

**Pittsgrove Fire District #2**  
**Willow Grove Board of Fire Commissioner's**  
**879 Willow Grove Road Pittsgrove, NJ 08318**  
**Minutes of Meeting**  
**November 5, 2019**

**Call to Order:**

- Chairman Concannon called the meeting to order at 1911.
- Chairman Concannon advised everyone that notice of this meeting has been advertised in accordance with the provisions of the "Open Public Meetings Act" and has been advertised in the Elmer Times Newspaper.

**Roll Call:**

- After the salute to the flag, Chairman Concannon called the roll: Snyder (P), Concannon (P), Cavagnaro (P), Hughes (P)

Chief O'Donnell, Assistant Chief Rumpp were Present.

**Minutes of Previous Meeting:**

- The minutes of the September 3rd meeting were read by Secretary Cavagnaro. A motion to accept was made by Commissioner Hughes and seconded by Commissioner Snyder. All members in attendance were in favor.

**Treasurer's Report:**

- The bills from October meeting were read by Treasurer Snyder.
- A motion to accept the Treasurer's report was made by Commissioner Cavagnaro and Seconded by Commissioner Hughes. All members in attendance were in favor.

**Communications:**

- Premium Audit sent a letter stating they will be reaching out for additional information on our Death Benefits Insurance.

**Old Business:**

- Still an issue with 2210 Radios. Chief O'Donnell is still waiting to hear back from the company.
- Chief O'Donnell spoke with the Broker interested in assisting with the sale of 22-1. Broker appraised 22-1 between 35 and 40K. The Chief is going to advertise it at our original price in the near future in firehouse publications in PA and NJ. Chief O'Donnell to continue to investigate.

- Commissioner Snyder still has not heard back from the Salem Board of Elections regarding Spanish ballots. Secretary Cavagnaro will draft a letter to send to the Salem Board asking for clarification on the issue.
- Asst. Chief McEvoy reached out about ID cards. Possibly purchasing a ID Card printer for the firehouse last month. Company is having issues obtaining new accountability cards. Commissioner Cavagnaro will reach out to Asst. Chief McEvoy at the close of the meeting.

**New Business:**

- Commissioner Cavagnaro requested to be able to purchase Microsoft Office for the Fire hall and board, Laptop equipment to fix the Board's laptop and Hard drives to replace the ones in the fire hall PCs. Estimated between 260 and 340 dollars total. A motion was made to allow Commissioner Cavagnaro to make the purchases up to 340 dollars by Commissioner Hughes. Motion was seconded by Commissioner Snyder, All members were in favor. Commissioner Cavagnaro will submit receipts before the December meeting.
- Chief O'Donnell was approached by District 3 Commissioners and Emergency Management for Pittsgrove about an township ordinance for a Knox Box for businesses. There is currently one at the school, and more in the township public buildings maintained by the state police. Chief is going to continue to work with District 3 and Emergency Management to draft a township ordinance.
- A motion was made by Commissioner Cavagnaro to make an extra payment on 22-2 for the amount of \$10,000 in December to Newfield National Bank. The motion was seconded by Commissioner Hughes and all members were in favor.

**Chief's Report:**

- October's reports were read and filed.

**Public Comment:**

- Motion was made to open the floor to public comment at 1958. No public comment.

**Adjournment:**

- Motion to adjourn was made at 2004 by Commissioner Snyder and seconded by Commissioner Hughes. All members in attendance were in favor.

Respectfully,  
Mark Cavagnaro, Secretary