

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

**MEETING MINUTES
February 14, 2017**

Meeting called to order at 7:00 P.M. by Commissioner Miller. 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. It is noted that Chairman Sims was conferenced into the meeting via phone call; Administrator Murtaugh and Fire Chief Farley were also in attendance.

Also noted, resident Travis Lawrence attended the meeting. Mr. Lawrence has been nominated for a three year term as Fire District Commissioner taking the seat of Commissioner Moan.

The board will honor Commissioner Moan for his service at the next District Meeting to be held on March 14, 2017.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley reported he will discuss appeals under Chiefs report.

COMMUNICATIONS:

- Received RFP from Ware Streit & Thompson Attorneys at Law for District Solicitor.

- Received a Letter from Borough Clerk, Tina Helder, confirming candidates for 2017 Fire District Election, being held February 18th.

- Quotes from Rothwell Documents to buyout copier and obtain new lease.
(to be covered under Administrator Report)

- Received notification of 4th Quarter ACH deposits from New Jersey Turnpike Authority.
(This is the first time the deposits are being done electronically)

- Received the 2017 Budget back from the State which they approved. Copy filed in District Office

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COMMUNICATIONS: Continued

- Received letter from Solicitor Thompson to Ball and Buckley & Seher. LLP regarding the outcome of the 2015 Audit and the Miscellaneous Special services invoice.
 - Chairman Sims, Administrator Murtaugh, and Commissioner Miller met with Solicitor Thompson to discuss the billing issues with Ball and Buckley. Chairman Sims advised the board, the Solicitor recommended the matter should be tabled until a response is received from Ball and Buckley, which is to provide additional details regarding the accuracy in the initial billing statement.
- Received letter from Petroni & Associates to Ball & Buckley to release financial statements year ending in December 31, 2015. (requires our authorization)
- Received NJ State Association December 3, 2016 Quarterly Meeting report.

APPROVAL OF MEETING MINUTES:

A motion to approve minutes from Regular and Executive meeting minutes held January 10, 2017 and made by Commissioner Moan; Motion was seconded by Commissioner Marsden; Motion carried by unanimous voice vote.

ADMINISTRATION REPORT:

Administrator Murtaugh reported that the 2016 OSHA injury report has been filed online and questioned the board if we should make the Osha 300 report made public. Administrator Murtaugh will follow up with this at the next District Meeting.

The lease for the District Copier has expired. After obtaining quotes Administrator Murtaugh is recommending Great American Financial and Service Company of Rothwell Documents. After discussing, Commissioner Holick made a motion to approve contract for new Copier with a monthly payment of \$199.00 per month. Motion was seconded by Chairman Sims and approved by a roll call vote. Delivery of the new District copier is estimated to be from 7-10 business days after signed contract is received. An agreement for the new Copier (Lanier Model MP3055 Copier System) signed by Secretary Holick and given to Administrator Murtaugh for handling.

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

Chief Farley reported mechanical issues and preventative maintenance will be needed on vehicles but is waiting until after the Re-Organization meeting to schedule any repairs. Chief Farley reported that as soon as the budget is passed, the engine is in need of new toggle switches and pump packing and normal replacement of parts

Chief Farley advised that one member was not able to attend either of the mandatory training dates on January 6th or the 13th. After a brief discussion on the matter, Commissioner Holick made a motion approving a letter to be sent placing the member out of service. Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

Chief Farley then brought up a concern he had while on an ambulance call involving cell phone use. During this call, Chief Farley stated that the patient's companion had started to take a video while in transport. Chief Farley reported this is concerning because of Hipaa and Privacy Act laws. He is recommending a no cell phone use sign be placed on the ambulance due to patient privacy.

Chief reported he has received resumes from members interested in the Captain and EMS Lieutenant position. Chief Farley stated that he has tabled any hiring of Officers until the Policy Committee is able to meet to review and revise the Line Officer certification policy and requirements. A policy meeting is set up for February 28th; Administrator Murtaugh, Commissioner Miller and Secretary Holick will meet to review these policies.

Chief Farley reported that a meeting was held for the volunteer members to discuss, goals, involvement, objectives, and member percentages with in the Firehouse.

Chief Farley reported that it has been hard to get volunteer members to get involved with general meeting nights, and also with the attendance to the different activities the Firehouse, and shift coverage hours. Chief reported that the meeting was more so he could gage the thought process and concerns of the volunteers and stated that this is still a work in progress.

Lastly Chief Farley stated that he would like to purchase material to make forcible entry steel door to use as a training tool. There are no labor costs, as members will be making the door. After going over the specifics of this tool, Commissioner Marsden made a motion to approve this purchase in the amount of \$ 568.00. Motion was seconded by Commissioner Miller and approved by a roll call vote.

