

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

*Meeting Minutes - Reorganization
Wednesday, March 1, 2017
7:30pm, Mount Holly Construction Office Meeting Room*

Call to Order:

Director Donnelly called the March 1, 2017 reorganization meeting of the Board of Fire Commissioners of Fire District No. 1 to order at 7:30 PM.

Statement of Adequate Notice:

Director Donnelly 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 (March 23, 2016).
Mailed to the Courier Post (March 21, 2016).
Forwarded to the Municipal Clerk for posting (March 21, 2016).
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 Cauley, Commissioner Haines

Absent:

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

Pledge of Allegiance & Moment of Silence:

Director Donnelly requested that all present stand for the Pledge of Allegiance and remain standing for a moment of silence.

Announcement of Emergency Exits:

Director Donnelly read the announcement aloud.

Oaths of Office:

Director Donnelly performed the Oaths for the following commissioners and officers:

Richard McIlwee, Commissioner
Donald Pike, Commissioner
Patrick Hoff, Chief
Kevin Gimeno, Deputy Chief
Robert Allen, Captain
Paul Cronrath, Lieutenant
Thomas Mason, Lieutenant
John Achey, Fire Police Lieutenant
Charles Smith, Fire Police Lieutenant
2016/2017 Fire Police Officers

Newly sworn commissioners McIlwee and Pike joined the Board on the dais.

Reorganization of the Board:

Director Donnelly opened the floor to accept nominations of the Board for the position of Chairman. Commissioner Brown offered a motion to appoint Don Pike as Chairman of the Board. Commissioner McIlwee provided a second to the motion. With no other motions presented for appointment, roll was called. At call of the roll, the vote was recorded as follows:

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

Chairman Pike is now seated to chair the meeting.

Chairman Pike opened the floor to accept nominations of the Board for the position of Vice Chairman. Commissioner Haines offered a motion to appoint Richard McIlwee as Vice Chairman of the Board. Commissioner Cauley provided a second to the motion. With no other motions presented for appointment, roll was called. At call of the roll, the vote was recorded as follows:

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

Chairman Pike opened the floor to accept nominations of the Board for the position of Secretary. Vice Chairman McIlwee offered a motion to appoint Stefanie Haines as Secretary of the Board. Commissioner Cauley provided a second to the motion. With no other motions presented for appointment, roll was called. At call of the roll, the vote was recorded as follows:

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

Chairman Pike opened the floor to accept nominations of the Board for the position of Treasurer. Commissioner Haines offered a motion to appoint Josh Brown as Treasurer of the Board. Vice Chairman McIlwee provided a second to the motion. With no other motions presented for appointment, roll was called. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, McIlwee, Pike

Nay:

Abstain:

With all Board positions appointed, Chairman Pike appointed committees of the Board for 2017-2018 as follows:

Apparatus and Equipment:	Haines, Pike
Buildings and Grounds:	Brown, Haines
Finance and Insurance:	Brown, Cauley
Personnel and Policies:	McIlwee, Pike
Planning and Services:	Brown, McIlwee

Approval of Monthly District Reports:

Chief Apparatus Officer – February 2017

Fire Official – February 2017

Fire Chief – February 2017

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

Aye: Brown, Cauley, Haines, McIlwee, Pike

Nay:

Abstain:

Approval of Vouchers:

As prepared and presented.

Commissioner Brown offered a motion to accept the reports as read. Commissioner Cauley provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, McIlwee, Pike

Nay:

Abstain:

Matters Presented by the Public:

Tim Young (158 mill Street)- Mr. Young provided congratulations to the reelected members of the Board and appointed officers. Mr. Young wished them luck in their terms. Mr. Young also stated that it was nice to see all five commissioners at a meeting and that it was nice to see Commissioner Cauley present since members of the Board are compensated for their positions and anticipated participation.

Old Business:

Director Donnelly provided an update to the status of the Relief project. Project engineers are

reconfiguring the site plan to accommodate standards set forth by NJDEP. The project architect is reconfiguring the floor plan to accommodate these changes as well.

