

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

**SPECIAL MEETING MINUTES
April 29, 2015**

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

Chairman Sims 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.

Chairman Sims announced that the purpose of the Special Meeting was to discuss with the Profession Consultants on the process to purchase the ladder truck.

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 Commissioner Holick. Also present were Administrator Murtaugh, Solicitor Gary Thompson, and Auditor Ed Paul. Also Ron Elmo from E-One was in attendance to give a presentation on the HGAC program.

A moment of silence was given to life member Parker Smith.

PRESENTATION ON HGAC PROGRAM:

Ron Elmo from E-One gave a presentation on the Houston Galveston Area Council; Ron stated that the (HGAC Buy) is cooperative purchasing program instituted by a council of 35 elected officials to achieve better value for community purchasing needs. Ron also stated that there is 5000 user's nationwide with over 700 contractors 40 major product categories with 47 states now using the HGAC Program for purchasing needs.

Ron discussed in detail the necessary steps for the District to take to purchase of the new Fire Apparatus and stated all apparatuses start as the basic base model (published options) Ron than also stated that the District is able to add up to 25% of (unpublished options) to customize the Department's needs. Auditor Ed Paul had one concern and that was that the program follows and meets the standards of New Jersey local finance board.

Ron then stated HGACBuy program is an advantage to the District and is effective with both cost and time helping members to make their purchase orders out to, and directly pay, the HGAC buy contractor. However, H-GAC does act as the designated purchasing agent on behalf of participating End Users by performing specific services including, but not limited to:

- Conducting research and surveys

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- Developing specifications for each product/service
- Soliciting vendor participation
- Issuing specifications documents
- Conducting pre-bid/pre-proposal conferences
- Opening bid/proposal responses
- Evaluating responses
- Issuing Vendor Contracts awarded by the H-GAC Board of Directors
- Certifying contract validity
- Contracts Administration

Ron stated that HGAC program is approved for use in the state of New Jersey and meets the standards/bid processes that municipalities and Fire Departments would normally utilize.

Chief Farley than announced that the Ladder Truck committee met several times with Ron this year to discuss specifications for the new fire apparatus, blue prints have already been drawn up which were presented at prior meetings and is almost at its complete and final stage.

After Ron Elmo's presentation Solicitor Gary Thompson spoke in regards to a letter he sent to the District for the purchase of New Ariel Fire Truck using a National Cooperative Contract in accordance with the local public contract laws. Solicitor Gary Thompson Recommendations are as followed:

- 1.) Solicitor Gary Thompson stated that the District must provide written documentation confirming that the use of a National Cooperative Contract will result in cost saving for the District.
- 2.) A public notice of intention must be given to vendors and advertised in the South Jersey Times stating the District is utilizing HGAC for the purchase of the new ladder truck.
- 3.) Solicitor will look into other local Fire Districts who have purchased trucks through HGAC in regards to the unpublished options, as to which Administrator Murtaugh that there were not many unpublished options available.
- 4.) Administrator Murtaugh will follow up the Ron Elmo from E-One to go over final pricing of base model and unpublished options for the new fire truck and Solicitor Thompson will draw up all necessary resolutions to be passed and approved by the next meeting date of May 12, 2015.
- 5.) Auditor Ed Paul will go over the leasing package and application from E-One and will take it to the local state financing board for review and approval. Auditor Ed Paul projects this will be completed for the June Fire District meeting.

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After much discussion Auditor Ed Paul and Solicitor Gary Thompson were excused from the meeting at 8:20 P.M.

EXECUTIVE SESSION:

At this time Chairman Sims announced an executive session is in order to discuss personnel issues. A motion was made by Commissioner Miller to go into an executive session; motion was seconded by Commissioner Nordaby and approved by a unanimous voice vote.

After coming out of executive session Commissioner Holick made a motion to check with the Solicitor about wage garnishments for members who are not making percentages. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

ADJOURNMENT:

Motion for adjournment at 8:50 was made by Commissioner Nordaby and seconded by Commissioner Miller; Motion carried by unanimous voice vote.

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

Resolution # _____
Date _____

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, the Commissioners of Westville Fire District No. 1 have determined it is necessary to conduct an executive session, not open to the public for certain specified purposes, and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an executive session, not open to the public, may be held for certain specified purposes when authorized by resolution; and

WHEREAS, it is necessary for the Commissioners to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12 and designated below:

- ___ 1. Matters Required by Law to be confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Meetings Act.
- ___ 2. Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- ___ 3. Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- ___ 4. Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- ___ 5. Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- ___ 6. Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the

safety and property of the public, provided that their disclosure could impair such protection and any investigations of violations or possible violations of the law.

- ___ 7. Matters Relating to Litigation, negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
8. Matters Relating to an Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request is writing that such matter or matters be discussed at a public meeting.
- ___ 9. Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party for which the responding party bears responsibility.
- ___ 10. Matters Relating to Contracts and Litigation.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 that an executive session closed to the public shall be held on _____, at _____ p.m. in the Office of the Commissioners, 23 West Olive Street, Westville, New Jersey, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that the deliberations conducted in executive session may be disclosed to the public upon the determination of the Commissioners that the public interest will no longer be served by such confidentiality.

ADOPTED at a meeting of the Commissioners of the Westville Fire District No. 1 held on April 29, 2015, in Westville, New Jersey.

ATTEST:

Rebecca Holick
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]
Chairman