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OFFICE CLERK:

Office Clerk reported that our Auditor Deanna Roller held a meeting in the District Office on February 6, 2017 to set up 1099 in QuickBooks. After running the 1099 report the forms were sent out to vendors.

FINANCE:

Nothing to report.

TRAINING & SAFETY:

Chief Farley reported that the mandatory training dates for 2018 have already been scheduled. Training dates will be held on Saturday January 6th and the 13th 2018.

JIF COMMITTEE:

Nothing to report.

PERSONNEL:

With the upcoming election approaching, Commissioner Holick made a motion to appoint Nicole O'Hara and Kelly Schwering to work the election poll on February 18, 2017; Motion was seconded by Commissioner Marsden and approved by a roll call vote.

PROPERTY & EQUIPMENT:

The board discussed the minimum fixed assets threshold currently set at \$300.00; Per the District Auditor Deanna Roller, Chairman Sims reported that she is requesting that minimum be set and changed to a minimum of \$5000.00 for accounting and reporting purposes. Commissioner Miller made a motion to change the minimum fixed assets threshold from \$300.00 to \$5,000.00. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

Chief Farley updated the board, that board property and equipment still has not been turned over from one member. Chief stated that a key fob, and a name plate have yet to be returned, along with the other items previously noted. Chief also reported that a previous letter had been sent to this member to return missing items but there has been no contact from the member in a few months. Secretary Holick stated that she will send out a 2nd notice as a final attempt to return missing equipment.

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Chief Farley is recommending that the member be terminated if notice is not received from member and equipment is not returned.

POLICY:

Policy committee will meet to review multiple policies on February 28, 2017.

COMMENTS FROM THE PUBLIC:

Chairman Sims and the board thanked Commissioner Moan for his 4 years of service as a Fire District Commissioner, and will be honored at the next District meeting held on March 14, 2017.

PRESENTATION AND PAYMENT OF BILLS:

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

NEW BUSINESS:

Administrator Murtaugh reported that the Board of Elections received 11 votes by mail for the upcoming election on February 18, 2017.

Advertisement for professional appointments (RFP) has been sent, and is due back by February 28th. The District Solicitor had added new verbiage in the Auditor appointments that a \$100.00 penalty fee per day will be accrued if audit is submitted late.

Lastly with Re-Org fast approaching, Commissioner Holick made a motion to advertise and hold Re-Organization meeting on March 14, 2017 @ 6:30 pm. The regular schedule meeting will follow. Motion was seconded by Commissioner Marsden and approved by a roll call vote.

OLD BUSINESS:

Nothing to report.

ADJOURNMENT:

Commissioner Marsden made a motion for adjournment at 8:00P.M.; Motion was seconded by Commissioner Miller 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
February 14, 2017

