

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

**MEETING MINUTES  
August 19, 2015**

Meeting called to order at 7:00 pm by Chairman Sims. Notice that this meeting has been duly advertised in accordance with the provisions of the "Open Public Meetings Act" has been advertised in the South Jersey Times. All rise for salute to the flag.

**ROLL CALL:** 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 was also present and Administrator Murtaugh was tardy due to attending the New Jersey F.E.M.A. Grants Training class.

**OATH OF OFFICE:**

Oath of office for Captain Mike Krier has been delayed, as Captain Krier was unable to attend the meeting.

**PRESENTATION OF 2014 AUDIT FROM ED PAUL:**

Commissioners had concerns as to why the Audit has been late two out of the past three years. Auditor Ed Paul stated that they had lost a senior accountant due to an unexpected retirement and stated that the owner of the firm, Wayne Buckley will be attending Septembers District meeting to discuss any further concerns on this matter.

Auditor Ed Paul discussed and provided a detailed report of the 2014 Audit.

Auditor made recommendations for next year's budget and in detail discussed funds available from general fund balances, future capital outlets, and un-reserved balance. A Resolution for approval of the 2014 Audit will be presented at next month's meeting and will then have 60 days to submit to the State of New Jersey.

Next Auditor Ed Paul announced that he met with the Local Finance Board on August 13, 2015 for the Capitol lease purchase of the E-One Ladder Truck. Auditor announced that the Local Finance Board approved the purchase with the final lease amount being \$549,500.

Lastly Auditor Ed Paul mentioned that the NJ Department of Community Affairs Local Finance has passed a new law stating municipalities can now mandate employees only be paid through direct deposit. Auditor is suggesting that the Commissioners look into this law as cost to print an individual check can be up for forty dollars per check. The Board is taking this into consideration and will have Solicitor Gary Thompson make any recommendations and draw up a resolution.

The Commissioners had no further questions for Auditor Ed Paul at this time and Auditor was dismissed at 7:40 P.M.

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### **ADRESSING THE BOARD/FIREFIGHTER APPEALS:**

Chief Farley reviewed member percentages for the month and announced that some members may be receiving letters to attend next District meeting for a hearing if percentages are not up to date.

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

Received a copy of NJ State Association of Fire Districts June 6, 2015 Quarterly Meeting.

**APPROVAL OF MEETING MINUTES:** A motion to approve minutes with changes from the Regular Meeting and Executive minutes held on July 14, 2015 was made by Commissioner Nordaby; Motion was seconded by Commissioner Moan and carried by unanimous voice vote.

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

Chief Farley announced that the Fire Boat has been serviced and is awaiting pick-up with-in the week. Chief Farley also announced that batteries have been replaced in Rescue 738. 2015 preventative maintenance for Apparatus will be held here in the building by Buds Auto on August 26-28.

Chief Farley announced he has met once again with Willow Grove Fire Department for the purchase of the Westville Fire Departments 1991 E-One ladder truck. Chief Farley has been working closely with them as the District will need to decide what equipment will be going with the sale of the truck, a lease date and date of delivery. For safety reasons the delivery date has not been decided yet until the District knows a firm date in which delivery of the new Ladder Truck will be received, once this is established Solicitor Gary Thompson will draw up an agreement for Willow Grove. Chief Farley is aiming to have a release date of December 1<sup>st</sup> 2015.

It is noted that Administrator Murtaugh entered the meeting at 8:00 P.M.

Chief Farley announced that the warrantied paint issue on Rescue 738 has been resolved with E-One. Chief Farley also stated he is looking into pricing though DCI fleet for pin striping to meet NFPA standards.

Lastly Chairman Sims discussed some changes and recommendations to the Cooper Medical agreement that Solicitor Gary Thompson has made, these changes will be

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forwarded to Cooper Medical for review.

**OFFICE CLERK:** Office Clerk reported that checking and payroll accounts have been reconciled for the month.

**FINANCE:** Commissioner Nordaby made a motion to approve L.O.S.A.P withdraw for member Bob Gibison. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote. Chairman Sims announced member is vested but no longer active.

Administrator Murtaugh discussed fee schedule changes and procedures to the Medical BLS agreement through D.M. Medical. Administrator is recommending training for employees for local area fee schedules and stated he will contact Amy from the billing company to set this up in the near future.

After discussing Commissioner Nordaby made a motion to approve the recommended fee schedule. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

**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:** Chief Farley announced he will be following up with Bob Hill in regards to a member being thrown out of the Fire Fighter One Program.

