

Board of Fire Commissioners

Gloucester Township Fire District No. 5

Lambs Terrace Fire Company

Regular Meeting Minutes

March 1, 2022

I. Call to Order

The meeting of the Board of Fire Commissioners was called to order at 7:00 p.m. Chairman Engelbert delivered the Sunshine Notice and led the Pledge of Allegiance.

- II. Roll Call:** Present: Commissioner DeRosa Commissioner Lloyd, Commissioner Moran, Chairman Engelbert, Solicitor Carlamere
Absent: Commissioner Rinaldi

III. Oath of Office

Solicitor Carlamere swore in Commissioner Lloyd.
Commissioner Rinaldi was absent and will be sworn in at a later date.

IV. Selection of Officers

Motion made by Commissioner Lloyd to maintain officers previously slated, which was seconded by Commissioner DeRosa.

Chairman Engelbert for the Office of Chairman

Commissioner DeRosa for the office of Vice Chairman.

Commissioner DeRosa for the office of Treasurer

Commissioner DeRosa for the office of Secretary

Commissioner Rinaldi for the office of Co-Secretary.

Roll Call: 4-0 All in favor

V. Resolutions

2022-5 Designation of Meeting Dates for 2022-2023

Motion made to approve Resolution 2022-5 by Commissioner Moran, seconded by Commissioner Lloyd. The only date that has been changed is the July meeting from July 5th to July 12th. Roll Call: 4-0 All in favor

2022-6 Appointment of Auditor

Motion to appoint Bowman and Company as the Auditor made by Commissioner Moran, seconded by Commissioner DeRosa. Roll Call: 4-0 All in favor

2022-7 Appointment of Bank & Newspaper

Motion to appoint The Bank of Princeton as its Bank and designate the Courier Post as the official newspaper made by Commissioner Lloyd, seconded by Commissioner DeRosa. Roll Call: 4-0 All in favor

2022-8 Appointment of Solicitor/Attorney

Motion to appoint David F. Carlamere, Esquire as its Solicitor made by Commissioner Moran, seconded by Commissioner Lloyd. Roll Call: 4-0 All in favor
Solicitor Carlamere thanked the Board for the appointment.

2022-9 Appointment of Board Clerks and Recording Secretary

Motion to appoint Kay Harmon and Barbara Moore as Clerks to the Board made by Commissioner Moran, seconded by Commissioner Lloyd. Roll Call: 4-0 All in favor

2022-10 Appointment of Accountant/CPA

Motion to appoint Vince Passarella, CPA as its Accountant made by Commissioner Lloyd, seconded by Commissioner Moran. Roll Call: 4-0 All in favor

2022-11 Appointment of Fire Official

Motion to appoint Firefighter Richard Donato as the Fire Official made by Commissioner Moran, seconded by Commissioner Lloyd. Roll Call: 4-0 All in favor

2022-12 Appointment of Deputy Fire Official

Motion to appoint Firefighter Steven Schwegel as the Deputy Fire Official made by Commissioner Moran, seconded by Commissioner DeRosa. Roll Call: 4-0 All in favor

2022-13 Appointment of Insurance Consultant

Motion to appoint Brown and Brown to provide insurance services made by Commissioner Lloyd, seconded by Commissioner DeRosa. Roll Call: 4-0 All in favor

2022-14 Shared Service Agreement

Motion to authorize a shared services agreement with Gloucester Township to provide fire apparatus maintenance and repair services made by Commissioner Lloyd, seconded by Commissioner Moran. Roll Call: 4-0 All in favor

2022-15 Commissioner Assignments for 2022

Motion to approve Commissioner assignments and responsibilities made by Commissioner Lloyd, seconded by Commissioner DeRosa. Roll Call: 4-0 All in favor

- VI. Treasurer's Report** – Commissioner DeRosa read the Treasurer's report and the submission of bills for the month of March in the amount of **\$20,440.34**. Also, correction made to the amount of bills submitted for the month of February to **\$48,825.34**. A motion to approve was made by Commissioner DeRosa, seconded by Commissioner Lloyd. Roll Call: 4-0 Motion carried.
- VII. Minutes** – A motion to approve Regular Meeting minutes from February 1, 2022 was made by Commissioner Moran, seconded by Commissioner Lloyd. Roll Call: 4-0 Motion carried.

- VIII. Clerks Report** – Clerk Harmon gave the final count for the fire election held on February 19, 2022. The Board of Elections has certified the results.
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|----------------|-----------------------|-----------|
| Commissioners: | Daryl Lloyd | 342 votes |
| | Christopher Rinaldi | 356 votes |
| | 2 write in candidates | |
- Budget question: 266 Yes votes 109 No votes
- Clerk Harmon has been in contact with the Life Insurance Company. Insurance is effective 1/1/2022 for the volunteers. Packets of information, including beneficiary designation forms that need to be completed by each individual, will be given to the Chief. A policy needs to be discussed to determine who is eligible for coverage. ♦ Clerk Harmon spoke to Justin regarding IT issues. She was given a list of names to be included for email addresses within Office 365. We get 10 free; however, we need 34. A policy will need to be put in place to maintain email address eligibility. ♦ Clerk Harmon congratulated Commissioner Lloyd.
 - Clerk Moore spoke about computer issues that Office 365 will rectify.
- IX. Career Report** – Attached.
- X. Fire Marshal Report** – Attached.
- XI. Chief's Report** – Nothing to report at this time.
- XII. President's Report** – Nothing to report at this time.
- XIII. Commissioners' Report:**
Commissioner Lloyd congratulated Ed Fowler.
Commissioner DeRosa congratulated Ed Fowler and welcomed him aboard. It's nice to see everyone here showing support.
Commissioner Moran congratulated Ed Fowler on becoming a team member. To all the crews, be safe.
Chairman Engelbert asked for a motion to increase Clerk Moore's salary \$3 per hour. Motion made by Commissioner DeRosa, seconded by Chairman Engelbert.
 Roll Call: 4-0 Motion carried.
- XIV. Public Portion**
- Bill Loftus thanked the Board for all the support he received during his time as President of Lambs Terrace Volunteer Fire Company.
- XV. Swearing in of Firefighter Edward Fowler**
 Solicitor Carlamere swore in Firefighter Fowler.
 Motion made by Commissioner Moran, seconded by Commissioner DeRosa to appoint Firefighter Edward Fowler at Step 1 of the IAFF Local 3249 Contract with a start date of April 3, 2022.

XVI. Adjournment – Chairman Engelbert asked for a motion to adjourn which was made by Commissioner Moran, seconded by Commissioner Lloyd. All in favor. Motion carried. The meeting was adjourned at 7:19 p.m.

The next meeting will be held on Tuesday, April 5, 2022 at 7:00 p.m.

Respectfully Submitted,



Barbara Moore, Recording Secretary