BOARD OF FIRE COMMISSIONERS
MOUNT HOLLY FIRE DISTRICT NO. 1

Resolution No. 2026-40

RESOLUTION ADOPTING POLICY REGARDING A DRUG AND ALCOHOL-FREE WORKPLACE & DRUG AND ALCOHOL TESTING

WHEREAS, the Board of Fire Commissioners is committed to maintaining a drug- and alcohol-free workplace for its employees, volunteers, members, and the public that the Fire District serves; and

WHEREAS, the Board has determined that it is also necessary and appropriate to adopt a policy setting forth the conditions under which the Fire District may require an employee, volunteer, or member to undergo drug and/or alcohol testing; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of Mount Holly Fire District No. 1 hereby adopts the Policy Regarding a Drug and Alcohol-Free Workplace & Drug and Alcohol Testing attached hereto and incorporated by reference as though fully set forth herein; and

BE IT FURTHER RESOLVED that the Director of Fire Services is hereby directed to develop administrative regulations to implement and administer the attached Policy; and

BE IT FURTHER RESOLVED that the Director of Information Technology shall publish a true and correct copy of the attached Policy on the Fire District's website within seven (7) calendar days of the adoption of this Resolution; and

BE IT FURTHER RESOLVED that the Board of Fire Commissioners shall periodically review the Policy Regarding a Drug and Alcohol-Free Workplace & Drug and Alcohol Testing to assess its effectiveness and determine whether any amendments are necessary to further the safety, security, and operational needs of the Fire District.

ADOPTED at a meeting of the Board of Fire Commissioners of Mount Holly Fire District No.1 on October 7, 2026.

RECORDED VOTE

Member	Motion	Second	Aye	Nay	Abstain	Absent	Recused
Jules Thiessen							
Nicole Saucier							
June Gaskill							
Jeena Sheppard							
Rosemarie Logue							

CERTIFICATION

I, _____, Clerk of the Board of Fire Commissioners of Fire District No. 1, Township of Mount Holly, County of Burlington, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 13th Day of October 2026.

I do further certify that the said Board of Fire Commissioners of Fire District No.1, Township of Mount Holly, County of Burlington, State of New Jersey, is composed of five (5) members and that _____members were present and _____members voted affirmatively for the adoption of the Resolution and ___member(s) voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No.1, Township of Mount Holly, County of Burlington, State of New Jersey, on this 13th Day of October 2026.

_____

, CLERK

Board of Fire Commissioners
Fire District No. 1
Township of Mount Holly

BOARD OF FIRE COMMISSIONERS
MOUNT HOLLY FIRE DISTRICT NO. 1

POLICY NUMBER _____

POLICY REGARDING A DRUG AND ALCOHOL-FREE WORKPLACE & DRUG AND ALCOHOL TESTING

I. Purpose

The Fire District recognizes the importance of maintaining a drug- and alcohol-free workplace. The Fire District is committed to providing a safe, healthy, and productive environment for its employees, volunteers, members, and the public it serves. The use of drugs or alcohol in a manner that impairs the performance, judgment, or abilities of any employee, volunteer, or member to perform their duties safely is inconsistent with this commitment and will not be tolerated.

This policy shall apply to all Fire District employees, volunteers, and members.

II. Definitions

- "Controlled substance" means all drugs for which the use or possession is regulated by federal, state or local law, and includes prescription medication for which the individual does not have a valid prescription.

- "Health Care Professional" means any individual who is licensed by applicable New Jersey law to provide health care services and includes, but is not limited to, physicians, physician assistants, advanced practice nurses, psychiatrists, and other licensed medical practitioners.

III. Prohibited Activity

The Fire District strictly prohibits the illegal use, sale, distribution, purchase, possession and/or transfer of any controlled substance at any time, regardless of amount and/or intent, by all employees, volunteers, and members. This policy applies to both on-duty and off-duty conduct, and regardless of whether the individual is on Fire District premises.

Further, the Fire District strictly prohibits the use and/or possession of alcohol on Fire District premises at all times, while an individual is working and/or responding to a call, and while an individual is operating a Fire District vehicle. Consumption of alcohol with five (5) hours of the start of any individual's assigned shift is strictly prohibited. In addition, any off-duty use (or abuse) of alcohol that impairs an individual's performance of any Fire District duty to any extent may subject the

individual to discipline, up to an including termination from employment and/or volunteer status and/or membership status.

