



Cherry Hill Board of Fire Commissioners

Cherry Hill Fire District #13
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Chairperson
Ryan M. Doran

Secretary/Clerk
Sara Lipsett

Treasurer
John J. Mulholland, Jr

At Large
William P. Kelly

At Large
Rosy Arroyo

MINUTES WORKSHOP MEETING October 9, 2025

In accordance with Section 5 of the Open Public Meetings Act, Chapter 231 P.L. 1975, notice of this meeting was posted on the Fire District and Township of Cherry Hill bulletin board designed for that purpose. Notice was published in the official newspapers on December 26, 2024.

CALL TO ORDER

Public meeting call to order at 19:00 hours .

FLAG SALUTE

ROLL CALL

ARROYO	PRESENT – VIA Phone
DORAN	PRESENT
KELLY	PRESENT
LIPSETT	PRESENT – VIA Phone
MULHOLLAND	PRESENT

Also present: Chief Houlihan, AC DeLucca, AC McGeady, Acting MSO McCool, CFO Foley, Purchasing Manager Boyle and PSA Fiorentini.

DISCUSSION ITEMS

Acting MSO McCool briefed the Board on current department CPR training, the increased EMS call volume and the on-boarding of new EMT staff.

CFO Foley and Purchasing Manager Boyle briefed the Board on the recent Request for Proposals submitted for the Health Care Broker. The Department received four submittals two of which were reviewed: Conner Strong & Buckelew and Alamo. CFO Foley discussed the Department's insurance risk and increase in costs for insurance from the previous year. After discussion, it was the consensus of the Board to award the contract to Conner Strong & Buckelew. An awarding resolution will be presented at the regular meeting.

Fire Chief Houlihan briefed the Board on the on-boarding of five new EMT's and the current status of the Recruit Academy. Currently, we have 14 recruit firefighters in the

class; two recruits had dropped out of the Academy. The next Recruit Academy is tentatively scheduled for the Spring of 2027.

AC Delucca briefed the Board on the Recruit Academy course curriculum; the graduation date is scheduled for December 19, 2025. AC Delucca advised the Board that they are invited to attend a class during the Academy.

Discussion continued on when the Department would staff up all companies to four personnel. The Fire Chief advised the Board that it is the intent of the OFC to maintain the current staffing minimum of four companies staffed with four personnel and two companies staffed with three personnel until the completion of the Recruit Academy. The Fire Chief further stated that we will have a better outlook on staffing once the current Recruit Academy is completed and the number of graduates is determined and assigned to their respective companies. The ability to move forward with staffing additional companies is directly dependent on this on-boarding of recruits in conjunction with the budgeting process.

Fire Chief Houlihan distributed and reviewed a description of the Department's hiring process to each Board member. AC McGeedy discussed recruitment efforts with the Board, and described the steps the Department takes in our hiring process outreach initiatives which was also included in the Chief's handout. AC McGeedy also acknowledged the work that Lt. Aleski put in to develop the short videos that are used in the recruitment process.

Fire Chief Houlihan advised the Board that the specifications for vehicle exhaust removal system are being developed and are expected to be completed and ready for advertisement soon.

The Chief stated that the OFC and CFO Foley continue to work on the proposed 2026 budget and will brief the Board when completed.

The Chief advised the Board that talks continue with the Church Road Civic Association regarding our current Lease agreement and meetings have been scheduled with Deer Park Fire Company to discuss their contract which expires at the end of this year.

The Chief advised the Board that an informal meeting with Stantec Engineering was held to discuss the current training prop foundation and its feasibility to sustain the proposed new training facility. All indications are positive that the existing foundation would be suitable for the proposed new building.

The Chief stated that the EMS contract discussions are ongoing and a recent proposal submitted by the Department was being reviewed by union negotiators.

A discussion was held on the 2026 Board meeting dates. It was the consensus of the Board to develop a meeting schedule that would include one meeting a month on the third Wednesday of each month; a Workshop meeting would be held at 6:00 pm and a Regular meeting would be held at 7:00 pm immediately following the Workshop meeting. A tentative schedule will be developed for review.

PSA Fiorentini reviewed the Regular Meeting Agenda and reminded the Board that next month's Workshop Meeting will also be the Department's Award Ceremony.

PUBLIC COMMENT PRIOR TO CLOSE OF MEETING

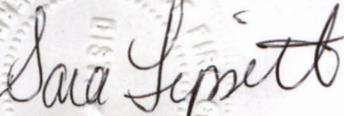
THIS SECTION OF THE PUBLIC MEETING IS RESERVED FOR THE COMMISSIONERS TO ACCEPT "COMMENTS" FROM THE PUBLIC. IF A COMMISSIONER WISHES TO RESPOND TO ANY OF THE COMMENTS, IT WILL BE DONE AFTER THE COMMENT PORTION OF THE MEETING IS CLOSED. PUBLIC COMMENTS SHALL BE DIRECTED THROUGH THE CHAIRPERSON.

No public comments were received.

MOTION TO ADJOURN MEETING

Motion by Commissioner Doran and seconded by Commissioner Mulholland to adjourn meeting at 20:25 hours. Motion carried.

RESPECTFULLY SUBMITTED



**SARA LIPSETT
CLERK, B.O.F.C. DIST. #13**