

**MOUNT LAUREL FIRE DISTRICT #1  
BOARD OF FIRE COMMISSIONERS  
SPECIAL MEETING MINUTES**

**March 6, 2018**

**Fire Department Headquarters Station  
Meeting Minutes #3**

**IN ATTENDANCE:**

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

The meeting was called to order by Commissioner Shestack at 8:04 PM.

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

Public announcements were read by Commissioner Hamilton.

Swear-In of Commissioners-elect Cornue, Hamilton, Ridenour: Commissioner Roura gave the oath, and swore-in, to Commissioners-Elect Cornue, Hamilton and Ridenour.

Reorganization of Officers and Committee Chairperson: Commissioner Roura made a motion to maintain the Board positions and committee chairmanships as the last term that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Presentation of 2018 Volunteer Recognition Award by the Knights of Columbus: Michael Miller, Mount Laurel EMS life member and a member of Our Lady Fatima Council 7755 at St. John Neuman's Church presented a community service award to Fellowship Fire Company #2 member Lieutenant Matthew Weston, who joined the Mount Laurel Fire Department in 2010. On behalf of the Knights of Columbus, and Grand Knight Deacon Joe Barber, he presented Lieutenant Weston with a certificate of appreciation and a \$100 VISA gift card.

**ADOPTION OF RESOLUTIONS:**

Resolution #2018-11 Promotion of Matthew Weston to the Position of Firefighter for the Year 2018" Commissioner Shestack 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 8:17 PM so that the families of the new members could take pictures. The Board reconvened the meeting at 8:35 PM.

Resolution #2018-12 "Regular & Special Meeting Dates for 2018-2019" Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Shestack. The motion was unanimously approved by the Board. Commissioner Shestack noted that the meetings will now commence at 7:00 PM instead of 8:00 PM.

Resolution #2018-13 "Adoption of Cash Management Plan" Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Resolution #2018-14 "Procurement Card" Commissioner Roura made a motion to approve the resolution that was seconded by Commissioner Hamilton. The motion was unanimously approved by the Board.

Commissioner Ridenour asked Chief Colucci to explain to the Board how this card works. Chief Colucci explained that it is government purchase card that allows agencies to use a debit/credit card type transaction. Instead of doing it with vouchers we would use an issued card with a set amount that would allow one to make purchases or on-line in stores, it streamlines the process and is governed tracked. Commissioner Shestack recommended developing a guideline just in case something and that our errors and omissions and directors and officers and insurance policy knows that we have a guideline in that it has certain controls and restrictions. Chief Burnett said there is a contract/outline that one has to sign when issued a card explaining its use and restrictions.

Commissioner Roura said this leads to what he was going to mention later on and that is start up a finance/budget committee that would meet a few times a year. That way others can get more involved in the budget process.

Commissioner Hamilton stated the next resolution number is out of order and is the first reading for the creation of said position.

Resolution #2018-16 "Establishment of the Paid Position of Business Administrator for the Mount Laurel Fire District #1" 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:**

Commissioner Roura made a motion to approve the Regular Meeting Minutes of February 19, 2018 that was seconded by Commissioner Shestack. The motion was unanimously approved by the Board.

**OTHER MATTERS:**

None

**COMMENTS OF FIRE COMMISSIONERS:**

Commissioner Roura wished Deputy Chief Burnett a Happy Birthday.

Commissioner Shestack congratulated FF Weston on his Award, being sworn-in, and also wished Deputy Chief Burnett a Happy Birthday. He then congratulated the newly re-elected Fire Commissioners.

Commissioner Cornue stated it is good to be back.

Commissioner Ridenour thanked the Commissioners, Chiefs, and Officers of this department for the respect and care you show daily for this department and for this community.

**PUBLIC PARTICIPATION:**

President Moyer, IAFF, congratulated the re-elected Commissioners. He stated he remains the president of the local, vice-president Scott Callahan, fire officer shop steward is Dan Opizzi, firefighter steward is Mario Scullan, and support staff steward is Janet Horner.

Resolution #2018-15 "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.

Discussion took place on the changeover from Microsoft to Google Suite. Commissioner Shestack stated he met with the Chiefs, Roman and BC Fox to go over everything and to see how easy it was to do the transfer and how to work in documents (then Word) and sheets (then Excel). He further stated it is a good way to do business, and that BC Fox and IT Lupan did an excellent job.

Chief Colucci reported that they are having the pass and review for Kathleen this Saturday the 24th starting at 9:00 AM and hopes members of the Board are able to attend. He will not be able to make it as he has class that day and hopes either deputy will attend. The union is also having a retirement party for Ron Skeenes and Lt. Kathleen Saturday at the Maple Shade Fire Department; ticket are \$25.00.

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 8:53 PM.  
A CLOSED SESSION BEGAN AT 8:53 PM.  
THE CLOSED SESSION ENDED AT 9:02 PM.**

**THE MEETING ADJOURNED AT 9:06 PM.**