

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

**MEETING MINUTES
May 16, 2016**

Meeting called to order at 7:05 P.M. by Chairman Sims. Notice that this re-scheduled 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 had arrived 7:15 P.M. Administrator Murtaugh and representatives of Ball & Buckley- Ed Paul, and Wayne Buckley were also in attendance. Chief Farley was absent.

WAYNE BUCKLEY & ED PAUL TO PRESENT AUDIT FINDINGS:

The main purpose of this discussion was to go over audit findings which specifically pertain to the purchase of the new ladder truck, and to why the District incurred a loss of discounts relating to the purchase of ladder truck. Ball & Buckley is also disputing that the discounts were lost due to their firm submitting the 2014 audit late.

At this time Chairman Sims asked Auditor Wayne Buckley if he would like to discuss the dispute in a closed or open session. Mr. Buckley then stated that he would like the discussion to be held in an open session; an open meeting request form was also presented and signed by Wayne Buckley.

The District had been previously notified that purchase discounts were lost due to audit information not being turned in to the leasing corporation in a timely manner in which was needed to secure final funding of the ladder truck.

Ed Paul and Wayne Buckley reported their findings from the audit review; they felt that the discounts lost were due to the timing of final payments made by the District to the vendor E-One. A timeline was presented to the board by the auditors-outlining dates and payments. Information on the timeline did contain inaccuracies, and this was brought to the attention of the auditors by the Commissioners.

Chairman Sims then replayed the Fire District Meeting Minutes from September 8, 2015 whereas Mr. Buckley was made aware of the loss of interest and stated to the board that he'd make good and would work with the District if the District were invoiced for the additional cost. Mr. Buckley at that time also stated that the discount lost was almost as much as the audit fee for the year, and if need be would work with the District in that manner.

Wayne Buckley is now requesting we pay the \$4,500 which we had previously taken a credit from the 2014 audit bill. Other than the timeline which was presented, no official request for reimbursement was presented. The board advised Wayne they want to see an official written

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

MEETING MINUTES

May 16, 2016

request made for reimbursement. Upon receipt of the request and research of our documents, a discussion will be made at a later date and they will be notified of our decision.

Wayne Buckley and Ed Paul we then dismissed from the meeting at 8:31 P.M.

ADRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley absent, nothing to report.

COMMUNICATIONS:

Commissioner Holick reported the following Communications.

- A response letter from E-One dated April 13, 2016 regarding audit & payments for ladder truck which was discussed the by board and Ed Paul, and Wayne Buckley.
- A letter of engagement from Ball & Buckley received May 11, 2016 requesting signature appointing firm as Auditors for the 2015 Audit.
- Copy of the NJ State Association of Fire Districts Quarterly Meeting.

APPROVAL OF MEETING MINUTES: Approval of minutes from the Regular And Executive meeting minutes held April 12, 2016, was tabled until the next Fire District Meeting.

Chairman Sims took this opportunity and advised the Office Clerk to make sure all information is captured in the meeting minutes- especially motions, any authorizations to purchase equipment as some items were missing in past minutes which required research requesting in audit findings. Commissioners were also reminded to review meeting minutes for accuracy prior to the monthly meetings and approvals.

ADMINISTRATOR REPORT:

Administrator reported payroll has been completed.

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

MEETING MINUTES

May 16, 2016

FIRE CHIEF / FIRE OFFICIAL REPORT: In Chief Farley absence, Chairman Sims reported that Chief Farley will scan monthly report.

FIRE OFFICIAL JIM TUCKER: Nothing to report.

OFFICE CLERK: Office Clerk Karen Kelley reported all EMS billing; checking and payroll accounts have been reconciled.

FINANCE:

Chairman Sims reported that the EEO Officer has reached a contract cap of \$1,000.00 per his original contract for investigation of personnel matters. Due to the ongoing lengthy investigation the EEO Officer is requesting exceeding \$1,000 dollar cap and submitted a second contract. After discussing, Commissioner Holick made the motion to approve the original and second contract cap of \$1,000 each, and to authorize Chairman Sims to sign a third contract capped at \$1,000 with EEO Officer Bob Hill if needed. . Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

TRAINING & SAFETY:

Commissioner Moan announced that mandatory training is to be held January 7th and 14th 2017. Also, Administrator Murtaugh reported new members are now enrolled in classes.

JIF COMMITTEE:

Nothing to report.

PERSONNEL:

Ongoing investigation being handled by EEO Officer Bob Hill.

PROPERTY AND EQUIPMENT:

Commissioner Holick reported that the new ladder truck has been operational and placed in service since Friday April 15, 2016 at 3:00 P.M and Chief Farley is still working on completing the mounting.

