

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

**SPECIAL MEETING MINUTES  
February 17, 2015**

Chairman Sims called the meeting to order at 6:30 p.m.

Chairman Sims advised that notice of this meeting has been duly advertised in accordance with the provisions of the "Open Public Meetings Act" and has been advertised in the South Jersey Times.

Chairman Sims announced that the purpose of the Special Meeting was to meet and discuss with the professional services group with respects to the RFP which was submitted. Nick L. Petroni and Deanna Roller ( Petroni & Associates LLC accounting firm.) were in attendance to address questions which the board had.

After the customary salute to the flag, Office Clerk Karen Kelley was present and called the roll with all Fire Commissioners and Administrator Murtaugh present.

Chairman Sims also advised an executive session is in order to discuss Professional services and personnel.

A Resolution was read and motion made for Executive Session by Commissioner Moan and seconded by Commissioner Marsden at 6:34 P.M; Motion carried by unanimous voice vote

Executive Session was held from 6:34 to 7:25P.M.

No action was taken by the board after coming out of Executive Session all decisions and actions will be announced at the Re-Organization meeting held March 8, 2016.

**ADJOURNMENT:**

Motion for adjournment at 7:25 P.M. 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*  
/kmk

Resolution # \_\_\_\_\_  
Date 2/17/16

**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 2/17/16, at 6:30 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 \_\_\_\_\_, 20\_\_\_\_, in Westville, New Jersey.

ATTEST:

  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: \_\_\_\_\_  
Chairman

## Executive Session Minutes

FEBRUARY 17, 2016

After reading an approval of an executive resolution, an executive session of the Westville Fire District # 1 was held on February 17, 2016 from 6:34P.M. to 7:25 P.M. All Commissioners were present. Administrator Murtaugh, Office Clerk Karen Kelley and representatives from the Petroni & Associates LLC Auditing Firm were also present.

The purpose of this executive session is for the Commissioners to meet with one of the respondents of the RFP for Professional Consultant for the 2016 position of Auditor and also to discuss employee raises for 2016.

The board reviewed the RFP submitted by Petroni & Associates LLC Auditing Firm with Nick Pertroni and Denna Roller. They explained all of their services that their firm would provide and answered many questions from the board.

Chairman Sims then asked Nick if his price could be reduced. Nick Petroni indicated he can reduce the cost proposal and will send Chairman Sims a follow-up email with new pricing. Mr. Petroni stated that the services would include all Budget paperwork, provide all resolutions and advertisements for accounting service rendered, All Certification Forms, as well as completion of the Audit for the following year. Also Mr. Petroni would assess and recommend any corrective action plans that may be helpful to the Fire District and work with the District employee on setting up purchase orders using the simplified accounting method. Services would begin once the appointments are made and the term would be from March 2016-March 2017.

After discussing, the board was very satisfied overall responses received by the professional accounting team. Chairman Sims addressed the firm, advising them appointments would be made at the March Re-Organization Meeting to be held March 8, 2016. .

Nick Petroni and associate Deanna were excused from the meeting at 6:59 P.M. Office Clerk Karen Kelley was excused from the meeting so the board could discuss employee reviews as well as Fire District employee salaries for 2016.

Chairman Sims discussed with the board that if a change in accounting firms is made, he would like to meet with the finance Committee and Ball and Buckley to go over the reasons for the Auditor change.

After discussion employee salaries for 2016, the board decided to prepare the Fire District Employees Contracts with a 2% pay increase for Fire Fighter/EMT positions, a dollar increase for the Office Clerk and Administrator Murtaugh Salary is determined as in his contract. All pay increased will be in retro back to January 1, 2016.

Motion to close executive session made by Commissioner Holick at 7:24 P.M.; Motion seconded by Commissioner Miller; Motion carried by unanimous voice vote.

Executive session was adjourned at 7:24 P.M.