

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

**MEETING MINUTES  
July 13, 2016**

Meeting called to order at 7:00 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. After the Salute to the Flag, a moment of silence was given for all Dallas Police Officers who lost their lives in the line of duty on July 7, 2016.

**ROLL CALL:**

After the customary salute to the flag, Office Clerk Karen Kelley called the roll with all Fire Commissioners present; Administrator Murtaugh and Fire Chief Farley were also present.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Chief Farley stated nothing to report at this time.

**COMMUNICATIONS:**

- A thank you letter was received from Parkview School's Principle Renee Egan thanking the Fire District/ Department for their time and contribution during Youth in Government week.
- A Customer Privacy Notice from Cigna Corporation was received explaining rules used at Cigna regarding personal information.
- An Emailed invoice sent from Ball and Buckley for services rendered for the 2014 Audit.
- Information on the 24 hour Accidental Death and Dismemberment Renewal which was approved and discussed at June's District Meeting.
- A letter was received from a member to withdraw money from LOSAP.
- A letter received from State of NJ regarding field monitoring visit. Fire Official Tucker is aware and received a copy of the letter.

**APPROVAL OF MEETING MINUTES:** Approval of minutes from regular and executive meeting held June 14, 2016. A motion to approve meeting minutes was made by Commissioner Moan and seconded by Commissioner Marsden; Motion approved by a unanimous voice vote.

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**ADMINISTRATION REPORT:**

Administrator Murtaugh confirmed that payroll information has been submitted. Administrator Murtaugh also reported that he is still awaiting news from the regional and District grants which he had applied for earlier in the year. He has also applied for a public safety laptop giveaway. Administrator Murtaugh will inform the board of any updates at future District Meetings.

**FIRE CHIEF / FIRE OFFICIAL REPORT:** See Chief's Report.

Chief Farley stated that the ambulance was sent to VCI for its annual inspection. Chief Farley reported during the inspection it was discovered that ball joints, radiator and two tires were in need of replacement. The rescue truck has been sent to Kaler for completion of the LED light tower upgrade. In addition, the front intake weld of the Rescue truck is leaking and Chief Farley will have Kaler fix this issue as well.

A service bulletin issuing a safety recall from E-One was received. Chief Farley advised the board that issues with the new ladder truck are still under warranty and are in the process of being corrected by the vendors of E-One and Fire Line -

- 1.) Driver side mars light not working properly
- 2.) Ladder Locks on the ground ladder not locking properly
- 3.) Water way ball valve not transferring over

Chief Farley confirmed repairs to ladder 736 from the minor crash also have all been repaired.

Next Chief Farley reported a response change to the mutual aid agreement; Chief Farley stated that this is the first change made since 2008. The request for a change was sent from Westville's Chief Farley and National Park Fire Chief Mark Gismondi to the Gloucester County Emergency response center to Chief Dennis Kappler and Chief Dianne Morgan.

Chief Farley reported the following changes to the Mutual aid agreement:

- 1.) Automatic Dispatch- Gloucester City Quint 51 and Battalion 504 automatic on all building dwelling and structure assignments.(Note: if Quint 51 is out of service Squad Company 51 will take its place.
- 2.) Working Fire CAD- Remove Brooklawn 3445 and replace with Verga 628

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**FIRE CHIEF / FIRE OFFICIAL REPORT:** Continued

- 3.) Second Alarm Covers- Replace Verga Engine 621 and replace with Thorofare 614
  
- 4.) Third Alarm Cover- Remove third alarm covers and replace with Gloucester Taskforce under the direction of the Gloucester County Fire Coordinator.

After discussing these changes to the board, Commissioner Moan made a motion approving the Mutual aid change per Chief Farley and Chief Gismondi's recommendations. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

The Minitor VI pagers are being issued to all personnel. Some minor programming faults with the pager tones were reported but this has since been rectified.