New Business:

Consent Agenda (*resolutions 2017-5 through 2017-18 are considered procedural and may be considered for approval with a single motion*):

Resolution 2017-5 Resolution Establishing 2017-2018 Meeting Dates

Resolution 2017-6 Resolution Designating Official Newspapers for 2017-2018
(Resolution designates the Burlington County Times and Courier Post as the Official Newspapers of the Mount Holly Fire District)

Resolution 2017-7 Resolution Designating Official Depository
(Resolution establishes T.D. Bank as the official depository of the Mount Holly Fire District)

Resolution 2017-8 Resolution Authorizing Qualified Purchasing Agent
(Resolution authorizes Ryan Donnelly to act as the Qualified Purchasing Agent for the Mount Holly Fire District)

Resolution 2017-9 Resolution Authorizing Payment of Claims
(Resolution authorizes Ryan Donnelly to direct payment of claims to ensure continuity of operation)

Resolution 2017-10 Resolution Authorizing Administrative Salaries
(Resolution authorizes salaries of administrative personnel)

Resolution 2017-11 Resolution Appointing Fire Official
(Resolution appoints Robert Hubbs as Fire Official)

Resolution 2017-12 Resolution Appointing Fire Inspectors
(Resolution appoints George Gaskill and Carl Shaw as Fire Inspectors)

Resolution 2017-13 Resolution Establishing Fire Prevention Salaries
(Resolution establishes salaries for Fire Prevention personnel)

Resolution 2017-14 Resolution Authorizing Agreement for Medical Services
(Resolution authorizes agreement with Virtua for occupational health services)

Resolution 2017-15 Resolution Authorizing Interlocal Services Agreement
(Resolution authorizes agreement with Lumberton Township for vehicle maintenance services)

Resolution 2017-16 Resolution Affirming Participation in the Burlington County Mutual Aid Plan
(Resolution affirms that the District participates in and responds in accordance with the Burlington County Mutual Aid Plan)

Resolution 2017-17 Resolution Establishing Mount Holly Fire District Owned And Leased properties as “Smoke Free”
(Resolution establishes that all properties owned and leased by the District will comply with State Law and furthers that portions of properties not covered by the Law will be designated as “Smoke Free”)

Resolution 2017-18 Resolution Designating Official Emergency Board-up Company
(Resolution designates Belfor Property Restoration as the official board-up service for the Mount Holly Fire District)

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

Aye: Brown, Cauley, Haines, McIlwee, Pike

Nay:

Abstain: Brown abstain to Resolution 2017-15

Other Resolutions Presented for Consideration:

Resolution 2017-19 Resolution Authorizing Purchase Through Houston-Galveston Area Council (HGAC)

(Resolution authorizes purchase of SCBA as included in the 2017 capital budget)

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

Aye: Brown, Cauley, Haines, McIlwee, Pike

Nay:

Abstain:

Matters to be Presented by the Director:

Director Donnelly congratulated the reelected commissioners and appointed officers and wished them well. Director Donnelly also informed the Board that the District is eligible to apply for the Preserve NJ grant for an amount up to \$500,000 for preservation of the Relief firehouse. The Board's historic consultant has prepared a proposal for the Board and was reviewed by the Director and Solicitor. Ms. Westfield proposes to prepare the application and all supporting materials for a lump sum of \$6,500. The deadline for grant submission is May 3 and a grant award could assist in offsetting some of the costs associated with the Relief project.

Following a brief discussion of the proposed application, Commissioner Brown offered a motion to approve a grant application as well as the retention of Westfield Architects for the preparation of same in an amount not to exceed \$6,500 as proposed. Commissioner Cauley provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, McIlwee, Pike

Nay:

Abstain:

Matters to be Presented by the Solicitor:

With Mr. Sendzik absent due to illness, Director Donnelly advised the Board that there is a need to enter into executive session to discuss possible litigation against the District. The Director does not anticipate any formal action and states that the executive session will last approximately five minutes before returning to open, public session.

Resolution 2017-20 Resolution Authorizing Executive Session

(Resolution authorizes executive session for discussion of possible litigation)

Commissioner Haines offered a motion to approve the resolution and enter into executive session. Vice Chairman McIlwee provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Brown, Cauley, Haines, McIlwee, Pike

Nay:

Abstain:

The Board excused those present and entered into Executive Session at 8:10 PM.

Executive Session

Director Donnelly advised the Board that a notice of tort claim has been presented by the owner of the property located at 255 Rutland Avenue following a loss by fire. Mr. Sendzik has received the claim and been advised. No further action of the Board or its agents are required at this time.

The Board exited the Executive Session and reopened the meeting to the public at 8:15 PM.

Matters to be Presented by the Board:

Commissioner Haines congratulated the reelected commissioners and appointed officers.

Chairman Pike thanked all for the well wishes and looks forward to continuing the progress that the District has made over the past few years.

Chairman Pike advised those present of the upcoming meetings of the Board:

Next Meetings: BOFC Meeting, Wednesday, April 5, 7:30pm,
Fire District Administration Office

BOFC Meeting, Wednesday, May 3, 7:30pm,
Fire District Administration Office

Adjournment:

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

Aye: Brown, Cauley, Haines, McIlwee, Pike

Nay:

Abstain:

The meeting was adjourned by Chairman Pike at 8:20 PM.

Respectfully submitted,

Stefanie Haines, Secretary

As prepared by Director Donnelly