

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

MEETING MINUTES

March 13, 2018

Meeting called to order at 6:55 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 Fire Chief Farley were also in attendance to the meeting.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

No members appeared before the board.

Letters were mailed out to members who were discussed at the last District Meeting seeking reimbursements for schooling and equipment.

COMMUNICATIONS:

- Letter from Solicitor Thompson pertaining to a 5 year term contract for emergency medical billing services. At this time, the District is unable to enter into a 5 year term contract.
- Letter from Citi-Retail Security Operations (Staples Credit Card) stating the investigation has been completed and disputed amounts have been credited to account.

APPROVAL OF MEETING MINUTES:

A motion to approve the regular and executive minutes with the changes made, held February 13, 2018, was made by Commissioner Miller. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

ADMINISTRATION REPORT:

Administrator Murtaugh reported LOSAP has been finalized and is ready for approval. Also, Administrator Murtaugh is recommending the board consider LOSAP payments be raised (By voter approval) in 2019 to the State mandated maximum amount of \$1,100.00 further discussion on this matter will be tabled to a later meeting date.

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

MEETING MINUTES

March 13, 2018

ADMINISTRATION REPORT: Continued

Administrator Murtaugh reported the new air compressor system will be arriving and installed sometime in the next week.

FIRE CHIEF / FIRE OFFICIAL REPORT:

Fire Chief Farley reported mechanical issues:

- Command car 701 exhaust flange gasket will be repaired by Tarrach's Service Center.
- Recall notice received on the new ladder truck relief valve and the pump as well as a Solenoid issue. Repairs will be done by Fire Line.
- Bar light upgrades will be completed on March 14, 2018.

Chief Farley requested approval of purchases:

- Purchase of a cylinder/hose rack for which is a storage area for the new air bottles in the amount of \$850.00
- Purchase of new weather stripping for Rescue 738 (ROM DOORS) to prevent flooding in the amount of \$188.31

After a brief discussion Commissioner Marsden made a motion to approve the above purchases; Motion was seconded by Commissioner Lawrence and approved by a roll call vote.

Chief Farley also reported he has received 4 applications for Officers positions. Chief Farley and the Personnel Committee will be meeting with applicants with in the coming month.

OFFICE CLERK:

Chairman Sims, Office Clerk, and Auditor Deanne Roller, met in office to prepare financial records for the 2017 Audit. Additional 1099 forms were needed as a few employees who received Stipends checks were over the amount of \$599.00. The Auditor prepared the additional 1099 statements and Office Clerk Karen Kelley mailed them out to those employees.

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

MEETING MINUTES

March 13, 2018

FINANCE:

Commissioner Lawrence made a motion to approve resolution increasing the LOSAP contributions using the CPI adjustments for 2016-2017. Motion was seconded by Commissioner Lawrence and approved by a roll call vote.

Commissioner Lawrence made another motion to approve the return of LOSAP funds from non-vested participants who are no longer members. Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

Commissioner Holick made a motion to approve LOSAP Contributions to participants for 2017. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

TRAINING & SAFETY:

Mandatory training dates have been set up for January 5th, & 12th 2019.

JIF COMMITTEE:

Nothing to report.

PERSONNEL:

Personnel Committee along with Chief Farley and Administrator Murtaugh will meet with Officer Candidates on April 19, 2018 at 7:00 P.M. Chief Farley will email the interested candidates advising them of the meeting.

Chairman Sims reminded the board that starting in April, the District meetings will be held every fourth Tuesday of the month. As the meetings have been changed beginning in April, Chairman Sims requested an approval to pay any upcoming invoices that have due dates, prior to the April meeting.

Commissioner Lawrence made a motion to pay bills before the next District meeting. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

PROPERTY & EQUIPMENT:

The committee presented the final revisions made to the Lease Agreement between the Fire District and the Fire Department. After discussing in detail, Commissioner Holick made a motion to approve the Fire District Lease agreement with the Fire Department. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

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

MEETING MINUTES

March 13, 2018

POLICY:

Policy review is ongoing. Commissioner Holick requested that Office Clerk order flash drives to install the current policies on. This will ensure that all Commissioners' will have current policies available to them.