Excluded from this policy is the private, off-duty purchase, possession and/or recreational use of cannabis, consistent with the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act ("CREAMMA"), N.J.S.A. 24:61-31 *et seq*. However, the use or consumption of cannabis or any product containing cannabis while on Fire District premises and/or being under the influence of cannabis while on duty is still strictly prohibited.

Violations of this policy may result in discipline, up to and including termination from employment and/or volunteer status and/or membership status.

IV. Use of Prescription Drugs

Any employee, volunteer or member who is in a safety-sensitive position and who uses a prescription drug that may impair, to any degree, job performance or safety shall immediately notify the Director of Fire Services and/or Chief of the Fire District. All individuals should only use prescription drugs that are prescribed specifically to them by their own health care professional, and all prescription drugs should only be used in the manner prescribed by the individual's health care professional. The Director of Fire Services or Chief of the Fire District may, depending on the circumstances, the nature of the impairment and/or the safety-sensitive position involved, require additional information from the individual's health care professional. All information regarding the individual's medical condition and prescription drug use shall be kept strictly confidential. The Director of Fire Services and Chief of the Fire District are authorized to take any actions they deem necessary and prudent, consistent with all applicable law, to ensure the safety of the individual, the safety of other Fire District employees, volunteers, and members, and the safety of the community that the Fire District serves.

V. Drug & Alcohol Testing

The Fire District requires all employees, volunteers and members to submit to drug and/or alcohol testing under the following circumstances:

A. Pre-Employment Testing

As a condition of employment, volunteer service, or membership, all prospective employees, volunteers, and members of the Fire District shall submit to and successfully pass a drug and alcohol test.

B. Reasonable Suspicion Testing

The Director of Fire Services or Chief of the Fire District may require any employee, volunteer or member to immediately submit to a drug and/or alcohol test if there is reasonable suspicion that the individual is currently under the influence of drugs or alcohol. Reasonable suspicion exists when an individual exhibits behaviors, physical symptoms, and/or body orders that reasonably indicate that the individual may be under the influence of drugs or alcohol. This may include, but is not limited to, things such as: unsteady gait, staggering, bloodshot and/or glassy eyes, dilated or constricted pupils, erratic actions, shaking and/or tremors, drowsiness, hyperactivity, slurred and/or incoherent speech, rapid speech, repetitive speech, excessively loud talking, sudden mood swings, uncharacteristic anger and/or confusion, distinct smells of alcohol or marijuana on the individual's breath or clothing, and similar observations.

If the New Jersey Cannabis Regulatory Commission adopts regulations regarding the training and qualifications for Workplace Impairment Recognition Experts ("WIREs") pursuant to CREAMMA, then all instances where there is reasonable suspicion that an individual is currently under the influence of cannabis shall be verified by a WIRE.

C. Post-Accident Testing

Following any on-duty accident, all employees, volunteers, and members involved in the incident shall immediately submit to a drug and alcohol test regardless of fault, cause, or degree of involvement.

D. Random Testing

The Fire District reserves the right to develop and implement a program for random drug testing of employees, volunteers, and members in safety sensitive positions. The Director of Fire Services is hereby authorized to develop, implement, and administer such a program, consistent with applicable law and subject to approval by the Board of Fire Commissioners, as he/she deems necessary and prudent to protect the health, safety and welfare of the community. In addition, any individuals whose duties require that they hold a Commercial Drivers License (CDL) shall be subject to random drug testing as required by U.S. Department of Transportation regulations.

Any failure or refusal to submit to a drug and/or alcohol test required by this Policy, or any failure or refusal to timely produce the written results of a drug and/or alcohol test required by this Policy, shall be treated as if the employee, volunteer and/or member tested positive.

The Fire District may impose discipline for insubordination, up to an including termination of employment, volunteer status and/or membership status, for an individual's failure or refusal to submit to a drug and/or alcohol test required by this Policy.

Employees, volunteers, and members shall be placed on temporary administrative leave while the results of a drug or alcohol test required by this Policy are pending.

Approved by the Board: October 13, 2026