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.

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

**MEETING MINUTES
May 16, 2016**

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.

COMMENTS FROM DEPARTMENT HEADS:

At this time, Chairman Sims announced a closed session was needed to discuss contract negotiations and personnel matters. A resolution was read and an Executive Session commenced at 8:54 P.M. Executive Session was held from 8:54 P.M to 9:30 P.M

ADJOURNMENT: Motion of adjournment was made by Commissioner Moan at 9:31P.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 NO. 1
GLOUCESTER COUNTY, NEW JERSEY

23 WEST OLIVE STREET
WESTVILLE, NEW JERSEY 08093
OFFICE: (856) 456-9432
FAX: (856) 456-8870

Board of Fire Commissioners

Fritz H. Sims, Jr.
Chairman/Treas.

Bryan Miller
Vice Chairman

Deborah A. Holick
Secretary

Patrick Moan
Commissioner

Bill Marsden
Commissioner

Charles D. Murtaugh
Administrator

Eric S. Farley
Fire Chief

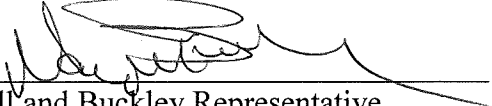
OPEN MEETING REQUEST/ CLOSED MEETING REQUEST

May 16, 2016

I, Wayne W. Buccery, CPA representing the firm of Ball and Buckley is requesting our dispute to be held in an open session.

I, _____ representing the firm of Ball and Buckley am requesting our dispute to be in a closed session.

Chairman Fritz H. Sims, Jr.



Ball and Buckley Representative

Westville Fire District #1
Monthly Bills - First Colonial National Bank
May 16, 2016

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
NEW 1st Colonial National Bank				
4/15/2016	5910	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-293.91
4/15/2016	5911	NJ Advanced Media	Acct# 1159792	-95.93
4/15/2016	5912	Borough of Westville	1st Qtr Insurance	-11,626.47
4/22/2016	Dire...	Prime Point Payroll Deduction	Inv# 229906 4/22/16	-222.00
5/4/2016	5913	Verizon	Inv# 9764361029	-250.37
5/4/2016	5914	Kaler Motor Company, LLC	Inv# S 218	-78.00
5/4/2016	5915	Fire Line Equipment LLC	Inv#15939	-604.77
5/4/2016	5916	Fire Line Equipment LLC	Inv# 15903	-681.84
5/4/2016	5917	Fire Line Equipment LLC	Inv# 16132	-246.01
5/4/2016	5918	MES	Inv# 1019789	-97.00
5/4/2016	5919	MES	Inv# 1021501	-160.00
5/4/2016	by p...	PERS	Ref# 12542584 April 2016 2nd QTR	-618.54
5/6/2016	5920	Lincoln Financial Advisors	LOSAP Contrib for 2015 # CR33439	-19,236.81
5/13/2016	5921	PSE & G	Acct # 67429272 08 April 2016 Sta...	-46.47
5/16/2016	5922	Baby Luna's	Food for Youth in Governement	-145.50
5/16/2016	5923	CAmden County Regional T...	Inv# 2011-3420	-125.00
5/16/2016	5924	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-293.91
5/16/2016	5925	D.M. Medical Billings, Inc.	Inv#4151 March 2016	-464.02
5/16/2016	5926	Great America Leasing Corp.	Inv# 18682948 Lanier Copier Lease	-164.25
5/16/2016	5927	Grove Hardware	Multiple Invoices	-203.29
5/16/2016	5928	IAFC	Membership 0022837 Murtaugh 20...	-209.00
5/16/2016	5929	Lowes	Acct 821 3131 033036 5	-749.38
5/16/2016	5930	MES	Inv# 1024687	-480.28
5/16/2016	5931	NJ Advanced Media	Acct# 1159792	-21.69
5/16/2016	5932	V.E. Ralph & Son	Inv# 318376	-1,451.20
5/16/2016	5933	Westville Fire Department	Electric Payment for April 2016	-350.00
5/16/2016	5934	Borough of Westville	March 2016 Fuel	-328.94
5/16/2016	5935	Burlington County BCIT	Inv# 2488	-193.00
5/16/2016	5936	Burlington County BCIT	Inv# 2495	-175.00
5/16/2016	5937	Borough of Westville	Fuel Bill for April 2016	-257.38
Total NEW 1st Colonial National Bank				-39,869.96
TOTAL				-39,869.96

Resolution # _____
Date 5/16/16

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 5/16/16, at 8:48 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 May 16, 20 16, in Westville, New Jersey.

ATTEST:

Deborah Holled
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]
Chairman