

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

**MEETING MINUTES
March 8, 2016**

Meeting called to order at 7:00 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 Fire Chief Farley and Administrator Murtaugh were also in attendance.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Nothing to report.

COMMUNICATIONS:

Commissioner Holick reported the following Communications.

- Received a letter from a Robert Leahy Jr. requesting to withdraw \$4000.00 from L.O.S.A.P.
- Chief Farley received a letter of resignation from member Sean Parry
- Letter of resignation received from member Frank Avellino
- Received a letter from Gloucester County Board of Chosen Freeholders concerning the executed memorandum of understanding of the 700 MHZ radio system.
- Received a copy of NJ Association of Fire Districts December 5, 2015 Quarterly Meeting.

APPROVAL OF MEETING MINUTES: A motion to approve minutes from the Regular Meeting held February 9, and Special Meeting held February 17, 2016 was made by Commissioner Miller; Motion was seconded by Commissioner Moan; Motion carried by unanimous voice vote.

ADMINISTRATOR REPORT:

Administrator Murtaugh reported that the Federal lost time and labor report has been completed and submitted. Also, Administrator Murtaugh announced that the DMV Online Access Driver License and background check paperwork has been submitted to NJ Motor Vehicle Commission. Administrator Murtaugh announced that with all the work coming to completion on the Fire Building, he would like to get an approval to purchase a new updated camera system. Administrator reported the cost for the new camera would be split between the Fire Department and the Fire Districts. The final cost to the District would be \$1,847.50.

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After Discussing Commissioner Holick made a motion to authorize the purchase of the new camera systems; Motion was seconded by Commissioner Miller and carried by a roll call vote.

FIRE CHIEF / FIRE OFFICIAL REPORT: See attached report:

Chief Farley announced that bids are being sent out to replace 6 fuel injectors on the engine 733 as the truck is 20 years old now and Chief Farley is recommending that all the fuel injectors be replaced before major problems arise.

Chief Farley announced that mandatory training for next year has already been scheduled for January 7, 2017 with a make-up date of January 14, 2017.

Chief Farley also reported that the new ladder truck went out to Fire Line in Lancaster P.A., on February 29th for the first phases of mounting; Chief Farley reported it should back within two weeks but will keep the board posted on this matter.

Chief Farley announced that a new SOG will take effect immediately as an issue arose with the weekend EMT staff during which a brush fire broke out. Chief Farley stated that all members had went out on the brush fire call and left the building and Ambulance unattended which resulted in a missed EMS call. Chief Farley stated that the weekend EMT members are not to ride in the fire trucks as the top priority for the EMT staff is the Ambulance.

Next Chief Farley reported that the new 700 Mg radios were placed in service live on February 29, 2016 and is in the process of installing them into all the vehicles; so far Chief Farley reported no issues on installation. Chief Farley also stated that he and Administrator Murtaugh have been attending multiple County Meetings about cross frequencies with neighboring towns. This will be done through Gloucester County and Camden County for a fee of \$10,000 (which the Counties will cover) as it will cost money to program each radio. Chief Farley and Administrator Murtaugh feel that this could provide added security for all Departments and all Fire Companies will be on the same cross frequencies with the surrounding towns. Chief Farley stated that more discussion with the surrounding towns and Counties will take place and will keep the board informed.

Lastly Chief Farley briefly updated that board about the members who were place out of service as discussed earlier this year. Chief Farley stated that one member had made up the 30% requirement and is able to come back into service but has not been notified by the member whether or not he will do so. Chief Farley also announced that all members had returned property and equipment with the exception on one member.

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OFFICE CLERK: Office Clerk Karen Kelley reported obtaining a second quote from MGL Printing Solutions for 1000 Fire District Logo envelopes and was quoted \$124.00. After discussing, the board felt that this was a reasonable price and Commissioner Miller made a motion for the Office Clerk to purchase envelopes from MGL; Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

FINANCE:

Chairman Sims announced that he had met with the former Auditor of Ball and Buckley to inform them of the Auditing switch to Petroni and Associates for the 2016 year. As Ball and Buckley is still responsible for doing the current Audit, Ed Paul had some questions and needed some clarification with end of the year purchases and stipends checks. Chairman Sims and Administrator Murtaugh will be working with him closely to get any issues resolved and the Audit done in a timely manner.

