

**MOUNT LAUREL FIRE DISTRICT #1**  
**BOARD OF FIRE COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
March 19, 2018  
Fire Department Headquarters Station  
Meeting Minutes #4

**IN ATTENDANCE:**

1. Commissioner Ridenour
2. Commissioner Roura
3. Commissioner Shestack
4. Commissioner Hamilton
5. Chief of Department Colucci
6. Deputy Chief Burnett (Administrative)
7. Deputy Chief Evans (Operational)
8. Solicitor Braslow

**NOT IN ATTENDANCE:**

1. Commissioner Cornue

The meeting was called to order by Commissioner Ridenour at 7:06 PM.

The Pledge of Allegiance was recited and a moment of silence observed.

Public announcements were read by Commissioner Hamilton.

**ADOPTION OF RESOLUTIONS:**

Resolution #2018-17            "Promotion of Mark C. MacArthur to the position of Lieutenant for the year 2018" Commissioner Roura Made a motion to approve the resolution that was seconded by Commissioner Shestack. The motion was unanimously approved by the Board.

Resolution #2018-18            "Permanent appointment of Todd C. Evans to the position of Deputy Chief for the year 2018" Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

The Board took a brief recess at 7:15 PM so that the families of the promotion and appointment could take pictures. The Board reconvened the meeting at 7:31 PM.

Resolution #2018-19            "Introduction (first reading) of the creation for the position of Senior Account Clerk" Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

**APPROVAL OF MINUTES:**

With the change of: Commissioner Shestack calling the meeting to order, and not Commissioner Ridenour, Commissioner Roura made a motion to approve the Special Meeting Minutes of March 6, 2018 that was seconded by Commissioner Shestack. The motion was unanimously approved by the Board.

**FINANCIAL MATTERS:**

Commissioner Roura reported that he had reviewed the March 2018 monthly bills and found them all to be in order. He did point out that the bills are much higher this month due to the two (2) pension payments as well as a bond interest payment; he then made a motion to approve the monthly bills totaling \$1,318,589.05 that was seconded by Commissioner Shestack. The motion was unanimously approved by the Board.

**MONTHLY REPORT BY ADMINISTRATOR:**

The Administrator had submitted his monthly report to the Board for their review prior to the meeting. DC Burnett said everything is working well with the account clerk, and that we've been transitioning from internal spreadsheets to Edmunds Financial Software more than before. Commissioner Ridenour asked the DC if we were required to have redundant records or is the electronic system adequate. DC Burnett replied we keep a hard copy as a backup for certain records.

**BOARD QUESTIONS FOR THE CHIEF OF DEPARTMENT:**

Chief of Department Colucci indicated that he hadn't submitted his monthly report as he had given a detailed one for the March 6 Special Meeting. The Chief reminded everyone of Lt. Kirvan's pass and review that is to be held here this Saturday at 9:00 AM.

**STANDING COMMITTEE REPORTS:**

Finance: Commissioner Roura referred to the budget committee that was mentioned at last month's meeting where we should meet periodically and would like to start a 'kick-off' meeting in a month or so with whomever the Chief feels will be good candidates for the process. Chief Colucci stated he, DC Burnett and Dawson discussed this the other day, stating further that we want to make sure things are prepared prior to meeting with the committee. Anticipated that the prep work will be completed in May with the finance committee meeting in June.

DC Burnett reported that the audit will take place the first week in April.

Building and Grounds: Commissioner Ridenour asked DC Burnett if he had any updates on the construction project. DC Burnett replied that the project closeouts are almost completed. One remaining item is to draft a letter to the architect regarding his request for additional compensation regarding the new generator installation at 362.

He then stated that we are waiting for the weather to break to revisit the brick work at 363, which may be tied to a leak in the vicinity of the hose tower area. Commissioner Ridenour asked if we had remaining funds to address the repairs of which the DC replied yes.

He further stated he will be meeting with Chief Colucci to go over what is left over from the 2014 maintenance bond and identify the areas that we had held off when preparing the budget.

**OTHER MATTERS:**

None

**COMMENTS OF FIRE DISTRICT PROFESSIONALS:**

Solicitor Braslow had nothing to report.

**COMMENTS OF FIRE COMMISSIONERS:**

Commissioner Ridenour thanked Chief Colucci and everybody involved in helping a fellow firefighter up North through his illness.

**PUBLIC PARTICIPATION:**

None

Resolution #2018-20                      "Closing of Meeting Pursuant to Open Public Meetings Act". A motion to approve the resolution was made by Commissioner Roura that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Commissioner Roura made a motion to adjourn the meeting that was seconded by Commissioner Shestack. The motion was unanimously approved by the Board.

**THE OPEN SESSION ENDED AT 7:45 PM.**

**A CLOSED SESSION BEGAN AT 7:45 PM.**

**THE CLOSED SESSION ENDED AT 8:10 PM.**

**THE MEETING ADJOURNED AT 8:10 PM.**