Commissioner Holick made a motion to approve the Employee Complaint form to be included in the Harassment policy as well as revisions to the Drug and Alcohol District Policy. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

COMMENTS FROM THE PUBLIC:

Commissioner Lawrence made a motion to open the meeting to the public. Motion was seconded by Commissioner Holick. It is noted that no one from the public was in attendance to the District meeting so Commissioner Lawrence made a motion to close the meeting to the public. Motion was seconded by Commissioner Miller and approved by unanimous voice vote.

PRESENTATION AND PAYMENT OF BILLS:

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

OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

Nothing to report .

ADJOURNMENT:

Commissioner Lawrence made a motion for adjournment at 7:35P.M. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

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

**RESOLUTION
PROVIDING A CPI ADJUSTMENT FOR THE
WESTVILLE FIRE DISTRICT NO. 1
LENGTH OF SERVICE AWARD PROGRAM**

WHEREAS, by Resolution adopted December 10, 2001, the Board of Fire Commissioners of Westville Fire District No. 1 created a Length of Service Award Program to enhance the ability of the Westville Fire Department to retain and recruit volunteer fire fighters and ambulance squad members; and

WHEREAS, by Resolution adopted July 15, 2002, the Board of Fire Commissioners adopted a Length of Service Award Plan to implement the program objectives; and

WHEREAS, the Board of Fire Commissioners provided a Consumer Price Index adjustment increasing the maximum amount of the award to a bona fide eligible volunteer to \$717.76 by Resolution adopted March 12, 2007; and

WHEREAS, the Board of Fire Commissioners provided a Consumer Price Index adjustment increasing the maximum amount of the award to a bona fide eligible volunteer to \$805.87 by Resolution adopted January 12, 2016; and

WHEREAS, the Board of Fire Commissioners desires to provide a further Consumer Price Index adjustment for year 2016 and 2017 in accordance with N.J.S.A. 40A:14-185(f); and

WHEREAS, this change in the Length of Service Award Program may be made by the Board of Fire Commissioners without a public hearing.


NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Westville Fire District No. 1 that the maximum amount to be awarded to a bona fide eligible volunteer for year 2016 and 2017 who is performing qualified fire fighting and/or emergency medical and ambulance services pursuant to the Length of Service Award Program of Westville Fire District No. 1 be and hereby is increased to \$808.00 for year 2016 and \$825.00 for year 2017 in accordance with N.J.S.A. 40A:14-185(f).

BE IT FURTHER RESOLVED that said award shall continue to be subject to periodic increases premised upon the Consumer Price Index in the discretion of the Commissioners.

ADOPTED at a regular meeting of the Commissioners of Westville Fire District No. 1 held March 13, 2018 in Westville, New Jersey.

ATTEST:


Deborah Holick, Secretary

WESTVILLE FIRE DISTRICT NO. 1
By: 
Fritz H. Sims, Jr., Chairperson

CERTIFICATION

I, Deborah Holick, Secretary, do hereby certify that this a true copy of a Resolution duly passed by the Board of Fire Commissioners of Westville Fire District No. 1 at a meeting held on March 13, 2018.

