

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

**REORGANIZATION MEETING MINUTES
MARCH 16, 2017**

Chairman Sims called the meeting to order at 6:30 P.M.

The Chairman advised that notice of this meeting has been duly advertised in accordance with the provisions of the "Open Public Meetings Act" and has been advertised in the South Jersey Times. Office Clerk Karen Kelley called the roll with all Fire Commissioners present. Administrator Murtaugh and Fire Chief Farley was also in attendance to the meeting.

It is noted that family members of Commissioner Lawrence had attended the meeting to witness his Oath of Office.

OATH OF OFFICE: Oath of office was given by Chairman Fritz Sims to Commissioner Travis Lawrence. Commissioner Lawrence was then congratulated and welcomed to the board.

NOMINATION OF OFFICERS:

CHAIRPERSON: Fritz Sims, Jr. was nominated and elected to Chairman by Commissioner Holick and seconded by Commissioner Miller; Motion carried by unanimous voice vote.

VICE CHAIRPERSON: Bryan Miller was nominated and elected to Vice Chairman by Commissioner Holick and seconded by Commissioner Marsden; Motion carried by unanimous voice vote.

SECRETARY: Deb Holick was nominated and elected to serve as Secretary for the Westville Fire District #1 by Commissioner Miller; Motion was seconded by Commissioner Marsden and carried by unanimous voice vote.

TREASURER: Fritz Sims, Jr. was nominated and elected to treasurer by Commissioner Miller and seconded by Commissioner Holick; Motion carried by unanimous voice vote.

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

**REORGANIZATION MEETING MINUTES
MARCH 16, 2017**

Resolution for Appointment of Professional Services: Commissioner Holick made the motion for appointment of professional services Gary D. Thompson, Esq., as Solicitor; Nick Petroni and Deanna Roller acting for the firm of Petroni and Associates LLC as Auditor; Hardenbergh Insurance Group as Insurance Service Agent; D.M. Medical Billing, Inc., as billing company for emergency service; and Interstate Mobile Care, acting as physicians on call; and Prime Point as payroll service. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Resolution for Certified Purchasing Agent: Commissioner Marsden made a motion designating Victoria Holmstrom as the Fire District Purchasing Agent. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

Resolution for Official Newspaper: Commissioner Lawrence made the motion designating the South Jersey Times and the Courier Post as the official newspapers for notices of meetings and official notices. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Resolution for Scheduled Meetings: Commissioner Lawrence made the motion designating the schedule of regular meetings on the second Tuesday of each month. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

Resolution Authorizing Wire Transfers: Commissioner Miller made the motion authorizing wire transfers to and from the State of New Jersey Cash Management Fund to 1st Colonial Community Bank and within accounts of the First Colonial National Bank. Motion was seconded by Commissioner Marsden; Motion carried by a unanimous voice vote.

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

**REORGANIZATION MEETING MINUTES
MARCH 16, 2017**

Resolution Appointing an Official Bank Depository: Motion was made by Commissioner Lawrence designating 1st Colonial Community Bank and State of New Jersey Cash Management Fund as depositories. Motion seconded by Commissioner Marsden and approved by a unanimous voice vote.

Approval and/or Reaffirmation of All Fire District Policies. Commissioner Holick made the motion to approve and/or Reaffirmation of All Fire District Policies motion was seconded by Commissioner Lawrence Motion carried by a unanimous voice vote.

COMMITTEE APPOINTMENTS (by Chairperson):

FINANCE COMMITTEE: F. Sims & B. Miller

LIAISON TO FIRE CHIEF: B. Miller & T. Lawrence

TRAINING & SAFETY COMMITTEE: T. Lawrence & B. Marsden

JIF COMMITTEE: D. Holick & T. Lawrence

PERSONNEL COMMITTEE: B. Miller & R. Marsden

PROPERTY & EQUIPMENT COMMITTEE: D. Holick & B. Marsden

POLICY COMMITTEE: F. Sims & D. Holick

APPROVAL OF EMPLOYEE CONTRACTS: Motion to approve Chuck Murtaugh as District Administrator, Karen Kelley as Office Clerk, Eric Farley as Firefighter/EMT, Eric Farley as Fire Inspector, James Tucker as Firefighter/EMT, and James Tucker as Fire Safety Official was made by Commissioner Lawrence and seconded by Commissioner Miller; Motion carried by unanimous voice vote.

