



# CHERRY HILL BOARD OF FIRE COMMISSIONERS

Cherry Hill Fire District #13  
1100 Markkress Road  
Cherry Hill, New Jersey 08003  
Telephone: (856) 795-9805  
Fax: (856) 795-4588

*Chairperson*  
Hugh H. "Skip" Gibson, IV

*Secretary / Clerk*  
Robert A. Campagna

*Treasurer*  
William P. Kelly

*At Large*  
Kellie Montana

*At Large*  
William T. McCargo

## **MINUTES FOR REGULAR MEETING** **MARCH 3, 2016**

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 March 11, 2015.

### **CALL TO ORDER**

Public meeting call to order at 19:00 hours.

### **FLAG SALUTE**

### **ROLL CALL**

CAMPAGNA	PRESENT
GIBSON	PRESENT
KELLY	PRESENT
MCCARGO	ABSENT
MONTANA	PRESENT

### **Oath of Office:**

Commissioner Campagna administered the Oath of Office for Fire Commissioners Hugh H. "Skip" Gibson, IV and Kellie Montana.

### **Reorganization of the Board with motions for President, Treasurer and Secretary/Clerk**

A motion was made by Commissioner Montana and seconded by Commissioner Kelly to appoint Hugh H. Gibson, IV as Chairman of the Board for the 2016-2017 year. The motion carried.

**ROLL CALL**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

A motion was made by Commissioner Gibson and seconded by Commissioner Montana to appoint William P. Kelly as Treasurer of the Board of Fire Commission for the 2016-2017 year. The motion carried.

**ROLL CALL**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

A motion was made by Commissioner Kelly and seconded by Commissioner Gibson to appoint Robert A. Campagna as Secretary/Clerk of the Board for the 2016-2017 year. The motion carried.

**ROLL CALL**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

**MINUTES**

*Motion by Commissioner Montana seconded by Commissioner Kelly to accept the Agenda, Regular and Closed meeting minutes from the February 11, 2016 Meeting.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

*Motion by Commissioner Montana seconded by Commissioner Gibson to accept the Workshop and Closed Meeting minutes from the February 18, 2016 Meeting.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

**CORRESPONDENCE – ON FILE**

**FIRE CHIEF'S REPORT**

The Fire Chief's report was presented by Fire Chief Kolbe; the complete report is on file.

Meeting scheduled with Fire Police on March 8<sup>th</sup>.

Meeting with Camden Fire on AFG Application.

Attended Neighborhood Follow-up - Sheffield Road.

Met with Attorney Braslow regarding Fire Training Building appeal.

ISO Meeting.

Budget/Election Prep.

MSOs Oatman & Lewis attended TEEEX class on Mass Prophylaxis Preparedness and Planning.

Submitted EMS and Technical standards reports for Accreditation.

Took delivery of Remount Ambulance 12 (Horton 553) - Formerly AMB 001.

Monthly EMS Performance and Statistical report has been completed and will be given to the BOFC on a quarterly basis.

Rescue Task Force presentation to the Burlington/Camden County Fire Chiefs Assn.

Attended a webinar on PPACA and EMS centered on electronic data and Medicare.

Attended a CC RTF committee meeting to create a template for the County Active Shooter response plan.

Building EMS training props for bleeding control to give to each Station to use for practice.

Conducted mandatory Annual Skills review for EMS personnel.

Met with Virtua to review statistics to identify opportunities for sharing information.

**TREASURER'S REPORT**

*Motion by Commissioner Montana and seconded by Commissioner Gibson to accept the Treasurer's Report and the monthly bill list totaling \$557,409.41 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	YEA
MONTANA	YEA

**OLD BUSINESS**

None

**NEW BUSINESS:**

None

**READING OF RESOLUTION**

<b>RESOLUTION # 16-03-03-01</b>	<b>RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LEGAL SERVICES WITH THE LAW OFFICE OF RICHARD M. BRASLOW</b>
---------------------------------	--

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-01 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-02</b>	<b>RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT TO BOWMAN AND COMPANY FOR AUDITING SERVICES</b>
---------------------------------	---

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-02 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-03</b>	<b>RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LEGAL SERVICES WITH THE LAW OFFICE CAPEHART &amp; SCATCHARD</b>
---------------------------------	---

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-03 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-04</b>	<b>RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LEGAL SERVICES WITH THE LAW OFFICE OF QUINLAN, NIGRO,LLC</b>
---------------------------------	--

**PUBLIC COMMENT- NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-04 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-05</b>	<b>RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO STANTEC FOR ENGINEERING SERVICES</b>
---------------------------------	---

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-05 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-06</b>	<b>RESOLUTION AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS</b>
---------------------------------	--

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-06 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-07</b>	<b>RESOLUTION DESIGNATING SURETY BONDING FOR COMMISSIONERS</b>
---------------------------------	--

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-07 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-08</b>	<b>RESOLUTION APPOINTING CONNER STRONG &amp; BUCKELEW AS RISK MANAGEMENT CONSULTANT</b>
---------------------------------	---

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-08 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-09</b>	<b>RESOLUTION DESIGNATING DEPOSITORIES OF FUNDS AND INVESTMENTS AND ADOPTION OF CASH MANAGEMENT</b>
---------------------------------	---

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-09 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-10</b>	<b>RESOLUTION AUTHORIZING REGULAR AND AGENDA MEETING SCHEDULE FOR THE 2016-2017 YEAR</b>
---------------------------------	--

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-10 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-11</b>	<b>RESOLUTION DESIGNATION OF OFFICIAL NEWSPAPERS FOR PUBLICATIONS FOR THE 2016-2017 YEAR</b>
---------------------------------	--

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-11 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

**RESOLUTION # 16-03-03-12**

**RESOLUTION DESIGNATING SIGNATORIES TO GENERAL ACCOUNTS**

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-12 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

**RESOLUTION # 16-03-03-13**

**RESOLUTION APPROVING THE ANTICIPATED ITEM OF REVENUE AND APPROPRIATIONS OF THE 2016 FIRE DISTRICT BUDGET – FY15 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS HAZ-MAT TRAINING SUBGRANT**

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-13 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-14</b>	<b>RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS VEHICLE NO LONGER NEEDED FOR PUBLIC USE</b>
---------------------------------	---

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-14 as read. Motion carried.*

**OLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-15</b>	<b>RESOLUTION AUTHORIZING PERSONNEL SALARY ADJUSTMENTS</b>
---------------------------------	--

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-15 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

<b>RESOLUTION # 16-03-03-16</b>	<b>RESOLUTION ESTABLISHING SALARY RANGES FOR PAID EMPLOYEES</b>
---------------------------------	---

**PUBLIC COMMENT - NONE**

*Motion by Commissioner Montana and seconded by Commissioner Kelly to accept Resolution #16-03-03-16 as read. Motion carried.*

**ROLL CALL VOTE**

CAMPAGNA	YEA
GIBSON	YEA
KELLY	YEA
MCCARGO	ABSENT
MONTANA	YEA

**PUBLIC COMMENT PRIOR TO CLOSE OF MEETING**

None

**MOTION TO ADJOURN MEETING**

*Motion by Commissioner Montana and seconded by Commissioner Gibson to adjourn meeting at 19:20 hours. Motion carried.*

**RESPECTFULLY SUBMITTED,**



**ROBERT A. CAMPAGNA  
CLERK, B.O.F.C. DIST. #13**