

**BOARD of FIRE COMMISSIONERS
MOUNT HOLLY FIRE DISTRICT No. 1**

*Meeting Minutes
Wednesday, February 6, 2019
7:30pm, Fire District Administration Office*

Call to Order:

Chairman Pike called the February 6, 2019 meeting of the Board of Fire Commissioners of Mount Holly Fire District No. 1 to order at 7:30 PM.

Statement of Adequate Notice:

Solicitor Sendzik read the following statement aloud:

The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and the right to attend all meetings of public bodies at which any business affecting the public's interest is discussed or acted upon.

In accordance with the provisions of this Act, the Board of Fire Commissioners of Mount Holly Fire District No. 1 has caused notice of this meeting to be given by having the date, time, place, and agenda to the extent known thereof posted as follows:

Published in the Burlington County Times (April 12, 2018).
Published in the Courier Post (April 12, 2018).
Forwarded to the Municipal Clerk for posting (April 6, 2018).
Posted in the Fire District Administration Office.
Posted at the Relief Fire Company.
Posted on the Official Fire District Website

The Notice set forth that formal action may be taken.

Roll Call:

Present: Commissioner Brown, Commissioner Fajgier, Commissioner Haines, Vice Chairman McIlwee, Chairman Pike

Absent:

Staff & Professionals: Director Donnelly, Clerk Brooks, Clerk Mangan, Solicitor Sendzik

Pledge of Allegiance & Moment of Silence:

Chairman Pike requested that all present stand for the Pledge of Allegiance and remain standing for a moment of silence for our departed members and those lost in the line of duty.

Announcement of Emergency Exits:

Chairman Pike read the announcement aloud.

Approval of Meeting Minutes:

January 2, 2019 Board of Fire Commissioners Meeting
January 9, 2019 Budget Adoption

Commissioner Fajgier offered a motion to accept the minutes as presented. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Pike
Nay:
Abstain: McIlwee

Commissioner Brown arrived at 1933 hours and joined the quorum.

Approval of Monthly District Reports:

Chief Apparatus Officer – January 2019
Fire Official – January 2019
Fire Chief – January 2019

Vice Chairman McIlwee offered a motion to approve the reports as read by Director Donnelly. Commissioner Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike
Nay:
Abstain:

Approval of Vouchers:

As prepared and presented.

Commissioner Fajgier offered a motion to approve the vouchers as presented. Commissioner Haines provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike
Nay:
Abstain:

Matters Presented by the Public:

No members of the public wished to address the Board.

Old Business:

Relief project update
Relocation of Fire Prevention Bureau

Director Donnelly discussed the revised project timeline to include revision of site plan and all necessary permit applications. The timeline established with the project engineer shows permit application by the end of the first quarter of 2019. Property acquisition is proceeding as Mr.

Sendzik and the title agency are verifying and confirming recorded status of respective deeds. Once all deeds are recorded and confirmed as acceptable by the title agency, closing will proceed. Vice Chairman McIlwee inquired as to the difficulties involved with the acquisition process as well as requesting a proposed acquisition timeline. Mr. Sendzik is confident that since all parties to the acquisition have now been identified and their respective business statuses filed and confirmed with the State, that closing should occur within the next month. Director Donnelly reaffirmed to the Board and Mr. Sendzik that he wanted the acquisition finalized prior to the submission of permit applications for the Relief project.

New office equipment has been ordered for the relocated Fire Prevention office. Once all equipment is delivered and installed, relocation of records and personnel will occur.

New Business:

Oaths of Office were administered to the 2019 District operational officers:

Chief – Kevin Gimeno

Deputy Chief – Thomas Mason

Lieutenant – Timothy Fuller

Lieutenant – Matthew Pond

Fire Police Lieutenant – John Achey

Resolution 2019-3 Resolution Authorizing Interlocal Services Agreement

(Resolution authorizes agreement with Lumberton Township for vehicle maintenance services)

Vice Chairman McIlwee offered a motion to approve the resolution as presented. Commissioner Brown provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Present:

Matters to be Presented by the Director:

Junior firefighter classification

Director Donnelly discussed the status of the MHPD Junior Firefighter program with the Board. Currently the District has one junior member with an additional candidate awaiting approval. Director Donnelly presented his concerns with the program as well as the recent rulings of the Dept. of Labor in reference to such programs. The Director believes that, while the District is rebuilding its volunteer ranks, that the Junior Firefighter Program be suspended and thoroughly reviewed. In conjunction with the Chief, a recommendation of standards shall be presented to the Board for consideration should the program return to active status. The only current junior member will be “grandfathered” in participation and the candidate will be informed off the suspension of the program.

Following discussion with the Chief, the Board, and Mr. Sendzik, Commissioner Brown provided a motion to suspend the Junior Firefighter program until it is thoroughly reviewed, as discussed. Vice Chairman McIlwee provided a second to the motion

Member physicals & background checks

While on the topic of liability and compliance, Director Donnelly posed a question to the Board regarding the reporting of negative law enforcement encounters by the membership to the District. He stated that, currently, the only background investigation performed is done at the member's initial application and that there is no formal follow-up following membership acceptance. As the Director would like to believe that every member of the District would hold themselves to a higher standard and report any negative interactions, the possibility of non-reporting and criminal action is always present. As an agency that is held to a higher standard by the public it serves, the Director recommended implementing a formal schedule for recurring criminal background checks of its membership.

In addition to the recommended background checks, the Director also recommended that a physical examination be performed by the District's occupational health provider at a prescribed interval. This would assist in diagnosing medical conditions detrimental to the physical fitness and performance of a member in performance of his/her respective duties.

Mr. Sendzik spoke to the recommendations and agreed that, as a public entity entrusted with the protection of life and property, that a policy should be considered. Mr. Sendzik will work with the Director to propose a policy for the Board's consideration in the future.

2019 Budget & Fire District Election

The Director reminded those in attendance that the annual District election is to be held on Saturday, February 16 between the hours of 2pm and 9pm at the Township Municipal Building located at 23 Washington Street. Up for vote is one, three-year seat on the Board of Fire Commissioners as well as the proposed District budget of \$930,600, \$617,845 of which by taxation. Once again, the Board presents a budget with no increase in the local fire tax.

Matters to be Presented by the Solicitor:

Mr. Sendzik advised the Board that he and the Director have ensured that all notices and procedures associated with the upcoming election have been set forth and that the election will proceed as described by the Director.

Matters to be Presented by the Board:

Chairman Pike congratulated the newly appointed officer cadre and looks forward to working with them in 2019.

Chairman Pike advised those in attendance of the next scheduled meetings of the Board.

Next Meetings:

Annual Fire District Election, Saturday, February 16,
2-9pm, Mount Holly Township Municipal Building

BOFC Reorganization Meeting, March 6, 7:30pm,
Mount Holly Township Municipal Building

Adjournment:

With no other business on the agenda or being presented for consideration, Commissioner Haines offered a motion for adjournment. Commissioner Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Fajgier, Haines, Brown, McIlwee, Pike

Nay:

Abstain:

The meeting was adjourned by Chairman Pike at 8:23pm.

Respectfully submitted,

Stefanie Haines, Secretary
(as prepared by Director Donnelly)