

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

**MEETING MINUTES  
July 14, 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:** All Commissioners present; Administrator Murtaugh, Fire Chief Farley present. Office clerk Karen Kelley on Vacation.

**OATH OF OFFICE:**

Captain Mike Krier has been delayed, as Captain Krier was unable to attend the meeting.

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

No Communications Received.

**DISCUSSION AUDIT & FIRM** - Still no audit; delay with appearing before the finance board. Discussion requesting that Ball & Buckley appear before the board next month to discuss the problems and alert them serious discussions to follow regarding a change to our audit firm.

**APPROVAL OF MEETING MINUTES:** A motion to approve minutes from the regular meeting held on June 9<sup>th</sup>, 2015 was made by Commissioner Miller; Motion was seconded by Commissioner Moan and carried by unanimous roll call vote

**ADMINISTRATOR REPORT:**

Administrator Murtaugh reports Prime Point will require employees to update their passwords, information to be provided to employees.

Administrator gave an update on the financing application for the truck purchase. We have been delayed as auditor has not provided us with the current audit, despite requests from Administrator Murtaugh and Chairman Sims. This delay could cause District to incur a \$30,000 shortfall by not being able to prepay by the due date. In addition, paperwork is required to be reviewed by our attorney.

## MEETING MINUTES

July 14, 2015

In addition, our auditor missed the due date to go before the State Finance Board to secure the approval to purchase the Ladder Truck.

Due to the timing, a motion was made for the board to allow Administrator Murtaugh to submit the paperwork once received, prior to the next scheduled meeting – once our attorney reviews the paperwork.

Motion Made by Commissioner Nordaby, seconded by Commissioner Miller; unanimous roll call vote.

Administrator Murtaugh also confirms that Willow Grove, Salem County is still interested in purchasing the old ladder truck.

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

Personal visit by Representatives (Craig French, Ron Murphy, and Gerard Carol) of the Cooper BLS Medical Directors Service Team discussed in detail the process and the BLS Agreement. New Agreement will have no cost to the District. Contracting with this team will provide 24/7 on line command; CE's at no cost to the district or members, assistance with reviewing EMS Charts.

After much discussion, Commissioner Nordaby made a motion to approve Cooper Health BLS Agreement for signature pending approval from the District Solicitor. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Chief Farley advised there is a mechanical issue overheating on the boat, further information to follow. Chief also reported on Preventative maintenance for trucks and stated POSI checks are completed and filed.

Chief Farley briefly discussed on going paint issues with E-One and is still working to resolve this issue.

**OFFICE CLERK:** Nothing to report – Karen on vacation. Administrator Murtaugh did report that Karen's pension has finally gone through

**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.

**MEETING MINUTES**  
**July 14, 2015**

**PERSONNEL:** Personnel Session requested by Administrator Murtaugh.

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

**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:** 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 members Matt Cattell and Walt Woodward were in attendance.

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:** Nothing to report.

**EXECUTIVE SESSION:**

Commissioner Nordaby made a motion for a closed session to discuss personnel matters at 8:20 P.M. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Executive session held from 8:20 to 9:00 P.M

**ADJOURNMENT:** Motion to adjourn at 9:01 pm 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*

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
 July 14, 2015

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
6/12/2015	5629	Baby Luna	Food for youth in Government	-145.50
6/19/2015	Dire...	Prime Point Payroll Deduction	Inv# 214868 6/19/15	-236.50
6/26/2015	5630	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-291.32
6/29/2015	By ...	BNY Mellon	GCIA Bldg Loan Acct# 111-565 (20...	-21,000.00
7/2/2015	By P...	PERS	June 2015 Ref# 18326293	-644.12
7/14/2015	5631	AGT Battery Supply	Order #81013	-72.32
7/14/2015	5632	Airpower International	2nd Payment of 5yr Contract	-1,903.00
7/14/2015	5633	Ardex	Inv# 8084873 Ocean Polymer	-34.61
7/14/2015	5634	Campbell Lock & Safe	Inv# 27319 Car opening kit	-100.00
7/14/2015	5635	D.M. Medical Billings, Inc.	Billing Service for March 2015	-757.43
7/14/2015	5636	Fire Engineering	Acct # 003986015 Digital Magazine	-14.00
7/14/2015	5637	HD Supply Facilities Mainte...	Inv# 9138043294	-143.55
7/14/2015	5638	Lamont Medical Equipment		-234.00
7/14/2015	5639	Rothwell Document Solutions	Inv# 78882 Lanier Contract C1183...	-74.70
7/14/2015	5640	Rowan College at Glouceste...	Inv# 15-28-04 Rope Rescue	-450.00
7/14/2015	5641	South Jersey Media Group	Act# 1159792 Billing Period 5/01/1...	-92.75
7/14/2015	5642	Staples	Inv# 37164 Acct # 6035 5178 2077...	-179.92
7/14/2015	5643	Tarrach's Service Center LLC.	Inv# 80763/80781/80751	-208.33
7/14/2015	5644	Robert V. Hill, Sr.	Harassment training Avellino	-25.00
7/14/2015	5645	MES	Inv# 00638714-SNV	-42.50
7/14/2015	5646	Borough of Westville	Fuel Bill for May 2015	-511.82
7/14/2015	5647	V.E. Ralph & Son	Inv# 300534	-1,188.68
7/14/2015	5648	V.E. Ralph & Son	Inv# 301031 Misc Medical Supplies	-111.60
7/14/2015	5649	MES	Inv# 00640740-SNV	-521.00
7/14/2015	5650	Westville Fire Department	Bldg Loan Jan1st-June 30 2015	-7,000.00
7/14/2015	5651	Borough of Westville	Acct # 602-2 Water & Sewer	-95.30
7/14/2015	5652	Westville Fire Department	Electric Payment June 2015	-350.00
7/14/2015	5653	Grove Hardware	Acct# 19465	-25.37
7/14/2015	5654	Great America Leasing Corp.	Inv# 17189216 Lanier Copier Lease	-164.25
7/14/2015	5655	Hardenbergh Insurance Group	AD&D Renewel Inv# 40991 Ryder ...	-11,199.00
7/14/2015	5656	Verizon	Acct # 922145745-0001 Inv#97479...	-250.11
7/14/2015	5657	PSE & G	Acct # 6742927208 - Inv#6046031...	-29.29
Total NEW 1st Colonial National Bank				<u>-48,095.97</u>
<b>TOTAL</b>				<u><u>-48,095.97</u></u>