Chairman Sims then briefed the board about the letter received from State of NJ regarding field monitoring visit. The report stated that 3 changes to the Ordinance are recommended. Fire Marshall James Tucker is working with the Westville Borough in regards to any changes to ordinances and will keep the board updated on this matter. A letter of intention will be written to Borough and the State.

**OFFICE CLERK:**

Officer Clerk Karen Kelley reported that Checking, Payroll and NJ Cash Management accounts have all been reconciled and the budget balance sheet as of tonight's meeting is current.

**FINANCE:**

Chairman Sims advised the invoice received from Ball and Buckley for services rendered for the 2014 Audit will be discussed in a closed session and tabled until next District Meeting.

**TRAINING & SAFETY:**

Commissioner Moan reminded the board that mandatory training for 2017 is still schedule for January 7<sup>th</sup> with a makeup date of January 14, 2017. Commissioner Moan also reported per Chief's report that 2 new members will be starting the Fire One in August.

**JIFF COMMITTEE:**

Nothing to report.

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**PERSONNEL:**

The board discussed the letter that was received from a member to withdraw money out of LOSAP. Since the member is vested Commissioner Moan made a motion approving the request; Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

**PROPERTY & EQUIPMENT:**

Chief Farley under Chief's report already updated the board on the service bulletin from E-One and maintenance that was done on vehicles & equipment.

**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:** One member of the Department was present at the meeting, Bruce Nordaby – but no comments were made.

**PRESENTATION AND PAYMENT OF BILLS:**

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

**NEW BUSINESS:** Nothing to report.

**OLD BUSINESS:** Nothing to report.

**RESOLUTION FOR AN EXECUTIVE SESSION:**

At this time, Chairman Sims asked Chief Farley if he would like the Rice session held in an open public session or closed executive session. Chief Farley requested to hold his RICE session in closed session.

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A resolution for executive session was presented at 7:25 P.M. for the purpose of discussing personnel matters. A Motion for an executive session was made by Commissioner Marsden; Motion was seconded by Commissioner Miller and approved by unanimous voice vote.

Executive Session was held from 7:25P.M to 11:03P.M

After coming out of Executive Session, a motion was made to hold a Special Meeting on July18, 2016 at 7:00 P.M to further discuss the ongoing personnel matter and possible changes to protocol. Motion to hold a Special Meeting made by Commissioner Moan; Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

**ADJOURNMENT:** Motion of adjournment was made by Commissioner Miller at 11:03 P.M; Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

Respectfully Submitted,  
Deborah Holick  
*Secretary, Board of Fire Commissioners*



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 June 2016**  
**FIRE REPORT**

Total Fire Calls: 50	Total Drills: 3
Total Fire Calls Year to Date For 2016: 253	
Time In Service In Hours: 175.76	Dispatch to Location: 6 Minutes, 41 Seconds
Total Firefighters Responding: 335	Firefighter Per Incident: 7
Total Personnel Hours: 210.59	

**Office of the Fire Chief**

1. Mechanical issues:
  - a. 739 - Ball joints front end and a new radiator
  - b. Rescue 738 to Kaler Motor Monday July 18<sup>th</sup>, for the LED upgrade
    - i. 2 welds in the front intake pipe that are leaking.
2. Training Date and Physicals 2017
  - a. January 7, 2017
  - b. January 14, 2017
3. Ladder Truck Committee
  - a. E-mail sent to Ron Elmo about some warty issues as follows
    - i. Drivers Side Mars light – Not working
    - ii. Ladders locks on 35' Ground ladder
    - iii. Waterway ball vale not closing all the way.
4. Ladder 736, All repairs from Minor Crash have been repaired
5. Mutual Aid change: Attached
6. New Minitor VI pagers are being issued to personal.
7. June 21: Staff handled a fire safety program for the seniors club, CFM Ed Johnson had to cancel due to a fire.
8. New Members: Shane Rettig
9. January-June Fire percentages and month of June: Attached



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

Date: July 5, 2016

To: Gloucester County Emergency Response Center  
Chief Dennis Kappler- Fire Coordinator  
Chief Dianne Morgan - GCERC

CC. Westville Fire District No.1

RE: Response Change

From: Chief Eric S. Farley, Westville Fire Department  
Chief Mark Gismondi, National Park Fire Department

We are requesting the following:

**Automatic Dispatch:**

1. Gloucester City Quint 51 and Battalion 504 automatic on all Building, Dwelling and Structure assignments. (Note: If Quint 51 is Out of Service Squad Company 51 will take its place.)

