

Pine Hill Fire District #1
Regular Meeting Minutes
December 6, 2018

CALL TO ORDER: Meeting was called to order at 7:33 P.M. by Chairman Waddington. Chairman Waddington led the salute to the flag and read the Open Public Meetings Act.

ROLL CALL: Commissioner Kenneth Davis – *present*, Commissioner Thomas Hassett – *not present*, Commissioner James Wakeley – *present*, Commissioner Charles Warrington – *not present (working)*, Commissioner Kevin Waddington – *present*

OTHER OFFICIALS PRESENT: Chief William Dukes, Deputy Chief John Greer, Captain Joseph Hunter, PHFD President Steven Rabchuk, and PHFD Vice President Joseph Pfeiffer

APPROVAL OF MINUTES: Chairman Waddington asked if there were any questions on the minutes for the budget workshop and closed session held on November 1, the special meeting and regular meeting held on November 8, 2018. There were none. A motion was made by Commissioner Wakeley and seconded by Commissioner Davis to approve all four sets of minutes for November. Motion passed with three yes votes.

TREASURER'S REPORT: Chairman Waddington said that the Treasurer's report was not complete and will be presented at the next meeting.

COMMUNICATIONS LIST: Chairman Waddington explained the communications listed on the agenda and asked for a motion to approve. A motion to approve the communications list for November was made by Commissioner Wakeley and seconded by Commissioner Davis. Motion passed with three yes votes.

OLD BUSINESS:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Nothing to report
- **Community Relations Liaison:** Nothing to report
- **Information Technology and Equipment Commissioner:** Chairman Waddington informed everyone that the Fire District is switching from Verizon to AT&T for cell phone and Wi-Fi service. Switching carriers will provide the fire department with priority service in disaster situations.
- **Insurance Fund Commissioner:** Administrator Campanella said that the JIF is offering municipalities single day or multiple day insurance coverage for special events.
- **Fire Prevention Commissioner:** Nothing to report

New Business:

- **Second Reading of 2019 Fire District Budget:** Chairman Waddington told the residents present that the 2019 Fire District Budget was introduced in November and posted in the Pine Hill Borough Hall. Chairman Waddington informed the residents that he will open the floor for a public hearing, so they can ask questions or express their concerns.

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- **Open Session/Public Hearing: (Motion to Open/Close):** Chairman Waddington asked for a motion to open the floor for a public hearing regarding the topic of the 2019 Fire District Budget only. A motion to open the floor for a public hearing was made by Commissioner Wakeley and seconded by Commissioner Davis. Motion passed with three yes votes.
 1. Walter Davis of 1 Franklin Ave. asked what exactly is being voted on tonight. Chairman Waddington explained that there will be a vote tonight for the approval of the 2019 Fire District Budget.
 2. Mr. Davis asked who approves the budget. Chairman Waddington said that the budget is approved by the State of NJ Department of Community Affairs. Then the public is given the opportunity to review the budget before a vote is taken.
 3. Mr. Davis asked if the residents vote to approve the budget. Chairman Waddington said that they did in the past but under a new law, fire districts who move their elections to November are permitted to allow the Board of Fire Commissioners to approve the budget if the budget does not violate the 2% cap. Therefore, no approval is needed from the residents.
 4. Mr. Davis asked what happens if the budget is over the 2% cap. Chairman Waddington said that then the residents of Pine Hill would have the opportunity to vote for the approval of the budget.
- **Close Public Hearing:** Chairman Waddington asked if there were any further questions regarding the topic of the 2019 Pine Hill Fire District Budget. There were none. A motion to close the public hearing was made by Commissioner Davis and seconded by Commissioner Wakeley. Motion passed with three yes votes.
- **New Business Continued:**
 - **Resolution 18-55:** Approval of 2019 Budget – Chairman Waddington said that the budget has been approved by the State of NJ and the residents have had the opportunity to review and question the budget. Chairman Waddington said that he will now entertain a motion to approve the budget. A motion to approve the 2019 Fire District Budget was made by Commissioner Davis and seconded by Commissioner Wakeley. Chairman Waddington asked for a roll call vote.
 - **Roll Call Vote:** Commissioner Davis – yes, Commissioner Hassett – absent, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – absent. Resolution 18-55 is hereby approved and adopted.

