

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

**MEETING MINUTES
February 9, 2016**

Meeting called to order at 7:00 P.M. by Vice Chairman Miller. 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 Chairman Sims; Fire Chief Farley; Administrator Murtaugh were also in attendance.

It is noted member Bruce Nordaby was also in attendance to the meeting.

MOTION TO APPROVE RESOLUTION HONORING BRUCE NORDABY:

Commissioner Holick made a motion to approve the resolution honoring former Commissioner Bruce Nordaby. Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

Bruce Nordaby has served with the Fire District for the past 14 years and his dedication to the District and the Department has been noted. Bruce Nordaby was also presented with a plaque and thanked for his service.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley reported letters were sent to those members who were placed out of service for not meeting the percentage requirements, and advised all but two members have returned any property and or equipment owned by the District. Chief Farley also confirmed that if the members who were placed out of service, still want to be a member with the Department, he will work with them to get their participation requirements up to minimum standards. Once participation is within standards and the member is placed back in good standing, he will re-issue equipment back to them. Chief Farley also reported that 4 members did not sign the annual contract during mandatory training; those members will be placed out of service until contract is signed.

COMMUNICATIONS:

Commissioner Holick reported that the 2016 RFP's will be briefly discussed under Finance.

A letter from NJ Motor Vehicles Commission in regard to CAIR Program renewal application was received.

A letter from the United States Department of Commerce US Census Bureau was received about conducting the 2016 Government unit survey.

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COMMUNICATIONS:

Lastly a letter from the Fred Baker Memorial Scholarship Fund Inc. was received asking for support for the 19th annual Golf Tournament to be held June 27, 2016.

APPROVAL OF MEETING MINUTES: A motion to approve minutes from the Regular Meeting held January 12, 2016 was made by Commissioner Moan; Motion was seconded by Commissioner Holick and carried by unanimous voice vote.

ADMINISTRATOR REPORT:

Administrator Murtaugh reported he will handle the NJ Motor Vehicles Commission CAIR Program renewal application. He will also complete and submit the United States Department of Commerce US Census Bureau 2016 Government unit survey.

FIRE CHIEF / FIRE OFFICIAL REPORT: See attached report:

Chief Farley reported mechanical Issues on the rescue truck is showing a check engine light warning. Chief Farley has obtained a quote from Buds Auto. Chief also indicated that engine 733 is reporting a check engine light for a turbo sensor and is awaiting a quote from Buds Auto. Chief Farley updated the board he is in the process of obtaining quotes for mounting equipment in the new ladder truck. As of today, Chief Farley reported he has quotes from Fire Line and Kaler Motor. The estimated in-service date for the new truck of February 15, 2016 will be pushed to March 1, 2016. Training on the new ladder truck will be commencing from February 12-14th by E-1.

OFFICE CLERK: Office Clerk Karen Kelley reported obtaining a quote from Bellia Print & Design for 500 Fire District Logo envelopes and was quoted \$125.00. She is looking into additional quotes from other vendors. Also, Office Clerk advised the board, Chairman Fritz Sims had ordered perforated special paper for the upcoming election.

FINANCE:

Commissioner Holick briefly went over with the board a breakdown of all RFP's. RFP's were received for Payroll, Solicitor, Insurance, EMS Billing, and Auditor Services. After discussions amongst the board, it was suggested that Commissioners hold a special meeting to meet with Professional Services for Auditor, who submitted a very competitive RFP and go over specific questions. Special Meeting date will be confirmed with Chairman Sims. Date will be published in the South Jersey times. Vice Chairman Miller also reminded that re-org meeting will be held on March 8, 2016 at 6:30 P.M. with regular District meeting following @ 7:00 pm.

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TRAINING & SAFETY:

Mandatory training for the year has been completed.

JIF COMMITTEE:

Chief Farley advised the board of an accident to the fire building occurring on January 23, 2016 during the snow storm. Chief Farley stated that a plow truck backed into the building but no structural damage was reported. Chief Farley also stated that this incident has been reported to the JIFF adjusters for repairs which mostly consist of minor paint touch-ups.

Next Chief reported that a letter must be sent to Borough for yearly drivers license check for JIFF. Office Clerk Karen Kelley will coordinate preparation of the letter.

PERSONNEL:

With the upcoming election approaching, Commissioner Moan made a motion to appoint Nicole Murtaugh and Kelly Schwering to work the election poll on February 20, 2016; Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

Commissioner Holick will be available to open the election at 2:00 P.M, read a prepared statement and also pick up food for the two poll workers. Chairman Sims and Co-Chairman Miller will close the polls at 9:00 pm.

