

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

**MEETING MINUTES  
July 11, 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 Marsden who was running late. Administrator Murtaugh was also in attendance Chief Farley will be tardy due to attending Gloucester County Grant meeting.

It is noted that Betsy Ciano from Interstate Mobile was also in attendance.

**PRESENTATION ON MEDICAL EVALUATION PROGRAM**

Betsy Ciano gave a lengthy and detailed summary of Fire District protocols for member physicals. Safety Health policies and NFPA medical guidelines were also discussed in detail. As reported in previous District Meetings, the board had inquired about blood testing screens during the physicals; Mrs. Ciano then provided the board with pricing and options for screenings that Interstate Mobile offers.

Mrs. Ciano also briefly discussed the options for drug screenings. There is a new 11 panel screening test available for drug screening. After a lengthy discussion, the board will review the current policy regarding drug testing, and make recommendations for changes to the policy committee, if necessary. Interstate mobile will provide additional pricing all these services and Administrator Murtaugh will work up some budget cost information for the board based on the current employee/volunteer roster.

Mrs. Ciano was then excuse from the meeting at 7:52P.M.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Chief Farley reported he receive a of a resignation letter from member Jonathan Craig today, Chief stated he has not turned in uniforms but some of it is still in his assigned locker. Chief Farley will make sure all District issued equipment & uniforms are accounted for. Chief Farley also stated that the member will have to reimburse the District for EMT schooling.

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**ADDRESSING THE BOARD/FIREFIGHTER APPEALS: Continued**

With the limited information provided, Commissioner Miller made a motion to table the approval of resignation until next District Meeting. This will give the chief time to obtain the district equipment and have the administrator figure out the amount of money due back to the district for EMT School. Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

**COMMUNICATIONS:**

- Quotes from MES for Breast Badges and Head Badges – To be discussed in Executive session due to ongoing issues with a former member.
- Received email from Solicitor Thompson continuing correspondence for Settlement Agreement and Mutual Release – (To be discussed in executive session)
- Received Gloucester County Mutual Aid Assistance Agreement between participating units (Renewal) – to be Discuss under Chiefs report.
- Received letter from Gateway Youth Football requesting sponsorship from the District. (Given to the Fire Department)

**APPROVAL OF MEETING MINUTES:**

A motion to table the Regular and Executive minutes held June 13, 2017 was made by Commissioner Holick. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

**ADMINISTRATION REPORT:**

Administrator Murtaugh reported that surveillance cameras have been installed in and around the Fire Department and District building; a TV has been installed in the District office to monitor the cameras.

Administrator Murtaugh also reported that he has been working closely with Chief Farley to finalize the State Contract for 23 self-contained breathing apparatus. Discussions with the vendor have been ongoing for containment for the compression system as reported at last month's meeting.

Next, Administrator Murtaugh advised that he has been obtaining quotes to replace the HVAC

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**ADMINISTRATION REPORT: Continued**

System in the District Office, due to service issues.

Administrator Murtaugh has obtained pricing from VCI to repair the air-conditioning in the Ambulance.

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

Chief Farley reviewed current Fire and EMS call percentages- See Chiefs Report

Chief Farley reported mechanical issues on the new ladder truck with the LED light bar and the rear body LED light bar due to faulty wiring. Chief Farley stated that these issues are still under warranty and will be repaired as soon as possible.

Next, Chief Farley announced that live demolition training at the home on Broadway will commence in the coming week.

Chief Farley requested an update from the board regarding Officers Positions. Chief Farley suggested that for the time being, he would like to try one member as an acting Captain, until final approval and interview can be made. The board discussed this in detail and recommended the Personnel Committee try to finalize this final step, rather than appoint an Acting Captain. The Personnel Committee came up with a date of Wednesday August 2, 2017 at 7:00 P.M. to meet with the candidates. The Personnel Committee will report their recommendations at the August board meeting.

Lastly, as reported under Communications, an approval of the revised mutual aid and assistance agreement is in order. Administrator Murtaugh then reviewed the revisions to the agreement; after discussing, Commissioner Lawrence made a motion to approve the revised agreement. Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

**OFFICE CLERK:**

Office Clerk Kelley reported that the District is in receipt of reimbursement payments from a former member.

**FINANCE:**

The board will discuss the settlement agreement and mutual release for Ball, Buckley and Seher special services invoice in a closed session.

