

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

**MEETING MINUTES
November 10, 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, Commissioner Holick called the roll with all Fire Commissioners present. Fire Chief Farley and Administrator Murtaugh were also in attendance; Office Clerk Karen Kelley was absent.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley briefly discussed member participation for Fire percentages and announced he will have a complete list of members who are in bad standing by November 30th, 2015. Members who are in bad standing will either be terminated or suspended and will have to turn over all equipment to Chief Farley. This will be discussed further at next month's Fire District Meeting.

COMMUNICATIONS: Commissioner Holick reported on the following:

An amendment to renew the BLS Transport Agreement with Virtua was received from Solicitor Gary Thompson, signature needed.

A thank you letter from Principle Renee Egan with Parkview School was received, thanking the Department for events and activities planned with the students during Fire Prevention week.

Chairman Sims stated he received an OPRA request form from the Smith Legal Company. A request for a copy of the District's current EMS billing company was made and Chairman Sims promptly sent all information.

APPROVAL OF MEETING MINUTES: A motion to approve minutes from Regular and Executive Meeting held on October 13, 2015, and the Special Meeting held October 27, 2015 was made by Commissioner Nordaby; Motion was seconded by Commissioner Miller and carried by unanimous voice vote.

MEETING MINUTES

November 10, 2015

ADMINISTRATOR REPORT:

Administrator Murtaugh reported that due to improper use by members, the thumb scanners have been turned off temporarily. Administrator Murtaugh felt that this would also be cost saving and is looking into pricing for independent software rather than using payroll company Prime-point which does incur a fee. Administrator Murtaugh stated that he notified the payroll company of this change.

Administrator Murtaugh reported that he and Chief Farley are still handling issues with the ongoing lawsuit with the J.I.F. Attorney regarding the Fireboat. Statements will be needed from the members who were involved in the incident.

Administrator Murtaugh announced as previously discussed at prior meeting that the County will soon be switching from 500 Mhz to 700 Mhz pagers, radios and mobiles. Administrator Murtaugh researched pricing and stated the District will need to purchase 40 pagers, 6 radios and 2 mobile radios. Currently there is \$40,000 the 2015 budget for these purchases. This equipment is under State Contract. The board gave the Administrator the authority to purchase the above equipment under State Contract as reported not to exceed \$ 40,000.

Lastly Administrator Murtaugh explained the changes that will be made to the Fire building to accommodate the new ladder truck and stated he has obtaining quotes from Contractors , this will be discussed further at the next District meeting.

FIRE CHIEF / FIRE OFFICIAL REPORT: See attached report:

Chief Farley reviewed member percentages for the month.

Chief Farley reported issues with his Command vehicle and stated it is being serviced by Tarrach's.

Chief Farley also reported that after PM's were completed, issues were found with the Rescue Truck, Engine and Ladder Truck. Issues were with the Jack lights; Pump packing, generators and troubleshooting issues with light tower were reported. Chief Farley obtained an estimate for repairs in the amount of \$5,000.

Chief Farley updated the board about the progress with the new ladder truck. Chief Farley stated that E-One still needs to update the in-progress stages of their website. He has contacted Bill Dukes from E-One in regards to this matter.

Chief Farley announced that a live burn training session was held on Sunday November 8th. Chief Farley stated that along with members from Westville, 10 members attended from National Park and Mount Ephriam. Chief Farley stated that while training was commencing Glassboro Fire Department provided coverage in the area for the day.

MEETING MINUTES
November 10, 2015

OFFICE CLERK: Nothing to report.

FINANCE: A resolution was presented to void check number 5728 due to it being the incorrect amount by 24 cents. Commissioner Holick made a motion to approve the resolution; Motion seconded by Commissioner Nordaby 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: JIF luncheon will be held on January 14th 2015 at Nicolosi's.

PERSONNEL: Commissioner Nordaby made the motion to approve the Resolution to appoint Jim Tucker as Fire Official for 2016 1st reading. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Chief Farley stated the District received a financial hardship letter from an elderly Westville resident requesting the District waive a balance of \$200 for an Ambulance fee, It is noted that the patients insurance paid a substantial amount and the Committee agreed to accept Insurance payment as full amount.

