

**WESTVILLE FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
23 WEST OLIVE STREET**

MEETING MINUTES

February 10, 2015

Chairman Sims called the meeting to order at 7:00 p.m.

The Chairman advised that notice of this meeting has been duly advertised in accordance with the provisions of the "Open Public Meetings Act" and has been advertised in the South Jersey Times.

After the customary salute to the flag, a moment of silence was given to honor the passing of the Westville Fire Departments' President Mr. Angelo Natoli. Office Clerk Karen Kelley was present and called the roll with all Fire Commissioners present with the exception of Commissioner Miller and Commissioner Nordaby. Administrator Murtaugh, Fire Chief Farley, and Deputy Chief Tucker were also present at this month's meeting.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS: See attached report.

During last month's meeting the board discussed disciplinary action for member Tom Pessolano, at that time no disciplinary action was taken. Chief Farley is recommending a two month suspension from weekend and any paid hours. This recommendation was made based on past disciplinary actions for first offense of no call, no show. After discussing, Commissioner Holick made a motion to accept the Chief's recommendation of a two month suspension from weekend and any paid shifts. Motion was seconded by Commissioner Moan; Motion was approved by a roll call vote. A letter of disciplinary action will be sent to Tom and also placed in his personnel file.

Chief Farley also discussed member percentages from December 2014 to January 2015 and stated percentages have been posted and will be reviewed at meeting night for the Fire Department.

COMMUNICATIONS: Commissioner Holick report on the following:

- Received proposals from the following Businesses
 - Alamo Insurance Group Inc.
 - D.M Medical Billings
 - Parker McCay
 - Petroni & Associates
 - Holman/Frenia Allison P.C.
 - Ware, Stritz & Thompson
 - Hardenbergh Insurance Group
 - Interstate Mobile Care

MEETING MINUTES

February 10, 2015

- Ball, Buckley and Seher, LLC

The board announced proposals will be reviewed and discussed at the Re-Organization meeting held on March 10, 2015.

A letter received from the Borough of Westville advising of the 2015 Nominating Candidates for Fire District Commissioners. Voting will take place February 21, 2015.

APPROVAL OF MEETING MINUTES: A motion to approve minutes from the December 30, 2014 Closeout meeting with executive minutes, and regular and executive minutes from January 15, 2015 with noted corrections was made by Commissioner Moan. Motion was seconded by Commissioner Holick and carried by unanimous voice vote.

ADMINISTRATOR REPORT: Administrator Murtaugh reported that he is still waiting on the printer for the I.D. badges.

Administrator Murtaugh also reported that Deputy Tucker has been looking into Medical Direction training with Cooper Medical Center. Administrator Murtaugh stated that there is no cost to the District. This will provide hands on training approach for patient care protocols and new standards of training. After discussing this in detail, Commissioner Holick made a motion to appoint Cooper Medical Center as the BLS Medical Direction for the year 2015. Motion was seconded by Commissioner Moan and approved by a unanimous voice vote. A resolution will be drawn up by the Solicitor and presented at next month's meeting.

Administrator Murtaugh briefly updated the Commissioners of the situation between the Newfield Fire Company and the Newfield Borough. This does not involve the Fire Department in any way.

Administrator Murtaugh reported that LOSAP numbers have been posted with Lincoln Financial and payment will be sent in the coming weeks. Also, Administrator Murtaugh provided an up-dated year-end financial report from Lincoln Financial which listed all vested and non-vested members as well as active and non-active members. Commissioners decided to table discussing returning LOSAP funds to the District for people that are no longer members and or not vested until next months meeting.

At last month's meeting, Administrator Murtaugh brought up Insurance concerns for paid fire protection employees providing volunteer work. This was due to a recent injury that was reported by another Local Fire Company for one of their volunteer members. Administrator Murtaugh stated that in an event of an accident or injury, a volunteer member may not be covered. Administrator Murtaugh announced that the Solicitor looked into the Fair Labor Standards Act (FLSA)

MEETING MINUTES

February 10, 2015

And felt that due to the findings of the FLSA we may need to move in a different direction and that our volunteers may not be able to work for pay for weekend duty crews. Administrator Murtaugh is continuing to find out additional information regarding this matter. In the meantime the volunteers will be told of this situation at their next monthly meeting, and its possible impact. The District will also advertise and put information on the District website.

FIRE CHIEF / FIRE OFFICIAL REPORT: See attached report:

Chief Farley reported that all maintenance has been completed on Engine 733. The LED light package has been installed by Kaler Motor and the Chief reported the ball valve, solenoid, and ignition switch have all been replaced.

Chief Farley reviewed with Commissioners a list of all members who were not able to complete mandatory training in January. The members who did not attend will be placed out of service until they are able to provide certificate of training from another facility. Letters will also be sent out to all members placed out of service.

