

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

*Meeting Minutes- Reorganization  
Wednesday, March 4, 2015  
7:00pm, Mount Holly Municipal Building*

**Call to Order:**

Director Donnelly called the March 4, 2015 reorganization 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:**

Director Donnelly read the 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 21, 2014).  
Mailed to the Courier Post (March 19, 2014).  
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 Haines, Commissioner McIlwee,  
Commissioner Pike

Absent:

Staff & Professionals: Director Donnelly, Clerks Brooks and Mangan, Solicitor Sendzik

**Announcement of Emergency Exits:**

Director Donnelly read the announcement aloud.

**Oaths of Office:**

Solicitor Sendzik administered the Oath of Office to Commissioners Cauley and Haines. Commissioner Cauley then joined the Board.

**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** 2<sup>nd</sup>: **Haines**

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

Aye: Pike, McIlwee, Haines, Brown, Cauley  
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** 2<sup>nd</sup>: **Haines**

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

Aye: Pike, McIlwee, Haines, Brown, Cauley  
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** 2<sup>nd</sup>: **McIlwee**

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

Aye: Pike, McIlwee, Haines, Brown, Cauley  
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: **Haines** 2<sup>nd</sup>: **McIlwee**

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

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

**Committee Appointments:**

Chairman Pike made the following appointments to committees:

Buildings and Grounds: **Brown, Haines**  
Personnel and Policies: **McIlwee, Pike**  
Apparatus and Equipment: **Haines, Pike**  
Planning and Services: **Brown, McIlwee**  
Finance and Insurance: **Brown, Cauley**

**Approval of Meeting Minutes:**

Director Donnelly advised the Board that there was a discrepancy noted in the preparation of the minutes and requested that the Board table approval of the February 4, 2015 meeting minutes until the April 1, 2015 Board meeting. Commissioner Brown offered a motion to table the minutes which was seconded by Commissioner Haines. A unanimous vote tabled the minutes.

**Approval of Monthly District Reports:**

Director Donnelly read the following reports aloud:

Chief Apparatus Officer – February 2015  
Fire Official – February 2015  
Fire Chief – January, February 2015

Commissioner Brown offered a motion to accept the reports as read. The motion was seconded by Vice Chairman McIlwee. At call of the roll, the vote was as follows:

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

**Approval of Vouchers:**

Vice Chairman McIlwee offered a motion to approve the vouchers as prepared and presented to the Board. At call of the roll, the vote was as follows:

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

**Matters Presented by the Public:**

No members of the public approached wishing to speak.

**Old Business:**

No old business was presented for discussion.

**New Business:**

**Consent Agenda:**

**Resolution 2015-5** Resolution Establishing 2015-2016 Meeting Dates

**Resolution 2015-6** Resolution Designating Official Newspapers for 2015-2016  
(Resolution designates the Burlington County Times and Courier Post as the Official Newspapers of the Mount Holly Fire District)

**Resolution 2015-7** Resolution Authorizing a Contract for Legal Services  
(Resolution authorizes a legal services contract pursuant to a fair and open solicitation process)

**Resolution 2015-8** 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 2015-9** Resolution Appointing District Auditor  
(Resolution appoints Robert Inverso, RMA, of Inverso & Stewart as the District auditor)

**Resolution 2015-10** Resolution Designating Official Depository  
(Resolution establishes T.D. Bank as the official depository of the Mount Holly Fire District)

**Resolution 2015-11** Resolution Authorizing Qualified Purchasing Agent  
(Resolution authorizes Ryan Donnelly to act as the Qualified Purchasing Agent for the Mount Holly Fire District)

**Resolution 2015-12** Resolution Authorizing Payment of Claims  
(Resolution authorizes Ryan Donnelly to direct payment of claims to ensure continuity of operation)

**Resolution 2015-13** Resolution Authorizing Administrative Salaries  
(Resolution authorizes salaries of administrative personnel)

**Resolution 2015-14** Resolution Appointing Fire Official  
(Resolution appoints Robert Hubbs as Fire Official)

**Resolution 2015-15** Resolution Appointing Fire Inspectors  
(Resolution appoints George Gaskill and Carl Shaw as Fire Inspectors)

**Resolution 2015-16** Resolution Establishing Fire Prevention Salaries  
(Resolution establishes salaries for Fire Prevention personnel)

**Resolution 2015-17** Resolution Authorizing Agreement for Medical Services  
(Resolution authorizes agreement with Virtua for occupational health services)

**Resolution 2015-18** Resolution Authorizing Interlocal Services Agreement  
(Resolution authorizes agreement with Lumberton Township for vehicle maintenance services)

**Resolution 2015-19** 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 2015-20** 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”)

Director Donnelly advised the Chairman that Resolution 2015-7 would need to be pulled from the agenda as its inclusion was premature to advertisement for RFQ. Resolution 2015-7 would be placed upon the agenda for the April 1, 2015 meeting of the Board. Chairman Pike then motioned to pull the resolution with Commissioner Brown providing a second to the motion. A vote of the Board was unanimous and the resolution will be placed upon the April 1, 2015 agenda.

Commissioner Brown offered a motion to approve the consent agenda. The motion was provided a second by Commissioner Haines. At call of the roll, the vote was as follows:

Aye: Pike, McIlwee, Haines, Brown, Cauley

Nay:

Abstain:

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

Director Donnelly provided congratulations to Commissioners Cauley and Haines on their election to the Board. He also congratulated the Board members on their appointments to committees and looks forward to accomplishing many tasks this year.

Director Donnelly provided an update regarding the insurance claim regarding the roof at Relief Fire Company.

Further discussion of the roof and other projects at Relief Fire Company ensued with the Board discussing the desire to obtain the services of a structural engineer to provide a reporting of the structural integrity of the building prior to furthering discussion regarding renovations to the property. Vice Chairman McIlwee provided a motion for the Director

to secure the services of a structural engineer. Commissioner Brown provided a second to the motion. At call of the roll, the vote was unanimous.

A request was made by a member of the District to hold monthly meeting of a newly formed emergency services motorcycle club at the Relief Fire Company. The Board, Director, and Solicitor Sendzik provided discussion and feedback to the request. Vice Chairman McIlwee provided a motion to permit the meetings as long as the club provides documentation as discussed to the Director and the Director confirms that all items are in order. Commissioner Brown provided a second to the motion. At call of the roll, the vote was unanimous. Director Donnelly will follow-up with the member.

Director Donnelly read aloud letters from Ms. Rita Brooks and the First United Methodist Church of Mount Holly thanking the Board for their thoughts and assistance with the recent passing of Ms. Brooks' mother.

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

Nothing to report.

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

Next meeting of the Board is to be held on Wednesday, April 1, 2015 at 7PM in the Fire Administration Office located at 100 Garden Street.

**Adjournment:**

Vice Chairman McIlwee provided a motion to adjourn the meeting. Commissioner Haines provided a second to the motion. At call of the roll, the vote was as follows:

Aye: Pike, McIlwee, Haines, Brown, Cauley

Nay:

Abstain:

The meeting was adjourned at 7:47 PM.

Respectfully submitted,

Stefanie Haines, Secretary

As prepared by Director Donnelly