

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

**CLOSE OUT MEETING MINUTES
December 27, 2016**

Meeting called to order at 7:00 P.M. by Chairman Sims. Notice of this 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. Administrator Murtaugh and Fire Chief Farley were also in attendance.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley briefly discussed member percentages. Also Chief Farley reported that the members who are in bad standings with the Fire Department/District will be sent an email requesting they attend the next District Meeting held on January 10, 2017

COMMUNICATIONS:

- Received a Miscellaneous Special Services invoice from Ball and Buckley.
- Received a letter from Ball and Buckley in response to our dispute letter for the unpaid audit bill of 2016. Chairman Sims announced these communications will be table until the next District Meeting.
- Received an approval introduced 2017 budget from the State. Waiting to receive the adopted budget from the State.

ADMINISTRATION REPORT:

Administrator Murtaugh reported that he has been working on a regional grant with Gloucester County for replacement of SCBA air packs. Administrator Murtaugh informed the board that new air packs are needed as the current air packs are 15years old. Plans are to replace 12-13 at a time within the next 2 years.

After discussing Commissioner Moan made a motion to purchase the Scott SCBA air packs under NJ State Contract Scott Health and Safety #A80961. Motion was seconded by Commissioner Miller; Motion approved by a unanimous vote.

FIRE CHIEF / FIRE OFFICIAL REPORT: See Chief's Report.
Nothing to report.

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

**CLOSE OUT MEETING MINUTES
December 27, 2016**

FIRE OFFICIAL JIM TUCKER:

Nothing to report.

OFFICE CLERK:

Nothing to report.

FINANCE:

Commissioner Holick presented a resolution authorizing the transfer of funds between budget appropriations of the Westville Fire District# 1 for the year 2016 in the amount of \$14,127.42. Motion to approve resolution was made by Commissioner Marsden and seconded by Commissioner Miller. Motion approved by a roll call vote.

Next a motion to close petty cash in the amount of \$ 168.29 was made by Commissioner Miller. Motion was seconded by Commissioner Moan and approved by a unanimous voice vote. Office Clerk will re-open petty cash after the first of the year.

Lastly, as discussed and approved in Decembers District Meeting, L.O.S.A.P returns from Lincoln Financial in the amount of \$10,907.76 have been received. The return was from non-vested members who have been inactive with the Fire District/Department for 2 years. List is as follows:

➤ <u>List of LOSAP Returns Total:</u>	\$10,907.76
Robert Adams-	\$352.66
Jennifer Carty-	\$1,189.20
Anton Horwitz Jr.-	\$625.77
Robert W. Stiteler Jr.-	\$875.62
Scott Tucker-	\$1674.55
Michael Pessolano-	\$1,000.00
Scott Peirson-	\$829.88
Sean Nordaby-	\$2,460.07
Daniel Puskar-	\$591.54
Robyn Forand-	\$347.56
Marcus Smith-	\$507.42
Chris Zimmerman-	\$144.93
Brandon Potter-	\$308.76

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

**CLOSE OUT MEETING MINUTES
December 27, 2016**

TRAINING & SAFETY:

Mandatory training for January 7, 2017 and January 14, 2017 has been confirmed and set up with Interstate Mobile. Emails have been sent to the membership reminding them of training and asking them to respond with the date they plan to attend.

JIF COMMITTEE:

Nothing to report

PERSONNEL:

Nothing to report.

PROPERTY & EQUIPMENT:

Chairman Sims reported that after reviewing the end of the year budget, there would be enough to cover the cost of replacing the District awning. This had previously been discussed and estimates secured. The board tabled this purchase until year end. After discussing, Commissioner Miller made a motion to authorizing Administrator Murtaugh to purchase a replacement awning in the amount of \$3,000.00 or less. Motion was seconded by Commissioner Moan and approved by a roll call vote.

POLICY:

Review of policy is ongoing.

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 Moan; Motion was seconded by Commissioner Marsden and approved by a roll call vote.

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

**CLOSE OUT MEETING MINUTES
December 27, 2016**

NEW BUSINESS:

Chief Farley reported that he is working on framing and matting photographs from E-One of the new ladder truck. The photos will be placed in the District meeting room.

A resident also donated several photographs which will be displayed in the meeting room. A thank you letter is being prepared and sent to the resident.