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Next the board presented a resolution to void checks 6294, 6307, 6318 due to printing error. Commissioner Miller made motion to approve resolution; Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

Lastly the board discussed in detail the State Contracted purchase of 23 self-contained breathing apparatus (SCBA) and related equipment. After discussion Commissioner Miller made a motion to approve resolution authorizing the purchase of (23) air packs with the shared services group of Gloucester City and Mount Ephraim with the District cost not to exceed \$7, 666.55. Motion was seconded by Commissioner Marsden and approved by a roll call vote.

**TRAINING & SAFETY:**

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

**JIF COMMITTEE:**

Nothing to report.

**PERSONNEL:**

The Personnel committee will meet August 2<sup>nd</sup> at 7:00PM to discuss and meet with Officer Applicants. The results will be reported at the August Board Meeting.

All other personnel matters are to be discussed in closed session.

**PROPERTY & EQUIPMENT:**

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

**POLICY:**

Policy review is ongoing, tabled for future meetings.  
Outdated Insurance policy will be under review.

**COMMENTS FROM THE PUBLIC:**

No one from the public present to District Meeting.

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

**MEETING MINUTES  
July 11, 2017**

**PRESENTATION AND PAYMENT OF BILLS:**

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

**OLD BUSINESS:**

Nothing to report.

**NEW BUSINESS:**

Commissioner Lawrence briefly brought up questions to the board about updating memorials around the Westville Park. Administrator Murtaugh will provide him with contact information.

**EXECUTIVE SESSION:**

Commissioner Marsden made a motion to hold executive session at 8:45 PM: Motion was seconded by Commissioner Lawrence

The purpose of the executive session is to discuss personnel matters as well as contracts

Executive Session held from 8:45 to 8:55 P.M.

After coming out of closed session, as of July 11<sup>th</sup> 2017 at 9:01 PM Commissioner Lawrence made a motion to approve resolution authorizing settlement agreement (with updated verbiage) with Ball, Buckley and Seher. Motion was seconded by Commissioner Marsden and approved by a roll call vote.

**ADJOURNMENT:**

Commissioner Miller made a motion for adjournment at 9:05PM; 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  
July 11, 2017

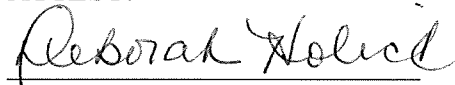
WHEREAS, check number 6294 needs to be voided due to a printer error, check number 6307 due to being entered with incorrect amount and check number 6318 a printed duplicate.

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 11th day of July, 2017

  
Chairman Fritz Sims

ATTEST:

  
Secretary Deborah Holick

**RESOLUTION OF THE WESTVILLE FIRE  
DISTRICT**

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

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

**RESOLUTION OF THE WESTVILLE FIRE  
DISTRICT**

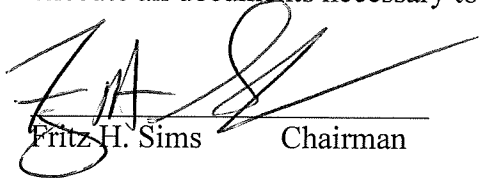
**WHEREAS**, the Westville Fire District Treasurer has certified the availability of funds for this contract, as evidenced by the attached certificate.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commission of Westville New Jersey that

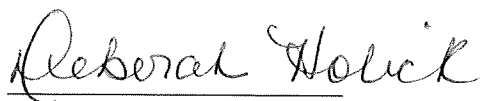
**Nat Alexander Company, A Division of Mid-Atlantic Fire and Air,  
121 North White Horse Pike  
Laurel Springs, NJ 08021-1648**

Be awarded a contract not to exceed \$7,666.55 for the acquisition of the purchase listed above with the cost of the Fire District for its share of this purchase of \$ 7,666.55

**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 11th day of July , 2017.

  
Deborah Holick      Secretary



Resolution # \_\_\_\_\_  
Date 7/11/17

**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.

X 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 7/11/17, at 8:45 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 7/11, 20 17, in Westville, New Jersey.

