

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

MEETING MINUTES

March 16, 2017

Meeting called to order at 6:55 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.

The board will honor Commissioner Moan for his service as Commissioner at the next District Meeting to be held on April 11, 2017.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley reported he will discuss appeals under Chiefs report.

COMMUNICATIONS:

- Email received by Chairman Sims from a member regarding missing equipment in response to the letter sent form the District.
- Letter received from Lincoln Financial regarding a member's LOSAP.
- Letter of resignation received from Torrance Harling.
- Letter received r from Solicitor dated February 13, 2017 pertaining to Rice notification process.
- Maintenance Agreement from Rothwell for leased copiers for Signature.
(Property and Equipment)

APPROVAL OF MEETING MINUTES:

A motion to approve minutes from Regular meeting held February 14, 2017 and made by Commissioner Miller; Motion was seconded by Commissioner Lawrence; Motion carried by unanimous voice vote.

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ADMINISTRATION REPORT:

Administrator Murtaugh reported that the new District Copier has been delivered, and the old copier has been moved from the District office to the upstairs Fire House.

Administrator Murtaugh reported that policy committee met and updated the following District Policies and Standard Operating Guidelines. The changes to these policies will be reviewed and approved by the board under the Policy portion of the meeting.

- S&T1.3-Line Officer Certification Requirements
- S&T 1.4-Line Officers Application Process
- SOG #004-405 WFD/NPFD Lieutenant/Captain and EMS job descriptions and Requirements
- SOG # 04-408 WFD/NPFD Chief/Deputy Chief job description and requirements.

Administrator also announced that new part time weekend EMT's have been provided with key fobs.

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

Chief Farley reported mechanical issues as well as the check engine light on Ambulance (Engine 739). The engine was serviced by VCI and circuit board was replaced.

Chief Farley reported there is still lack of participation from some of the members. There are some members who haven't attended drills. He will be holding a meeting with those members and stress the importance of attending drill nights on Thursdays.

Chief Farley provided an update to the board regarding the Active 911 Program. Chief Farley reported this program is already in use but members have been paying for this service themselves. Chief is asking the board to consider the paying for the cost of the program for members in good standing only. Cost for this programing would be \$11.75 per member/per year.

Commissioner Lawrence made a motion approving the District to purchase Active 911 program in the amount of \$11.75 per members/year to only those members who are in good standing. Motion was seconded by Commissioner Miller and approved by a unanimous roll call vote.

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FIRE CHIEF / FIRE OFFICIAL REPORT: Continued

Chief Farley reported that the Officers applications are still pending, until the District policy updates are reviewed and approved during this evenings meeting.

Chief advised the board that another recruitment event will be held on April 13, 2017 at the fire house.

There are now 4 new Part Time/ Weekend volunteer members who were interviewed and had orientation with Deputy Tucker. After discussion, Commissioner Marsden made a motion to approve Jacob Bicking, Brad Medes, Justin Busch, and Paul Richartz as new part time EMS weekend members. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

OFFICE CLERK:

Office Clerk reported that Auditor Deanna Roller met with her in the District Office on March 10th. There is now an updated system for entering payroll information into QuickBooks. Sub-accounts on the budget balance sheet were created to detail and breakdown each employee's salary. Auditor also went over the Audit check list.

FINANCE:

A resolution to void check 6183 was presented and read by Commissioner Holick. Commissioner Miller made a motion to voice check number 6183 due to it an overpayment. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

The board discussed the letter from Lincoln Financial regarding members LOSAP funds. Administrator Murtaugh confirmed the member in question is not yet vested or an active member with the Fire Department, therefore a request for returned funds will be requested.

TRAINING & SAFETY:

Commissioner Marsden reported that the mandatory training dates for 2018 have already been scheduled for Saturday January 6th and the Saturday January 13th 2018.

There will be a lack of participation meeting to held by Chief Farley date to be determined.

Lastly, a recruitment event will be held in the Fire House on April 13, 2017.

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JIF COMMITTEE:

Nothing to report.

PERSONNEL:

- Discuss email from member regarding missing equipment.
To be discussed in an executive session

- Discuss resignation letter from member Torrance Harling has been tabled until next month's meeting.

PROPERTY & EQUIPMENT:

Maintenance Agreement for the new District Copier through Rothwell Document Solutions was signed by Chairman Sims.