**PROPERTY AND EQUIPMENT:** Ongoing discussions regarding the purchase of the new ladder truck.

### **ADMINISTRATOR REPORT:**

Administrator Murtaugh announced he attended the FEMA Grants meeting for the upcoming Grant in November and has been working with the Chief and the line officers on suggestions for grants. Administrator Murtaugh also stated that the District is eligible for re-imbusement from FEMA for calls handled during the storms of June 23-26 in East Greenwich. Administrator will be sending the report to FEMA for this claim.

Also, Administrator Murtaugh announced he has signed the District up for NJ Emergency Management grants (EM Grants) there is no fee for the District. After discussing Commissioner Nordaby made a motion to have authorized representative to have access to the NJ EM Grants program; Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

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

Thumb drives have been purchased, so updated policies can be updated for the board members. Committee will meet at a future date to update policies.

**COMMENTS FROM THE PUBLIC:**

No one from the public is in attendance.

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

**OLD BUSINESS:** Policies for review tabled until further meetings and Check expiration dates on Ambulance License..

**NEW BUSINESS:** Nothing to report.

**ADJOURNMENT:** Motion to adjourn at 8:47 P.M. was made by Commissioner Nordaby and seconded by Commissioner Moan; Motion carried by unanimous voice vote.

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

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
 August 19, 2015

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
7/16/2015	5658	Emergency One, Inc	Down Payment 100' Ladder Truck	-295,000.00
7/16/2015	5659	Mike Holick	Reimb. Parts Ventilation Sys	-41.34
7/16/2015	5660	Westville Fire Department	Reimb. for Lowes Payment	-43.47
7/17/2015	direc...	Prime Point Payroll Deduction	Inv# 216394 7/17/15	-278.50
8/5/2015	5661	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-291.30
8/5/2015	5662	Visa	Acct# 4070 7013 3000 0159	-696.00
8/6/2015	Dire...	PERS	July 2015 Ref# 21752498	-984.45
8/7/2015	5663	PSE & G	Acct # 6742927208 - Inv#6061014...	-29.99
8/7/2015	5664	Grove Hardware	Acct# 19465 Inv# 189500	-44.73
8/7/2015	5665	Staples	Inv# 1361242531 Acct # 6035 517...	-175.97
8/7/2015	5666	Verizon	Acct # 922145745-0001 Inv#97495...	-249.71
8/12/2015	Dire...	Prime Point Payroll Deduction	Inv# 217923 8/12/15	-280.25
8/19/2015	5667	Borough of Westville	June 2015 Fuel Bill	-489.56
8/19/2015	5668	Bud's Auto & Truck Repair	Inv# 28816 Service on 2007 E-One...	-831.25
8/19/2015	5669	Camden County College	Inv# 2011-3043 Truck Co. & Opera...	-250.00
8/19/2015	5670	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-291.45
8/19/2015	5671	FireCompanies.com	3 Month FD Website Package - IN...	-119.97
8/19/2015	5672	Great America Leasing Corp.	Inv# 17339484 Lanier Copier Lease	-164.25
8/19/2015	5673	Interstate Mobile Care	Invoice# 13224	-445.00
8/19/2015	5674	New Jersey State Assoc. of ...	2015 Union Dues	-300.00
8/19/2015	5675	South Jersey Media Group	Act# 1159792 Billing Period 6/1/15-...	-69.39
8/19/2015	5676	Staples	Inv# 1369275931 Acct # 6035 517...	-366.96
8/19/2015	5677	Ware Streit & Thompson	Legal services from 01/01/15-06/30...	-1,356.97
8/19/2015	5678	Westville Fire Department	Electric Payment for July 2015	-350.00
8/19/2015	5679	WL Construction Supply LLC.	Inv# 7862	-437.29
8/19/2015	5680	MES	Inv# 00649771-SNV	-504.60
8/19/2015	5681	MES	Inv# 00650039-SNV	-1,108.00
8/19/2015	5682	MES	Inv# 006529897_SNV	-440.00
8/19/2015	5683	MES	Inv# 00655015-SNV	-292.00
8/19/2015	5684	D.M. Medical Billings, Inc.	Billing Service for May 2015	-1,412.12
8/19/2015	5685	D.M. Medical Billings, Inc.	Billing Service for June 2015	-473.64
8/19/2015	5686	MES	Inv# 00658467_SNV	-65.00
8/19/2015	5687	Technical Fire Services, Inc.	INV 4102 - Annual Pumper Serv Test	-1,090.60
8/19/2015	5688	Technical Fire Services, Inc.	INV 4104 - Aerial Inspection	-750.00
Total NEW 1st Colonial National Bank				<u>-309,723.76</u>
<b>TOTAL</b>				<b><u>-309,723.76</u></b>



