located above this paragraph) - place your cursor on either ENTRY LEVEL LISTS or PROMOTIONAL LISTS - and click on State, County or Municipal to scan all lists in the category. For example, if you are looking for an entry level list for a State job, go to the ENTRY LEVEL LIST drop down box and select "State." You can sort this list alphabetically by title by clicking on "Title." Once you identify the symbol number, click "Search" at the top right of the page to return to "Please enter a symbol," and type it in. Similarly, if you are looking for a municipal promotional list, go to the PROMOTIONAL LIST box, select "Municipal," and follow the same instructions. Future enhancements are planned to assist you in these search activities.

* Please note that this information only reflects results known at the time the list is issued. It does not reflect subsequent changes to a list resulting from individual make-up examinations, appeal decisions, etc. However, if an entire list has been corrected and re-issued, the corrected list will appear. Additionally, this information does not reflect changes to a list based on a candidate's hiring or removal from a list. Therefore, these results are conditional and subject to change. List information will be viewable only for the three months following the date of issuance (although the duration of the list may be considerably longer).

Lists resulting from the firefighter examination program are not available for viewing on this site. Only some lists resulting from the LFE are posted on our website. Agencies with specific symbols assigned at the time of announcement have their eligible list posted on the day of issuance (Promotional titles: Parole Officer Recruit, Parole Officer Recruit Bilingual). Agencies without specific symbols assigned at the time of announcement will not have their eligible list posted (Municipal Police Officer, Campus Police Officer Recruit, County Police Officer, Park Police Officer, Police Officer Recruit Human Services, Police Officer Palisades Interstate Park, Sheriff's Officer, County Correction Officer). These lists will be issued when the agency has a need to hire and asks for a certified list. At that time, candidates will be notified of their score and rank for that title within that particular jurisdiction. Candidates will also be instructed to contact the appointing authority of that jurisdiction if they are interested in being considered for a position.

[Helpful Definitions](#)

FIND AN ELIGIBLE LIST

Please enter a symbol: PM3954D

[FIND >](#)[VIEW ALL SYMBOLS >](#)

Symbol	Title	Rank	Name	Vet Status	Final Average	Resident Code	Jurisdiction	Issue Date	Promulgation Date	Expiration Date
PM3954D	Fire-Prvntn Spclst Ufd	00001	Castro Ciri Jr			R	Camden - Fire -	02/08/23	02/16/23	02/15/26
PM3954D	Fire-Prvntn Spclst Ufd	00001	Clark Gregory			R	Camden - Fire -	02/08/23	02/16/23	02/15/26
PM3954D	Fire-Prvntn Spclst Ufd	00001	Lopez Angel M Jr			R	Camden - Fire -	02/08/23	02/16/23	02/15/26

Vet Status:

D = disabled veteran; V = veteran; N = non-veteran; A = indicated veteran on application but no documentation submitted; classified as non-veteran for this list

Resident Code:

R = resident; N = non-resident

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Civil Service Commission
P.O. Box 310
Trenton, NJ 08625

[REDACTED]

m: DaMunoz@ci.camden.nj.us
Sent: Thursday, March 23, 2023 2:49 PM
To: smunoz@iafflocal2578.org
Subject: FW: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL
Attachments: CAMPS - Promotion - DAVID MUNOZ.pdf

David Munoz, MAS, EFO
Chief Fire Marshal
Camden City Fire Department
4 North 3rd Street, Camden, New Jersey 08101
Cell: 856-883-0512

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

From: Lisa Picon <LiPicon@ci.camden.nj.us>
Date: 4/11/22 2:05 PM (GMT-05:00)
To: David Munoz <DaMunoz@ci.camden.nj.us>
Subject: RE: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL

See attached.

Lisa Y. Picon

City of Camden Personnel Office

520 Market St., Rm. 405, City Hall

Camden, NJ 08101

856-757-7676 or 856-757-7414

Fax: 856-541-2598

lipicon@ci.camden.nj.us

Cell #: 609-634-9715

From: David Munoz

Sent: Monday, April 11, 2022 2:00 PM

To: Lisa Picon <LiPicon@ci.camden.nj.us>

Subject: CAMPS FORM FIRE OFFICIAL/ FIRE SUBCODE OFFICIAL

Great afternoon Lisa,

Hope all is well. When you get a moment, can you send me a copy of the CAMPS Form for my position [Fire Official/ Fire Subcode Official]?

Thank you very much.

David Munoz

Chief Fire Marshal