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- **Resolutions 18-56 through 18-78:** Solicitor David Carlamere informed the Commissioners that they can use a consent agenda to approve resolutions 18-56 through 18-78. Chairman Waddington asked his fellow commissioners if they have had time to review the resolutions. They said yes. Chairman Waddington asked his fellow commissioners if there were objections to any resolutions or if they wanted any resolutions pulled out of the consent agenda and voted on separately. They said no. A motion to approve resolutions 18-56 through 18-78 was made by Commissioner Davis and seconded by Commissioner Wakeley.

Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – Absent, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioner Warrington – absent. Resolutions 18-56 through 18-78 listed below are hereby approved and adopted.

- **Resolution 18-56:** Approval and Payment of Bills
- **Resolution 18-57:** Appointment of Volunteer Fire Chief
- **Resolution 18-58:** Appointment of Fire Administrator
- **Resolution 18-59:** Appointment of Fire Official
- **Resolution 18-60:** Appointment of Fire Inspector
- **Resolution 18-61:** Adoption of Cash Management Plan
- **Resolution 18-62:** Designation of Official Depository
- **Resolution 18-63:** Designation of Official Publication
- **Resolution 18-64:** Appointment of First JIF Fund Commissioner and Alternate
- **Resolution 18-65:** Awarding Professional Services Contract for Solicitor
- **Resolution 18-66:** Authorization to apply for SAFER Grant
- **Resolution 18-67:** Awarding Professional Services Contract for Auditor
- **Resolution 18-68:** Awarding Professional Services Contract for Insurance Consultant
- **Resolution 18-69:** Awarding Professional Services Contract for Medical Provider
- **Resolution 18-70:** Awarding Professional Services Contract for Medical Insurance Consultant
- **Resolution 18-71:** Awarding Professional Services Contract for Computer Maintenance
- **Resolution 18-72:** Salaries of Fire District Commissioners and Employees
- **Resolution 18-73:** Schedule of Meeting Dates
- **Resolution 18-74:** Appointment of Fire District Administrator
- **Resolution 18-75:** Appointment of Fire District Accountant
- **Resolution 18-76:** Renewal of Shared Services Agreement with Cherry Hill FD #13
- **Resolution 18-77:** Establishing Public Portion of Meeting Requirements
- **Resolution 18-78:** Transfer of 2018 Budget Appropriations

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- **Nominations for Fire Commissioner Positions:** Solicitor Carlamere informed the Commissioners that a vote can be taken at the end of nominations for uncontested positions. Chairman Waddington opened the floor for nominations.
 - **Chairman** – Commissioner Kevin Waddington was nominated by Commissioner Wakeley and seconded by Commissioner Davis. There were no other nominations.
 - **Vice Chairman** – Commissioner Charles Warrington was nominated by Commissioner Wakeley and seconded Commissioner Davis. There were no other nominations.
 - **Secretary** – Commissioner Ken Davis was nominated by Commissioner Wakeley and seconded by Chairman Waddington. There were no other nominations.
 - **Treasurer** – Commissioner Kevin Waddington was nominated by Commissioner Wakeley and seconded by Commissioner Davis. There were no other nominations.
 - **Personnel** – Commissioner Thomas Hassett was nominated by Commissioner Wakeley and seconded by Commissioner Davis. There were no other nominations.

A motion to approve the nominees for their positions was made by Commissioner Wakeley and seconded by Commissioner Davis. **Roll Call Vote:** Commissioner Davis – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes. Commissioners Hassett and Warrington were absent. Motion passed with three yes votes.