**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 July 2015  
FIRE REPORT**

<b>Total Fire Calls: 38</b>	<b>Total Drills: 3</b>
<b>Total Fire Calls Year to Date For 2015: 278</b>	
<b>Time In Service In Hours: 282.48</b>	<b>Dispatch to Location: 5 Minutes, 20 Seconds</b>
<b>Total Firefighters Responding: 318</b>	<b>Firefighter Per Incident: 9</b>
<b>Total Personnel Hours: 200.18</b>	

**EMS REPORT**

**2015 EMERGENCY MEDICAL SERVICES MONTHLY REPORT**

<b>Calls By Jurisdiction:</b>	<b>Month</b>	<b>Year to Date</b>
Bellmawr	1	8
Brooklawn	0	2
Deptford	4	37
Gloucester City	35	184
Mt. Ephraim	2	7
Westville	48	330
I-295	4	31
NJTP	3	28
National Park	2	4
West Deptford	0	3
Woodbury	1	1
Woodbury Heights	0	2
<b>Calls By Unit:</b>		
739	96	623
738	4	15
Bike Team	0	1
<b>Calls By Shift:</b>		
A Shift:	3	29
B Shift:	7	55
C Shift:	8	52
D Shift:	8	62
Career Shift:	37	207
Duty Crew:	18	142
All Call:	19	90

Calls By Outcome:	Month	Year To Date
Refusals:	11	56
Transports BLS:	39	265
Transports ALS:	20	84
Other:	30	233

No Responses/Missed Calls:	Reason	Handled By
7/20 NJTP 00:41	One EMT failed to show	?
7/20 22 New Street 04:44	One EMT failed to show	995
7/29 1802 Shetland Way 15:28	One EMT not available	?

## 2015 FIRE MARSHALS OFFICE MONTHLY REPORT

Category:	Month	Year To Date
Total Inspections:	10	81
LHU:	1	11
Local:	9	70
Inspections: (Vacant)	0	0
Re Inspections:	8	28
Complaints:	1	12
Fire Investigations:	1	11
Fire Dollar Loss:	Not Available	Not Available
Parking Violations:	1	2
Juvenile Fire Setters:	3	3
Permits Issued:	0	15
Type I (Cooking)	0	14
Type I (Hot Roof)	0	0
Type II	0	1
Permit Fee's Collected:	\$0	126.00
Fines Collected:	\$0	\$277.00(2014)
Registration Fees Collected:	\$00.00(2014)	\$370.00(2014)
	\$00.00(2015)	\$5,560(2015)
Fire Prevention Programs:	0	4
Fire Pre Plans:	10	75
Hydrant Inventory:	0	3
Smoke Detectors:	0	0

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	16	112
Ems Calls:	37	207
AED Inspections:	0	0
JIF Meetings:	0	3
JIF Inspections:	1	7
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	1	15
NJ DFS CEU:	0	2

Comments:

- 07/06 Brush Fire 107 Hunter Sent three to Juvenile Fire Setters through GCFMO.
- Two (2) knox boxes installed

## Office of the Fire Chief

1. Mechanical issues:
  - A. Fireboat was at Boatworks in Millville- Motor running hot
  - B. Rescue 738 – Replacement of al batteries (original 2005)
  - C. PM 2015 August 26,27,28- Budd's Auto and Truck
  - D. All Pumps, Ground ladders and aerial were tested. All passed! Paperwork filed.
  
2. Ladder 736 was sent to Willow Grove F.C. to be looked over by membership and FD 8-17-15
  - a. Requesting list of what equipment will be sold with truck
  - b. Delivery date
  
3. Training Date and Physicals is set for next year and is posted in Firehouse.
  - a. January 9, 2016
  - b. January 16, 2016
  
4. New Ladder Truck Committee: Awaiting to sign final spec sheet
  
5. Working with Ron Elmo for E-One on the paint issues on Rescue 738.
  - A. Estimate: from DCI Fleet, Glassboro, NJ-
    - a. Rescue was dropped off on Friday August 14<sup>th</sup> for Paint.
    - b. Tools moved to 737 – with mutual aid if needed
  
6. New Members:
  - A. K. Frymyer – Removed from FF1 by GCFA.
  
7. Equipment needed to be retuned for members:
  - a. Tom Pessolano
  - b. Michael Pessolano
  - c. Raymond Hand