

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

**MEETING MINUTES
June 13, 2017**

Meeting called to order at 7:05 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 was also in attendance; Chief Farley will be tardy due to attending Gloucester County Grant meeting.

It is noted that members Joe Craig, Walt Woodward and Matt Wentzel were also in attendance.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS

Member Joe Craig was called forward by Chairman Sims to discuss fire percentages. It is noted that Mr. Craig agreed to hold this discussion in an open session. The board brought up concerns as to why the member has had low percentages on fire drills, fire calls, fundraisers and other various events within the Department.

The member then stated that he does not live in town and it has been difficult to get here within the allotted time to make fire calls. Also the member reported that due to conflicting work schedule, he is not always able to attend all drills but has been trying to make it to every other drill. After discussing, the board reminded Joe how important member percentages are to a Volunteer Fire Department; time and effort are appreciated from all members. Joe then stated that going forward he plans to stay active with the Westville Fire Department/District and will work towards correcting percentages.

Next the board addressed member Walt Woodward. It is noted that Mr. Woodward agreed to hold discussion in an open session. The purpose of this meeting was to discuss intentions within the Fire Department/District. As reported at previous meeting, Mr. Woodward did not have the required mandatory training that is completed in the beginning of each New Year.

Chief Farley sets this training up a year in advance so that members are able to make arrangements with their jobs etc. to be able to attend. Walt did not attend this training and therefore was placed out of service. Mr. Woodward stated that his intentions are to stay active within the Fire Department/ District and has already turned in some of the necessary certifications to Chief Farley. Harassment training class and a physical from Interstate Mobile is still required before returning back to service. Walt was told to see Chief Farley to arrange his physical and harassment training.

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Members Joe Craig and Walt Woodward were excused from the meeting at 7:25PM.

COMMUNICATIONS:

- Chairman Sims received an email from Solicitor Thompson stating that Ball, Buckley, & Seher has accepted the District's counter settlement offer of \$1,500.00 for Special Services Invoice. This will be discussed under an executive session.
- Received Master Service Agreement from Sprint as discussed at last month's meeting.
- A credit from Vendor V.E. Ralph & Sons in the amount of \$759.00 was received due to product MFG recall.
- Further discuss communications from Rob Pfeiffer regarding missing badges to be discussed under executive session.
- Copy of NJ State Association of Fire Districts Quarterly meeting held March 4, 2017.

APPROVAL OF MEETING MINUTES:

A motion to approve Executive minutes held April 11, 2017 and Regular and Executive minutes held May 9, 2017 was made by Commissioner Marsden. Motion was seconded by Commissioner Lawrence and approved by a roll call vote.

ADMINISTRATION REPORT:

Administrator Murtaugh briefed the board that the Gloucester County air pack grant is in its final stages however that the District will need to look into purchasing containment for the current compressor. Administrator Murtaugh reported that the Department will be a regional fill site for the surrounding towns with these new air bottles but finding proper containment will be of utmost importance due to the difference in air pressure allowance.

It is noted that Chief Farley entered the meeting at 7:35 P.M.

Chief Farley reiterated the need for new a compressor and containment Chief Farley then reported that price match for the \$7,666.55 per bottle and containment would be \$13,862.33.

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ADMINISTRATION REPORT: Continued

Administrator Murtaugh reported that the District currently has 23 air packs that will eventually need to be sold which could help fund the cost of a compressor and containment. This will be discussed further in detail at the next District Meeting.

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

Chief Farley reported preventative maintenance completed on the fire boat. Ambulance is currently out of service do to a faulty air-conditioning line. Chief Farley reported that the vehicle is currently at Buds Auto to correct this issue.

Next, Chief Farley announced that demolition on a vacant property will begin at 1010 Broadway and plans having several drills at this location before demolition of the building for training purposed with SCBA, hose lines, ladder use etc.

Chief Farley reported that he has applied for a \$9,600.00 with Georgia Pacific. There is no match for this grants and announced that if this grant is approved, he plans to purchase thermal imaging cameras.

The board then reminded Chief Farley to set up the in-house training for member Walt Woodward.

Lastly Chief Farley announced that there was a mass causality accident on the turnpike. Chief reported that there were over 50 people involved in this incident. Given the size of the incident Chief Farley is recommending purchasing a multi- purpose salvage cover. This is a tagging system first responder's use while administering on scene triage which is a color coated system according to injuries. Chief reported that he is in the process of getting quotes for 8 salvage covers.

OFFICE CLERK:

Office Clerk Kelley reported that payroll and NJ Cash Management accounts are up to date and reconciled.

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FINANCE:

The board will discuss the settlement agreement and mutual release for Ball, Buckley and Seher special services invoice in a closed session. Also, an approval of authorizing the settlement agreement will also be needed after the discussion.

TRAINING & SAFETY:

Mandatory training dates for 2018 have already been scheduled for January 6th and January 13th 2018.

JIF COMMITTEE:

Nothing to report.

PERSONNEL:

All personnel matters are to be held under executive session.

PROPERTY & EQUIPMENT:

Lease Agreement discussion has been tabled.

POLICY:

Policy review is ongoing, tabled for future meetings.

COMMENTS FROM THE PUBLIC:

Member Matt Wentzel briefly spoke to the board about his experience and morale within the Department. After discussing Mr. Wentzel was then excused from the meeting at 8:19 P.M.

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PRESENTATION AND PAYMENT OF BILLS:

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

OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

Nothing to report.

EXECUTIVE SESSION:

Resolution to hold an executive session at 8:20 P.M. was read by Commissioner Holick. The purpose of the executive session is to discuss personnel matters as well as possible litigation

Executive Session held from 8:20 to 9:20 P.M.

After coming out of closed session, Commissioner Lawrence made a motion to approve resolution Authorizing Solicitor Thompson to work with Ball, Buckley and Seher to determine acceptable language in the agreement, with both parties agreeing to refrain from making negative comments as respects to the issues involved in this litigation. . Motion was seconded by Commissioner Marsden and approved by a roll call vote.

ADJOURNMENT:

Commissioner Miller made a motion for adjournment at 9:21P.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

**RESOLUTION AUTHORIZING
SETTLEMENT AGREEMENT AND MUTUAL RELEASE
WITH BALL, BUCKLEY & SEHER, LLP**

WHEREAS, Ball, Buckley & Seher, LLP submitted an invoice for payment by Westville Fire District No. 1 for services rendered in the preparation of the 2015 audit in the amount of \$5,950.00; and

WHEREAS, Ball, Buckley & Seher, LLP submitted an invoice to Westville Fire District No. 1 of date December 12, 2016 for "miscellaneous special services" in the amount of \$4,095.00; and

WHEREAS, the Commissioners of Westville Fire District No. 1 refused to make payment to Ball, Buckley & Seher, LLP for said invoices due to dissatisfaction with the services provided by Ball, Buckley & Seher, LLP; and

WHEREAS, solely for the purpose of avoiding the expense and uncertainty of litigation Westville Fire District No. 1 and Ball, Buckley & Seher, LLP have entered into a settlement of all claims in dispute;

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


1. The Chairperson and Secretary are hereby authorized to enter into a Settlement Agreement and Mutual Release with Ball, Buckley & Seher, LLP upon approval of the form of the Settlement Agreement and Mutual Release by the Fire District Solicitor. Pursuant to said Settlement Agreement and Mutual Release Westville Fire District No. 1 shall pay the sum of \$5,950.00 to Ball, Buckley & Seher, LLP for the 2015 audit and shall pay the sum of \$1,500.00 to Ball, Buckley & Seher, LLP for "miscellaneous special services".


2. Said Settlement Agreement and Mutual Release shall not constitute an admission of liability on the part of Westville Fire District No. 1.

ADOPTED at a meeting of the Commissioners of Westville Fire District No. 1 held on June 13, 2017 in Westville, New Jersey.

ATTEST:

WESTVILLE FIRE DISTRICT NO. 1


Deborah Holick, Secretary

By: 
Fritz H. Sims, Jr., Chairperson

Resolution # _____
Date 6/13/17

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 6/13/17, at 8:20 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 6/13/17, 20 , in Westville, New Jersey.

ATTEST:

Reborah Holick
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]
Chairman

Westville Fire District #1
Monthly Bills - First Colonial National Bank
 June 13, 2017

