

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

**MEETING MINUTES
January 9, 2018**

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.

PUBLIC HEARING FOR THE 2018 FIRE DISTRICT BUDGET:

Commissioner Lawrence made a motion to open public hearing to the public; Motion was seconded by Commissioner Holick. Motion approved by a unanimous voice vote.

No one from the public was in attendance for the public hearing therefore a Motion to close public hearing was made by Commissioner Lawrence. Motion seconded by Commissioner Holick. Motion approved by a unanimous voice vote.

ADOPTION OF THE 2018 AMENDED FIRE DISTRICT BUDGET:

Chairman Sims reported that 2018 Amended Fire District budget (approved at the Special Meeting held December 20, 2017) has been approved by the State. All proper advertisements regarding the budget have been sent to the South Jersey Times.

After a brief discussion, Commissioner Lawrence made a motion to approve the 2018 adopted Budget for the Borough of Westville Fire District # 1. Motion was seconded by Commissioner Marsden and approved by a roll call vote with one Commissioner Absent.

A Copy 2018 Budget Document is available at the Westville Municipal building during normal business hours and can also be viewed online at www.westvillefd.com

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley tabled discussion for next month's District Meeting.

COMMUNICATIONS:

Nothing to report.

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APPROVAL OF MEETING MINUTES:

A motion to approve the regular and executive minutes held November 14, 2017, Special meeting minutes held November 20, 2017 as well as regular meeting held December 18, 2017 was made by Commissioner Lawrence. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

ADMINISTRATION REPORT:

Administrator Murtaugh reported that due to the need to provide additional paid EMT scheduling, there are no funds to provide stipends payments to the membership. In addition, the finalization of LOSAP payments is in the final stages and a cost of living adjustment will be included as permitted by law. Cost of living adjustments will also be included in future LOSAP payments. The Department of Labor census and survey report for 2017 was completed electronically and filed in the District Office.

The Administrator reported he is in the process of reviewing available grants for the coming year and is working with Chief Farley to determine which grants to pursue. Revisions to update of drug and harassment policy are in the process and will be discussed with the policy committee.

Finalization to move the Fire District Election from February to November's General Election is ongoing. Administrator Murtaugh will have the District Solicitor draft a resolution to be approved by the board before the deadline is due to submit to the State.

Administrator Murtaugh stated that he is considering eliminating the Westville Fire Department's email addresses which are provided to the members. After review of email exchanges between members, the members are not using those email addresses for communications.

FIRE CHIEF / FIRE OFFICIAL REPORT:

Fire Chief Farley reported the following mechanical issues: The LED lights on the Ladder truck are faulty due to a computer issue. Chief Farley stated that an upgrade will be installed by the vendor (E-1) and reported that the upgraded LED project will not be under covered under warranty.

The Chief also advised the Ambulance sirens have been malfunctioning and are in need of replacement.

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FIRE CHIEF / FIRE OFFICIAL REPORT: Continued

Training for the new SCBA is ongoing and equipment is to be placed in service on January 14, 2018.

Chief Farley provided call and member response averages from 2017. Chief Farley advised that there were 1,800 calls for the year. Staffing availability issues are still an issue. With the construction of a new Senior Community housing center starting sometime this year and the possibility of providing EMS services to another town by the end of 2018, it will be important to strengthen EMS staffing. Further discussion will be ongoing.

OFFICE CLERK:

Office Clerk Kelley reported that the 1099 vendor report has been submitted to the Auditor. Once returned statements will be sent to vendors by the deadline.

FINANCE:

Chairman Sims reported that he has set up all 2018 budget line item figures in QuickBooks, and finalizing budget code amounts.

TRAINING & SAFETY:

Second mandatory training date set for January 13, 2018 8:00 A.M.

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.

PERSONNEL:

The board is in receipt of a letter from former member to withdraw his LOSAP funds due to not being able to transfer his funds from Westville Fire Department to new Fire Department. Chairman followed up with the member and all paper work has been submitted to Lincoln Financial.

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PROPERTY & EQUIPMENT:

The lease agreement between the Fire District/Department has been review by the committee will be finalized at the next District Meeting. Once approved all changes within the lease will take effect after the District's Re-Organization meeting held in March.

POLICY:

Policy review is ongoing and tabled for future meetings.

Drug testing policy is being updated to include wording for the new opioid panel screening.

Harassment policy is being updated.

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 Lawrence; Motion was seconded by Commissioner Marsden and approved by a roll call vote.

OLD BUSINESS:

The board has decided to forgo using the County wide EMS services at this time. A letter will be sent to the Gloucester County EMS advising them of the decision.

