

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

MEETING MINUTES

August 15, 2017

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 Chief Farley were also in attendance.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

All appeals to be discussed in executive session.

COMMUNICATIONS:

- Received signed Settlement Agreement from Wayne Buckley
- Discuss member resignation and Re-imbusement. – To be discussed in closed session.
- Discuss Vehicle Lending Agreement-Provision of an Ambulance. (Under Chief's report)
- Discuss New Law permitting Fire District Elections to be held in November.
(Under Administrator's Report)
- Received NJ State Association of Fire District's June 3' 2017 quarterly meeting minutes.
- Received L.O.S.A.P withdraw request from member.

APPROVAL OF MEETING MINUTES:

A motion to approve **regular and executive minutes held June 13, 2017** as well as **regular and executive minutes from July 11, 2017** was made by Commissioner Lawrence. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

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ADMINISTRATION REPORT:

Administrator Murtaugh reported that he has researched a new Government signed law permitting Fire Districts to hold their Elections in November instead of February as in the past. (Assembly bill No. A1690).

This will directly affect Fire District budgets and Capital purchases in the future. Since this law was just passed Administrator Murtaugh stated that he will get some clarifications on this matter with the District Solicitor and Auditor and present the findings at the next Fire District meeting.

Administrator Murtaugh announced that he has been working on finalization of several grants and will be attending the 2017 grant seminar in September.

Lastly, Administrator reported that he and Chief Farley have been working on specifications for the emergency repairs on BLS 739. The ambulance has been placed out of service and needs a work to the motor and air conditioner.

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

Chief Farley reported that Ambulance 739 has been placed out of service. Fire pump, ground ladder and aerial testing have been completed for 733,736, and 738.

Preventative maintenance has also been scheduled for the fleet and will be completed by Budd's Auto. Chief also stated that tires for 733 have been ordered.

Chief Farley advised he has met with the Westville Police Chief regarding parking issues on New and High Street. The Chief stated the apparatus have issues maneuvering on the Street due to improper parking. He will be working with the police chief to come up with a solution

Next Chief Farley briefly brought up concerns about road closing due to first phase of the water main construction along Olive Street and Walnut. The Department has not been officially notified of any road closings and he is requesting assistance from the Borough during this project, so response plans in affected areas can be addressed during the closures.

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FIRE CHIEF / FIRE OFFICIAL REPORT: Continued

There are hazard issues with the housing department of West Park Apartments. Westville Chief of Police has been notified of these issues. Complaints are in the nature of hazardous conditions to which residents and apartment maintenance personnel were asked to rectify and have not completed. There are now hazard forms for the EMS/Fire crews to fill out when responding to these apartments so information can be shared with the Police Department.

Chief Farley reported that the air packs which were secured through the Mutual Departments Grant will be delivered in September.

Due to the mechanical failures of Ambulance 739 being placed out of service, arrangements have been made for a loan ambulance from Gloucester County EMS. Approval for vehicle lending agreement with the County is required. There are no costs associated with this agreement. After discussing Commissioner Holick made a motion to accept and approve the Vehicle lending agreement with the County; Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

FIRE OFFICIAL:

Chief Farley reported that Fire Official Tucker will be sending out the 2017 Fire Safety Registrations to businesses.

OFFICE CLERK:

Office Clerk Kelley reported that the District is in receipt of reimbursement payments from former members Rob Pfeiffer and Torrance Harling.

Payment to date:

T. Harling-\$415.32

R. Pfeiffer-\$400.00

The checking, payroll and NJ cash management accounts have been reconciled.

FINANCE:

The board discussed in detail, emergency repairs for the ambulance 739. After discussing Commissioner Miller made a motion to approve the resolution for emergency repairs. Motion was seconded by Commissioner Marsden and approved by a roll call vote. Repairs are not to exceed \$7000 for the motor and not to exceed \$3000 for replacement of air-conditioning.

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TRAINING & SAFETY:

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

JIF COMMITTEE:

Nothing to report.

PERSONNEL:

Personnel committee has requested a Closed Executive Session to discuss personnel matters.

PROPERTY & EQUIPMENT:

Lease Agreement between Fire Department and Fire District discussion has been tabled.

POLICY:

Policy review is ongoing, tabled for future meetings. Insurance policy will be under review as well as review of drug testing policy.

COMMENTS FROM THE PUBLIC:

No one from the public was present to meeting.

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:

Discussion on member Physicals and options has been tabled.