TRAINING & SAFETY:

Training for next year has already been scheduled for January 7, 2017 with a make-up date of January 14, 2017.

JIF COMMITTEE:

Chief Farley reported an injury to a member and stated that workman's-comp paper work and all claims have been sent to Tina Helder at the Westville Borough. Chief Farley reported that member is doing well and recovering.

PERSONNEL:

A letter of hardship was received from member Rob Leahy; the member is vested and Commissioner Moan made a motion to approve member to retrieve monies from LOSAP; Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote. Next a letters of resignations were received from two members Sean Parry and Frank Avellino. Commissioner Marsden made a motion to approve letters of resignation for the two members; Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Next, Chairman Sims briefly discussed the DCRP retirement program for the Office Clerk's Pension. Chairman Sims announced that a certifying officer to access payment reports and he has been working with the Prudential Contact in regards to this matter.

Lastly Administrator Murtaugh announced that two of the members LOSAP checks will have to be retracted and an updated list of eligible members will be forwarded to Lincoln Financial.

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PROPERTY AND EQUIPMENT: Nothing to report.

POLICY:

The proposed policy on employee scheduling and duty hours will be tabled until committee has opportunity to meet. Also, Chairman Sims and Commissioner Holick will review the stipends check policy.

COMMENTS FROM THE PUBLIC: No one from the public was in attendance.

PRESENTATION AND PAYMENT OF BILLS:

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

OLD BUSINESS: Nothing to report.

NEW BUSINESS: Nothing to report.

ADJOURNMENT: Motion of adjournment was made by Commissioner Miller at 8:00P.M. 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
March 8, 2016

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
2/10/2016	Dire...	walmart checks	Order # 040776438 Checks	-54.69
2/10/2016	Dire...	walmart checks	Order# 040785437 Deposit Slips	-34.52
2/20/2016	5859	Kelly Schwering	Election 02/20/16	-100.00
2/20/2016	5860	Nicole Murtaugh	Election 02/20/16	-100.00
2/20/2016	5861	Westville Fire Department	Re-Imbursement for Hoagies	-54.00
2/22/2016	5862	Auto Zone	Statement # 834	-44.02
2/22/2016	5863	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-293.91
2/22/2016	5864	Great America Leasing Corp.	Inv# 18234867 Lanier Copier Lease	-164.25
2/22/2016	5865	Staples	Inv# 9733409216 & 9734110144	-125.61
2/24/2016	5866	Prudential Retirement	Payment Karen Kelley	-30.43
2/24/2016	5867	Visa	Balance owed from January	-96.99
2/26/2016	Dire...	Prime Point Payroll Deduction	Inv# 227041 2/26/16	-395.75
3/4/2016	5868	Borough of Westville	Acct 602-2	-120.00
3/8/2016	5869	Above All Engraving	Order# 3538h	-430.00
3/8/2016	5870	Bud's Auto & Truck Repair	Inv#'s 29322 & Inv# 30515	-3,014.92
3/8/2016	5871	Verizon	Inv# 9761071967	-250.28
3/8/2016	5872	Westville Fire Department	Electric Payment for Feb 2016	-350.00
Total NEW 1st Colonial National Bank				<u>-5,659.37</u>
TOTAL				<u>-5,659.37</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 February 2016
FIRE REPORT**

Total Fire Calls: 37	Total Drills: 3
Total Fire Calls Year to Date For 2016: 84	
Time In Service In Hours: 106.83	Dispatch to Location: 5 Minutes, 32 Seconds
Total Firefighters Responding: 273	Firefighter Per Incident: 8
Total Personnel Hours: 163.44	

