

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

*Meeting Minutes
Wednesday, November 3, 2021
37 Washington Street
7:30pm*

Call to Order:

Chairman McIlwee called the November 3, 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 July 22, 2021.
- Published in the Courier Post on July 22, 2021.
- Forwarded to the Municipal Clerk for posting on July 19, 2021.
- Posted in the Fire District Administration Office.
- Posted on the Official Fire District Website.

The Notice set forth that formal action may be taken.

Roll Call:

Present: Commissioner Saucier, Commissioner Brown, Vice Chairman Fajgier, Chairman McIlwee

Absent:

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

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.

Matters Presented by the Public:

No members of the public raised their hand to be recognized.

Approval of Minutes:

October 6, 2021 minutes will be presented for review at the December 1, 2021 meeting.

Approval of Monthly District Reports:

Vice Chairman Fajgier offered a motion to accept the report of the Acting Fire Chief for the month of October, as presented. Commissioner Saucier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Brown, Fajgier, McIlwee

Nay:

Approval of Vouchers:

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

Aye: Saucier, Brown, Fajgier, McIlwee

Nay:

New Business:**Good Intent Projects**

The Director initiated conversation with the Board illustrating several maintenance items at the Good Intent firehouse. A specification will need to be drafted for RFP related to these items. The Board authorized the Director to work with its current professionals to address the need for specification and RFP.

Resolution 2021-13: Resolution Authorizing Renewal of Interlocal Service Agreement

Vice Chairman Fajgier offered a motion to approve Resolution 2021-13, as presented. Commissioner Saucier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Brown, Fajgier, McIlwee

Nay:

Introduction of 2022 Budget

Director Donnelly presented the proposed 2022 budget, introducing it by title and discussing the key points of the proposed budget as they contrast with that of the adopted 2021 budget.

Resolution 2021-14: Resolution Approving 2022 Budget

Following discussion regarding the proposed 2022 MHFD Budget, Commissioner Brown offered a motion to approve Resolution 2021-14, as presented. Commissioner Saucier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Saucier, Brown, Fajgier, McIlwee

Nay:

Old Business:

Relief Project update

Director Donnelly provided the Board and public with a project update following a pre-meeting walk-through of the site with the Board's construction manager. As of this date, steel has been erected in the administrative section of the building with decking and concrete to follow in the coming weeks. Code compliance and third-party testing inspections are on-going and have not had any setbacks, nor violations. All refurbished windows have been re-installed and look wonderful. Fire protection piping has been installed in the existing building as has duct work for HVAC. In the coming weeks, preparation for concrete and drainage in the apparatus bays will commence, followed by the pour of the second floor in the admin section and of the apparatus bays themselves. Once the concrete is set, steel erection and metal wall framing will begin.

Fire Prevention Job Descriptions

The Director resumed discussion amongst the Board regarding the status of operations in the Bureau of Fire Prevention. The focus of this discussion was that of alternative job titles and job functions that could be performed by the reorganized Bureau. Civil Service and pension considerations were also discussed as was a timeline for implementation. The Board authorized the Director and Solicitor to proceed with advertising the position of Fire Official/Fire Subcode Official. This position will be hired and oversee the reorganization of the Bureau in 2022.

Matters to be Presented by the Director:

Director Donnelly solicited feedback with respect to proposed meeting dates and times for 2022. Consensus of the Board was to keep meetings on the first Wednesday of the month, but to move the meeting time up to 7:00pm. With this direction, the Director will prepare the Resolution for the next meeting. The next meeting of the Board will be its Reorganization and will take place at 7:30pm at 37 Washington Street.

Matters to be Presented by the Solicitor:

No report.

Matters to be Presented by the Board:

Chairman McIlwee asked if any members of the Board had any items for discussion or presentation. With no additional items being presented, Chairman McIlwee announced the next meetings of the Board as follows:

Next Meeting:

BOFC Meeting, Wednesday, December 1, 2021, 7:30pm,
37 Washington Street (Reorganization, Budget Hearing &
Adoption)

Adjournment:

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

Aye: Saucier, Brown, Fajgier, McIlwee
Nay:

The meeting was adjourned by Chairman McIlwee at 8:10pm.

Respectfully submitted,

Nicole Saucier, Secretary
(as prepared by Director Donnelly)