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: Bruce Nordaby thanked all Commissioners and wished them the best of luck in the future.

PRESENTATION AND PAYMENT OF BILLS:

A Motion to pay the bills was made by Commissioner Moan; Motion was seconded by Commissioner Marsden and approved by a roll call vote.

OLD BUSINESS: Nothing to report.

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NEW BUSINESS:

Vice Chairman Miller once again reminded the board that the re-org meeting is scheduled for March 8, 2016 at 6:30 P.M with regular Fire District meeting starting at 7:00 P.M.

Also, Vice Chairman Miller reminded Commissioner Holick about opening up the polls for election at 2:00 P.M. Saturday February 20, 2016. Administrator Murtaugh confirmed that all absentee ballots have already been turned in to the County.

Administrator Murtaugh will try to coordinate the special meeting to meet with professional Services for February 17, 2016 at 6:30 P.M. A Public notice will be sent to the South Jersey Times.

ADJOURNMENT: Motion of adjournment was made by Commissioner Moan at 7:42P.M. Motion was seconded by Commissioner Marsden 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
February 9, 2016

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
1/20/2016	5835	Broadway Deli	Assorted Trays 2044-29	-125.00
1/20/2016	5836	Cash	Replenish Petty Cash	-181.73
1/20/2016	5837	Staples	Inv# 1460058461, 39332, 57861	-498.43
1/20/2016	5838	Visa	Acct 4070 7013 3000 0159	-599.99
1/20/2016	5839	Lowe's	Tools for New Ladder	-2,239.03
1/27/2016	5840	Matt Cattell	Snow Storm Re-Imbursement/Food	-89.84
2/5/2016	By P...	PERS	January 1st Qtr 2016 Payment	-984.45
2/9/2016	5841	Above All Engraving	Inv# 3483h	-21.00
2/9/2016	5842	Auto Zone	Statement # 797	-64.73
2/9/2016	5843	Borough of Westville	Fuel Bill for Dec 2015	-314.28
2/9/2016	5844	Camden County Fire Chiefs/...	Inv# 16-187 Fire Officer 1&2 Maun...	-120.00
2/9/2016	5845	D.M. Medical Billings, Inc.	Billing Serv for December 2015	-1,040.08
2/9/2016	5846	FireCompanies.com	Inv# 2574	-89.97
2/9/2016	5847	General Fire Sales & Service	INV 27548	-149.00
2/9/2016	5848	Grove Hardware	Inv# 192739, 192757, 192838	-108.11
2/9/2016	5849	Interstate Mobile Care	Invoice# 13576	-3,829.00
2/9/2016	5850	MES	Attention:Ann	-16,725.50
2/9/2016	5851	Prudential Retirement	Payment Karen Kelley	-30.43
2/9/2016	5852	QualaTel Enterprises	Inv# 33758	-51.05
2/9/2016	5853	South Jersey Media Group	Act# 1159792 Billing Period 12/1/1...	-35.03
2/9/2016	5854	Verizon	Inv# 9759443465	-251.15
2/9/2016	5855	Westville Fire Department	Electric Payment for Jan. 2016	-350.00
2/9/2016	5856	Borough of Westville	Fuel Bill for January 2016	-225.34
2/9/2016	5857	Motorola Solutions Inc	Inv# 4128872	-39,987.05
2/9/2016	5858	PSE & G	Acct # 67429272 08 Jan 2016 Stat...	-170.67
Total NEW 1st Colonial National Bank				-68,280.86
TOTAL				-68,280.86



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 January 2016
FIRE REPORT**

Total Fire Calls: 47	Total Drills: 3
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Total Fire Calls Year to Date For 2016: 47

Time In Service In Hours: 302.63	Dispatch to Location: 5 Minutes, 46 Seconds
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Total Firefighters Responding: 429	Firefighter Per Incident: 10
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Total Personnel Hours: 287.74

Office of the Fire Chief

1. Mechanical issues:
 - a. Budd's additional work from the 2015 PM's ongoing due to weather
 - b. 738 Complete
 - c. 738 with additional repair of check Engine light- Attached
 - d. 733 work still need to be completed with a check engine light
 - i. Turbo sensor

2. Training Date and Physicals is set for next year and is posted in Firehouse.
 - a. January 9, 2016 – Complete
 - b. January 16, 2016 – Complete
 - c. Member that did not attend place OOS