OLD BUSINESS:

Nothing to report

ADJOURNMENT:

Motion of adjournment at 7:21 P.M. was made by Commissioner Miller; Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

Respectfully Submitted,
Deborah Holick
Secretary, Board of Fire Commissioners

**RESOLUTION AUTHORIZING THE TRANSFER BETWEEN BUDGET
APPROPRIATIONS OF THE WESTVILLE FIRE DISTRICT NO. 1
FOR THE YEAR 2016**

WHEREAS, there are certain budget appropriations that are not sufficient to pay outstanding bills; and

WHEREAS, unencumbered funds are available in certain budget appropriations sufficient to cover the outstanding bills; and

WHEREAS, statutes provide for budget appropriation transfers during the last two months in such instances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Westville Fire District No. 1 that the Treasurer be hereby authorized to make the following transfers:

From:

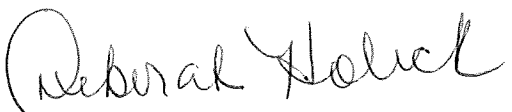
Total Transfer From:	Elections	\$650.21
	Training & Education	\$1655.06
	Uniforms	\$1601.44
	Computer & Equipment	\$220.71
	HLS Firefighter/Grant	\$10,000.00
Total Transfer		\$14,127.42

To:


Total Transfer To:	Office Supplies/FD	\$2095.51
	Computer Administrator	\$196.00
	Fire Prevention	\$487.92
	Membership/Dues	\$1312.00
	Supplies/Maintenance	\$7635.99
	EEO Officer	\$2400.00
Total Transfer		\$14,127.42

ADOPTED at a special meeting of the Board of Fire Commissioners of the Westville Fire District No. 1 held on December 27, 2016

ATTEST:



Deborah Holick, Secretary



Fritz H. Sims, Jr., Chairman

Westville Fire District #1
Monthly Bills - First Colonial National Bank
December 27, 2016

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
12/14/2016	6091	Ed Sabastian	EMS Stipends 10/17-10/30	-227.50
12/14/2016	6092	Alexandra Standish	EMS Stipends 11/4-12/8/2016	-70.00
12/14/2016	6093	Andrew Campbell	EMS Stipends 11/14-12/8	-140.00
12/14/2016	6094	Brian O'Neil	EMS Stipends 11/14-12/8/2016	-70.00
12/14/2016	6095	Greg Pantalea	EMS Stipends 11/14-12/8/2016	-52.50
12/14/2016	6096	Jason Tessing	EMS Stipends 11/4-12/8/2016	-35.00
12/14/2016	6097	Joe Craig	EMS Stipends 11/14-12/8	-70.00
12/14/2016	6098	John Merklein	EMS Stipends 11/14-12/8/2016	-70.00
12/14/2016	6099	Julia Comparri	EMS Stipends 11/4-12/8/2016	-35.00
12/14/2016	6100	Matt Cattell	EMS Stipends 11/14-12/8	-52.50
12/14/2016	6101	Mike Holick	EMS Stipends 11/14-12/8/2016	-52.50
12/14/2016	6102	Mike Krier	EMS Stipends 11/14-12/8/2016	-140.00
12/14/2016	6103	Rob Leahy, Jr.	EMS Stipends 11/14-12/8/2016	-210.00
12/14/2016	6104	Robert Powell	EMS Stipends 11/14-12/8/2016	-52.50
12/14/2016	6105	Samantha Lukas	EMS Stipends 11/14-12/8/2016	-52.50
12/14/2016	6106	Torrance Harling	EMS Stipends 11/14-12/8	-52.50
12/14/2016	6107	Walt Woodward	EMS Stipends 11/4-12/8/2016	-105.00
12/14/2016	6108	Auto Zone	Statement# 1232 Customer # 0004...	-253.08
12/14/2016	6109	Great America Leasing Corp.	Inv#19776462 Lanier Copier Lease	-164.25
12/14/2016	6110	PSE & G	Acct # 67429272 08	-72.26
12/16/2016	Dire...	Prime Point Payroll Deduction	Inv# 241250 12/16/16	-169.75
12/23/2016	6111	Camden County College	AR102320	-45.00
12/23/2016	6112	NJ Advanced Media	Acct# 1159792	-16.68
12/23/2016	6123	D.M. Medical Billings, Inc.	Inv# 4610 Billing Serv for Oct. 2016	-1,626.50
12/27/2016	6113	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-294.05
12/27/2016	6114	Staples	6035 5178 1909 7634	-572.46
12/27/2016	6115	Borough of Westville	November 2016 Fuel Bill	-557.51
12/27/2016	6116	Deb Holick	Reimbursement/ Gift Cards	-100.00
12/27/2016	6117	MGL Printing Solutions	Inv# 142562 Stamp	-53.00
12/27/2016	6118	NJ Advanced Media	Acct# 1159792 Synopsis	-697.89
12/27/2016	6119	NJMVC	Acct OL015990-a Admin Fee 2017	-150.00
12/27/2016	6120	Westville Fire Department	Re-Imbursement for FD Uniforms	-138.00
12/27/2016	6121	AWDirect	Inv# S103051700	-167.20
12/27/2016	6122	AWDirect	Inv# S103052818	-539.65
12/27/2016	6124	Rothwell Document Solutions	Inv# 99136 Lanier Contract C1183...	-91.36
Total NEW 1st Colonial National Bank				-7,196.14
TOTAL				-7,196.14