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 June 2015  
FIRE REPORT**

<b>Total Fire Calls: 51</b>	<b>Total Drills: 3</b>
<b>Total Fire Calls Year to Date For 2015: 240</b>	
<b>Time In Service In Hours: 396.23</b>	<b>Dispatch to Location: 5 Minutes, 29 Seconds</b>
<b>Total Firefighters Responding: 443</b>	<b>Firefighter Per Incident: 9</b>
<b>Total Personnel Hours: 396.15</b>	

**EMS REPORT**

**2015 EMERGENCY MEDICAL SERVICES MONTHLY REPORT**

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	0	7
Brooklawn	1	2
Deptford	3	33
Gloucester City	27	149
Mt. Ephraim	1	5
Westville	45	282
I-295	6	27
NJTP	10	25
National Park	1	2
West Deptford	2	3
Woodbury Heights	2	2
Calls By Unit:		
739	93	527
738	4	11
Bike Team	1	1
Calls By Shift:		
A Shift:	9	26
B Shift:	8	48
C Shift:	6	44
D Shift:	9	54
Career Shift:	24	170
Duty Crew:	23	124
All Call:	19	71

Calls By Outcome:	Month	Year To Date
Refusals:	12	44
Transports BLS:	33	226
Transports ALS:	12	64
Other:	41	203

No Responses/Missed Calls:	Reason	Handled By
06/02 154 S. Broadway Medical (Gloucester City)	Career Emt only	
06/08 77 Oxford Ave Respiratory (Gloucester City)	One Emt on Duty (All Call)	
06/13 23 Avon Ave Bleeding (Westville)	Bls on a previous assignment	Deptford 993
06/15 1029 Broadway Medical (Westville)	Bls on preveious assignment	Deptford 995
06/22 311 Broadway Bleeding (Westville)	Bls @ Gateway Graduation	Deptford 991
06/22 199 Ambler St Respiratory (Westville) *Refusal*	Bls @ Gateway Graduation	Deptford 993
06/25 850 Charles St Building Fire (Gloucester City)	Career staff on Ladder *same call	
06/26 342 Mercer St (Gloucester City )	Career staff errand to Ladder in EG	
06/27 326 High St (Westville)	One career emt on duty	Deptford 993

## 2015 FIRE MARSHALS OFFICE MONTHLY REPORT

Category:	Month	Year To Date
Total Inspections:	27	71
LHU:	6	10
Local:	21	61
Inspections: (Vacant)	0	0
Re Inspections:	5	20
Complaints:	1	11
Fire Investigations:	1	10
Fire Dollar Loss:	Not Available	Not Available
Parking Violations:	1	1
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	126.00
Fines Collected:	\$25.00	\$277.00(2014)
Registration Fees Collected:	\$00.00(2014)	\$370.00(2014)
	\$475.00(2015)	\$5,560(2015)
Fire Prevention Programs:	1	4
Fire Pre Plans:	27	65
Hydrant Inventory:	0	3
Smoke Detectors:	0	0

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	20	96
Ems Calls:	24	170
AED Inspections:	0	0
JIF Meetings:	1	3
JIF Inspections:	1	6
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	1	14
NJ DFS CEU:	0	2

Comments:

1. 06/22 Kitchen Fire, minor damage.
2. Fire Safety Programs
  - a. Kinder Care 10 participants
3. Five (5) knock boxes installed. I-295 Industrial Park

**Office of the Fire Chief**

1. Mechanical issues:
  - A. Fireboat motor is running hot- Boatworks in Millville
  - B. Working on quotes for PM 2015
2. SCBA posi checks are complete for the year. Paperwork filed in District office.
3. Training Date and Physicals is set for next year and is posted in Firehouse.
  - a. January 9, 2016
  - b. January 16, 2016
  - c. Frank Avellino back in service 7-13-15
4. Highway Safety seminar – Citizens Bank Bark June 23<sup>rd</sup>
5. New Ladder Truck Committee: Awaiting Final Approval
6. Working with Ron Elmo for E-One on the paint issues on Rescue 738.
  - A. Estimate: from DCI Fleet, Glassboro, NJ-
    - a. Spoke with Ron after last meeting June 10
    - b. Followed up on July 13
7. Fire Hydrant color code being changed in the Borough to the NFPA standard for GPM.
  - a. Borough still in process of painting
8. Minor crash – 737 in to picnic table. No damage to 737, operator was tested.
9. New Members:
  - A. K. Frymyer
  - B. A. Colon
    - i. Membership – Plan in places for those placed OOS December 1<sup>st</sup>.
      1. How will they be placed back into service
      2. Reimbursements of courses

Resolution # \_\_\_\_\_  
Date 7/14/15

**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.
- \_\_\_ 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 Westville, at 8:20 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 7/14, 20 15, in Westville, New Jersey.

ATTEST:

Rebecca Nelson

Secretary

WESTVILLE FIRE DISTRICT NO 1

By: [Signature]  
Chairman