After discussing Commissioner Nordaby made a motion to waive the balance of \$200; Motion was seconded by Commissioner Miller and approved by a unanimous voice vote. The Billing Company will be notified of this immediately.

PROPERTY AND EQUIPMENT: Nothing to report.

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

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 Miller motion carried by a roll call vote.

MEETING MINUTES
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OLD BUSINESS: 2016 RFP's were sent out and due back by December 31, 2015.

NEW BUSINESS: Nothing to report.

DISCUSS 2016 BUDGET:

Chairman Sims stated that the budget numbers have been submitted to Auditor Ed Paul. Auditor Ed Paul then prepared a revised worksheet of the 2016 budget for the board to review that included a 0%, 1%, 2%, and 3% salary increase. Chairman Sims announced that this budget does not reflect any reserve money for capital outlay and Administrator Murtaugh had some concerns regarding this matter and suggested adding the 2 cent increase into the budget due to health insurance going up, grants that have been denied, the mandatory County wide changes for radio equipment and unforeseen Capital Equipment needs. Administrator Murtaugh and Commissioners agreed that the increase is needed in the budget this year.

Chairman Sims announced he will update Auditor Ed Paul of the board's budget decision. Chairman Sims will have Ed Paul make the changes and present the 2016 budget at the December's District meeting.

ADJOURNMENT: Motion of adjournment was made by Commissioner Nordaby at 7:50 PM. Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

Respectfully Submitted,
Deborah Holick
Secretary, Board of Fire Commissioners

Westville Fire District #1
Monthly Bills - First Colonial National Bank
November 10, 2015

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
10/14/2015	5730	Gloucester City Firefigher/Of...	Re-imburse for training	-180.00
10/16/2015	5731	Visa	Acct# 4070 7013 3000 0159	-593.68
10/21/2015	5732	Cash	Replenish Petty Cash-10/21/15	-181.63
10/23/2015	Dire...	Prime Point Payroll Deduction	Inv# 220966 10/23/15	-265.25
11/10/2015	By P...	PERS	Oct 4th Qtr 2015 Ref#31391067	-656.30
11/10/2015	5733	Aladtec	Invoice 11872 - Annual Subscrip 1...	-1,465.00
11/10/2015	5734	Baby Luna	Food for Fireworks	-118.50
11/10/2015	5735	Ball, Buckley & Seher, LLC	Inv# 24996 2014 Audit	-1,150.00
11/10/2015	5736	Bud's Auto & Truck Repair	Inv# 28866 Service on 1991 E-1 La...	-1,663.91
11/10/2015	5737	Grove Hardware	Acct# 19460 Inv# 191203	-36.69
11/10/2015	5738	PSE & G	Acct # 67429272 08	-29.55
11/10/2015	5739	Tarrach's Service Center LLC.	Inv# 82022 Tire Repair	-28.00
11/10/2015	5740	VCI	Order#0090873	-1,331.56
11/10/2015	5741	Westville Fire Department	Electric Payment for October 2015	-350.00
11/10/2015	5742	Great America Leasing Corp.	Inv# 1779919 Lanier Copier Lease	-164.25
11/10/2015	5743	Verizon	Acct # 922145745-0001 Inv#97545...	-250.24
Total NEW 1st Colonial National Bank				<u>-8,464.56</u>
TOTAL				<u><u>-8,464.56</u></u>



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 September 2015
 FIRE REPORT**

Total Fire Calls: 39	Total Drills: 3
Total Fire Calls Year to Date For 2015: 377	
Time In Service In Hours: 187.50	Dispatch to Location: 6 Minutes, 28 Seconds
Total Firefighters Responding: 343	Firefighter Per Incident: 9
Total Personnel Hours: 157.78	

EMS REPORT

2015 EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	0	9
Brooklawn	1	6
Deptford	8	49
Gloucester City	26	273
Mt. Ephraim	1	10
Westville	58	476
I-295	9	48
NJTP	5	47
National Park	2	7
West Deptford	0	5
Woodbury	0	1
Woodbury Heights	3	5
Calls By Unit:		
739	110	916
738	3	21
Bike Team	0	1
Calls By Shift:		
A Shift:	10	51
B Shift:	8	77
C Shift:	10	76
D Shift:	7	85
Career Shift:	39	296
Duty Crew:	27	212
All Call:	12	138