NEW BUSINESS:

Upcoming District Election to be held February 17, 2018. Commissioner Holick made a motion to appoint Terry Eckel and Darlene Powell to work the election poll that day; Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

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NEW BUSINESS: Continued

Chairman Sims reported that petitions for Secretary (Deborah Holick) and Chairman (Fritz Sims Jr.) are due to the Borough by January 19, 2018. Both commissioner seats are for renewal of a 3 year term.

ADJOURNMENT:

Commissioner Lawrence made a motion for adjournment at 8:14P.M. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

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

Westville Fire District #1
Monthly Bills - First Colonial National Bank
January 9, 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
NEW 1st Colonial National Bank				
12/31/2017	By P...	PERS	4th QTR Dec. "17" Ref # 00331072	-1,399.54
12/31/2017	6458	Rothwell Document Solutions	Inv# 113634 PO# 17-027	-177.90
12/31/2017	6459	Borough of Westville	Acct 602-2 Water & Sewer	-110.00
12/31/2017	6460	Great America Leasing Corp.	Inv# 21785982Lanier Copier Lease	-217.49
12/31/2017	6461	South Jersey Times	Acct # 15300-1406847	-66.00
12/31/2017	6462	Sprint	Acct# 808397196-007	-153.96
12/31/2017	6463	Deb Holick	Reimbursement/ Gift Card	-100.00
12/31/2017	6464	Lamont Medical Equipment	Inv# 174053 OCT-DEC "17"	-135.00
12/31/2017	6465	Prudential Retirement	Subplan 035130 4th Qtr 2017	-193.43
12/31/2017	6466	Tarrach's Service Center LLC.	Inv# 88855 PO# 17-036	-31.40
01/02/2018	6457	Cash	Re-Open Petty Cash 2018	-200.00
Total NEW 1st Colonial National Bank				<u>-2,784.72</u>
TOTAL				<u>-2,784.72</u>



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 December 2017
FIRE REPORT**

Total Fire Calls: 50	Total Drills: 3
Total Fire Calls Year to Date For 2017: 617	
Time In Service In Hours: 305.49	Dispatch to Location: 5 Minutes, 25 Seconds
Total Firefighters Responding: 263	Firefighter Per Incident: 6
Total Personnel Hours: 314.27	

Office of the Fire Chief

1. Mechanical issues:
 - a. Apparatus: Fire Line will be out next week for the warning light issue on 736.
 - b. Ambulance siren no long works need new one.

2. Training Date and Physicals 2018
 - a. January 6, 2018 – Complete
 - b. January 13, 2018
 - i. E-mail and RCAN sent to membership

3. New SCBA go in service the week of January 14th

4. Covered Staffing Issues with FD at General Meeting

5. Membership
 - a. Volunteer – Brian Hampton starts FF1 January 12th
 - b. Part-Time weekend EMS –Dillon Applegate

EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	1	5
Brooklawn	0	5
Camden	0	1
Deptford	16	82
Gloucester City	24	288
Mt. Ephraim	7	22
Westville	48	675
I-295	4	98
NJTP	4	53
National Park	0	6
West Deptford	0	5
Woodbury	0	2
Woodbury Heights	0	1
Calls By Shift:		
A Shift:	6	78
B Shift:	13	112
C Shift:	4	86
D Shift:	6	91
Career Shift:	35	417
Duty Crew:	26	304
All Call:	16	155
Calls By Outcome:	Month	Year to Date
Refusals:	12	100
Transports BLS:	45	521
Transports ALS:	15	142
Other:	34	470

	Month	Year to Date
Total Number of Incidents:	106	1234
Total Number of Transports:	60	663
No Responses/Missed Calls:	1	52
Concurrent Assignments:	3	39
Average Response Time (Dispatched to On scene)	6 Min	6 Min

1. Billing forms prepared weekly
2.

FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	32	165
LHU:	8	28
Local:	20	99
Re-Inspection:	4	38
Inspections: (Vacant)	0	0
Complaints:	0	8
Fire Investigations:	0	11
Fire Lanes:	0	1
Juvenile Fire Setters:	0	0
Permits Issued:	0	29
Permit Fee's Collected:	\$0	\$1,088.00
Fines Collected:	\$2,500	\$2,500
Local Registration Fees Collected:	\$0	\$6,430
LHU Registration Fees Collected:	\$0	\$5,939.38
Fire Prevention Programs:	0	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:	16	232
Ems Calls: 07:00-15:30	35	417
15:30-18:00	14	152
AED Inspections:	0	0
JIF Meetings:	0	3
JIF Inspections:	0	2
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	3 Hrs.	39.5 Hrs.

Comments: