

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

**SPECIAL CLOSE OUT MEETING
December 29, 2015**

Meeting called to order at 6:30 P.M. 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 called the roll with all Fire Commissioners present with the exception of Commissioner Moan who was absent. Fire Chief Farley and Administrator Murtaugh were also in attendance.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Nothing to report.

COMMUNICATIONS: Commissioner Holick reported on the following:

- Received RFP from Casa Payroll Services
- Received RFP from Interstate Mobile Care-Medical Provider
- Received RFP from Ware Streitz & Thompson- Solicitor
- Received RFP from Petroni & Associates LLC- Fire District Auditor
- Received RFP from Hardenbergh Insurance
- Received RFP from Ball & Buckley
- Chairman Sims has spoken to current Payroll Company who will be handing in their RFP on December 30, 2015.

ADMINISTRATOR REPORT:

Administrator Murtaugh reported the transfer of funds for the budget are complete. He has also been working on the AFG Grant with the State and there have been issues with internet connection for the state apply for the grant., Administrator Murtaugh has been in touch with the I.T department and is waiting on a call back.

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FIRE CHIEF / FIRE OFFICIAL REPORT:

Chief Farley reported that the new ladder truck was delivered on Monday December 21, 2015. Chief Farley stated that the truck is about 80% complete and gold leaf is being applied.

A list of names of inactive members who owe the District equipment has been completed; The Office Clerk will prepare a letter sent to these individuals as soon as possible.

Lastly Chief Farley reported issues with residents parking in Fire lanes throughout the town. Chief Farley stated that this is an ongoing issue and nothing has been done about it. Chief Farley's main concern is that the parking is preventing Emergency response units and this is a hazard. Commissioner Holick will write up a letter to the Mayor and Council for next Borough Meeting.

OFFICE CLERK: Nothing to report.

FINANCE: A resolution to transfer funds for 2015 is presented, Commissioner Nordaby made a motion to approve the resolution transferring funds for year ending 2015; motion was seconded by Commissioner Miller. Motion carried by a roll call vote.

A motion to close petty cash is needed. Commissioner Nordaby made a motion to close out 2015 Petty Cash; Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

A resolution was presented to void check number 5809 as the amount was wrong from the Borough, for Chief Farley's phone upgrade. Commissioner Nordaby made a motion to void check # 5809; Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

TRAINING & SAFETY: Commissioner Nordaby reported that Chief Farley is in the process of setting up member training with E-One on the new ladder truck. Also, Commissioner Nordaby reported that mandatory training for the year will be held January 9, 2016 with a make-up date of January 16, 2016.

JIF COMMITTEE: Chairman Sims reported that the District has received the Safety Dividend check from JIF.

PERSONNEL:

At this time Chairman Sims advised the board, a motion was needed to approve a letter of resignation from Commissioner Nordaby. Commissioner Holick read the letter out loud for the board.

Chairman Sims then announced that Commissioner Nordaby has been serving on the

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board for 15 years and thanked him for his service. The board will be honoring Commissioner Nordaby at the January's District Meeting.

A motion was made to accept Commissioner Nordaby's letter of resignation effective December 31, 2015; Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Chairman Sims and Administrator Murtaugh reported that there is a person of interest who may be sworn in at January's District Meeting for the balance of the 2015-2016 term. Also, Commissioner Miller will be up for re-election in 2016.

PROPERTY AND EQUIPMENT: Commissioner Nordaby thanked the Ladder Truck Committee for all the hard work and time that was put into bringing the ladder truck project to fruition.

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

COMMENTS FROM THE PUBLIC: None from the public is in attendance

PRESENTATION AND PAYMENT OF BILLS: Motion to authorize payment of bills made by Commissioner Miller; Motion was seconded by Commissioner Nordaby and approved by a roll call vote.

OLD BUSINESS: Chairman Sims reported that updates to the Fire District website in accordance to the State of New Jersey is in the works.

NEW BUSINESS:

Administrator Murtaugh reported he will be attending a 16 week course on Tuesday nights for work and suggested that February, March, and April's District meeting nights to be changed. This will be discussed further at January's District Meeting.

Administrator Murtaugh and Fire Chief Farley reported that they are also receiving more inquiries for the weekend EMS positions, request though e-mail and website. Administrator Murtaugh has contacted them to come in and fill out an application and applicants will be screened for the position.

Lastly Commissioner Nordaby thanked the board for all the support and hard work through the years and stated it was a pleasure to serve as a Commissioner for the Westville Fire District #1

ADJOURNMENT: Motion of adjournment was made by Commissioner Miller at 7:10 PM. Motion was seconded by Commissioner Nordaby and approved by a unanimous voice vote.

