

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

*Meeting Minutes-Reorganization  
Wednesday March 5, 2014  
7:00pm, Mount Holly Municipal Building*

**Call to Order:**

Director Donnelly called the March 5, 2014 meeting of the Board of Fire Commissioners of Mount Holly Fire District No.1 to order at 7:00 PM.

**Pledge of Allegiance:**

**Moment of Silence:**

**Statement of Adequate Notice:**

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 (Official Newspaper).

Mailed to the Courier Post (Informational Purposes).

Forwarded to the Municipal Clerk for posting on Municipal bulletin board.

Posted in the Fire District Administration Office.

Posted at the Relief Fire Company.

The Notice set forth that formal action may be taken.

**Roll Call:**

	<b>Present</b>	<b>Absent</b>	<b>Arrival</b>
Jason Carty	X		
Stefanie Haines	X		
Josh Brown	X		

**Announcement of Emergency Exits:**

Exit to the left, through the exit door or to your right through the door and out to the double doors on Park Drive.

**Oaths of Office:**

Richard McIlwee, Commissioner

Donald Pike, Commissioner

The new commissioners were sworn in by the Honorable Philip Haines.

**Reorganization:**

Board Positions:

Nomination for Chairman – Richard McIlwee

Motion by: Commissioner Carty                      2<sup>nd</sup>: Commissioner Brown

Nomination for Vice Chairman – Donald Pike

Motion by: Commissioner Carty                      2<sup>nd</sup>: Commissioner Haines

Nomination for Secretary – Stefanie Haines  
Motion by: Commissioner Carty                      2<sup>nd</sup>: Commissioner Brown

Nomination for Treasurer – Joshua Brown  
Motion by: Commissioner Carty                      2<sup>nd</sup>: Commissioner Haines

**Appointment of Committees (appt by Chairman):**

Apparatus and Equipment – Commissioner Carty, Chairman McIlwee  
Buildings and Grounds – Commissioner Haines, Commissioner Pike  
Finance and Insurance – Commissioner Brown, Commissioner Haines  
Personnel and Policies – Chairman McIlwee, Commissioner Pike  
Planning and Services – Commissioner Brown, Commissioner Carty

**Approval of Minutes:**

February 5, 2014 Board of Fire Commissioners meeting

<u>Roll:</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
J. Carty		X	X		
S. Haines					X
J. Brown	X		X		
D. Pike			X		
R. McIlwee					X

**Approval of Monthly District Reports:**

*Chief Apparatus Officer* – Mr. Donnelly read the February 2014 report aloud for each station, including some repairs that are pending.

*Fire Official* – Mr. Donnelly read the report aloud for February 2014.

*Fire Chief* – No report, will be forthcoming next month

<u>Roll:</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
J. Carty			X		
S. Haines			X		
J. Brown	X		X		
D. Pike		X	X		
R. McIlwee			X		

**Approval of Vouchers:**

As prepared and presented:  
Chairman McIlwee asked a question about one of the bills.

<u>Roll:</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
J. Carty			X		
S. Haines			X		
J. Brown	X		X		
D. Pike		X	X		
R. McIlwee			X		

**Matters Presented by the Public:**

*(Members of the public may come forward to comment or discuss business after stating their name and address for the record)*

None

**Old Business:**

Oaths of Office:

Patrick Hoff, Fire Chief

Wayne Gaskill, Deputy Chief

Mr. Gaskill was absent, so the oaths were deferred until next month.

**New Business:**

**Consent Agenda:** *(all items of the consent agenda will be moved with one motion unless a member of the Board would like to pull a resolution for individual consideration via a motion to pull)*

**Resolution 2014-5:** Resolution establishing 2014-2015 meeting dates

**Resolution 2014-6:** Resolution designating official newspapers for 2014-2015

(Resolution designates the Burlington County Times and Courier Post as the official newspapers of the Mount Holly Fire District)

**Resolution 2014-7:** Resolution authorizing a contract for legal service

(Resolution authorizes a legal services contract pursuant to a fair and open solicitation process)

**Resolution 2014-8:** Resolution appointing an Engineer of Record

(Resolution appoints Regan Young, England and Butera as the architect of record for the Mount Holly Fire District)

**Resolution 2014-9:** Resolution designating official depository

(Resolution establishes TD Bank as the official depository of the Mount Holly Fire District)

**Resolution 2014-10:** Resolution authorizing qualified purchasing agent

(Resolution authorizes Ryan Donnelly to act as the qualified purchasing agent for the Mount Holly Fire District)

**Resolution 2014-11:** Resolution authorizing payment of claims

(Resolution authorizes Ryan Donnelly to direct payment of claims to ensure continuity of operation)

**Resolution 2014-12:** Resolution authorizing administrative salaries

(Resolution authorizes salaries of administrative personnel)

**Resolution 2014-13:** Resolution appointing Fire Official

(Resolution appoints Robert Hubbs as Fire Official)

**Resolution 2014-14:** Resolution appointing Fire Inspectors

(Resolution appoints George Gaskill and Carl Shaw as Fire Inspectors)

**Resolution 2014-15:** Resolution establishing Fire Prevention salaries

(Resolution establishes salaries for Fire Prevention personnel)

**Resolution 2014-16:** Resolution authorizing agreement for medical services

(Resolution authorizes agreement with Virtua for occupational health services)

**Resolution 2014-17:** Resolution authorizing interlocal services agreement  
 (Resolution authorizes agreement with Lumberton Township for vehicle maintenance services)

**Resolution 2014-18:** Resolution authorizing agreement to loan apparatus  
 (Resolution authorizes the District to loan apparatus to Westampton Township)

<u>Roll:</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
J. Carty		X	X		
S. Haines			X		
J. Brown	X		X		
D. Pike			X		
R. McIlwee			X		

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

Congratulation – Mr. Donnelly congratulated the new commissioners.  
 Status of Projects – Mr. Donnelly stated the camera equipment has been delivered, they are seeking an installation quote. He then stated the new vehicle will be delivered next month. Mr. Donnelly discussed the snow removal invoices.

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

Solicitor Sendzik stated the tax assessor and the Dept. of Community Affairs were apprised of the election results.  
 Executive session at end of meeting in order to update the Board regarding ongoing litigation

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

Commissioner Pike thanked everyone for their support in the election. Commissioner Carty welcomed the new commissioners. He stated the 5K run was a success. Chairman McIlwee thanked everyone for their support.  
 Next meeting: Wednesday, April 2 – 7pm, Municipal Building

**Executive Session:**

**Resolution 2014-19:** Resolution Authorizing Executive Session for purposes of litigation (Mt. Holly Fire District No. 1 vs. Relief Fire Company), at 7:30pm. Formal action may or may not be taken.

<u>Roll:</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
J. Carty		X	X		
S. Haines			X		
J. Brown			X		
D. Pike	X		X		
R. McIlwee			X		

Public Session: resumed at 7:50pm:  
 No formal action was taken

<u>Roll:</u>	<u>Motion</u>	<u>Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
J. Carty	X		X		
S. Haines			X		
J. Brown			X		
D. Pike		X	X		
R. McIlwee			X		

**Adjournment:**

The meeting adjourned at 7:55pm.

Respectfully Submitted,  
Stefanie Haines, Secretary

As prepared by,  
Sharon Szalma, Clerk