



# Cinnaminson Board of Fire Commissioners

Cinnaminson Fire District #1

1621 Riverton Road

Cinnaminson, New Jersey 08077

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Chairperson  
Roger Butler

Vice-Chairman  
Patrick Richards

Clerk  
Louis Vitsas

Treasurer  
Danny Norman

Deputy Treasurer/Clerk  
Scott Hilsee

## **PUBLIC MEETING MINUTES**

### **JANUARY 28, 2025**

#### **1. CALL TO ORDER**

The meeting was called to order by Chairman Butler at 7:00 p.m.

#### **2. ANNOUNCEMENT**

An announcement was made by Chairman Butler that the meeting was being held in accordance with the "Open Public Meetings Act", PL 1975 C. 231 having been advertised in the Burlington County Times and/or the Courier Post on January 28, 2024. A copy was provided to the Township Clerk and posted in the Township Building at 1621 Riverton Road, Cinnaminson, NJ 08077.

#### **3. FLAG SALUTE**

The Pledge of Allegiance was recited.

#### **4. ROLL CALL**

ROLL CALL		
	PRESENT	ABSENT
Commissioner Norman	X	
Commissioner Vitsas	X	
Commissioner Richards	X	
Commissioner Hilsee	X	
Chairman Butler	X	

Also in attendance: Fire Chief Philip Drangula, Deputy Chief Lee Park  
Fire Marshal Jesse Nickum.

**5. PUBLIC COMMENT, AGENDA ITEMS ONLY**

Chairman Butler asked if there were any public comments on agenda items only. Hearing none he proceeded with the meeting.

**6. RESOLUTIONS**

<b>RESOLUTION 2025-03, APPROVAL OF PAYMENT OF CLAIMS</b>						
	<b>MOTIONED</b>	<b>SECONDED</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner Norman			X			
Commissioner Vitsas	X		X			
Chairman Butler			X			
Commissioner Hilsee		X	X			
Commissioner Richards			X			

<b>RESOLUTION 2025-04, DESIGNATION OF OFFICIAL NEWSPAPERS FOR PUBLICATION FOR THE YEAR 2024</b>						
	<b>MOTIONED</b>	<b>SECONDED</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner Norman			X			
Commissioner Vitsas	X		X			
Chairman Butler			X			
Commissioner Hilsee		X	X			
Commissioner Richards			X			

<b>RESOLUTION 2025-05, ADOPTION OF A CASH MANAGEMENT PLAN</b>						
	<b>MOTIONED</b>	<b>SECONDED</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner Norman			X			
Commissioner Vitsas	X		X			
Chairman Butler			X			
Commissioner Hilsee		X	X			
Commissioner Richards			X			

<b>RESOLUTION 2025-06, DESIGNATION SURETY BONDING FOR TREASURER AND DEPUTY TREASURER</b>						
	<b>MOTIONED</b>	<b>SECONDED</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner Norman			X			
Commissioner Vitsas	X		X			

Chairman Butler			X			
Commissioner Hilsee		X	X			
Commissioner Richards			X			

<b>RESOLUTION 2025-07, AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT WITH PROVISIONAL DEPUTY CHIEF LEE PARK</b>						
	<b>MOTIONED</b>	<b>SECONDED</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner Norman	X		X			
Commissioner Vitsas		X	X			
Chairman Butler			X			
Commissioner Hilsee			X			
Commissioner Richards			X			

**7. APPROVAL OF MINUTES**

a. Approval of December 10, 2024 Meeting Minutes

Motion by Commissioner Vitsas and seconded by Commissioner Norman to accept the Meeting Minutes. Motion carried.

b. Approval of December 10, 2024 Closed Session Meeting Minutes

Motion by Commissioner Vitsas and seconded by Commissioner Norman to accept the Meeting Minutes. Motion carried.

c. Approval of December 17, 2024 Meeting Minutes

Motion by Commissioner Norman and seconded by Commissioner Richards to accept the Meeting Minutes. Motion carried.

**8. COORESPONDENCE**

There was no correspondence.