- **Fire Chief Report:** See Attached –
 - Chief Dukes explained his concerns about the volume of calls the fire department is receiving for natural gas leaks at Chalet Apartments.
 - Chief Dukes explained the problems that different fire departments are having connecting to the fire hydrants because of threading issues. He also discussed this problem with MUA officials.
 - Chief Dukes gave a follow-up on the hiring process. Six applicants took the written test on December 1, 2018. Next, they will take the physical agility test. The process is moving along as scheduled.
- **Fire Official's Report:** See Attached
- **Fire District Administrator's Report:** See Attached
- **Fire District Accountant's Report:** (No report)

Approval of Reports: Chairman Waddington asked if there were any questions on the Fire Chief's, Fire Marshal's or Administrator's reports. There were none. A motion to approve the reports for November was made by Commissioner Wakeley and seconded by Commissioner Davis. Motion passed with three yes votes.

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- **Open Session: (Motion to Open/Close):** Chairman Waddington asked for a motion to open the floor for questions or concerns for all remaining issues. A motion to open the floor to the public was made by Commissioner Davis and seconded by Commissioner Wakeley. Motion passed with three yes votes.

Walt Davis, residing at 1 Franklin Ave. asked to speak to the commission.

1. Mr. Davis said that he did not understand the nominations that took place at tonight's meeting. Chairman Waddington explained that each year there is an internal election among commissioners for positions to handle the various duties of the fire district.
2. Mr. Davis asked how it is working out with bringing other fire companies in for help. Chief Dukes said that it will take years to achieve our goal.
3. Mr. Davis asked how the fire department was able to get help. Chief Dukes said that the weekend duty program was very helpful but that the funding has been exhausted.
4. Mr. Davis said that there is a tripping hazard outside with an extension cord. Chairman Waddington said that he will notify the fire department personnel.
5. Mr. Davis said that someone should be held responsible for all the reported gas leaks. Chief Dukes said that he is very concerned about the situation. Chairman Waddington said that Chief Dukes did a great job addressing this issue and getting a meeting with the parties involved.
6. Mr. Davis asked how many candidates are being tested. Chief Dukes said that six candidates have taken the written test and now they will have to complete the agility test.
7. Mr. Davis asked what is next in the hiring process. Chairman Waddington said that after the testing is completed, the candidates will be interviewed and evaluated by a committee. Chief Dukes added that the testing is very similar to the civil service testing.

Close Floor to Public: Chairman Waddington asked if there were any other questions. There were none. A motion to close the floor to the public was made by Commissioner Davis and seconded by Commissioner Wakeley. Motion passed with three yes votes.

- **Closed Session: Resolution 18-79:** Chairman Waddington informed the residents present that the commissioners needed to enter a closed session to discuss contract matters. A motion to approve resolution 18-79 to enter a closed session was made by Commissioner Wakeley and seconded by Commissioner Davis. Motion passed with three yes votes.

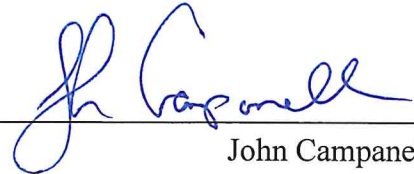
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Regular portion of the meeting resumed at 8:03 p.m. Chairman Waddington reopened the meeting and asked for motions to approve the remaining two items on the agenda.

- **Resolution 18-80:** Approval of enrolling employees in NJ SHBP - A motion was made to approve Resolution 18-80 by Commissioner Davis and seconded by Commissioner Wakeley. **Roll Call Vote:** Commissioner Davis – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioners Hassett and Warrington were absent. Resolution 18-80 is hereby approved and adopted with three yes votes.
- **Tentative Contract Agreement** – A motion to approve the tentative contract agreement that was made on November 26, 2018 between the Board of Fire Commissioner representatives and International Association of Fire Fighters Local 3249 representatives. This motion was seconded by Commissioner Davis. **Roll Call Vote:** Commissioner Davis – yes, Commissioner Wakeley – yes, Commissioner Waddington – yes, Commissioners Hassett and Warrington were absent. Motion passed with three yes votes.
- **Adjournment:** A motion to adjourn was made by Commissioner Davis and seconded by Commissioner Wakeley. Motion passed with three yes votes. Meeting adjourned at 8:06 p.m.



Kenneth Davis
Commission Secretary



John Campanella
Fire District Business Administrator