

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

*Meeting Minutes- Reorganization
Wednesday, March 2, 2016
7:00pm, Fire District Administration Office*

Call to Order:

Director Donnelly called the March 2, 2016 reorganization meeting of the Board of Fire Commissioners of Mount Holly Fire District No. 1 to order at 7:00 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 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 12, 2015).
Mailed to the Courier Post (March 9, 2015).
Forwarded to the Municipal Clerk for posting.
Posted in the Fire District Administration Office.
Posted at the Relief Fire Company.

The Notice has set forth that formal action may be taken.

Roll Call:

Present: Commissioner Brown, Commissioner Cauley, Commissioner McIlwee, Commissioner Pike

Absent: Commissioner Haines

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

Pledge of Allegiance & Moment of Silence:

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

Announcement of Emergency Exits:

Director Donnelly read the announcement aloud.

Oaths of Office:

Solicitor Sendzik and Director Donnelly administered the Oath of Office to Commissioner Brown. Commissioner Brown then joined the Board.

Solicitor Sendzik and Director Donnelly administered the Oath of Office to the following operational officers:

Patrick Hoff, Chief
Robert Allen, Captain
Nicholas Allen, Lieutenant
Paul Cronrath, Lieutenant
John Achey, Fire Police Lieutenant
Charles Smith, Fire Police Lieutenant

2016/2017 Fire Police Officers

Reorganization:

Director Donnelly opened nominations for the position of Chairman of the Board of Fire Commissioners of Fire District No. 1.

Nomination for Chairman: **Don Pike**
Motion by: **McIlwee** 2nd: **Brown**

No other nominations were tendered. At call of the roll, the vote was as follows:

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

The meeting was then turned to Chairman Pike.

Chairman Pike opened nominations for the position of Vice Chairman of the Board of Fire Commissioners of Fire District No. 1.

Nomination for Vice Chairman: **Rick McIlwee**
Motion by: **Brown** 2nd: **Cauley**

No other nominations were tendered. At call of the roll, the vote was as follows:

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

Chairman Pike opened nominations for the position of Secretary of the Board of Fire Commissioners of Fire District No. 1.

Nomination for Secretary: **Stefanie Haines**
Motion by: **Brown** 2nd: **McIlwee**

No other nominations were tendered. At call of the roll, the vote was as follows:

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

Chairman Pike opened nominations for the position of Treasurer of the Board of Fire Commissioners of Fire District No. 1.

Nomination for Treasurer: **Josh Brown**
Motion by: **McIlwee** 2nd: **Cauley**

No other nominations were tendered. At call of the roll, the vote was as follows:

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

Committee Appointments:

Chairman Pike made the following appointments to committees:

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 Meeting Minutes:

February 3, 2016 Board of Fire Commissioners meeting

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

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

Approval of Monthly District Reports:

Chief Apparatus Officer – February 2016

Fire Official – February 2016

Fire Chief – No report submitted

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: Cauley, Brown, McIlwee, Pike

Nay:

Abstain:

Approval of Vouchers:

As prepared and presented

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

Aye: Cauley, Brown, McIlwee, Pike

Nay:

Abstain:

Matters Presented by the Public:

No members of the public approached wishing to speak.

Old Business:

Director Donnelly updated the Board as to the status of the proposed Relief renovation project. Mr. Donnelly discussed with the Board the proposals received for construction management services. Mr. Sendzik and Mr. Donnelly will meet with and interview prospective construction management firms as well will provide feedback and recommendation to the Board with regard to scope of services and cost prior to review and appointment by the Board. Mr. Donnelly and Mr. Sendzik continue to work on proposals for title insurance.