3. New Ladder Truck Committee
 - a. Fireline was in walk thru with mounting-Unofficially told that we were \$3000 over
 - b. Contacted Ron Elmo to have fireline send me a breakdown of the quote
 - c. Contacted Kaler for estimated for mounting of equipment
 - d. E-One training this weekend February 12,13,14

4. New SOG – 2016-001 properly starting the Ambulance - diesel engine.

5. New Members: None
 - A. Chris Garica
 - B. Bob Gobison Jr.
 - C. Dominick Cocciolone

EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	0	
Brooklawn	1	
Camden	0	
Deptford	5	
Gloucester City	25	
Mt. Ephraim	1	
Westville	52	
I-295	3	
NJTP	0	
National Park	1	
West Deptford	2	
Woodbury	0	
Woodbury Heights	0	
Calls By Unit:		
739	88	
738	2	
Bike Team	0	
Calls By Shift:		
A Shift:	5	
B Shift:	10	
C Shift:	1	
D Shift:	10	
Career Shift:	30	
Duty Crew:	22	
All Call:	12	
Calls By Outcome:	Month	
Refusals:	4	
Transports BLS:	50	
Transports ALS:	8	
Other:	28	

No Responses/Missed Calls:	Reason	Handled By
1/13 09:35 712 Broadway CVA	Career staff out at FO?FI Meeting	Deptford 995
1/26 06:02 224 Cumberland	All Call hours insufficient crew	Squad Co 51

Comments:
<ol style="list-style-type: none"> 1. Medication script signed by our medical director. We are allowed to purchase medications now. 2. Cooper Mandatory training completed 3. Updated vehicle Inspection forms to include medications. 4. Policy in the works for daily truck checks of the ambulance, and weekly checks for ems bags on the fire apparatus.

2015 FIRE MARSHALS OFFICE MONTHLY REPORT

Category:	Month	Year To Date
Total Inspections:	6	
LHU:	0	
Local:	0	
Re-Inspection:	6	
Inspections: (Vacant)	0	
Complaints:	0	
Fire Investigations:	2	
Parking Violations:	0	
Juvenile Fire Setters:	0	
Permits Issued:	1	
Permit Fee's Collected:	0	
Fines Collected:	0	
Registration Fees Collected:	0	
Fire Prevention Programs:	2	
Fire Pre Plans:	0	
Hydrant Inventory:	0	
Smoke Detectors:	4	

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	21	
Ems Calls:	42	
AED Inspections:	0	
JIF Meetings:	0	
JIF Inspections:	1	
Highway Meetings:	0	
FO/FI Meetings:	1	
Training Events:	18hrs	

Comments:
5. Operation 6ABC Save A Life Event, obtained 40 Smoke Detectors 6. 2 Fire Prevention Messages posted to Website and Facebook 7. YTD NJDFS report completed

RESOLUTION HONORING

BRUCE NORDABY

WHEREAS, BRUCE NORDABY was appointed on April 26, 2001 to serve as a Commissioner of Westville Fire District No. 1; and

WHEREAS, BRUCE NORDABY was thereafter elected by the citizens of the Borough of Westville in February of 2002 to serve as a Commissioner of Westville Fire District No. 1; and

WHEREAS, BRUCE NORDABY served as Vice Chairperson of the Board of Fire Commissioners from March 8, 2004 through December 31, 2015; and

WHEREAS, BRUCE NORDABY served with distinction and at all times conducted the business of the Fire District with honor and integrity; and

WHEREAS, BRUCE NORDABY served on several committees for the Fire District including the Truck Committee and played a major role in procuring the 2015 E-1 100 foot aerial truck delivered to the Fire District on December 21, 2015; and

WHEREAS, as a Commissioner, BRUCE NORDABY gave countless hours of his time and service to the citizens of the Borough of Westville; and

WHEREAS, the Commissioners of Westville Fire District No. 1 desire to publicly acknowledge the exemplary, professional, honorable service of BRUCE NORDABY to the Fire District and to the citizens of the Borough of Westville.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 that they hereby honor BRUCE NORDABY for his service on the Board of Fire Commissioners of Westville Fire District No. 1.

BE IT FURTHER RESOLVED that the Commissioners of Westville Fire District No. 1 call upon all citizens of the Borough of Westville to join with them in honoring BRUCE NORDABY for his service to the Fire District and to the citizens of the Borough of Westville.

ADOPTED at a meeting of the Commissioners of Westville Fire District No. 1 held January 12, 2016 in Westville, New Jersey.

ATTEST:

WESTVILLE FIRE DISTRICT NO. 1

Deborah Holick, Secretary

By: _____
Fritz H. Sims, Jr., Chairperson