POLICY:

Review and discussion of the following policies to be updated and or added to the Westville Fire District policies:

- S&T1.3-Line Officer Certification Requirements
- S&T 1.4-Line Officers Application Process
- SOG #004-405 WFD/NPFD Lieutenant/Captain and EMS job descriptions and Requirements
- SOG # 04-408 WFD/NPFD Chief/Deputy Chief job description and requirements.

A motion to adopt the above Policies and Standard Operating Guidelines as submitted with changes was made by Commissioner Holick. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

Now that the policies have been approved and adopted, Administrator Murtaugh confirmed Personnel Committee will meet and interview the applications for Officers positions following the updated guidelines. The goal is to have this completed and the Officers appointed by the next District Meeting.

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COMMENTS FROM THE PUBLIC:

No one from the public in attendance.

PRESENTATION AND PAYMENT OF BILLS:

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

NEW BUSINESS:

Administrator Murtaugh reported that he was able to obtain 3 refurbished laptops from Target through the grant process. One will be used in conjunction with the Active 911 program in the Fire House since it is a web based program.

Chairman Sims reported the District QuickBooks has been updated to the 2017 version.

OLD BUSINESS:

Nothing to report.

EXECUTIVE SESSION:

At this time Commissioner Marsden made a motion to hold an executive session at 7:59P.M to discuss personnel matters. Motion was seconded by Commissioner Miller.

After coming out of executive session, Chairman Sims will refer matters discussed to the solicitor for handling.

ADJOURNMENT:

Commissioner Marsden made a motion for adjournment at 8:06P.M.; Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

Respectfully Submitted,
Deborah Holick
Secretary, Board of Fire Commissioners

WESTVILLE FIRE DISTRICT NO.1
COUNTY OF GLOUCESTER

RESOLUTION TO VOID CHECKS

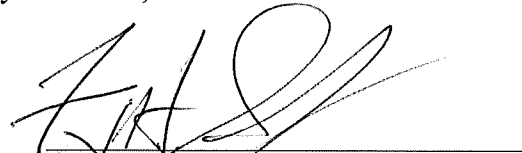
At Regular Meeting of

March 16, 2017

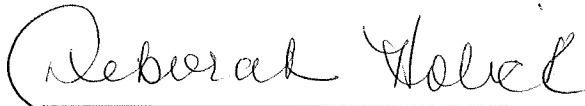
WHEREAS, check number 6183 needs to be voided due to check being the incorrect amount.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Westville Fire District No.1 that the above check to be voided.

This resolution was adopted at the Regular meeting at the Westville Fire District No. 1 in the County of Gloucester on the 16th day of March, 2017


Chairman Fritz Sims

ATTEST:


Secretary Deborah Holick

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 3/17/17 at 8:00 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.

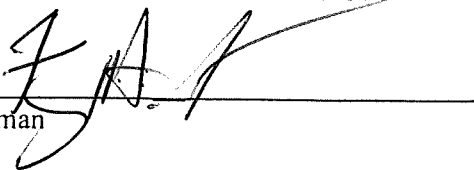
ADOPTED at a meeting of the Commissioners of the Westville Fire District No. 1 held on 3/16, 20 17, in Westville, New Jersey.

ATTEST:



Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: 
Chairman

Westville Fire District #1
Monthly Bills - First Colonial National Bank
March 16, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
NEW 1st Colonial National Bank				
02/17/2017	6187	Staples	6035 5178 1909 7634	-312.87
02/18/2017	6188	Kelly Schwering	Election 02/18/17	-100.00
02/18/2017	6189	Nicole O'hara	Election 2/18/17	-100.00
02/22/2017	6190	Paul Conway Shields	Inv# 0397180-IN	-339.99
02/24/2017	Dire...	Prime Point Payroll Deduction	Inv# 244065 2/24/17	-318.75
02/27/2017	6191	Comcast Cable	Acct# 8499 05 109 0043237 Billing...	-333.58
03/02/2017	Dire...	PERS	Ref# 06013470 1st QTR Feb 2017	-618.54
03/06/2017	6192	Borough of Westville	Fuel Januray 2017 PO 17-004	-389.93
03/06/2017	6193	Borough of Westville	602-2 P.O 17-006	-120.00
03/07/2017	6194	Visa	Acct# 4070 7013 3000 0159	-95.51
03/07/2017	6195	PSE & G	Acct# 6742927208	-137.12
03/07/2017	6196	Verizon	Inv# 9780957111	-249.73
03/15/2017	6197	Borough of Westville	2016 JIFF Re-Imbursement	-32,681.27
03/15/2017	6198	Camden County College	AR102495	-250.00
03/15/2017	6199	D.M. Medical Billings, Inc.	Inv# 4728 PO# 17-019	-806.21
03/15/2017	6200	Joseph Fazzio, Inc.	379939 & 1270152 IN	-549.89
03/15/2017	6201	MES	Inv# 1105025 State Contract A80961	-13,936.00
03/15/2017	6202	NJ Advanced Media	Acct# 1159792	-267.89
03/15/2017	6203	NJ Division of Fire Safety	Ref # 12436 J. Tucker	-30.00
03/15/2017	6204	Petrani & Associates LLC.	Inv# 23033	-2,967.50
03/15/2017	6205	V.E. Ralph & Son	Inv# 334891	-1,199.96
03/15/2017	6206	Westville Fire Department	Feb 2017 Rent	-1,000.00
03/15/2017	6207	Westville Fire Department	Electric Reimbursement	-350.00
Total NEW 1st Colonial National Bank				-57,154.74
TOTAL				-57,154.74



