

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

**MEETING MINUTES**

**April 14, 2015**

Commissioner Nordaby called the meeting to order at 7:00 p.m.

Commissioner Nordaby 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, Office Clerk Karen Kelley was present and called the roll with all Fire Commissioners present with the exception of Chairman Sims. Fire Chief Farley and Administrator Murtaugh were also in attendance to this month's meeting.

It is noted that members Bob Wentzel and Rick Miller Jr. attended this month's District meeting as requested by Chief Farley to discuss percentages.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Chief Farley discussed percentages with the members listed above. The members were placed out of service due to lack of participation and were asked to attend this month's Fire District Meeting to discuss with the board any issues they are having contributing to low percentages and lack of participation.

Both members addressed the board, and acknowledged that conflicting work schedules prevented them from being available for certain calls. The chief recommended the reinstatement of both members to be placed back in service and the commissioners agreed with the recommendation.

The members were reminded to communicate with Chief Farley about scheduling or any issues that may come up in the future preventing them from making assignments, calls, and duties.

Chief Farley stated a few other members were requested to attend this month's meeting who did not show, Chief Farley announced those members will be kept out of service until they are able to attend a District Meeting to discuss intentions.

After discussing the members were excused at 7:10 P.M. It is noted member Rick Miller Jr. stayed for the remainder of the meeting.

Commissioner Nordaby inquired about candidates for 2015 Line Officer's positions. Chief Farley stated no decisions have been made at this time and this will be tabled until next month's meeting.

Chief Farley advised he received a new member application from Robert Fowler for

## MEETING MINUTES

April 14, 2015

Weekend EMT and recommended he be added to the roster. Commissioner Holick made a motion to approve the application, motion was seconded by Commissioner Moan; Motion approved by a unanimous voice vote.

### COMMUNICATIONS: Commissioner Holick reported on the following:

Notification received from NJ Motor Vehicle Commission stating that any user that has not logged in under the CAIR website within 90 days will be automatically suspended. Administrator Murtaugh stated he will log into the site as soon as he can to avoid suspension.

Notification from NJ Fire Sprinkler Coalition asking for support in the fight to require fire sprinklers in new home constructions and other occupancies to prevent needless fire deaths. A resolution is attached for future communications regarding this matter.

Received Certificate of Title for the 2008 Ford Explorer.

A Letter received from HD Supply introducing new representative Anthony Neri as the Fire District's contact for any current or future maintenance needs.

APPROVAL OF MEETING MINUTES: A motion to approve minutes from the regular meeting held on March 10, 2015 and minutes from Re- Organization held on March 10, 2015 was made by Commissioner Miller, Motion was seconded by Commissioner Moan and carried by unanimous roll call vote

### ADMINISTRATOR REPORT:

Administrator Murtaugh reported that the I.D. tag printer has arrived at the District Office and the vendor was able to come out and demo the printer.

Administrator Murtaugh confirmed the Fire Department is waiting for a proposal and blue prints from an engineering group regarding the need to raise the front door to accommodate the new ladder truck. This will be discussed further in the coming meetings.

Lastly Administrator Murtaugh reported that he followed up with the Solicitor in regards to the HGAC Program (State Financing Contract for the new ladder truck) Administrator Murtaugh stated solicitor is recommending the District look into manufacturing/bid pricing in comparison to state financing. This will be discussed further at the special meeting held April 29, 2015.

### FIRE CHIEF / FIRE OFFICIAL REPORT: See attached report:

Chief Farley reported that the ladder truck committee met April 13<sup>th</sup> to review the drawing for the new ladder truck, Chief Farley stated that the drawing is about 95 percent complete and the next drawing should be the final draft.

## MEETING MINUTES

April 14, 2015

Chief Farley Farley also commended all the members who handled the dwelling fire on Edgewater Ave. Chief Farley felt that because of the quick handling, extensive training with the four man concept and the teamwork involved it prevented injuries and further spread of the fire due to close proximity of the neighboring houses.

