

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

**MEETING MINUTES  
November 14, 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 with the exception of Commissioner Miller who was absent. Administrator Murtaugh and Fire Chief Farley were also in attendance to the meeting.

**EXECUTIVE SESSION:**

Commissioner Marsden made a motion to hold executive session at 7:04 PM: Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

The purpose of the executive session is to discuss contract negotiations.

Executive Session held from 7:04 to 7:35 P.M.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Nothing to report.

**COMMUNICATIONS:**

- Received 2018 Transport Agreement Renewal from Virtua. The board has tabled this for December regular meeting.
- Received a thank you letter from Lynn Wyrovsky with Parkview School for participation during Fire Prevention week.
- A letter from the Borough of Westville certified tax collector regarding CNC-3(Certification of New Construction/Improvements/Partial assessments) Fire District Form. This form was forwarded to Director of Local Government Services, in addition to the County Office Tax Assessment. Chairman Sims has sent this to the Auditor for budget purposes.
- The Proposed lease agreement from the Westville Fire Department. (To be discussed under property and equipment.)

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**COMMUNICATIONS: Continued**

- An opinion for review letter from Solicitor Thompson regarding case: Barnett v. Commissioners of Fire District # 1 Harrison Township.

**APPROVAL OF MEETING MINUTES:**

A motion to approve regular and executive minutes held October 10, 2017 was made by Commissioner Lawrence Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

**ADMINISTRATION REPORT:**

Administrator Murtaugh presented the board with a spreadsheet breaking down cost for physical options provided by the District to members. It is noted the board held a lengthy discussion on this matter back at the July District meeting with Interstate mobile.

Administrator Murtaugh recommended the board for a bladder cancer screening during mandatory physicals which can detect early bladder cancer. Administrator Murtaugh also reported that the cost for this screening is \$42.00 per member and the cost yearly for full physicals, PFT and bladder screen would be approximately \$3,659.00.

Chairman Sims suggested the bladder screening will be optional to members and a waiver should be signed should the member forgo that portion of the exam. After discussing Commissioner Lawrence made a motion to approved cancer bladder screening during physicals. Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

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

Chief Farley reported LED lighting issues on ladder 736 and stated that this is being taken care of by the vendor. All other 2017 fleet maintenance has been completed.

Next, Chief Farley announced that there was a minor accident involving the ambulance on November 12, 2017. The Chief reported the crew members are ok and there was only damage to the rear flip step of ambulance. A new step has been ordered from VCI and proper SOG was followed after the incident.

Chief Farley announced that training dates are confirmed with Interstate Mobile for January 6<sup>th</sup> and January 13<sup>th</sup> 2018.

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**FIRE CHIEF / FIRE OFFICIAL REPORT: Continued**

Chief Farley reported that on October 27, 2017 Fire and EMS crews responded to a fire at 507 Broadway. The Fire started in the kitchen and Chief Farley announced that a housing investigation is on going.

SCBA training and fit testing is ongoing.

Lastly Chief Farley reported that the follow up from the OSHA inspection has been completed. The Fire District/Department buildings are 100% in compliance. We are waiting for the Compliance Certificate from the State which is valid for seven years.

**OFFICE CLERK:**

Office Clerk Kelley reported that the checking, payroll and cash management accounts are up to date and reconciled.

**FINANCE:**

Resolution amending and authorizing the State Contract purchase of 23 self-contained breathing apparatus and related equipment for the Westville Fire District # 1.

After a brief discussion Commissioner Lawrence made a motion to approve the amended resolution (Title stated above) Motion was seconded by Commissioner Marsden and approved by a roll call vote.

The renewal of transport agreement with Virtua has been tabled until the December District Meeting.

**TRAINING & SAFETY:**

Mandatory training dates for 2018 have been scheduled for January 6<sup>th</sup> and January 13<sup>th</sup>.

**JIF COMMITTEE:**

An Elected Officials JIF Diner is to be held at Nicolosi's January 30, 2018. Commissioners who wish to attend are to contact the Borough Clerk.