Deborah Holick, Secretary

Westville Fire District #1
Monthly Bills - First Colonial National Bank
March 13, 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
NEW 1st Colonial National Bank				
02/16/2018	6503	Comcast Cable	Acct# 8499 05 109 0043237	-322.79
02/16/2018	6504	Visa	Acct# 4070 7013 3000 0159	-70.32
02/17/2018	6501	Darlene Powell	Poll Worker Fire District Election	-100.00
02/17/2018	6502	Terry Eckel	Poll Worker Fire District Election	-100.00
02/23/2018	Dire...	Prime Point Payroll Deduction	Inv# 259823 2/23/18	-349.00
03/09/2018	Dire...	PERS	Feb '18' 1sr Qtr Ref # 06670452	-652.36
03/13/2018	6505	D.M. Medical Billings, Inc.	January "18" Inv# 5399	-772.43
03/13/2018	6506	Interstate Mobile Care	Inv# 14886 PO# 18-030	-4,101.00
03/13/2018	6507	Lamont Medical Equipment	Inv# 174411 (6) Oxygen Refills	-160.00
03/13/2018	6508	NJ Advanced Media	Acct 104500473 PO# 18-015	-18.35
03/13/2018	6509	NJ Division of Fire Safety	Order ID# 10490	-30.00
03/13/2018	6510	NJ State Assoc. of Fire Distr...	2018 Annual Dues	-300.00
03/13/2018	6511	Sprint	Acct# 808397196-009	-152.95
03/13/2018	6512	Tarrach's Service Center LLC.	Inv# 89388 PO# 18-033	-165.90
03/13/2018	6513	V.E. Ralph & Son	Inv# 353687	-1,285.72
03/13/2018	6514	Borough of Westville	Acct 602-2 Water & Sewer PO#18-...	-120.46
03/13/2018	6515	Borough of Westville	Jan "18" Fuel PO# 18-032	-542.43
03/13/2018	6516	Westville Fire Department	March "18" Rent	-1,000.00
03/13/2018	6517	Westville Fire Department	March "18" Electric Re-Imbursement	-350.00
Total NEW 1st Colonial National Bank				-10,593.71
TOTAL				-10,593.71



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 February 2018
FIRE REPORT

Total Fire Calls: 39	Total Drills: 3
Total Fire Calls Year to Date For 2018: 102	
Time In Service In Hours: 268.39	Dispatch to Location: 6 Minutes, 35 Seconds
Total Firefighters Responding: 198	Firefighter Per Incident: 6
Total Personnel Hours: 188.76	

Office of the Fire Chief

1. Mechanical issues:
 - a. Car 701- Exhaust Flange Gasket \$165.90
 - b. Recall Notice for Ladder Truck from E-One
 - i. Recall Notice 18V-019
2. Engine 733 Light Bar upgrade will be done on Wednesday 3/14 from 2017 Budget
3. New SCBA Training ongoing
4. Approval of purchase :
 - a. Cylinder/Hose Rack – Witmer Public Safety \$850.00
 - b. New weather stripping Rescue 738 – ROM \$ 188.31
5. Fire Officers 2018 – Received 4 Resumes
6. Percentages attach
7. Membership
 - a. Volunteer – Forward the e-mail from Bob Hill about our FFI student
 - b. Part-Time weekend EMS –

EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	2	3
Brooklawn	1	1
Camden	0	0
Deptford	4	13
Gloucester City	28	59
Mt. Ephraim	2	2
Westville	48	103
I-295	3	9
NJTP	1	1
National Park	5	6
West Deptford	1	1
Woodbury	0	0
Woodbury Heights	0	0
Calls By Shift:		
A Shift:	8	15
B Shift:	4	10
C Shift:	3	11
D Shift:	6	14
Career Shift:	35	68
Duty Crew:	32	64
All Call:	7	16
Calls By Outcome:	Month	Year to Date
Refusals:	12	23
Transports BLS:	46	98
Transports ALS:	7	15
Other:	30	62

	Month	Year to Date
Total Number of Incidents:	95	198
Total Number of Transports:	53	113
No Responses/Missed Calls:	3	4
Concurrent Assignments:	1	4
Average Response Time (Dispatched to On scene)	6 Minutes	6 Minutes

- | |
|---|
| <ol style="list-style-type: none"> 1. Billing forms prepared weekly 2. Two (2) Naloxone incidents, One (1) Naloxone Delivery by WFD 1/21/18 |
|---|

FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	30	17
LHU:	3	1
Local:	21	9
Re-Inspection:	6	7
Inspections: (Vacant)	0	0
Complaints:	0	1
Fire Investigations:	0	2
Fire Lanes:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	0	0
Permit Fee's Collected:	0	0
Fines Collected:	0	0
Local Registration Fees Collected:	\$100.00 (2017)	\$520.00 (2017)
LHU Registration Fees Collected:	0	0
Fire Prevention Programs:	0	0
Fire Pre Plans:	0	0
Hydrant Inventory:	0	0
Smoke Detectors:	0	7

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	16	39
Ems Calls: 07:00-15:30	35	56
15:30-18:00	7	16
ED Inspections:	0	0
JIF Meetings:	0	0
JIF Inspections:	0	
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	0 Hours	8 Hours

Comments:
1.