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 February 2017
FIRE REPORT

Total Fire Calls: 33	Total Drills: 3
Total Fire Calls Year to Date For 2017: 72	
Time In Service In Hours: 249.55	Dispatch to Location: 6 Minutes, 33 Seconds
Total Firefighters Responding: 264	Firefighter Per Incident: 8
Total Personnel Hours: 202.55	

Office of the Fire Chief

1. Mechanical issues:
 - a. 739- Check Engine light was on and Fluids were due sent to VCI- Repaired
2. Training Date and Physicals 2017 Complete
 - a. One active member did not attend. Letter sent no reply.
Dates for next year
 - b. January 6, 2018
 - c. January 13, 2018
3. Training: Lack of participation of some members...
4. Active 9-1-1
 - a. Request that the Fire District paid for the service for those members in good standing with the Department and District. Est. cost @ \$260.00
5. Officers for 2017
 - a. All Paperwork in District Office – e mail sent to candidates
6. Winter Storm March 14, 2017 staffing in house from 9PM March 13th, responding to 27 Calls for service.
7. Forcible Entry Simulator – Under construction
8. Recruitment Night set for Thursday April 13th
9. Weekend Staffing: Discussion

EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	0	0
Brooklawn	0	0
Camden	0	0
Deptford	6	11
Gloucester City	33	45
Mt. Ephraim	1	2
Westville	56	120
I-295	5	10
NJTP	3	10
National Park	1	1
West Deptford	1	2
Woodbury	0	0
Woodbury Heights	0	0
Calls By Shift:		
A Shift:	6	9
B Shift:	9	17
C Shift:	6	15
D Shift:	5	19
Career Shift:	34	66
Duty Crew:	28	53
All Call:	18	23
Calls By Outcome:	Month	Year to Date
Refusals:	5	11
Transports BLS:	44	89
Transports ALS:	12	25
Other:	45	77

	Month	Year to Date
Total Number of Incidents:	106	202
Total Number of Transports:	56	114
No Responses/Missed Calls:	4	7
Concurrent Assignments:	3	6
Average Response Time (Dispatched to On scene)	6 Min 26 Sec.	5 Min 55 Sec.

- | |
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| <ol style="list-style-type: none"> 1. Crews administered expanded scope medicine one (1) time in February. All documentation properly completed. 2. Response times have increased; I've made contact with the crews to improve in this area. 3. Billing forms prepared weekly |
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FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	18	29
LHU:	3	3
Local:	15	20
Re-Inspection:	1	7
Inspections: (Vacant)	0	0
Complaints:	1	2
Fire Investigations:	0	2
Parking Violations:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	0	0
Permit Fee's Collected:	\$0	\$42.00
Fines Collected:	0	0
Local Registration Fees Collected:	\$0	\$70.00
LHU Registration Fees Collected:	\$0	\$848.58
Fire Prevention Programs:	0	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:	7	29
Ems Calls: 07:00-15:30	34	65
15:30-18:00	13	18
AED Inspections:	0	0
JIF Meetings:	1	1
JIF Inspections:	1	2
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	0 Hrs.	8 Hrs.

Comments:
<ol style="list-style-type: none"> 1. Approved dumpster placement unit block of Oak Street 2. NFIRS to NJDFS 3. NJDFS Yearend Report 2016