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**PERSONNEL:**

Nothing to report.

**PROPERTY & EQUIPMENT:**

Commissioner Holick and Commissioner Marsden will be setting up a committee meeting to discuss updates for the Lease Agreement with Fire Department.

**POLICY:**

Policy review is ongoing, tabled for future meetings. Drug testing policy will also be reviewed to make appropriate updates.

Discussion on member Physicals and options has been tabled

**COMMENTS FROM THE PUBLIC:**

No one from the public present.

**PRESENTATION AND PAYMENT OF BILLS:**

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

**OLD BUSINESS:**

The board discussed the 2018 Fire District proposed budget in detail. Chairman Sims stated that the 2018 budget will not have a tax increase and reflects the tax rate as 0.183.

Chairman Sims stated that a special meeting is needed to introduce the 2018 Fire District budget. After discussing, Commissioner Holick made a motion to hold the Special Meeting on November 20, 2017 at 7:00 P.M. Also rescheduling the December 12, 2017 Fire District meeting to December 18, 2017 at 7:00P.M. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

The introduced budget will then be sent to the South Jersey Times to be advertised and adopted at the December the 18<sup>th</sup> Meeting.

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BOARD OF FIRE COMMISSIONERS  
23 WEST OLIVE STREET**

**MEETING MINUTES  
November 14, 2017**

**NEW BUSINESS:**

Nothing to report.

**ADJOURNMENT:**

Commissioner Marsden made a motion for adjournment at 8:40P.M. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

*Respectfully Submitted,  
Deborah Holick  
Secretary, Board of Fire Commissioners*

Resolution # \_\_\_\_\_  
Date 12/14/17

**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.
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 in 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 12/14/17, at 7:04 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 11/14, 20 17, in Westville, New Jersey.

ATTEST:

Deborah Holub  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]  
Chairman



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 October 2017**  
**FIRE REPORT**

<b>Total Fire Calls: 36</b>	<b>Total Drills: 3</b>
<b>Total Fire Calls Year to Date For 2017: 524</b>	
<b>Time In Service In Hours: 60.49</b>	<b>Dispatch to Location: 5 Minutes, 31 Seconds</b>
<b>Total Firefighters Responding: 164</b>	<b>Firefighter Per Incident: 5</b>
<b>Total Personnel Hours: 89.27</b>	

**Office of the Fire Chief**

1. Mechanical issues:
  - a. Ladder 736 – LED issues being followed up by Ron Elmo
2. Maintenance:
  - a. ALL maintenance is complete of Apparatus for 2017
  - b. On November 12<sup>th</sup> Ambulance damage rear flip step due to backing into a Pole. SOG was followed. New Step ordered from VCI.
3. Training Date and Physicals 2018
  - a. January 6, 2018
  - b. January 13, 2018
4. October 27<sup>th</sup> working Fire 507 Broadway M/F/D .
5. OSHA inspection: Re-Inspection complete we are in compliment
6. 2016 federal Grant to update.
  - a. SCBA awaiting fittest completion and training
7. Membership: Return of service :
  - a. Volunteer – Nicholas Resh, David Sampson, Joe Ditullio
  - b. Part-Time weekend EMS –None



# EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	0	4
Brooklawn	2	4
Camden	0	1
Deptford	6	54
Gloucester City	26	241
Mt. Ephraim	1	12
Westville	55	573
I-295	10	78
NJTP	0	46
National Park	0	5
West Deptford	1	5
Woodbury	0	1
Woodbury Heights	0	1
Calls By Shift:		
A Shift:	4	63
B Shift:	6	92
C Shift:	6	73
D Shift:	12	73
Career Shift:	30	349
Duty Crew:	24	246
All Call:	19	129
Calls By Outcome:	Month	Year to Date
Refusals:	12	77
Transports BLS:	50	426
Transports ALS:	11	112
Other:	28	400

	Month	Year to Date
Total Number of Incidents:	101	1025
Total Number of Transports:	61	538
No Responses/Missed Calls:	5	47
Concurrent Assignments:	2	33
Average Response Time (Dispatched to On scene)	6 Min 46 Sec.	6 Min 46 Sec.