Calls By Outcome:	Month	Year To Date
Refusals:	12	84
Transports BLS:	54	402
Transports ALS:	14	122
Other:	33	329

No Responses/Missed Calls:	Reason	Handled By
10/05 00:04 425 Delsea Drive (NR)	1 emt	995 to IMCW
10/05 17:11 101 Market St (NR)	Career emt only	437
10/08 13:23 712 Broadway	739 on previous incident	993 to IMCW
10/13 11:10 Delsea Dr @ River Dr (NR)	1 caerrer ff/emt training	995 to IMCW
10/15 08:14 I-295	739 O.O.S	318
10/15 16:30 33 E. Olive Street	739 on previous incident	993 to Cooper
10/21 09:44 709 Almonesson Road (NR)	Career staff out	995 to IMCW
10/21 14:22 209 Edgewater Ave (NR)	Career staff out	995 to IMCW
10/22 01:21 6 Third Avenue (NR)	1 emt w/ pager issue	995 to IMCW
10/30 08:49 44 Harvard Ave (NR)	1 career ff/emt unavailable	993 to IMCW

2015 FIRE MARSHALS OFFICE MONTHLY REPORT

Category:	Month	Year To Date
Total Inspections:	7	118
LHU:	0	21
Local:	0	90
Inspections: (Vacant)	0	0
Re Inspections:	7	38
Complaints:	4	21
Fire Investigations:	1	13
Fire Dollar Loss:	Not Available	Not Available
Parking Violations:	0	2
Juvenile Fire Setters:	0	3
Permits Issued:	8	23
Type I (Cooking)	8	22
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) \$175.00(2015)	\$370.00(2014) \$5,770(2015)
Fire Prevention Programs:	2	6
Fire Pre Plans:	7	112
Hydrant Inventory:	0	3
Smoke Detectors:	3	3

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	19	152
Ems Calls:	39	303
AED Inspections:	5	5
JIF Meetings:	0	4
JIF Inspections:	0	9
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	0	20
NJ DFS CEU:	2	4


WESTVILLE FIRE DISTRICT NO.1
COUNTY OF GLOUCESTER

RESOLUTION TO VOID CHECKS
At Regular Meeting of
November 10, 2015

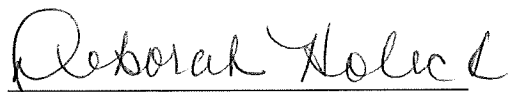
WHEREAS, check number 5728 needs to be voided due to check being the incorrect amount.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Westville Fire District No.1 that the above check to be voided.

This resolution was adopted at the Regular meeting at the Westville Fire District No. 1 in the County of Gloucester on the 10th day of November, 2015.


Chairman

ATTEST:


Secretary

Resolution# _____

Date _____

**RESOLUTION AUTHORIZING EXECUTION OF
EMPLOYMENT AGREEMENT FOR PART-TIME FIRE SAFETY OFFICIAL**

WHEREAS, there exists a continuing need for a part-time Fire Safety Official for the Westville Fire District No. 1.

NOW, THEREFORE BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 that James E. Tucker is hereby appointed part-time Fire Safety Official for Westville Fire District No. 1 effective January 1, 2016 for a term not to extend beyond December 31, 2016, pursuant to the terms and conditions of an employment agreement between Westville Fire District No. 1 and James E. Tucker.

BE IT FURTHER RESOLVED by the Commissioners of Westville Fire District No. 1 that the aforesaid employee shall perform such duties upon such terms and conditions as designated by the Commissioners of Westville Fire District No. 1 in accordance with New Jersey Law and Administrative Regulations.

BE IT FURTHER RESOLVED by the Commissioners of Westville Fire District No. 1 that the Chairperson and Secretary of the Commissioners are hereby authorized to execute all employment agreements on behalf of Westville Fire District No. 1.

ADOPTED on final reading following a public hearing at a meeting of the Commissioners of Westville Fire District No. 1 held December 8, 2015.

ATTEST:

WESTVILLE FIRE DISTRICT NO. 1

James E. Tucker
Deputy Chief Fire Marshall
Fire Official

Fritz H. Sims
Chairman/Treasurer

1ST Reading- November 10, 2015
2nd Reading- December 8, 2015