

**BTFD #2 REGULAR MEETING**  
**BOARD OF FIRE COMMISSIONERS**  
August 1, 2023

**Meeting Called to Order 7:05 pm at the BTFD#2 Fire House.**

**Salute to the Flag and Moment of Silence observed**

**ROLL CALL By Chair Jim Cann:**

George Chidley, Present, Andrew Law Present, Fred Freda, Present, George Gareis, Absent, Jim Cann, Present.

**READING OF THE OPEN PUBLIC MEETINGS STATEMENT:**

By Secretary (see Agenda)

**ADOPTION OF MINUTES:**

Chairman Jim Cann requested that if the Board Members present were satisfied with the accuracy of the minutes, that a motion to approve the Minutes for July 11, 2023 Regular Meeting be adopted. Chief, Robert MacFarland identified error in minutes amount \$10,281.87.

Motion to approve corrected minutes by Fred Freda and Seconded by Andrew Law. A ballot was taken and all members present affirmed the motion to approve the corrected minutes for July 11, 2023.

**REPORT BY CHIEF BTFD#2:**

Report by Chief, Robert MacFarland ( BTFD #2)

The following bullets were presented

- Division of Fire Safety has determined that staff require additional certifications to bring BTFD#2 into compliance with State requirements. Chief is working with staff to obtain the necessary certification and will update progress at a future meetings.
- BTFD#2 responded to 123 Incidents last month. Including 7 vehicle fires, 5 drug overdoses and a 5 alarm warehouse fire in Robbinsville.
- Chief MacFarland met with Bordentown Township Administrator, Michael Theokas to discuss need for oxygen cylinder refill station to service both Fire Districts and Township Police. Tank were previously filled by Hope Hose when they had the EMS contract. Present EMS Contract Provider does not offer refilling service. Township is investigating purchase of a filling station. BTFD#2 recommends new unit vs refurbished unit.
- OEM Annex Emergency Operations Plan updated in April of this year.
- PEOSH Mission Statement Organization updated date change.
- Fire Prevention Emergency Action Plan updated with minor changes

Motion made by Fred Freda to accept Chief MacFarland's report made by Fred Freda and Seconded by Andrew Law. A ballot was taken and the motion was approved by all members present.

## **REPORT BY TREASURER:**

Fred Freda, Commissioner presented expenditures report with 16 Bills totaling \$ 16,092.71. A motion was made by George Chidley to pay all of the bills and seconded by Andrew Law to accept the report. A ballot was taken. All members present affirmed the motion to accept the Treasurer's Report and pay the bills.

## **OLD BUSINESS:**

Chair Jim Cann reported no progress in setting up a meeting with Bordentown Township Officials to review Tax Revenue shortfall. On August 15<sup>th</sup> Burlington County advised that the CNC3 form can be changed by Township submission of a omitted tax based on Township Collections vs disbursements to the BTFD#2 for situations like the Grainger Warehouse where the amount collected does not match amounts disbursed to BTFD#2.

BTFD#2 Commissioners expressed need to expedite wage increases and retro-payments now that the Firemen's Contract has been executed. Chief, Robert MacFarland acknowledged the need to move the matter forward.

## **NEW BUSINESS:**

Request to hire Grant Writer for improvements and upgrades at the BTFD#2 Station. Presented for approval with the bills listed below.

Chief, Robert MacFarland ( BTFD #2) requested the following items be approved for payment:

- HAAS System plug and play to assist fire vehicles with traffic safety and avoidance approval requested at \$439.78 per vehicle. Subscription cost \$1,759.12 per year for 5 years.
- All Hands Meter Fire Equipment 4 meters at \$287.60 per meter
- \$500 estimated for Plumber to make sink repair.
- Architect Services \$2,254
- \$264 T Shirts
- Meter Repair (2 meters) \$99 each
- NAPA \$220.13
- Additional Line items totaling \$4,164.72

Motion to approve by Andrew Law and Seconded by Fred Freda. A ballot was taken and all members present affirmed the motion to approve cost for Grant Writer in the amount of \$4,164.72.

Discussion of need to hire an Architect to prepare plans and oversee work on same. General agreement acknowledged by the BTFD#2 Commissioners present on the need for professional services additional information to be provided by Chief, Robert MacFarland at a future date.

## **MEETING NOT OPEN TO THE PUBLIC:**

Resolution 0015 authorizing a meeting not open to the public read by Secretary.

Motion made by Commissioner Andrew Law at 8:02 pm to go into closed session to hold a meeting not open to the public to discuss matters related to Personnel. Minutes to be released after conclusion of Personnel Matter.

Motion Seconded by Fred Freda. All members present affirmed the motion to go into closed session.

**At 8:18 pm** the BTFD#2 Commissioners reconvene the OPEN PUBLIC MEETING and invite attendees into the meeting room.

**OPEN THE MEETING FOR PUBLIC COMMENT:**

Chair Jim Cann requested a motion to open the meeting to the public. A motion was made by Fred Freda and Seconded by Andrew Law to open the meeting to public for comment. A ballot was taken. All members present affirmed the motion to open the meeting for Public comment. There were no members of the Public present. Chairman Jim Cann requested a motion to close the meeting for Public comment. A motion was moved by Andrew Law and Seconded by Fred Freda. A Ballot was taken. All members present affirmed the motion.

**MOTION TO ADJOURN:**

Chair, Jim Cann requested a motion to adjourn the meeting. A motion to adjourn was made by Fred Freda and Seconded by Andrew Law. All present balloted to affirm the motion and the meeting was **closed at 8:23 pm.**

**MINUTES APPROVED on September 5, 2023**

George Chidley, \_\_\_X  
Fred Freda \_\_X  
George Gareis ABSTAIN  
Andrew Law \_\_\_X  
Jim Cann \_\_\_X

**CERTIFIED BY:**

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**George Chidley, Secretary**  
**BTFD#2 Board of Fire Commissioners**

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**Jim Cann, Chair**  
**BTFD#2 Board of Fire Commissioners**