1. Billing forms prepared weekly
2. BLS License renewed through OEMS

# FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	20	117
LHU:	2	16
Local:	14	71
Re-Inspection:	3	30
Inspections: (Vacant)	0	0
Complaints:	0	8
Fire Investigations:	1	11
Fire Lanes:	1	1
Juvenile Fire Setters:	0	0
Permits Issued:	1	29
Permit Fee's Collected:	\$126.00	\$1088.00
Fines Collected:	0	0
Local Registration Fees Collected:	\$2320.00	\$3758.00
LHU Registration Fees Collected:	\$0	\$5939.38
Fire Prevention Programs:	4	9
Fire Pre Plans:	0	0
Hydrant Inventory:	0	0
Smoke Detectors:	0	2

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	12	169
Ems Calls: 07:00-15:30	30	349
15:30-18:00	19	129
AED Inspections:	0	0
MF Meetings:	0	3
IF Inspections:	0	2
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	3 Hrs.	32.5 Hrs.

Comments:
<ol style="list-style-type: none"> <li>1. Fire Investigation (507 Broadway) Kitchen Fire</li> <li>2. Fire Prevention Program  Parkview School (368 Children)  With Out Walls Daycare (130 Children)  Josiah's Daycare (10 Children)  Kitchen Safety Handouts 500 Block of Broadway after the fire</li> </ol>
<ol style="list-style-type: none"> <li>3. Remainder of the bills business's N-Z sent out 10/16. Secondary notices for non payment to go out end of this week.</li> </ol>

**RESOLUTION OF THE WESTVILLE FIRE  
DISTRICT**

**(AMENDING) RESOLUTION AUTHORIZING STATE CONTRACT FOR PURCHASE  
OF TWENTY-THREE (23) SELF CONTAINED BREATHING APPRATUS (SCBA) AND  
RELATED EQUIPMENT FOR THE WESTVILLE FIRE DISTRICT**

**WHEREAS**, on July 11, 2017 the Westville Fire District approved a resolution to go into a shared service agreement with Borough of Mount Ephraim and Gloucester City for this purchase and;

**WHEREAS**, N.J.S.A 40A:65-1 authorizes local units of government to enter into agreements for shared services; and

**WHEREAS**, the Westville Fire District approved the of purchase Twenty-three (23) Self Contained Breathing Apparatus (SCBA) and Related Equipment from an authorized vendor under the State of New Jersey Cooperative Purchasing Program; and

**WHEREAS**, the purchase of goods and services by local contracting unit was authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-12; and

**WHEREAS**, Nat Alexander Company, A Division of Mid-Atlantic Fire and Air, 121 North White Horse Pike, Laurel Springs, NJ 08021-1648 has been awarded New Jersey State Contact No. A-80961 for the period beginning April 1, 2012 and still in effective due State extension

**WHEREAS**, the Westville Fire District # 1 recommends the utilization of this contract on the grounds it represents the best price available; and

**WHEREAS**, the original cost for the Fire District's shared purchase was expected not to exceed \$7,666.55. Twenty-three (23) Self-Contained Breathing Apparatus and Related Equipment.

**RESOLUTION OF THE WESTVILLE FIRE  
DISTRICT**

**WHEREAS**, the Fire District's wishes to amend the original resolution approved on July 11, 2017 for the purchase of twenty-three (23) Self-Contained Breathing Apparatus and Related Equipment to allow for the cost of additional equipment options and the trade-in of eleven air bottles to the vendor as follows:

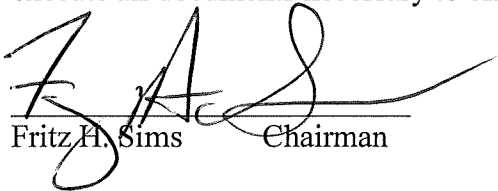
Total Invoiced	\$21,528.89
Original matched share	- <u>7,638.30</u>
Remaining balance	\$13,890.59
Trade-in allowance for 11 air-bottles	- <u>7689.00</u>
Additional payment to be made	\$6,201.59

**WHEREAS**, the Westville Fire District Treasurer has certified the availability of funds for this contract, as evidenced by the attached certificate.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commission of Westville New Jersey that the original resolution approved on July 11, 2017 for the above purchase be amended as stated and approve the additional cost for its share of this purchase of \$6,201.59 and trade-in allowance to

**Nat Alexander Company, A Division of Mid-Atlantic Fire and Air,  
121 North White Horse Pike  
Laurel Springs, NJ 08021-1648**

**BE IT FURTHER RESOLVED** that the Chairman and Secretary are hereby directed to execute all documents necessary to effectuate this contact.

  
Fritz H. Sims      Chairman

Adopted by the Board of Fire Commissioners Meeting of Westville this 14th day of November, 2017.

  
Deborah Holick      Secretary

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
**November 14, 2017**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>NEW 1st Colonial National Bank</b>				
10/18/2017	6402	Cash	Replenish Petty Cash 10/18/17	-142.55
10/20/2017	Dire...	Prime Point Payroll Deduction		-213.50
10/24/2017	6403	Comcast Cable	Acct# 8499 05 109 0043237	-320.50
11/01/2017	6404	Prudential Retirement	Subplan 035130 3rd QTR 2017	-201.43
11/06/2017	6405	Great America Leasing Corp.	Inv# 212452987Lanier Copier Lease	-217.49
11/06/2017	6406	NFPA	Inv# 7081162Y ID#930568	-875.72
11/08/2017	6407	PSE & G	Acct# 6742927208 PO# 17-023	-30.18
11/10/2017	By p...	PERS	Ref# 31281212 October 2017 4th ...	-652.36
11/14/2017	6408	D.M. Medical Billings, Inc.	Inv# 5174 September 2017 PO# 1...	-712.38
11/14/2017	6409	Action Uniform co.	Inv# 16871 PO# 17-047	-1,989.00
11/14/2017	6410	Aladtec	Invoice 102658 Subscription Rene...	-1,809.00
11/14/2017	6411	Cooper University Hospital	BLS Life Support Training 2018 PO...	-1,000.00
11/14/2017	6412	FireCompanies.com	Inv# 15188 12/1/17-2/28/18 PO# 1...	-89.97
11/14/2017	6413	Grove Hardware	Inv# 201227 PO# 17-035	-34.22
11/14/2017	6414	Bud's Auto & Truck Repair	Inv# 32503 PM's Fleet 733	-5,253.68
11/14/2017	6415	Bud's Auto & Truck Repair	Inv# 34362 PM's Fleet 738	-935.13
11/14/2017	6416	Bud's Auto & Truck Repair	Inv# 34478 PM's Fleet 736	-1,262.33
11/14/2017	6417	Bud's Auto & Truck Repair	Inv# 32978 fleet 733	-1,239.36
11/14/2017	6418	Borough of Westville	August 2017 Fuel PO# 17-004	-470.32
11/14/2017	6419	Westville Fire Department	Oct 17 Rent PO# 17-002	-1,000.00
11/14/2017	6420	Westville Fire Department	Oct 17 Electric PO# 17-003	-350.00
11/14/2017	6421	Borough of Westville	Sept 2017 Fuel PO# 17-004	-454.54
11/14/2017	6422	Borough of Westville	2017 JIFF Insurance Reimbursement	-30,011.98
11/14/2017	6423	Borough of Westville	3rd Qrt 2017 Health Ins.	-11,596.47
11/14/2017	6424	Nat Alexander Company	State Contract A-80961 Inv# 10214...	-13,839.89
Total NEW 1st.Colonial National Bank				-74,702.00
<b>TOTAL</b>				<b>-74,702.00</b>