ATTEST:

Deborah Holice  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]  
Chairman

**SETTLEMENT AGREEMENT  
AND  
MUTUAL RELEASE**

WESTVILLE FIRE DISTRICT NO. 1, a political subdivision of the State of New Jersey with offices situate at 23 West Olive Street, Westville, New Jersey 08093, hereinafter the "Fire District" and BALL, BUCKLEY & SEHER, LLP with offices situate at 1301 North Broad Street, Woodbury, New Jersey 08096, hereinafter "BB&S" hereby enter into the following Settlement Agreement and Mutual Release, hereinafter the "Agreement":

WHEREAS, BB&S claims there is due and owing from the Fire District payment of the invoice of BB&S for preparation of the 2015 audit for the Fire District in the amount of \$5,950.00; and

WHEREAS, BB&S claims there is due and owing from the Fire District payment for an invoice of date December 12, 2016 for "miscellaneous special services" in the amount of \$4,095.00; and

WHEREAS, the Fire District has refused to make payment to BB&S for said invoices for reasons made known to BB&S; and

WHEREAS, solely for the purpose of avoiding the expense and uncertainties of litigation the parties have entered into a settlement of all disputes, allegations and claims between them concerning the above claims recognizing and acknowledging that the settlement is not intended to, and does not constitute an admission of liability on the part of any party, the same being expressly denied;

NOW, THEREFORE, in consideration of the covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties intending to be legally bound, agree as follows:

1. The foregoing recitals are hereby incorporated by reference as if set forth herein at length.
2. The Fire District agrees to pay the sum of \$5,950.00 to BB&S for the 2015 audit, which payment shall be made within seven (7) days of the date of signing of this Agreement by the parties.
3. The Fire District agrees to pay \$1,500.00 to BB&S for the invoice of date December 12, 2016 for "miscellaneous special services" which payment shall be made within seven (7) days of signing of this Agreement by the parties. BB&S agrees that it will accept said sum as payment in full for said invoice.
4. Expressly contingent upon receipt of payment from the Fire District as set forth in paragraphs 2 and 3 herein, BB&S for itself, its successors and assigns hereby releases and discharges the Fire District from all claims, demands, causes of action or liabilities in law or equity, known or unknown, from the beginning of time through the date of signing of this Agreement.
5. Expressly contingent upon BB&S accepting payment in the sum of \$1,500.00 for the invoice of date December 12, 2016 for "miscellaneous special services" the Fire District hereby releases and discharges BB&S, its successors and assigns from all claims, demands, causes of action or liabilities in law or in equity, known or unknown, from the beginning of time through the date of signing of this Agreement.
6. The terms of this Agreement shall in no way be construed as an admission by any party that they acted wrongfully in any respect. All parties deny any liability and have agreed to settle this matter as provided herein solely to avoid the expense and burden of litigation and to resolve all matters. Consequently, the parties understand and hereby agree that this settlement is the compromise of disputed claims and that the consideration set forth herein is not to be construed as an admission of liability on the part of any party hereto.
7. The parties agree that they shall not disclose to others the terms of this agreement other than as may be necessary to effectuate the provisions of this Agreement or as may be required by law, regulation or court order.

8. The Commissioners of the Fire District agree that they will not, nor will they authorize any other individual or entity at any time to orally or in writing disparage, denigrate or defame BB&S or any subsidiary or affiliate of BB&S, their respective services or business conduct or otherwise impugn the reputation of BB&S or that of any of its current or former owners, managers, officers, affiliates and agents in any way relating to this matter effective upon signing of this Agreement by the parties. The members of BB&S agree that they will not, nor will they authorize any other individual or entity at any time to orally or in writing disparage, denigrate or defame the Fire District, its services or business conduct or otherwise impugn the reputation of the Fire District or that of any of its current or former Commissioners and agents in any way relating to this matter effective upon signing of this Agreement by the parties.

9. No party shall be attributed to or deemed to be the drafter of this Agreement or of any particular provision(s) thereof, and no part of this Agreement shall be construed against either party on the basis of that party's identity as the drafter of any part of this Agreement.

10. The parties represent and warrant that they have not assigned or transferred, or purported to assign or transfer, voluntarily, involuntarily or by operation of law any claims that are the subject of this Agreement.

11. This Agreement represents the entire understanding between the parties regarding the subject matter hereof and supersedes any and all prior and contemporaneous agreements, representations, understandings and negotiations between the parties hereto, whether oral or written.

12. This Agreement may be modified or amended only by a writing signed by the parties hereto which explicitly references this Agreement.