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

**REORGANIZATION MEETING MINUTES
MARCH 16, 2017**

BOARD COMMENTS: Commissioner Marsden made a motion to open the meeting up to the public. Motion was seconded by Commissioner Miller.

Chairman Sims and the board again welcomed new Commissioner Travis Lawrence. Commissioner Lawrence than thanked the board for the opportunity and was congratulated by family members.

ADJOURNMENT: A Motion to adjourn at 6:45 P.M was made by Commissioner Miller and seconded by Commissioner Lawrence. Motion carried by unanimous voice vote.

Respectfully Submitted,

Deborah Holick

Secretary, Board of Fire Commissioners

/kmk

**RESOLUTION APPOINTING PROFESSIONALS
FOR WESTVILLE FIRE DISTRICT NO. 1**

WHEREAS, there exists a need for professional accounting and auditing services, professional legal services, professional insurance services, professional emergency billing services, professional collection services, and professional payroll service and professional physician services on behalf of Westville Fire District No. 1; and

WHEREAS, a contract for professional services may be awarded without public advertising for bids pursuant to the provisions of the Local Public Contracts Law of the State of New Jersey in that the subject matter of the contract is the provision of professional services for which competitive bids could not be received.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 as follows:

1) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Nick Petroni of Petroni & Associates, LLC for the provision of professional accounting and auditing services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 13, 2018

2) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Gary D. Thompson, Esquire, for the provision of professional legal services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 13, 2018

3) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Hardenbergh Insurance Agency for the provision of professional insurance consultant services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 13, 2018

4) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with D.M. Medical Billings, Inc. for the provision of professional emergency billing services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 13, 2018

5) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Interstate Mobile Care for the provision of professional physician services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 13, 2018


6) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Prime Point Payroll Services for the provision of professional payroll services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 13, 2018

A copy of this resolution and of the contracts shall be on file and available for public inspection in the Office of the Commissioners of Westville Fire District No. 1.

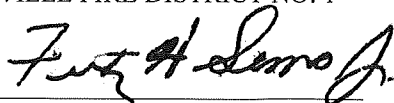
A copy of this resolution shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 16, 2017 in Westville, New Jersey.

ATTEST:


Debbie Holick, Secretary

WESTVILLE FIRE DISTRICT NO. 1


Fritz H. Sims, Jr., Chairperson

Resolution

No.

APPOINTING A QUALIFIED PURCHASING AGENT AND INCREASING BID THRESHOLD PURSUANT TO N.J.S.A. 40A:11-3(c) AND N.J.A.C. 5:34-5.4

WHEREAS, Pursuant to N.J.S.A. 40A:11-3 Governor Chris Christie adjusted the bid thresholds for contracting units subject to the Local Public Contracts Law effective July 1, 2015; and

WHEREAS, N.J.S.A.40A:11-3(b) permits an increase in the bid threshold from \$36,000 to \$40,000, if a Qualified Purchasing Agent is appointed, as well as granted the authorization to negotiate and award such Contracts below the bid threshold; and

WHEREAS, N.J.A.C.5:34-5, et seq., establishes the criteria for qualifying as a Qualified Purchasing Agent under New Jersey Law (License No.: Q-1373); and

WHEREAS, Victoria Holmstrom possesses the designation and is certified as a Qualified Purchasing Agent, as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C.5:34-5, et seq.; and

WHEREAS, the Westville Fire District desires to take advantage of the increased bid threshold that will provide certain benefits of efficiency and economics to the District.

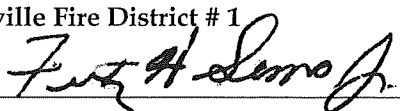
NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Westville Fire District, that the District hereby formally increases its bid threshold to \$40,000.00, along with a quote threshold of \$6,000; and

BE IT FURTHER RESOLVED, that the Governing Body of the Westville Fire District hereby appoints and affirms Victoria Holmstrom, as the District's Qualified Purchasing Agent authorized to exercise the duties of a Purchasing Agent pursuant to [N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Westville Fire District; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C.5:34-5.2, the District Secretary is authorized and directed to forward a certified copy of this Resolution and a copy of Victoria Holmstrom's Certification to the Director of the Division of Local Government Services forthwith after the adoption hereof.

APPROVED by the Governing Body of the Westville Fire District Reorganization Meeting of Commissioners, County of Gloucester, State of New Jersey at a meeting held on March 14, 2017.