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
1/18/2017	6155	Visa	Acct# 4070 7013 3000 0159	-599.99
1/18/2017	6156	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-333.58
1/18/2017	6157	NJ Advanced Media	Ad#104273109	-16.68
1/18/2017	6158	Staples	6035 5178 1909 7634	-45.99
1/27/2017	Dire...	Prime Point Payroll Deduction	Inv# 242654 1/27/17	-511.25
1/27/2017	6159	Broadway Deli	Ticket# 3017-49 Food for Training	-457.66
1/31/2017	6161	PSE & G	Acct# 6742927208	-208.08
2/5/2017	6162	Alexandra Standish	1/9/17-2/5/17 EMS Stipends	-70.00
2/5/2017	6163	Andrew Campbell	1/9/17-2/5/17 EMS Stipends	-157.50
2/5/2017	6164	Ed Sabastian	1/9/17-2/5/17 EMS Stipends	-245.00
2/5/2017	6165	Greg Pantalea	1/9/17-2/5/17 EMS Stipends	-105.00
2/5/2017	6166	Jason Tessing	1/9/17-2/5/17 EMS Stipends	-85.00
2/5/2017	6167	Joe Craig	1/9/17-2/5/17 EMS Stipends	-70.00
2/5/2017	6168	Matt Cattell	1/9/17-2/5/17 EMS Stipends	-140.00
2/5/2017	6169	Mike Holick	1/9/17-2/5/17 EMS Stipends	-35.00
2/5/2017	6170	Mike Krier	1/9/17-2/5/17 EMS Stipends	-87.50
2/5/2017	6171	Rob Leahy Jr.	1/9/17-2/5/17 EMS Stipends	-192.50
2/5/2017	6172	Robert Powell	1/9/17-2/5/17 EMS Stipends	-105.00
2/5/2017	6173	Samantha Lukas	1/9/17-2/5/17 EMS Stipends	-87.50
2/6/2017	6160	Verizon	Inv# 9779282009	-250.32
2/9/2017	By P...	PERS	Ref# 03981443 1st QTR Jan 2017	-618.54
2/14/2017	6174	Borough of Westville	Dec "16" Fuel Bill	-310.58
2/14/2017	6175	Canvas Werks	New Fire Distrct Awning	-3,000.00
2/14/2017	6176	D.M. Medical Billings, Inc.	Inv# 4680 Dec '16" Billing	-813.35
2/14/2017	6177	FireCompanies.com	Inv# 3778/FD Website Package	-89.97
2/14/2017	6178	Gloucester County Fire Chie...	Association Fee for 2017	-150.00
2/14/2017	6179	Interstate Mobile Care	Invoice# 14255	-2,688.00
2/14/2017	6180	Kaler Motor Company, LLC	Inv# S 300	-39.40
2/14/2017	6181	NJ State Assoc. of Fire Distr...	2017 Annual Dues	-300.00
2/14/2017	6182	Paper Mart Inc.	Inv# 2286336	-112.20
2/14/2017	6183	Paul Conway Shields	Inv# 0397180	-399.99
2/14/2017	6184	V.E. Ralph & Son	Inv# 330969, 331342	-1,167.14
2/14/2017	6185	Westville Fire Department	Dec 2016 Electric Re-imburement	-350.00
2/14/2017	6186	Westville Fire Department	Jan 2017 Rent	-1,000.00
Total NEW 1st Colonial National Bank				-14,842.72
TOTAL				-14,842.72



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 January 2017
FIRE REPORT

Total Fire Calls: 49	Total Drills: 3
Total Fire Calls Year to Date For 2017: 49	
Time In Service In Hours: 348.55	Dispatch to Location: 7 Minutes, 48 Seconds
Total Firefighters Responding: 317	Firefighter Per Incident: 8
Total Personnel Hours: 167.55	

Office of the Fire Chief

1. Mechanical issues:
 - a. 2017 PM Plan
2. Training Date and Physicals 2017 Complete
 - a. One active member did not attend. Placed OOS – Official notification needs to be sent.
Dates for next year
 - b. January 6, 2018
 - c. January 13, 2018
3. Video recording in Ambulance.
 - a. Spoke with Chief Lovell of GCEMS and ask if they came across this problem. He is looking into it further, for now will be posting a sign in the rear of ambulance of no cell phone or video recording do to PT privacy.
4. Announcement for Officers for 2017: FD Regular Business meeting.
 - a. Received paperwork from three members interested
 - b. 3 Fire Captain, 1 EMS Lieutenant
5. Meet with Fire Officers about issue and Objectives. We wrote up a list and presented to FD. We are inviting the membership of the FD to participate in the problem solving and or to sit in and hear how we are going to move forward. (Discussion)
- 6.
7. Gloucester County Emergency Response Center Symposium February 11, 2017
 - a. Eric Farley
 - b. Mike Krier

FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	11	11
LHU:	0	0
Local:	5	5
Re-Inspection:	6	6
Inspections: (Vacant)	0	0
Complaints:	1	1
Fire Investigations:	2	2
Parking Violations:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	0	0
Permit Fee's Collected:	\$42.00 (2016)	\$42.00
Fines Collected:	0	0
Local Registration Fees Collected:	\$70.00 (2016)	\$70.00
LHU Registration Fees Collected:	\$848.58 1 st Qtr	\$848.58
Fire Prevention Programs:	2	2
Fire Pre Plans:	0	0
Hydrant Inventory:	0	0
Smoke Detectors:	0	0

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	22	22
Ems Calls: 07:00-15:30	31	31
15:30-18:00	5	5
AED Inspections:	0	0
JIF Meetings:	0	0
JIF Inspections:	1	1
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	8 Hrs.	8 Hrs.

Comments:
<ol style="list-style-type: none"> 1. Approved two (2) gaming licenses 2. Plans Review 1000 Broadway (4 story midrise) 3. Fire Safety Handouts to the 600-700 Block of Broadway after the 01/26 fire. 4. Fire Safety Handouts sent home via blast email from Parkview School after the 01/26 fire. 5. Fire Investigation 17-01 Brush Fire with extension to shed and car port 01/01 6. Fire Investigation 17-02 Dwelling Fire with rescue of juvenile. Transported 4 occupants to Inspira Woodbury for evaluations 01/26

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