New Business:

Resolution 2016-4 Resolution Authorizing Agreement with Mount Holly Township
**Resolution authorizes the District to enter into Agreement with Mount
Holly Township for the Construction of an addition to the Township
Public Works garage for the purpose of temporary fire apparatus storage.**

Vice Chairman McIlwee offered a motion to authorize the agreement with Mount Holly Township. Commissioner Cauley provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Cauley, McIlwee, Pike

Nay:

Abstain: Brown

Consent Agenda:

- Resolution 2016-5** Resolution Establishing 2016-2017 Meeting Dates
- Resolution 2016-6** Resolution Designating Official Newspapers for 2016-2017
(Resolution designates the Burlington County Times and Courier Post as the Official Newspapers of the Mount Holly Fire District)
- Resolution 2016-7** Resolution Appointing District Auditor
(Resolution appoints Robert Inverso, RMA, of Inverso & Stewart as the District auditor)
- Resolution 2016-8** Resolution Designating Official Depository
(Resolution establishes T.D. Bank as the official depository of the Mount Holly Fire District)
- Resolution 2016-9** Resolution Authorizing Qualified Purchasing Agent
(Resolution authorizes Ryan Donnelly to act as the Qualified Purchasing Agent for the Mount Holly Fire District)
- Resolution 2016-10** Resolution Authorizing Payment of Claims
(Resolution authorizes Ryan Donnelly to direct payment of claims to ensure continuity of operation)
- Resolution 2016-11** Resolution Authorizing Administrative Salaries
(Resolution authorizes salaries of administrative personnel)
- Resolution 2016-12** Resolution Appointing Fire Official
(Resolution appoints Robert Hubbs as Fire Official)
- Resolution 2016-13** Resolution Appointing Fire Inspectors
(Resolution appoints George Gaskill and Carl Shaw as Fire Inspectors)
- Resolution 2016-14** Resolution Establishing Fire Prevention Salaries
(Resolution establishes salaries for Fire Prevention personnel)
- Resolution 2016-15** Resolution Authorizing Agreement for Medical Services
(Resolution authorizes agreement with Virtua for occupational health services)
- Resolution 2016-16** Resolution Authorizing Interlocal Services Agreement
(Resolution authorizes agreement with Lumberton Township for vehicle maintenance services)

Resolution 2016-17 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 2016-18 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 2016-19 Resolution Designating Official Emergency Board-up Company

(Resolution designates Belfor Property Restoration as the official board-up service for the Mount Holly Fire District)

Commissioner Brown provided a motion to separate Resolution 2016-5 from the consent agenda to provide for further discussion. Vice Chairman McIlwee provided a second to the motion. At call of the roll, the vote was as follows:

Aye: Cauley, Brown, McIlwee, Pike

Nay:

Abstain:

Resolution 2016-5 is separated for further discussion.

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

Aye: Cauley, Brown, McIlwee, Pike

Nay:

Abstain:

Further discussion related to Resolution 2016-5 ensued regarding meeting times and reorganization location. Vice Chairman McIlwee offered a motion to amend 2016-2017 meeting dates to 7:30pm from 7:00pm. The motion also included that the 2017 reorganization meeting location will be the Mount Holly Township Municipal Building and not the Fire District Administration office. Commissioner Brown provided a second to the motion. At call of the roll, the vote was as follows:

Aye: Cauley, Brown, McIlwee, Pike

Nay:

Abstain:

Matters to be Presented by the Director:

Director Donnelly provided congratulations to Commissioner Brown on his reelection and to the 2016 operational officers on their selection and appointment.

Matters to be Presented by the Solicitor:

Mr. Sendzik provided congratulations to Commissioner Brown on his reelection and to the 2016 operational officers on their selection and appointment.

Mr. Sendzik has been in contact with legal counsel from Eastampton Fire District regarding the recent passage of legislation to merge fire districts. Both attorneys had discussed the desire of both Boards to investigate a merger. Mr. Sendzik will continue discussions with counsel and with the Director.

Matters to be Presented by the Board:

Chairman Pike provided a word of thanks to the Director for his work thus far on the renovation project. Mr. Pike also provided congratulations to Commissioner Brown and the officers.

Chairman Pike advised that the next meetings of the Board are as follows:

Next Meetings: BOFC Work Session, Thursday, March 24, 7:00pm,
Fire District Administration Office

BOFC Meeting, Wednesday, April 6, 7:00pm,
Fire District Administration Office

Adjournment:

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

Aye: Cauley, Brown, McIlwee, Pike

Nay:

Abstain:

The meeting was adjourned by Chairman Pike at 8:00 PM.

Respectfully submitted,

Stefanie Haines, Secretary

As prepared by Director Donnelly