

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

*Meeting Minutes  
Wednesday, May 5, 2021  
7:30pm, Virtual Meeting via Zoom  
Meeting ID: 956 9672 2032*

**Note:** The items contained within this agenda are those presented for discussion as of the date and time of publication of the agenda. Other items may be added to the agenda with consent of the Board.

**Call to Order:**

Chairman McIlwee called the May 5, 2021 meeting of the Board of Fire Commissioners of Mount Holly Fire District No. 1 to order at 7:35 PM.

**Statement of Adequate Notice:**

Director Donnelly read the following statement of compliance aloud:

The New Jersey Open Public Meetings Act was enacted to ensure 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 on December 28, 2020.
- Published in the Courier Post on December 28, 2020.
- Forwarded to the Municipal Clerk for posting on December 22, 2020.
- 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 Saucier, Commissioner Haines, Commissioner Brown, Vice Chairman Fajgier, Chairman McIlwee

*Absent:*

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

**Pledge of Allegiance & Moment of Silence:**

Chairman McIlwee 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.

**Approval of Minutes:**

April 7, 2021 Board of Fire Commissioners Meeting

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

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

**Approval of Monthly District Reports:**

Chief Apparatus Officer  
Fire Official

Commissioner Saucier offered a motion to approve the monthly reports, as presented. Vice Chairman Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Haines, Brown, Fajgier, McIlwee  
Nay:

**Approval of Vouchers:**

As prepared and presented.

Vice Chairman 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: Saucier, Haines, Brown, Fajgier, McIlwee  
Nay:

**New Business:**

**Resolution 2021-6**

Resolution Authorizing Implementation of Mandatory Direct Deposit

**Resolution 2021-7**

Resolution Establishing and Authorizing Procurement Card (P-Card) Program

Director Donnelly presented the resolutions to the Board. Following discussion, Commissioner Saucier offered a motion to approve Resolutions 2021-6 and 2021-7, as presented. Vice Chairman Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Haines, Brown, Fajgier, McIlwee  
Nay:

**Old Business:**

## Relief Project update

Director Donnelly provided the Board with an updated timeline for the Project. Ogren has begun interior demolition to ready the rear addition for demolition and foundation removal. Site fencing has started to be installed with the balance of the fencing to be installed within the week. Thank you to the efforts of our members, specifically D/C Mason and Lt. Fuller, all remaining items in the building requiring relocation have been removed. As a more stringent timeline for construction is developed, it will be communicated.

**Matters to be Presented by the Director:**

## Fire Prevention Bureau

Director Donnelly presented the current staffing situation of the BFP to the Board. He then discussed the immediate need for an inspector to perform resale inspections as the real estate market is very active and property owners need resale certifications to go to settlement. Potential strategies for long-term administration of the BFP were also briefly discussed. The Board should discuss future operations of the BFP at a work session meeting. Given the immediate need for an inspector to perform resale inspections, Resolution 2021-8 is presented for Board consideration. This presents a cost savings to the District as the duties will be performed by existing personnel without the immediate need to hire at an additional expense.

**Resolution 2021-8**

## Resolution Appointing Fire Inspector

Following discussion of the immediate need for a fire inspector with additional discussion to occur regarding the operations of the FPB, Commissioner Saucier offered a motion to approve Resolution 2021-8, as presented. Vice Chairman Fajgier then provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Haines, Brown, Fajgier, McIlwee

Nay:

**Matters to be Presented by the Solicitor:**

Ms. Haines had no report for the Board. Discussion regarding a work session meeting ensued with the work session to occur on May 26 or 27 based upon the availability of 37 Washington Street. The meeting will be confirmed and the meeting scheduled.

**Matters Presented by the Public:**

Rob Allen – 704 Bloomfield Drive, Westampton – Good to see that progress is finally being made and is able to be seen on the Relief project. It has been a long time coming. Congratulations. Union Fire Co. will be in touch with the Director regarding materials in storage to be used in the Project.

**Matters to be Presented by the Board:**

Chairman McIlwee asked if any members of the Board had any items for discussion or presentation. Chairman McIlwee stated that once the Director confirms the work session date, it will be communicated. With no additional items being presented, Chairman McIlwee announced the next meetings of the Board as follows:

*Next Meetings:*

BOFC Work Session  
Wednesday, May 26 or Thursday, May 27, 7:30pm,  
37 Washington Street

BOFC Meeting, Wednesday, June 2, 2021, 7:30pm,  
Location TBD

BOFC Meeting, Wednesday, July 7, 2021, 7:30pm,  
Location TBD

**Adjournment:**

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

Aye: Saucier, Haines, Brown, Fajgier, McIlwee

Nay:

The meeting was adjourned by Chairman McIlwee at 8:43pm.

Respectfully submitted,

Stefanie Haines, Secretary  
(as prepared by Director Donnelly)