Lastly Chief Farley announced that Deputy Chief Tucker has completed and sent out all Fire Safety Registrations for 2015 also that the Deputy Chief has been working with the Borough on an Emergency Management plan which is in review.

**OFFICE CLERK:** Office Clerk Karen Kelley reported all accounts have been reconciled and budget balance sheet is up to date.

**FINANCE:** Nothing to report

**TRAINING & SAFETY:** Training dates for next year have been set for January 9, 2016 and January 16, 2016 and is posted in the Firehouse.

**JIF COMMITTEE:** Nothing to report.

**PERSONNEL:** Nothing to report.

**PROPERTY AND EQUIPMENT:** Commissioner Nordaby reported the Ladder Truck Committee will be meeting to discuss final plans and pre-build.

**POLICY:** Proposed Policy on Employee scheduling and duty hours will be table until committee has opportunity to meet.

**COMMENTS FROM THE PUBLIC:** Commissioner Miller made a motion to open the meeting to the public; Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

It is noted that member Rick Miller was in attendance but had no comments.

Commissioner Miller made a motion to close the meeting to the public. Motion was seconded Commissioner Moan and approved by a unanimous voice vote.

**PRESENTATION AND PAYMENT OF BILLS:** Motion to authorize payment of bills made by Commissioner Miller, Motion was seconded by Commissioner Moan motion carried by a unanimous roll call vote.

**OLD BUSINESS:** Policies for review tabled until further meetings.

**NEW BUSINESS:** Commissioner Moan made a motion to approve the Special Meeting

## MEETING MINUTES

April 14, 2015

to be held on April 29, 2015 at 7:00P.M to discuss the purchase of the new fire apparatus. Motion was seconded by Commissioner Miller; Motion approved by a unanimous roll call vote.

Lastly Commissioner Nordaby reminded the board to complete their financial disclosure.

**ADJOURNMENT:** Motion to adjourn at 7:50 P.M was made by Commissioner Miller and seconded by Commissioner Moan; 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**  
 April 14, 2015

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
3/11/2015	5569	Borough of Westville	1st Quater Health Ins. Farley 2015	-7,898.46
3/13/2015	5570	Action Uniform co.	Inv# 5073 Various Uniforms	-2,000.00
3/19/2015	5571	Lincoln Financial Advisors	LOSAP Contrib for 2014 # CR33439	-18,103.60
3/23/2015	5572	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-142.38
3/23/2015	5573	PSE & G	Acct # 6742927208 - Inv#6037031...	-331.69
3/25/2015	5574	Cash	Replenish Petty Cash	-170.31
3/27/2015	Dire...	Prime Point Payroll Deduction	Inv# 210248 3/27/15	-249.50
3/30/2015	By P...	PERS	March 2015 1st Quater Ref# 08673...	-720.64
3/30/2015	5575	Borough of Westville	Acct 602-2 Billing Period 4/1/15-6/3...	-95.00
3/30/2015	5576	Bud's Auto & Truck Repair	Inv# 27574 reapiers on E-One Ladder	-338.93
3/30/2015	5577	Deb Holick	Reimbursement/ Food for Poll Wor...	-20.22
3/30/2015	5578	Ford Motor Credit Co-Munici...	Inv# 1144161 Acct 7352002	-6,537.24
3/30/2015	5579	Great America Leasing Corp.	Inv# 16759873 Lanier Copier Lease	-164.25
3/30/2015	5580	Grove Hardware	Inv# 187270 Acct# 19465	-21.97
3/30/2015	5581	MES	Inv# 00609826_SNV	-12,502.00
3/30/2015	5582	Rothwell Document Solutions	Inv# 75752 Lanier Contract C1183...	-88.33
3/30/2015	5583	South Jersey Times	Acct 1159792 2015 Election Advert...	-211.83
3/30/2015	5584	Staples	Inv# 1288286291 Acct # 6035 517...	-166.92
3/30/2015	5585	Toshiba Business Solutions ...	Inv# 1483364 SD 160 Bundle	-1,490.00
3/30/2015	5586	Verizon	Acct # 922145745-0001 Inv#97428...	-249.59
3/30/2015	5587	Website Backup	Acct# 1613656737	-70.00
3/30/2015	5588	Westville Fire Department	Electric Payment March 2015	-350.00
3/31/2015	By P...	PERS	Annual Contribution Ref# 08903133	-11,592.00
4/13/2015	5589	D.M. Medical Billings, Inc.	Billing Service for February 2015	-645.25
4/13/2015	5590	D.M. Medical Billings, Inc.	Billing Service for January 2015	-751.64
4/13/2015	5591	Camden County College	Ground Control Drill R. Leahy	-90.00
4/13/2015	5592	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-496.48
4/13/2015	5593	FireCompanies.com	3 Month FD Website Package - IN...	-119.97
4/13/2015	5594	PSE & G	Acct # 6742927208 - Inv#6000035...	-141.19
4/13/2015	5595	Tarrach's Service Center LLC.	Inv# 80097 Tire Repair Patch	-22.00
Total NEW 1st Colonial National Bank				-65,781.39
<b>TOTAL</b>				<b>-65,781.39</b>