Office of the Fire Chief

1. Mechanical issues:
 - a. 733 work still need to be completed from 2015 PM list
 - i. Turbo sensor need to be replaced
Fuel Injector
2. Training Date and Physicals 2017
 - a. January 7, 2017
 - b. January 14, 2017
3. New Ladder Truck Committee
 - a. E-One training this weekend February 12,13,14- Went well
 - b. Ladder is at Fire line, in East Earl, PA for Punch list and mounting- February 29th
4. New SOG – 2016-002 Weekend EMS staffing / Not to ride fire apparatus
5. New 700 Mg. Radio were placed in service county wide on February 29th.
6. Membership:
 - a. Property collected from all members that were OOS with the exception of Raymond Hand.
 - I. List of members that have received EMT training from Fire District.
 - a. Robin Forand
 - b. Jon Craig
7. New Members: None

EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	1	1
Brooklawn	0	1
Camden	0	0
Deptford	7	12
Gloucester City	21	46
Mt. Ephraim	1	2
Westville	41	93
I-295	8	11
NJTP	2	2
National Park	0	1
West Deptford	1	3
Woodbury	0	0
Woodbury Heights	0	0
Calls By Unit:		
739	82	170
738	0	2
Bike Team	0	0
Calls By Shift:		
A Shift:	2	7
B Shift:	5	15
C Shift:	5	6
D Shift:	6	16
Career Shift:	36	66
Duty Crew:	21	43
All Call:	7	19
Calls By Outcome:	Month	
Refusals:	7	13
Transports BLS:	35	85
Transports ALS:	12	20
Other:	28	50

No Responses/Missed Calls:	Reason	Handled By
2/8 01:52 Monmouth Street	1 emt on duty crew	Unknown
2/9 15:57 I-295 27mm	Career emt only	Bellmawr
2/10 06:29 227 W. Olive St	1 emt only (all call hour)	Deptford
2/19 23:02 601 Summit	PT crew on fire assignment	Deptford

Comments:
<ol style="list-style-type: none"> 1. 2/18/16 Limited expanded scope medications placed on BLS unit. Narcan and Aspirin. 2. 2/22/16 Career staff administered Narcan to an overdose patient. Successfully revived. Appropriate reporting done to NJOEMS and Cooper Medical Command. 3. 2/23/16 Career staff administered Aspirin to a female patient with chest pain per protocol. Appropriate reporting done to Cooper Medical Command. 4. Meeting w/ Prosecutors Office 3/11/16 for documentation of overdose and narcan delivery. 5. Billing Forms completed 2/2 and 2/16

FIRE MARSHALS OFFICE MONTHLY REPORT

Category:	Month	Year To Date
Total Inspections:	7	12
LHU:	2	2
Local:	3	3
Re-Inspection:	2	8
Inspections: (Vacant)	0	0
Complaints:	0	1
Fire Investigations:	1	3
Parking Violations:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	0	1
Permit Fee's Collected:	0	0
Fines Collected:	0	0
Registration Fees Collected:	0	0
Fire Prevention Programs:	0	2
Fire Pre Plans:	5	5
Hydrant Inventory:	0	0
Smoke Detectors:	0	4

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	19	40
Ems Calls:	36	78
AED Inspections:	0	0
JIF Meetings:	0	1
JIF Inspections:	1	2
Highway Meetings:	0	0
FO/FI Meetings:	1	0
Training Events:	3hrs	21hrs

Comments:

1. Approved two (2) gaming licenses at Borough Hall
2. One (1) knox Box installed
3. One (1) plans review 602 Ryan Avenue
4. One (1) fire watch ordered due to sprinkler system maintenance 602 Ryan Avenue
5. January 2016 NFIRS to NJ DFS
6. Met with auditor. Outstanding bills resent.
7. Excel spreadsheet created with assistance of Chairman Sims. Better accountability for billing and return.
8. Removed occupancies off of the business list to eliminate discrepancies in registration billing process. Auditor recommendation.
9. Municipal buildings either need registration bills or need to be added to the ordinance for fee waiver. Borough buildings, firehouse, etc. Auditor recommendation.