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Respectfully Submitted,
Deborah Holick
Secretary, Board of Fire Commissioners

Westville Fire District #1
Monthly Bills - First Colonial National Bank
December 29, 2015

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
12/9/2015	5793	Marine Equipment & Supply ...	Inv# 36417801	-54.18
12/15/2015	5794	Bud's Auto & Truck Repair	Inv# 29959	-886.71
12/15/2015	5795	Visa	Acct 4070 7013 3000 0159	-60.00
12/15/2015	5809	Borough of Westville	VOID: New Iphone 5S for Chief Far...	0.00
12/15/2015	5810	Kaler Motor Company, LLC		-20,117.39
12/15/2015	5811	Motorola	Contract # 83909 Radios	-39,987.05
12/15/2015	5812	Borough of Westville	Fuel bill for Nov.2015	-445.75
12/16/2015	5796	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-291.39
12/18/2015	Dire...	Prime Point Payroll Deduction	Inv# 223989 12/18/15	-204.00
12/18/2015	5797	Staples	Inv# 1447981181	-67.99
12/22/2015	5798	BK Sheetmetal	Metal for Ladder Truck	-290.00
12/22/2015	5799	Borough of Westville	2015 2nd Instal Assesment Bill	-32,720.54
12/22/2015	5800	D.M. Medical Billings, Inc.	Billing Serv for Nov. 2015 Inv# 3870	-933.53
12/22/2015	5801	Lamont Medical Equipment	Inv# 167344	-104.00
12/22/2015	5802	MES	Inv# 00694316_SNV	-36.00
12/22/2015	5803	MGL Printing Solutions	Inv# 133712 Meeting Books	-202.66
12/22/2015	5804	D.M. Medical Billings, Inc.	Billing Serv for Sept 2015	-909.13
12/22/2015	5805	D.M. Medical Billings, Inc.	Billing Serv for Oct 2015	-1,101.15
12/22/2015	5806	Above All Engraving	Inv# 3450h	-8.50
12/22/2015	5807	Deb Holick	Reimbursement/ Gift Cards	-100.00
12/22/2015	5808	Cooper University Hospital	BLS Life Support Training	-1,000.00
12/28/2015	5813	Farley, Eric	Re-lmburse for Tool boxes	-125.10
12/28/2015	5814	First Choice Fire Apparatus	Inv# 1054	-4,500.00
Total NEW 1st Colonial National Bank				-104,145.07
TOTAL				-104,145.07

**RESOLUTION AUTHORIZING THE TRANSFER BETWEEN BUDGET
APPROPRIATIONS OF THE WESTVILLE FIRE DISTRICT NO. 1
FOR THE YEAR 2015**

~~WHEREAS, there are certain budget appropriations that are not sufficient to pay outstanding~~
bills; and

WHEREAS, unencumbered funds are available in certain budget appropriations sufficient to cover the outstanding bills; and

WHEREAS, statutes provide for budget appropriation transfers during the last two months in such instances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Westville Fire District No. 1 that the Treasurer be hereby authorized to make the following transfers:

From:

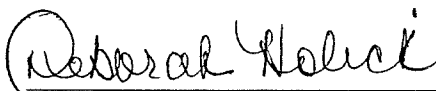
Total Transfer From:	Elections	\$161.60
	Training & Education	\$2,664.13
	Fuel	\$3,976.08
	Computer & Equipment	\$444.85
Total Transfer		\$7,246.66

To:


Total Transfer To:	Utilities Office Supplies/FD	\$1,719.89
	Computer Administrator	\$93.68
	Fire Prevention	\$409.07
	Ambulance Payment	\$1.00
	Supplies/Maintenance	\$4,578.17
	Prime-point Payroll Expense	\$444.85
Total Transfer		\$7,246.66

ADOPTED at a special meeting of the Board of Fire Commissioners of the Westville Fire District No. 1 held on December 29, 2015.

ATTEST:



Deborah Holick, Secretary



Fritz H. Sims, Jr., Chairman

WESTVILLE FIRE DISTRICT NO.1
COUNTY OF GLOUCESTER

RESOLUTION TO VOID CHECKS
At Close Out Meeting of
December 29, 2015


WHEREAS, check number 5809 needs to be voided due to the Borough giving Administrator Murtaugh the wrong payment information.

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 29th day of December, 2015.


Chairman

ATTEST:


Secretary