BOARD OF FIRE COMMISSIONERS

**WESTVILLE FIRE DISTRICT No.1**  
GLOUCESTER COUNTY, NEW JERSEY

23 WEST OLIVE STREET  
WESTVILLE, NJ 08093  
PHONE: (856) 456-9432  
FAX: (856) 456-8870

**Fire District Meeting**  
**Activities for the Month of February 2015**  
**FIRE REPORT**

Total Fire Calls: 113	Total Drills: 3
Total Fire Calls Year to Date For 2015: 76	
Time In Service In Hours: 184.25	Dispatch to Location: 7 Minutes, 04 Seconds
Total Firefighters Responding: 274	Firefighter Per Incident: 8
Total Personnel Hours: 184.50	

**EMS REPORT**

**2015 EMERGENCY MEDICAL SERVICES MONTHLY REPORT**

Calls By Jurisdiction:	Month	Year to Date
Deptford	10	19
Gloucester City	20	70
Mt. Ephraim	0	3
W. Deptford	0	1
Westville	57	135
I-295	7	17
NJTP	6	8
National Park	1	1
Calls By Unit:		
739	97	249
738	3	5
Calls By Shift:		
A Shift:	3	8
B Shift:	8	25
C Shift:	11	22
D Shift:	8	29
Career Shift:	35	81
D Crew:	26	57
All:	9	32
Calls By Outcome:	Month	Year To Date
Refusals:	10	19
Transports BLS:	43	105
Transports ALS:	11	26
Other:	36	94

No Responses:	Reason	Handled By

## 2015 FIRE MARSHALS OFFICE MONTHLY REPORT

Category:	Month	Year To Date
Total Inspections:	11	15
LHU:	3	3
Local:	8	12
Inspections: (Vacant)	0	0
Re Inspections:	1	8
Complaints:	0	5
Fire Investigations:	1	3
Fire Dollar Loss:	0	0
Parking Violations:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	0	15
Type I (Cooking)	0	14
Type I (Hot Roof)	0	0
Type II	0	1
Permit Fee's Collected:	0	0
Fines Collected:	\$77.00(2014)	\$77.00(2014)
Registration Fees Collected:	\$70.00(2014)	\$70.00(2014)
Fire Prevention Programs:	0	0
Fire Pre Plans:	11	15
Hydrant Inventory:	0	3
Smoke Detectors:	0	0

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	15	41
Ems Calls:	35	81
AED Inspections:	0	0
JIF Meetings:	0	0
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	3	7

Comments:

1. Work in progress with Borough Fire Prevention Ordinance Reviewing and making changes.
2. Work in progress with Borough Emergency Medical Annex to Emergency Operations Plan
3. Registration and Permit bills sent, some have returned.
4. 03/25/2015 Burn Victim Transported to Cooper Trauma. CFM notified, proper paperwork and notifications made to CFM and NJ DFS