



Cherry Hill Board of Fire Commissioners

Cherry Hill Fire District #13
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Chairperson
Ryan M. Doran

Secretary/Clerk
Sara Lipsett

Treasurer
John J. Mulholland, Jr

At Large
William P. Kelly

At Large
Rosy Arroyo

MINUTES WORKSHOP MEETING **November 13, 2025**

In accordance with Section 5 of the Open Public Meetings Act, Chapter 231 P.L. 1975, notice of this meeting was posted on the Fire District and Township of Cherry Hill bulletin board designed for that purpose. Notice was published in the official newspapers on December 26, 2024.

CALL TO ORDER

Public meeting call to order at 19:00 hours .

FLAG SALUTE

ROLL CALL

ARROYO	PRESENT
DORAN	PRESENT
KELLY	PRESENT
LIPSETT	ABSENT
MULHOLLAND	PRESENT

Also present: Fire Chief Houlihan, AC DeLucca, AC McGeady, Commissioner Elect Madden and PSA Fiorentini

AWARDS CEREMONY

The 2025 Awards Ceremony was conducted with the following awards being presented:

- A Departmental Unit Citation award was presented to Lt. Aleski, Firefighters C. Kolbe, Schwarz and Wilhelm for their work at an incident at 807 Marlton Pike on November 30, 2023.
- A Departmental EMS Incident Individual Award was presented to EMT Brunges for her work at an incident on August 4, 2024.
- A Departmental Unit Citation Award was presented to EMT's Blackburn and Smith; the Departmental EMS Individual Award was presented to FF Bitner and a Departmental Citizen Award was presented to a civilian Doctor, a civilian RN and two Virtua Medics Forte and Laverty for their work at an incident at 25 Brompton Court on August 17, 2024.
- A Departmental Citizen Award was presented to; Tabitha Hans-Arroyo, Property Manager; Teresa Sawyer, Leasing Consultant; Thomas Newsome, Maintenance Supervisor; Jesus

Ramirez, Maintenance Technician and Alberto DeLaCruz, Maintenance Technician all from the Burrough's Mill Apartments for their service at an incident on April 15, 2025.

- A Departmental Unit Citation was presented to Captain Moore, Lt. Carlin, FF Walters, FF Hallquist and FF Harkins for their work at an incident at 620 Stratford Avenue, Woodbury, NJ on May 20, 2025.
- A Departmental Unit Citation was presented to EMT Stephen Miller and EMT Melissa Sample operating as Unit 1395 for their work at an incident on May 26, 2025.
- A Departmental Citizen Award was presented to Kaitlyn Huber and Amanda Halliwell from the Jewish Community Center for their work at an incident on September 5, 2025.
- A Departmental Staff Achievement Award was presented to Lt. James Aleski for his spearheading the recruitment and social media campaign in the interest of firefighter and EMS recruitment.

After the Awards were presented the Board took a short recess from 19:17 hours to 19:29 hours.

DISCUSSION ITEMS

Prior to the discussion items, FF James Lyons addressed the Board and announced that he was stepping down as the Local 2663 President and thanked the Board for their support while he served as President. The Board shared their thanks and support to Jim during his tenure as Union President.

Fire Chief Houlihan briefed the Board on the status of the firefighter recruits, we currently have 14 recruits in the class and the graduation is scheduled for December 19, 2025. Currently, we have two full time EMT's and one Per Diem EMT in the background process.

Chief Houlihan stated that the new ladder truck is now on the assembly line and is scheduled for delivery in the first quarter of 2026.

Chief Houlihan advised the Board that the new station exhaust system and the new air cascade system are being awarded at the regular meeting; the Foam Unit that was listed for sale has sold for \$196,500.00.

The Chief advised the Board that he will be meeting with each Board member to review the 2026 budget as well as the ratable figure; he also mentioned that the 2024 audit was in the final stages of completion.

Commissioner Kelly discussed a cost recovery ordinance that the Town of Woodbury was proposing. Chief Houlihan advised that he would review the proposed ordinance.

PSA Fiorentini reviewed the new proposed meeting dates for 2026, the regular meeting agenda and the meeting schedule for December 2025.

CLOSED PUBLIC MEETING:

Motion by Commissioner Mulholland to close Public Meeting at 19:46 hours to go into executive caucus meeting seconded by Commissioner Doran. Motion carried.

RESOLUTION #25-10-13-01

RESOLUTION AUTHORIZING THE BOARD TO EXCLUDE THE PUBLIC IN ORDER TO DISCUSS CERTAIN MATTERS PERTAINING TO PERSONNEL AND/OR LITIGATION

Motion by Commissioner Mulholland and seconded by Commissioner Doran to accept Resolution #25-10-13-01 as read. Motion carried.

ROLL CALL VOTE

ARROYO	YEA
DORAN	YEA
KELLY	YEA
LIPSETT	ABSENT
MULHOLLAND	YEA

OPENED MEETING

Motion by Commissioner Mulholland at 19:52 hours to open meeting to the public, seconded by Commissioner Doran. Motion carried.

ROLL CALL VOTE

ARROYO	YEA
DORAN	YEA
KELLY	YEA
LIPSETT	ABSENT
MULHOLLAND	YEA

PUBLIC COMMENT PRIOR TO CLOSE OF MEETING

THIS SECTION OF THE PUBLIC MEETING IS RESERVED FOR THE COMMISSIONERS TO ACCEPT "COMMENTS" FROM THE PUBLIC. IF A COMMISSIONER WISHES TO RESPOND TO ANY OF THE COMMENTS, IT WILL BE DONE AFTER THE COMMENT PORTION OF THE MEETING IS CLOSED. PUBLIC COMMENTS SHALL BE DIRECTED THROUGH THE CHAIRPERSON.

No Public comments were received.

MOTION TO ADJOURN MEETING

Motion by Commissioner Doran and seconded by Commissioner Mulholland to adjourn meeting at 19:53 hours. Motion carried.

RESPECTFULLY SUBMITTED

WILLIAM P. KELLY
CLERK, B.O.F.C. DIST. #13