13. A failure or delay by any party to this Agreement to enforce any of the provisions hereof or to require performance of any provision hereof shall in no way be construed to be a waiver of such provisions.

14. This Agreement is executed voluntarily and without any duress or undue influence on the part or behalf of any of the parties with the full intent of releasing all claims against each other. The parties acknowledge that they have read this Agreement; they are represented by legal counsel and have had the opportunity to consult with legal counsel in connection with the provisions of this Agreement; that they understand the terms and consequences of this Agreement and that they are fully aware of the legal and binding effect of this Agreement.

15. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey without reference to any choice of law or conflict of law provisions or rules.

16. Each party hereby warrants and represents that the persons executing this Agreement on their behalf are fully authorized to do so and that they have taken all steps required by law to receive said authority.

17. This Agreement may be executed in counterparts, all of which together shall constitute a single Agreement. A facsimile or pdf signature shall be deemed an original signature.

WHEREFORE, intending to be legally bound, the parties have agreed to the aforesaid terms and have caused this Agreement to be executed on the respective dates set forth below.

ATTEST:

Deborah Holick  
Deborah Holick, Secretary  
Dated: 7/11/17 9:02 PM

WESTVILLE FIRE DISTRICT NO. 1

By:

Fritz H. Sims, Jr. 9:04 p.m.  
Fritz H. Sims, Jr., Chairperson

ATTEST:

\_\_\_\_\_  
Dated: \_\_\_\_\_

BALL, BUCKLEY & SEHER, LLP

By: \_\_\_\_\_

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
 July 11, 2017

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
06/16/2017	Dire...	Prime Point Payroll Deduction	Inv# 249371 6/16/17	-180.75
06/21/2017	6300	Lincoln Financial Advisors	LOSAP Contrib for 2016 # CR33430	-12,885.88
06/21/2017	6301	Lamont Medical Equipment	Inv# 172007	-88.00
06/21/2017	6302	Marine Equipment & Supply ...	Inv# 139775000	-212.82
06/26/2017	6303	Great America Leasing Corp.	Inv#20795495 Lanier Copier Lease	-217.49
06/26/2017	6304	Sprint	Inv# 808397 196-001	-317.95
06/26/2017	6305	Staples	6035 5178 1909 7634	-61.04
06/28/2017	6306	Comcast Cable	Acct# 8499 05 109 0043237	-320.29
06/30/2017	6307	Rothwell Document Solutions	VOID: Inv# 106458 Contract C118...	0.00
06/30/2017	6308	Rothwell Document Solutions	Inv# 106458 Contract C11832-01	-178.44
06/30/2017	6309	Prudential Retirement	Act# 035130 2nd Qtr 2017	-186.55
07/05/2017	By P...	PERS	Ref# 18102474 2nd Qtr June "17"	-1,442.87
07/05/2017	6319	Santander Leasing LLC.	Inv# 1989550	-65,760.62
07/06/2017	By P...	PERS	Ref# 18652786 June "17" 2nd Qtr	-42.74
07/11/2017	6310	Borough of Westville	May "17" Fuel Bill	-346.69
07/11/2017	6311	Bud's Auto & Truck Repair	Inv# 34970 A/C Amulance repair	-1,007.00
07/11/2017	6312	Camden County College	AR102907	-197.00
07/11/2017	6313	D.M. Medical Billings, Inc.	Inv# 4971 May 17 PO# 17-019	-1,234.49
07/11/2017	6314	MES	Inv# 1103730 PO# 17-043	-270.00
07/11/2017	6315	NJ Advanced Media	Acct# 1159792	-209.30
07/11/2017	6316	Pirate Services, Inc	Inv# 5795 Work done on Fire Boat	-1,366.68
07/11/2017	6317	Robert Hauck	Inv# 100 PO# 17-057	-40.00
07/11/2017	6318	Rothwell Document Solutions	VOID: Inv# 106458 Contract C118...	0.00
07/11/2017	6320	Camden County College	AR102809	-250.00
07/11/2017	6321	South Jersey Times	Acct # 15300-1406847	-66.00
07/11/2017	6322	Hardenbergh Insurance Group	Inv 719 Acct. WESTVIFD02	-10,353.00
07/11/2017	6323	John Carpenter Heating & A...	Inv# 2635 PO# 17-055	-220.00
07/11/2017	6324	Lamont Medical Equipment	Inv# 172483	-135.00
07/11/2017	6325	MES	Inv# 1141560 PO# 17-043	-77.00
07/11/2017	6326	Tri Core Medical Transporta...	Inv# 17-001 EMT Core Refresher ...	-280.00
07/11/2017	6327	Westville Fire Department	June"17" Electric Reimbursement	-350.00
07/11/2017	6328	Westville Fire Department	June"17" Monthly Rent	-1,000.00
07/11/2017	6329	Borough of Westville	Acct. 602-2 PO# 17-006	-95.43
07/11/2017	6330	Choice Clean Gear LLC	Inv# 2922 PO# 17-061	-118.50
07/11/2017	6331	PSE & G	Acct# 6742927208 PO# 17-023	-31.65
Total NEW 1st Colonial National Bank				-99,543.18
<b>TOTAL</b>				<b>-99,543.18</b>