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NEW BUSINESS:

The board briefly discussed the water main pump maintenance project with first phase set to take place on Olive Street and Walnut Street. After discussing, Chief Farley recommended that the board contact the Borough to see if a hydrant can be placed within the parking lot of the Fire Department. This request was made due to operational procedures, safety concerns and maintenance of the fire trucks. Secretary Holick will be sending out a formal letter to Mayor and Council to consider this request.

EXECUTIVE SESSION:

Commissioner Miller made a motion to hold executive session at 7:50 PM: Motion was seconded by Commissioner Marsden.

The purpose of the executive session is to discuss personnel matters.

Executive Session held from 7:50 to 8:40 P.M.

After coming out of closed session discussing Officer Positions, Commissioner Lawrence made a motion to appoint Rob Leahy Jr. as Captain. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Lastly Commissioner Lawrence made a motion authorizing Chairman Sims to sign off on a LOSAP withdraw for a former member; once re-imbursement to the Fire District is received for EMT training cost. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

ADJOURNMENT:

Commissioner Holick made a motion for adjournment at 8:42P.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 DECLARING EMERGENCY REPAIRS
TO AMBULANCE (EMS UNIT 739)
REPAIRING MOTOR AND AIR CONDITIONING UNIT
RESOLUTION

WHEREAS, there exists a need for the Westville Fire District No.1 to continue to provide EMS services to the Borough of Westville, Gloucester County, New Jersey and;

WHEREAS: Ambulance (EMS Unit 739) motor and air conditioning unit is in need of emergency repairs.


WHEREAS: the Commissioners of Westville Fire District No.1 declare the repairs of Ambulance (EMS Unit 739) an emergency and will not be seeking bids.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE WESTVILLE FIRE DISTRICT NO. 1, COUNTY OF GLOUCESTER, approve the repairs with the following not to exceed cost:

1. Funds are available in the 2017 budget of the Fire District for payment to Buds Auto and Truck Repair Inc., of Woodbury, NJ to repair the motor of Ambulance (EMS Unit 739). Repair is not to exceed \$7,000 using State Contract #A89286.
2. Funds are also available in the 2017 Budget of Fire District for payment to VCI of Berlin, NJ to repair the air conditioning unit in Ambulance (EMS Unit 739). Repair is not to exceed \$3,000.

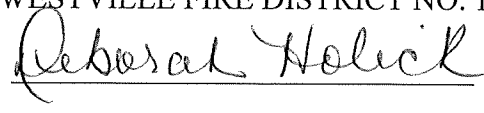
I certify that the foregoing is a true copy of a resolution adopted by the Board of Fire Commissioners of the Westville Fire District No. 1, on August 15, 2017.

ATTEST:


Fritz H. Sims Jr., Chairman

WESTVILLE FIRE DISTRICT NO. 1

By:


Deborah Holick., Secretary

Resolution # _____
Date 8/15/17

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.
- ___ 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 8/15/17, at 7:50 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 8/15, 20 17, in Westville, New Jersey.

ATTEST:

Deborah Holick
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]
Chairman

Westville Fire District #1
Monthly Bills - First Colonial National Bank
August 15, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
NEW 1st Colonial National Bank				
07/12/2017	6332	Ball, Buckley & Seher, LLC	2015 Audit	-5,950.00
07/12/2017	6333	Ball, Buckley & Seher, LLC	Special Services Invoice	-1,500.00
07/12/2017	6334	Thompson, Gary D., Esquire	Legal Services for 1/1/17-6/30/17	-1,624.10
07/19/2017	6335	Cash	Replenish Petty Cash	-171.38
07/19/2017	6336	Comcast Cable	Acct# 8499 05 109 0043237	-320.16
07/19/2017	6337	Great America Leasing Corp.	Inv# 20953328 Lanier Copier Lease	-217.49
07/19/2017	6338	Staples	6035 5178 1909 7634	-40.55
07/19/2017	6339	State of NJ - Dept of Labor	EIN 0-222-979-077/000-00 Assess...	-74.35
07/24/2017	6340	Eastern Door Co.	Repairs to Amulance bay door	-623.00
07/28/2017	Dire...	Prime Point Payroll Deduction	Inv# 250685 7/28/17	-255.50
08/08/2017	Dire...	PERS	Ref# 21971894 July "17" 3rd QTR	-652.36
08/09/2017	6341	Verizon	Inv# 9789866325	-15.04
08/15/2017	6342	Auto Zone	Inv# 3291749771	-132.99
08/15/2017	6343	D.M. Medical Billings, Inc.	Inv# 5007 June 17 PO# 17-019	-737.58
08/15/2017	6344	FireCompanies.com	Inv# 14839 9/1/17-11/30/17	-89.97
08/15/2017	6345	Grove Hardware	Inv# 200319 PO# 17-035	-34.95
08/15/2017	6346	V.E. Ralph & Son	Inv# 341029 & 341835 PO# 17-029	-897.48
08/15/2017	6347	PSE & G	Acct# 6742927208 PO# 17-023	-31.23
08/15/2017	6348	V.E. Ralph & Son	Inv# 341029 341835	-897.48
08/15/2017	6349	MES	Inv# 1143451 PO# 17-043	-410.00
08/15/2017	6350	Borough of Westville	1st & 2nd Qtr Health Ins. PO#17-064	-23,192.94
08/15/2017	6351	MES	Inv# 1144264 PO# 17-043	-353.00
08/15/2017	6352	Borough of Westville	June "17" Fuel	-382.51
08/15/2017	6353	Borough of Westville	July17" Fuel	-330.58
08/15/2017	6354	Westville Fire Department	July 17" Monthly Rent	-1,000.00
08/15/2017	6355	Westville Fire Department	July 17 Electric Reimbursement P...	-350.00
08/15/2017	6356	Great America Leasing Corp.	Inv# 21122548Lanier Copier Lease	-217.49
08/15/2017	6357	NJ Advanced Media	Acct# 1159792	-19.19
08/15/2017	6358	Paper Mart Inc.	Order # 325913 Customer 82233	-112.20
Total NEW 1st Colonial National Bank				-40,633.52
TOTAL				-40,633.52



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 July 2017
FIRE REPORT**

Total Fire Calls: 47	Total Drills: 3
Total Fire Calls Year to Date For 2017: 347	
Time In Service In Hours: 126.91	Dispatch to Location: 6 Minutes, 37 Seconds
Total Firefighters Responding: 307	Firefighter Per Incident: 7
Total Personnel Hours: 127.35	

Office of the Fire Chief

1. Mechanical issues:
 - a. BLS 739 Out of Service
2. Maintenance:
 - a. Fire Pump, Ground Ladder and Aerial Testing complete on 733,736.738
 - b. PM Service for Fleet scheduled thru Budd's Auto
 - c. Tires Ordered for 733
3. Training Date and Physicals 2018
 - a. January 6, 2018
 - b. January 13, 2018
4. Met with Police Chief on Parking issue; New Street at High St.
5. Working with Housing Department on some issues with apartment complexes
6. Officers for 2017
 - a. Met with candidates
7. We were award with the 2016 federal Grant to update.
 - a. September delivery
8. 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
Belmawr	1	4
Brooklawn	1	2
Camden	0	0
Deptford	7	40
Gloucester City	18	160
Mt. Ephraim	1	9
Westville	57	389
I-295	12	47
NJTP	4	37
National Park	1	5
West Deptford	0	4
Woodbury	0	0
Woodbury Heights	0	1
Calls By Shift:		
A Shift:	11	43
B Shift:	11	62
C Shift:	9	53
D Shift:	5	48
Career Shift:	38	252
Duty Crew:	16	165
All Call:	10	75
Calls By Outcome:	Month	Year to Date
Refusals:	5	36
Transports BLS:	42	291
Transports ALS:	11	84
Other:	42	287

	Month	Year to Date
Total Number of Incidents:	100	698
Total Number of Transports:	53	376
No Responses/Missed Calls:	4	30
Concurrent Assignments:	3	27
Average Response Time (Dispatched to On scene)	6 Min 46 Sec.	6 Min 46 Sec.

1. Billing forms prepared weekly

FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Optal Inspections:	8	79
LHU:	2	11
Local:	6	46
Re-Inspection:	0	23
Inspections: (Vacant)	0	0
Complaints:	0	7
Fire Investigations:	3	10
Parking Violations:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	0	0
Permit Fee's Collected:	0	\$294.00
Fines Collected:	0	0
Local Registration Fees Collected:	\$0	\$70.00
LHU Registration Fees Collected:	\$3903.25	\$5939.38
Fire Prevention Programs:	0	5
Fire Pre Plans:	0	0
Hydrant Inventory:	0	0
Smoke Detectors:	2	2

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	12	145
Ems Calls: 07:00-15:30	38	252
15:30-18:00	10	67
AED Inspections:	0	0
JIF Meetings:	0	2
ME Inspections:	0	2
ghway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	7 Hrs.	18 Hrs.

Comments:
1. 3 Fire Investigations, 1- Burn Injury (proper reports sent) PSEG worker 1- outside rubbish with property damage (residential) 1- electrical fire (commercial)