

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

**MEETING MINUTES  
May 12, 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.

After the customary salute to the flag, Office Clerk Karen Kelley was present and called the roll with all Fire Commissioners present. Fire Chief Farley and Administrator Murtaugh were also in attendance to this month's meeting.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Chief Farley announced that the members who have had their lockers tagged and placed out of service were once again sent notifications to attend the District meeting. Chairman Sims suggested that if the members do not show up at the following meeting, that a notice for re-imbusement is to be sent. Also, Administrator Murtaugh spoke with Solicitor Gary Thompson in regards to wage garnishments which was discussed and approved at last month's meeting. Solicitor Gary Thompson informed Administrator Murtaugh that this is ok to pursue as long it is court ordered from a Judge. This would only be for members who owe the District re-imburements for schooling and or equipment and have not been active with-in the department. Administrator Murtaugh will be sending out an e-mail and posting notifications to all members regarding this matter.

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

Notification received from Westville Borough Clerk on the filing procedures for financial Discloser statements. All Commissioners stated that they have already filed for the year.

Received executed inter-local contract for co-operative purchasing from H-GAC,

Received the truck vendor advertisement from Auditor Ed Paul which will be advertised in the South Jersey Times.

**APPROVAL OF MEETING MINUTES:** A motion to approve minutes from the regular and executive meeting held on April 14, 2015 was made by Commissioner Nordaby. Motion was seconded by Commissioner Miller and carried by unanimous voice vote.

# MEETING MINUTES

May 12, 2015

## ADMINISTRATOR REPORT:

Administrator Murtaugh announced that the approval of State Pension for office clerk Karen Kelley has cleared and should be reflected in the next IROC report.

Administrator Murtaugh reported that he spoke with Gateway regarding sponsorship for a junior member waiting to be enrolled into the 2016 Fire Science Program at GCIT. Administrator Murtaugh stated that the member/ and or parent will have to sign the liability Indemnification Agreement and will keep in touch with the instructor in regards to this matter.

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

Chief Farley stated that he spoke with Ron Elmo from E-One about paint samples for the new Ariel Fire Truck, and also has been working with E-One in regards to the ongoing paint issue with the Rescue Truck which is still under warranty.

Chief Farley announced that the Gloucester Heights is hosting a boater safety class for any member who is interested in attending; the course is set for May 17, 2015.

## 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.

Boater safety course is to be held May 17, 2015.

## JIF COMMITTEE:

Nothing to report

## PERSONNEL:

Nothing to report

# MEETING MINUTES

## May 12, 2015

### PROPERTY AND EQUIPMENT:

As reported above in communications, The District received the truck vendor advertisement from Auditor Ed Paul which will be advertised in the South Jersey Times for 10 days.

Administrator Murtaugh reported he met with Solicitor Gary Thompson to discuss the un-published options on the New Fire Truck and stated that according to the HGAC worksheet the unpublished options of the entire Truck is at negative 7 percent. Administrator Murtaugh also announced the Solicitor will provide a resolution for acquisition of new Aerial Fire Apparatus through the H-GAC National Cooperative Contract. This will be advertised once the Truck vendor advertisement has been published for 10 days prior to the meeting.

After discussing the board decided to hold a special meeting to approve the resolution for the H-GAC Cooperative Contract on May 26, 2015 at 7:00 P.M.

Commissioner Nordaby made a motion to hold a Special meeting regarding the new Aerial Fire apparatus; Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

### POLICY:

The Policy on Employee scheduling and duty hours will be tabled until further meetings as well as the Policy for paid Fire Protection for Employees providing volunteer work.

### COMMENTS FROM THE PUBLIC:

No one from public was in attendance.

### PRESENTATION AND PAYMENT OF BILLS:

Motion to pay bills made by Commissioner Nordaby and seconded by Commissioner Holick. Motion carried by unanimous roll call vote.

### OLD BUSINESS:

Nothing to report

## MEETING MINUTES

May 12, 2015

### NEW BUSINESS:

Nothing to report.

At this time a resolution was presented and Commissioner Nordaby made a motion to hold a closed session to discuss personnel matters at 8:00 P.M.; Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

**EXECUTIVE SESSION:** Executive session held from 8:00 P.M. to 8:30P.M.  
No further motions were necessary after coming out of Executive session.