Chief Farley reported he was able to lock in two training dates with interstate Mobile for next year. The dates are set for January 9th and the 16th of 2016.

Chief Farley announced that more rescue tools from the Service Grant were delivered and he is still waiting on air bags.

Deputy Chief James Tucker reported he has been working on the Fire Prevention Ordinance. Deputy Chief Tucker stated he is reviewing some final changes and will be sending the Ordinance over to the Borough as soon as possible. Also, Deputy Chief Tucker announced that the year-end Division Safety report has been completed. Deputy Chief Tucker stated the District received smoke detectors from Operation Save a life that are for Westville residents only. Lastly Deputy Chief Tucker reported he is working on sending out Fire Safety registration fees for this year.

OFFICE CLERK: Nothing to report.

FINANCE: Commissioners reviewed the budget line item sheet and found that Check # 5543 needs to be voided at next month's meeting due to payment before approval.

TRAINING & SAFETY: Nothing to report.

MEETING MINUTES
February 10, 2015

JIF COMMITTEE: Nothing to report.

PERSONNEL: Chairman Sims reminded that the Re-Organization is fast approaching and the personnel committee needs to decide on officers so contracts can be drawn up.

PROPERTY AND EQUIPMENT: Nothing to report.

POLICY: Nothing to report

COMMENTS FROM THE PUBLIC: No one in attendance.

PRESENTATION AND PAYMENT OF BILLS: Motion to authorize payment of bills made by Commissioner Moan with the exception of check# 5543 to Action Uniform. Motion was seconded by Commissioner Holick, motion carried by a unanimous roll call vote.

OLD BUSINESS: Chairman Sims announced the election to re-appoint two Commissioners will be held February 21, 2015 also the board needs to decide which date to hold the Re-Organization. After discussing Commissioner Moan made a motion to approve the Re-Organization meeting for March 10, 2015 at 6:30 P.M. Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

NEW BUSINESS: Nothing to report.

ADJOURNMENT: Motion to adjourn at 8:25 P.M was made by Commissioner Moan and seconded by Commissioner Holick; Motion carried by unanimous voice vote.

Respectfully Submitted,
Deborah Holick
Secretary, Board of Fire Commissioners
/kmk

Westville Fire District #1
Monthly Bills - First Colonial National Bank
February 10, 2015

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
1/16/2015	5528	Kaler Motor Company, LLC	Inv# W606 LED Lighting Project 2n...	-5,856.92
1/16/2015	Dire...	Prime Point Payroll Deduction	Inv# 207029 Payroll Check Proces...	-240.85
1/16/2015	Dire...	Prime Point Payroll Deduction	Inv# 207029 Thumb Readers-1/16/15	-1,800.00
1/22/2015	5529	Visa	Acct# 4070 7013 3000 0159	-1,920.64
2/2/2015	5530	Kaler Motor Company, LLC	Inv# W607 LED Lighting Project	-5,654.22
2/6/2015	By P...	PERS	January 2015 1st Quater Ref# 035...	-605.88
2/10/2015	5531	Ardex	Inv# 8083573 Wash for Trucks	-48.28
2/10/2015	5532	Comcast Cable	Acct# 8499 05 109 0043237	-272.60
2/10/2015	5533	First Choice Fire Apparatus	Invoice # 39	-1,588.00
2/10/2015	5534	Great America Leasing Corp.	Inv# 16482747 Lanier Copier Lease	-164.25
2/10/2015	5535	Interstate Mobile Care	Invoice# 12935 & Inv# 12938	-4,366.00
2/10/2015	5536	PSE & G	Acct # 6742927208 - Inv#6028035...	-271.74
2/10/2015	5537	Staples	Inv# 1243156131 Acct # 6035 517...	-73.48
2/10/2015	5538	Toshiba Business Solutions ...	Inv# 13793595 Desk top Punch/Bla...	-139.00
2/10/2015	5539	V.E. Ralph & Son	Inv# 294058 & Inv# 294131	-612.53
2/10/2015	5540	Verizon	Acct # 922145745-00001 Inv#9739...	-250.32
2/10/2015	5541	Ware Streitz & Thompson	Legal services from 6/18/14-12/31/...	-1,093.50
2/10/2015	5542	Westville Fire Department	Electric Payment February 2015	-350.00
2/10/2015	5543	Action Uniform co.	VOID: Inv#5073 Uniforms for Depa...	0.00
2/10/2015	5544	South Jersey Media Group	Acct# 1159792 Billing period 1/01/...	-90.09
Total NEW 1st Colonial National Bank				<u>-25,398.30</u>
TOTAL				<u>-25,398.30</u>