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
05/19/2017	Dire...	Prime Point Payroll Deduction	Inv# 248053 5/19/17	-185.50
05/22/2017	6274	Comcast Cable	Acct# 8499 05 109 0043237	-320.29
05/22/2017	6275	Staples	6035 5178 1909 7634	-100.27
05/30/2017	6276	Great America Leasing Corp.	Inv#20633863 Lanier Copier Lease	-217.49
06/02/2017	6277	Baby Luna's	Ticket # 2204-24 8 Lg Pizza's	-103.67
06/02/2017	6278	NJ Advanced Media	Acct# 1159792 Ad 104338137	-19.32
06/02/2017	6279	Treasurer State of New Jers...	Cert # 121813 Eric Farley	-45.00
06/02/2017	6280	Fire Engineering	Acct # 003986015 2 yr Subscription	-40.00
06/07/2017	By P...	PERS	Ref# 15653123 May 2nd Qtr 2017	-927.81
06/07/2017	6281	Borough of Westville	March"17" Fuel Bill PO# 17-004	-409.63
06/07/2017	6282	Grove Hardware	Inv# 199880 PO# 17-035	-70.25
06/07/2017	6283	Borough of Westville	April "17" Fuel Bill PO# 17-004	-558.86
06/07/2017	6284	Borough of Westville	Acct#602-2 PO# 17-006	-120.00
06/09/2017	6285	D.M. Medical Billings, Inc.	Inv# 4908 April 17 PO# 17-019	-657.26
06/09/2017	6286	Interstate Mobile Care	Inv# 14434 Kevin Nolan	-286.00
06/09/2017	6287	Marine Equipment & Supply ...	Inv# 8453000	-259.14
06/09/2017	6288	MES	Inv# 1129884	-104.00
06/09/2017	6289	Petroni & Associates LLC.	Inv# 23745 2016 Audit	-8,400.00
06/09/2017	6290	V.E. Ralph & Son	Inv# 338656 & 338735	-91.00
06/09/2017	6291	VCI	Order # 0098345 PO# 17-030	-62.00
06/09/2017	6292	Verizon	Inv# 9786392500	-251.61
06/09/2017	6293	Westville Fire Department	May "17" Rent	-1,000.00
06/09/2017	6295	Westville Fire Department	May "17" Electric Reimbursement	-350.00
06/13/2017	6296	Airpower International	Inv# 35609 5 year Service Contract	-1,903.00
06/13/2017	6297	Auto & Truck Parts Of Deptf...	Inv# 207534 B. O'NielTraining Prop	-140.54
06/13/2017	6298	Auto Zone	Inv# 3291675630 Statement # 1484	-8.49
06/13/2017	6299	PSE & G	Acct# 6742927208 PO# 17-023	-28.41
Total NEW 1st Colonial National Bank				-16,659.54
TOTAL				-16,659.54



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 April 2017
FIRE REPORT**

Total Fire Calls: 44	Total Drills: 3
Total Fire Calls Year to Date For 2017: 252	
Time In Service In Hours: 287.00	Dispatch to Location: 6 Minutes, 44 Seconds
Total Firefighters Responding: 229	Firefighter Per Incident: 6
Total Personnel Hours: 287.55	

Office of the Fire Chief

1. Mechanical issues:
 - a. Fire Boat sent out for PM.
 - b. June 12 – Ambulance OOS at Budd’s due to NO A/C
2. Training Date and Physicals 2018
 - a. January 6, 2018
 - b. January 13, 2018
 - c. FD acquired 1010 Broadway Vacant dwelling set for demolition for training
 - i. Attach FD Proof of Insurance
3. E.M.S Hours – invited Staff to tonight’s meeting
4. Officers for 2017
 - a. District update and plan
5. We were award with the 2016 federal Grant to update out SCBA’s.
 - a. Attended Meetings do discuss grant:
 - i. on June 1st with GCFD and MEFD
 - ii. June 13th with GCFD and MEFD
 - b. Georgia-Pacific Camden NJ \$10,000 Firefighter grant
 - i. Applied for SCBA Thermal Imaging Masks @ \$9,600
6. Membership: Return of service :
 - a. Volunteer - None
 - b. Part-Time weekend EMS -None

EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	1	2
Brooklawn	0	1
Camden	0	0
Deptford	3	24
Gloucester City	22	120
Mt. Ephraim	1	8
Westville	38	275
I-295	8	32
NJTP	9	32
National Park	1	3
West Deptford	0	3
Woodbury	0	0
Woodbury Heights	0	0
Calls By Shift:		
A Shift:	6	28
B Shift:	9	40
C Shift:	3	34
D Shift:	2	38
Career Shift:	34	182
Duty Crew:	25	129
All Call:	4	49
Calls By Outcome:	Month	Year to Date
Refusals:	3	22
Transports BLS:	39	209
Transports ALS:	7	65
Other:	35	204

	Month	Year to Date
Total Number of Incidents:	83	500
Total Number of Transports:	46	275
No Responses/Missed Calls:	5	22
Concurrent Assignments:	5	24
Average Response Time (Dispatched to On scene)	6 Min 46 Sec.	6 Min 46 Sec.

- | |
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| <ol style="list-style-type: none"> 1. Crews administered or assisted with expanded scope medicine one (2) times in May. All documentation properly completed. 2. Billing forms prepared weekly |
|--|

FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	7	57
LHU:	2	8
Local:	5	31
Re-Inspection:	0	19
Inspections: (Vacant)	0	0
Complaints:	2	5
Fire Investigations:	0	7
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	\$2036.13
Fire Prevention Programs:	1	3
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:	24	121
Ems Calls: 07:00-15:30	38	182
15:30-18:00	4	43
AED Inspections:	0	0
MF Meetings:	1	2
F Inspections:	0	2
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	0 Hrs.	11 Hrs.

Comments:
1.