Westville Fire District # 1



Fritz H. Sims, Jr.
Chairman



Debbie Holick
Secretary

**RESOLUTION DESIGNATING
THE SOUTH JERSEY TIMES AND THE COURIER-POST NEWSPAPERS FOR NOTICES OF
MEETINGS OF
THE COMMISSIONERS OF WESTVILLE FIRE DISTRICT NO. 1**

WHEREAS, N.J.A. 10:4-8 (d) of the Open Public Meetings Act mandates that notice of all meetings of the Commissioners of Westville Fire District No. 1 be submitted to two newspapers which have the greatest likelihood of informing the public within the Fire District of said meetings, one of which newspapers must be designated as the official newspaper.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 as follows:

1) The South Jersey Times, 309 South Broad Street, Woodbury, New Jersey 08096, and the Courier-Post, Cuthbert Boulevard and Hampton Road, Cherry Hill, New Jersey are designated to receive all notices of all meetings of the Commissioners of Westville Fire District No. 1.

2) The South Jersey Times is hereby designated as the official newspaper for receipt of notices of all meeting of the Commissioners of Westville Fire District No. 1.

ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 16, 2017 in Westville, New Jersey.

ATTEST:

WESTVILLE FIRE DISTRICT NO. 1



Debbie Holick, Secretary



Fritz H. Sims, Jr. Chairperson

**RESOLUTION DESIGNATING
THE SCHEDULE OF REGULAR MEETINGS OF THE COMMISSIONERS OF
WESTVILLE FIRE DISTRICT NO. 1
FOR THE YEAR 2017-2018**

WHEREAS, pursuant to N.J.S. 10:4-18 mandates that within seven days following the annual reorganization meeting of a public body, said public body shall provide public notice of its schedule of regular meetings to be held during the succeeding year.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 as follows:

- 1) The following shall be the schedule of regular meetings of the Commissioners of Westville Fire District No. 1 to be held in the Westville Fire House, 836 Broadway, Westville, New Jersey at 7:00 p.m.:

April 11, 2017
May 9, 2017
June 13, 2017
July 11, 2017
August 8, 2017
September 12, 2017
October 10, 2017
November 14, 2017
December 12, 2017
January 9, 2018
February 13, 2018
March 13, 2018

- 2) On or before March 31, 2017, this resolution shall be prominently posted in at least one public place reserved for such announcements in the Borough Hall and in the Offices of the Commissioners; this resolution shall be mailed to the Courier-Post and the Gloucester County Times and this resolution shall be filed with the Clerk of the Borough of Westville and the Secretary of the Commissioners.

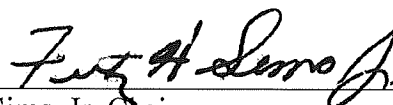
ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 16, 2017 Westville, New Jersey.

ATTEST:

WESTVILLE FIRE DISTRICT NO. 1



Debbie Holick, Secretary



Fritz Sims, Jr. Chairperson

**RESOLUTION AUTHORIZING WIRE TRANSFERS TO AND FROM
THE STATE OF NEW JERSEY CASH MANAGEMENT FUND
AND FIRST COLONIAL COMMUNITY BANK AND WITHIN ACCOUNTS OF FIRST
COLONIAL COMMUNITY BANK**

WHEREAS, by resolution adopted at the reorganization meeting of the Commissioners of Westville Fire District No. 1, the State of New Jersey Cash Management Fund was designated as a depository for monies of Westville Fire District No. 1; and

WHEREAS, from time to time it is necessary for the wire transfer of funds by telephone from the State of New Jersey Cash Management Fund to and from the checking account of the Fire District at First Colonial Community Bank

WHEREAS, from time to time it is necessary for the transfer funds within the checking account and payroll account of the Fire District at First Colonial Community Bank

WHEREAS, the Commissioners desire that the wire transfer and transfer within accounts be accomplished by authorization of one person only.

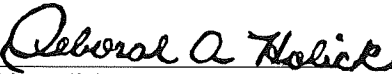
NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 that all wire transfers of funds from the State of New Jersey Cash Management Fund may be authorized by telephone by any one of the following people for purposes of transfer of funds from the State of New Jersey Cash management Fund to the checking account of Westville Fire District No. 1:

Chairperson	Fritz Sims, Jr.
Vice Chairperson	Bryan Miller
Treasurer	Fritz Sims, Jr.
Secretary	Debbie Holick
Office Clerk	Karen Kelley

ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 16, 2017 Westville, New Jersey.

ATTEST:

WESTVILLE FIRE DISTRICT NO. 1


Debbie Holick, Secretary


Fritz Sims, Jr., Chairperson