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**

<b>Total Fire Calls: 37</b>	<b>Total Drills: 3</b>
<b>Total Fire Calls Year to Date For 2017: 300</b>	
<b>Time In Service In Hours: 196.00</b>	<b>Dispatch to Location: 6 Minutes, 17 Seconds</b>
<b>Total Firefighters Responding: 243</b>	<b>Firefighter Per Incident: 7</b>
<b>Total Personnel Hours: 189.35</b>	

**Office of the Fire Chief**

1. Mechanical issues:
  - a. Passenger side upper LED Bar Light and lower Rear Body LED Light malfunctioning  
Contacted Ron Elmo under warranty.
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. Westville Fireworks – All good
  - a. Staffing 8 Firefighters
4. Color Triage/Salvage covers are in and placed on Rescue.
5. Officers for 2017
  - a. District update and plan
6. We were award with the 2016 federal Grant to update out SCBA's.
  - i. Resolution and to place order July 15th
  - b. Georgia-Pacific Camden NJ \$10,000 Firefighter grant
    - i. Applied for SCBA Thermal Imaging Masks @ \$9,600 award Date Sept/Oct.
7. Membership: Return of service :
  - a. Volunteer – Dan Baker and Michael Thompson
  - b. Part-Time weekend EMS –None
  - c. Overall List provided

# EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	1	3
Brooklawn	1	2
Camden	0	0
Deptford	9	33
Gloucester City	22	142
Mt. Ephraim	1	9
Westville	57	332
I-295	3	35
NJTP	1	33
National Park	1	4
West Deptford	1	4
Woodbury	0	0
Woodbury Heights	1	1
Calls By Shift:		
A Shift:	4	32
B Shift:	11	51
C Shift:	10	44
D Shift:	5	43
Career Shift:	36	214
Duty Crew:	18	149
All Call:	14	65
Calls By Outcome:	Month	Year to Date
Refusals:	9	31
Transports BLS:	40	249
Transports ALS:	8	73
Other:	41	245

	Month	Year to Date
Total Number of Incidents:	98	598
Total Number of Transports:	48	323
No Responses/Missed Calls:	4	26
Concurrent Assignments:	0	24
Average Response Time (Dispatched to On scene)	6 Min 46 Sec.	6 Min 46 Sec.

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Billing forms prepared weekly</li> <li>2. Ambulance out of service for three days due to an air conditioner issue. Four (4) calls in town missed due to being o.o.s. (all handled and transports by Deptford EMS)</li> </ol> |
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# FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	14	71
LHU:	1	9
Local:	9	40
Re-Inspection:	4	23
Inspections: (Vacant)	0	0
Complaints:	2	7
Fire Investigations:	0	7
Parking Violations:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	6	6
Permit Fee's Collected:	\$252.00	\$294.00
Fines Collected:	0	0
Local Registration Fees Collected:	\$0	\$70.00
LHU Registration Fees Collected:	\$0	\$2036.13
Fire Prevention Programs:	2	5
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:	12	133
Ems Calls: 07:00-15:30	36	214
15:30-18:00	14	57
AED Inspections:	0	0
IF Meetings:	0	2
IF Inspections:	0	2
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	7 Hrs.	18 Hrs.

Comments:
1. Fire Safety Programs: Marina Boater Safety Marina Area's, Fire Extinguisher training to 10 employees Artex Knitting.