### ADJOURNMENT:

Motion of adjournment was made by Commissioner Nordaby; Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

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

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
**May 12, 2015**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>NEW 1st Colonial National Bank</b>				
4/22/2015	Dire...	Prime Point Payroll Deduction	Inv# 211798 4/24/2015	-264.50
5/11/2015	Dire...	PERS	April 2015 Ref# 12882130	-644.14
5/12/2015	5596	Ball, Buckley & Seher, LLC	Inv# 24142 Assist w/2015 Budget ...	-2,150.00
5/12/2015	5597	Borough of Westville	March 2015 Fuel Bill	-384.39
5/12/2015	5598	Brian O'Neil	Assorted Wood	-190.72
5/12/2015	5599	Cascade Subscription Servi...	Order# 1290809	-179.00
5/12/2015	5600	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-291.32
5/12/2015	5601	Great America Leasing Corp.	Inv# 16907086 Lanier Copier Lease	-164.25
5/12/2015	5602	IAFC	Membership 0022837 Murtaugh 20...	-209.00
5/12/2015	5603	Indco, INC	Inv# 1501105 Oil Dry	-236.35
5/12/2015	5604	Kaler Motor Company, LLC	Inv# S87 Starter 12V Neg Ground ...	-193.58
5/12/2015	5605	Lamont Medical Equipment	Inv# 165023 (4) Rental Oxygen Cyl...	-108.00
5/12/2015	5606	PSE & G	Acct # 6742927208 - Inv#6024033...	-47.02
5/12/2015	5607	South Jersey Times	Acct 1159792 3/13/15 Resolutions	-162.19
5/12/2015	5608	verizon wireless	Inv# 9744569657 Act# 922145745-...	-250.40
5/12/2015	5609	Westville Fire Department	Electric Payment April 2015	-350.00
5/12/2015	5610	South Jersey Media Group	Act# 15300-1406847	-176.80
Total NEW 1st Colonial National Bank				-6,001.66
<b>TOTAL</b>				<b>-6,001.66</b>

Resolution # \_\_\_\_\_  
Date 5/12/15

**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.
- Y 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 May 12TH at 8pm 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 May 12, 20 15, in Westville, New Jersey.

ATTEST:

Reborah Holick  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]  
Chairman



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

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

BOARD OF FIRE COMMISSIONERS

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

Total Fire Calls: 40	Total Drills: 3
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Total Fire Calls Year to Date For 2015: 153
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Time In Service In Hours: 284.90	Dispatch to Location: 4 Minutes, 12 Seconds
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Total Firefighters Responding: 329	Firefighter Per Incident: 9
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Total Personnel Hours: 285.03
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**EMS REPORT**

**2015 EMERGENCY MEDICAL SERVICES MONTHLY REPORT**

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	0	3
Brooklawn	1	1
Deptford	4	23
Gloucester City	19	89
Mt. Ephraim	0	3
W. Deptford	0	1
Westville	47	182
I-295	5	19
NJTP	5	13
National Park	0	1
West Deptford	0	1
Woodbury	1	1
Calls By Unit:		
739	82	331
738	0	5
Calls By Shift:		
A Shift:	2	10
Shift:	12	37
Shift:	3	26
Shift:	5	34
Career Shift:	28	109
Duty Crew:	20	77
All Call:	11	43



Calls By Outcome:	Month	Year To Date
Refusals:	5	24
Transports BLS:	36	151
Transports ALS:	11	37
Other:	30	94

No Responses:	Reason	Handled By
4/06/15 712 Broadway - Respiratory	No Crew	Deptford 995
4/10/15 19 Avon - Assault	No Crew	Deptford 995
4/14/15 NJTP 23mm - Medical	Career Emt only	Runnemed 787
4/19/15 208 Broadway - Medical	No Crew	Deptford 993
4/26/15 912 Broadway - Seizures	No Crew	Deptford 995

## 2015 FIRE MARSHALS OFFICE MONTHLY REPORT

Category:	Month	Year To Date
Total Inspections:	9	30
LHU:	1	4
Local:	8	26
Inspections: (Vacant)	0	0
Re Inspections:	4	12
Complaints:	2	7
Fire Investigations:	2	5
Fire Dollar Loss:	\$40,100	\$40,100
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:	\$126.00	0
Fines Collected:	\$77.00(2014)	\$77.00(2014)
Registration Fees Collected:	\$00.00(2014) \$4,245(2015)	\$70.00(2014) \$4,245(2015)
Fire Prevention Programs:	0	0
Fire Pre Plans:	19	24
Hydrant Inventory:	0	3
Smoke Detectors:	0	0

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	20	61
Ems Calls:	28	109
AED Inspections:	0	0
JIF Meetings:	1	1
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	3	10
NJ DFS CEU:	1	1

### Comments:

1. Completed Borough Emergency Medical Annex to Emergency Operations Plan

Calls By Outcome:	Month	Year To Date
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Transports BLS:	36	151
Transports ALS:	11	37
Other:	30	94

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Fire Investigations:	2	5
Fire Dollar Loss:	\$40,100	\$40,100
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:	\$126.00	0
Fines Collected:	\$77.00(2014)	\$77.00(2014)
Registration Fees Collected:	\$00.00(2014) \$4,245(2015)	\$70.00(2014) \$4,245(2015)
Fire Prevention Programs:	0	0
Fire Pre Plans:	19	24
Hydrant Inventory:	0	3
Smoke Detectors:	0	0

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AED Inspections:	0	0
JIF Meetings:	1	1
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	3	10
NJ DFS CEU:	1	1

### Comments:

1. Completed Borough Emergency Medical Annex to Emergency Operations Plan