**Working Fire CAD:**

1. Remove Brooklawn 3445 and replace with Verga Rescue 628.

**Second Alarm Covers:**

1. Replace Verga Engine 621 and replace with Thorofare Engine 614.

**Third Alarm Cover:**

1. Remove Third alarm Covers and replace with Gloucester Taskforce under the direction of the Gloucester County Fire Coordinator.

Thank you for your cooperation in this matter. Any questions, please feel free to contact us. We will be available by cell phone Eric Farley 609-352-3023, Mark Gismondi 609-221-5230.

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
**July 13, 2016**

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
6/17/2016	Dire...	Prime Point Payroll Deduction	Inv# 232761 06/17/16	-200.25
6/17/2016	5960	FireCompanies.com	Inv# 2861	-89.97
7/5/2016	5961	Borough of Westville	Acct 602-2	-95.00
7/5/2016	5962	Borough of Westville	Fuel Billl for May 2016	-468.04
7/6/2016	By P...	PERS	Ref# 18752101 June 2016 2nd QTR	-1,090.43
7/8/2016	5963	Santander Leasing LLC.	Inv# 1827605	-65,760.62
7/8/2016	5964	Verizon	Inv# 9767646914	-251.25
7/8/2016	By ...	BNY Mellon	Lease Rev. Bond Series 2006	-20,500.00
7/13/2016	5965	Auto & Truck Parts Of Deptf...	Inv. 192179/ Acct# 9432	-29.99
7/13/2016	5966	D.M. Medical Billings, Inc.	Inv# 4279 Billing Serv for May 2016	-1,065.50
7/13/2016	5967	EMS Consulting Service	Inv# 16-03754,03753,03751	-1,200.00
7/13/2016	5968	Grove Hardware	Multiple Invoices	-89.15
7/13/2016	5969	Lamont Medical Equipment	Inv# 169333	-135.00
7/13/2016	5970	MES	Inv# 1035636	-2,316.00
7/13/2016	5971	Nat Alexander Company	Inviove# 1017065	-86.00
7/13/2016	5972	Rothwell Document Solutions	Inv# 92058 Lanier Contract C1183...	-81.12
7/13/2016	5973	V.E. Ralph & Son	Inv# 321756	-1,124.55
7/13/2016	5974	VCI	Order#0094151	-2,496.77
7/13/2016	5975	Westville Fire Department	Electric Re-Imbursement June 2016	-350.00
7/13/2016	5976	Graffen	Inv# AR17575	-840.00
7/13/2016	5977	Great America Leasing Corp.	Inv# 18990580 Lanier Copier Lease	-164.25
7/13/2016	5978	PSE & G	Acct # 67429272 08 June 2016 Sta...	-30.73
7/13/2016	5979	Thompson, Gary D., Esquire	legal services 1/1/2016-6/30/2016	-677.50
7/13/2016	5980	Hardenbergh Insurance Group	Inv 42948 & Inv# 42726	-12,638.00
Total NEW 1st Colonial National Bank				-111,780.12
<b>TOTAL</b>				<b>-111,780.12</b>



Resolution # \_\_\_\_\_  
Date 1/13/10

**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.
- X 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.
- X 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 7/13/16, at 1:25 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 7/13, 2016, in Westville, New Jersey.

ATTEST:

Deborah Holod  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]  
Chairman