

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

*Meeting Minutes  
Thursday, January 6, 2022  
37 Washington Street  
7:00pm*

**Call to Order:**

Chairman McIlwee called the January 6, 2022 meeting of the Board of Fire Commissioners of Mount Holly Fire District No. 1 to order at 7:10 PM.

**Statement of Adequate Notice:**

Director Donnelly read the following statement 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 19, 2021.
- Published in the Courier Post on December 19, 2021.
- Forwarded to the Municipal Clerk for posting on December 2, 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 Sheppard, Commissioner Saucier, Commissioner Brown, Vice Chairman Fajgier, Chairman McIlwee

*Absent:*

*Staff & Professionals:* Director Donnelly, 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 wished to address the Board.

**2022 Budget Presentation:**

Director Donnelly presented the 2022 MHFD Budget with proposed amendments to the previously approved budget. Following the presentation, Director Donnelly presented Resolution 2022-1 for consideration of the Board's approval.

**Resolution 2022-1:** Resolution Amending the 2022 Approved Mount Holly Fire District No.1 Budget

Vice Chairman Fajgier presented a motion to amend the approved 2022 budget, as presented by the Director. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

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

**Public Hearing on 2022 Budget:**

Following approval of Resolution 2022-1, Chairman McIlwee opened the floor to the public for comments and/or questions related to the approved 2022 MHFD budget. No members of the public approached wishing to address the Board regarding the approved budget. With no questions or comments from the public, Chairman McIlwee closed the public hearing.

Director Donnelly then requested the consideration of Resolution 2022-2, adopting the amended 2022 MHFD budget.

**Resolution 2022-2:** Resolution Adopting the 2022 Mount Holly Fire District No.1 Budget

Commissioner Saucier presented a motion to adopt the amended 2022 budget. Vice Chairman Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

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

**Approval of Minutes:**

December 1, 2021 Meeting  
December 15, 2021 Meeting

Commissioner Brown offered a motion to approve the meeting minutes of December 1, 2021 and December 15, 2021, as presented. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

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

### **Approval of Monthly District Reports:**

Commissioner Brown offered a motion to approve the December 2021 and Year-end 2021 reports of the Fire Chief as read by Director Donnelly. Commissioner Saucier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, Fajgier, McIlwee

Nay:

### **Approval of Vouchers:**

As prepared and presented.

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: Sheppard, 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.

### **New Business:**

Following an earlier discussion with Solicitor Sendzik-Haines, Director Donnelly discussed with the Board the need to review and approve job titles and descriptions on second reading for positions within the Bureau of Fire Prevention. Director Donnelly requests that the Board consider a motion to add two resolutions to the agenda. Following the request, Commissioner Brown presented a motion to add Resolutions 2022-3 and 2022-4 to the agenda. Vice Chairman Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, Fajgier, McIlwee

Nay:

### **Public Comment to Resolutions on Second Reading:**

No members of the public wished to comment on the resolutions presented for second reading.

### **Resolutions on Second Reading:**

**Resolution 2022-3:** Resolution Authorizing the Job Title of Fire Official/Fire Protection Subcode Official

Commissioner Saucier offered a motion to approve Resolution 2022-3, authorizing the job title and description of Fire Official/Fire Protection Subcode Official. Commissioner

Brown provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, Fajgier, McIlwee

Nay:

**Resolution 2022-4:** Resolution Authorizing the Job Title of Fire Prevention Specialist

Commissioner Saucier offered a motion to approve Resolution 2022-4, authorizing the job title and description of Fire Prevention Specialist. Vice Chairman Fajgier provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, Fajgier, McIlwee

Nay:

**Oaths of Office:**

Director Donnelly administered the Oaths of Office to the following officers:

Thomas Mason, Jr., Acting Chief

Timothy Fuller, Captain

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

Director Donnelly had no additional items of discussion for the Board.

**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 Meetings:**

Meeting: Board of Fire Commissioners  
Date: Wednesday, February 2, 2022  
Time: 7:00pm  
Location: 37 Washington Street, Mount Holly, NJ 08060

Meeting: Board of Fire Commissioners  
Date: Wednesday, March 2, 2022  
Time: 7:00pm  
Location: 37 Washington Street, Mount Holly, NJ 08060

**Adjournment:**

Lacking additional business or discussion presented for consideration, Commissioner Saucier offered a motion for adjournment. Commissioner Sheppard provided a second to the motion. At call of the roll, the vote was recorded as follows:

Aye: Sheppard, Saucier, Brown, Fajgier, McIlwee

Nay:

The meeting was adjourned by Chairman McIlwee at 7:52pm.

Respectfully submitted,

Nicole Saucier, Secretary  
(as prepared by Director Donnelly)