**9. STAFF REPORTS**

**President, Volunteer Fire Company**

President Vassallo was not in attendance and had nothing new to report.

**Business Manager**

Business Manager Kelsea Kravil reported on a few growing painshappening with Edmunds but nothing they can't work through.

**Special Operations/Training**

Deputy Chief Lee Park provided an update on various PM's and repairs made to engine 2011, 2013m 2021, Ambulance 001 and 002, Small Vehicles and marine units.

Deputy Chief Park reported that we had fire responses on December 2<sup>nd</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 25<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> and that the station was in attendance at township events on December 1<sup>st</sup>, 21<sup>st</sup>, 30<sup>th</sup> and January 3<sup>rd</sup>.

Deputy Chief Park reported on Fire Officer III Training, Edmunds training, and FMLA training with Curt Varone.

### **Fire Marshal Report**

Fire Marshal Nickum reported on LEA Activities in December 2024. The Department had 45 Periodic Inspections, 15 reinspection's, 5 Complaints, 0 BHI inspections, 31 Residential Home Inspections, and 106 Violations issued. The monthly income report included Cinnaminson and Beverly.

Fire Investigations: 12/06 2701B route 130- Small fire in wall behind Panini Maker, 12/25- 704 Foxcroft Drive- Small fire in electrical components of the oven, 12/28 2 Calhoun Street- Left insects burning which fell into a trash can,

Meetings: 12/3 Career Officers Meeting, 12/5 5 County Meeting, 12/5 Grid Meeting, 12/10 ISO Meeting, 12/10 Meeting about tenant fit out at 995 Taylors Lane, 12/16 Beverly Fire Commission Meeting, 12/20 Meet with Meghan Jack about Riverside shared services.

Various businesses in town with violations and on-going alarm issues was reported on and discussed.

### **Fire Chief**

Chief Drangula provided information on meetings he attended. He also provided updates on the stations and staffing. Further explanation was given on the change on the meeting reports. The Chief also complimented EMT's Doherty and Nyman for a patient reaching out to us and telling us how wonderful of a job that they had done.

Chief Drangula alerted the Board that President Trump has issued a freeze on funding. He wanted to give a heads up as he is unsure of how this would affect any of our grants and federal funding. He will provide updates as he gets them.

Chief Drangula provided an update on a new policy being issued to the team on non-disclosure. This was an issued state mandate due to events that happened in a neighboring district.

**10. REVIEW OF JANUARY 28, 2025 PURCHASE ORDERS AND PAYMENT OF BILLS**

<b>MOTION TO APPROVE PURCHASE ORDERS AND PAY BILLS</b>						
	<b>MOTIONED</b>	<b>SECONDED</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner Norman			X			
Commissioner Vitsas	X		X			
Chairman Butler			X			
Commissioner Richards		X	X			
Commissioner Hilsee			X			

Motion Carried

**11. OLD BUSINESS**

a. RFP- Attorney Choices: All attorneys who submitted a proposal were reviewed and qualified. Resolutions to be passed in February meetings.

**12. NEW BUSINESS**

Received a contract from Holt McNally for Auditing Services. To review and decide if we want to move forward with them again this year. It was decided that we would. Resolution to be passed in March.

**13. PUBLIC COMMENTS**

There were no public comments.

**14. COMMISSIONER’S COMMENTS**

There were no comments from commissioners.

**15. CLOSED PUBLIC MEETING**

Chairman Butler entertained a motion to close the public portion of the meeting and go into closed session to discuss legal or personnel matters at 7:32 p.m.

*Motion by Commissioner Norman seconded by Commissioner Vitsas to enter closed session. Motion carried.*

**16. RE-OPEN PUBLIC MEETING**

At 7:43 pm the Public Meeting was Re-Opened.

**18. ADJOURNMENT**

With no further business a motion was made by Commissioner Norman, seconded by Commissioner Hilsee to adjourn at 7:44 p.m. Motion Carried.

Respectfully Submitted,

Louis Vitsas  
Clerk  
Board Of Fire Commissioners