

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

**MEETING MINUTES**

**April 24, 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. Administrator Murtaugh and Fire Chief Farley were also in attendance to the meeting.

It is noted that the former Fire Chief of Woodbury Chief Andrew Bain was in attendance to tonight's District Meeting. Chief Bain was brought in as an outside consultant during the Officers interview process which was conducted on April 17, 2018 with the Personnel Committee, Chief Farley and Administrator Murtaugh.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Chairman Sims requested the Executive session be held now to discuss the interview results.

Commissioner Marsden made a motion to enter an executive session at 7:01 PM to discuss personnel appointments of Officers; Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

An Executive session was held from 7:01 P.M to 7:38P.M.

After holding the executive session, Chief Bain was excused from the meeting.

**COMMUNICATIONS:**

A letter received from Rowan College informing of two types of financial aid available to EMS providers who are in good standing within their Fire Department/District.

**APPROVAL OF MEETING MINUTES:**

A motion to approve the Re-Organization and Regular meeting minutes held March 13, 2018, was made by Commissioner Miller. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

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**ADMINISTRATION REPORT:**

Administrator Murtaugh reported he received inquiries of employment history and records for two former members, all correspondence were sent to the appropriate party.

Administrator Murtaugh advised that installation for the new HVAC system in the District office is set to take place in May.

Administrator Murtaugh reported that he and Chief Farley found a company called Dalmatian Fire based in Colorado that will purchase and refurbish old air packs, back frames & air bottles. Administrator indicated we had about (25) air packs available for sale.

After a brief discussion, Commissioner Marsden made a motion to advertise the sale of the old air packs, back frames and air bottles. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

Administrators Murtaugh will contact the District Solicitor to draft up a release/waiver of liability upon the sale of the above items.

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

Fire Chief Farley reported that recalls on the ladder truck from E-One were completed by Fire-Line on April 18, 2018. The Concrete replacement project is taking place on the firehouse floor. The Engine and Recue apparatuses are temporarily being housed in the pole barn across the street. Chief Farley has posted safety and directions of operation for all members.

Chief Farley stated that the SCBA fill station has been installed. The cylinder/hose rack and new weather stripping have both been installed.

Chief reported that a new general directive has been put into place regarding disciplinary action. Notice was reviewed by the board. Chairman Sims stated that the directive needs a minor revision and gave the ok to release once change has been made.

A lawsuit was served on the Chief, which the Department had no knowledge of. The chief researched and found this was a County matter. Chief Farley notified the county and forwarded all paperwork back to the County. Chief Farley will also inform the Districts insurance agent in the event Chief Farley is brought into the lawsuit.

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**OFFICE CLERK:**

Office Clerk Kelley reported that a re-imbusement payment was received from a former member. Also, the LOSAP returns payment has been received and deposited

**FINANCE:**

Chairman Sims reported that an ambulance call was handled back in February by Deptford EMS for a member's family member. The member has since requested a write-off for BLS Emergency transport. This request will be forwarded to the Medical Billing representative as well as the billing coordinator for the Township of Deptford.

**TRAINING & SAFETY:**

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

**JIF COMMITTEE:**

Administrator Murtaugh reported that he has been working with Hardenbergh/ Provident Insurance carrier updating the Fire Department/District Accidental Death and Dismemberment policy.

**PERSONNEL:**

Commissioner Miller made a motion to approve member Dan Bakers State Fireman's application. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

As a result of discussions during the executive session, Commissioner Miller made a motion to approve the following members for a one year appointment as Fire Captains. Dan Baker, Brian O'Neil and Rob Leahy appointed to Captains positions with quarterly reviews to be held by the Personnel Committee. Motion was seconded by Commissioner Holick and approved by a roll call vote.

Officers who were in place for 2017-18, will be notified they are relieved of their role.

**PROPERTY & EQUIPMENT:**

Advertisement to sell air packs will be prepared by Administrator Murtaugh.

**POLICY:**

Policy Committee to meet with office Clerk on June 5, 2018.

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**COMMENTS FROM THE PUBLIC:**

No one in attendance to meeting.

**PRESENTATION AND PAYMENT OF BILLS:**

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

**OLD BUSINESS:**

Nothing to report.

**NEW BUSINESS:**

Chairman Sims requested the meeting date for May 22, 2018 be changed to May 16, 2018 at 7:00 P.M.

After discussing, Commissioner Miller made a motion to change the meeting date from May 22, to the 16<sup>th</sup>. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

**ADJOURNMENT:**

Commissioner Marsden made a motion for adjournment at 8:15P.M. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

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

Resolution # \_\_\_\_\_  
Date 4/24/18

**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 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 4/24/18, at 7 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 4/24, 20 18, in Westville, New Jersey.

ATTEST:

Reborah Wolcott  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]  
Chairman

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
**April 24, 2018**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>NEW 1st Colonial National Bank</b>				
03/22/2018	6518	Cash	Replenish Petty Cash	-167.82
03/22/2018	6519	PSE & G	Acct 67 429 272 08 PO# 18-023	-109.89
03/22/2018	6520	Comcast Cable	Acct# 8499 05 109 0043237	-322.79
03/22/2018	6521	Ford Motor Credit Co-Munici...	Inv# 1495501 Acct 7352002	-6,537.24
03/22/2018	6522	Great America Leasing Corp.	Inv# 2295380 Lanier Copier Lease	-217.49
03/22/2018	6523	Staples	Inv# 30551 Laser Jet Printer	-219.99
03/23/2018	Dire...	Prime Point Payroll Deduction	Inv# 261067 PO# 18-001	-187.25
03/26/2018	6524	South Jersey Times	Acct # 15300-1406847	-66.00
03/28/2018	By P...	PERS	March "18" 1st Qtr Ref# 08562111	-1,765.16
03/29/2018	By P...	PERS	Ref# 08562244 Annual Employer A...	-14,674.00
04/02/2018	By P...	PERS	Ref # 09225641 Retro from Pay Ad...	-36.61
04/10/2018	6525	Prudential Retirement	Subplan 035130 1st Qtr 2018	-244.07
04/10/2018	6526	Sprint	Acct# 808397196-009	-152.95
04/11/2018	6527	Lincoln Financial Advisors	LOSAP Contrib for 20167# CR33430	-13,820.00
04/13/2018	6528	Visa	Acct# 4070 7013 3000 0159	-258.50
04/18/2018	6529	Lowes	Acct 821 3131 033036 5	-262.49
04/18/2018	6530	Comcast Cable	Acct# 8499 05 109 0043237	-322.59
04/18/2018	6531	D.M. Medical Billings, Inc.	Inv# 5476 Feb "18"	-939.74
04/18/2018	6532	Great America Leasing Corp.	Inv# 22457006 Lanier Copier Lease	-217.49
04/18/2018	6533	Lamont Medical Equipment	Inv# 174848	-135.00
04/18/2018	6534	NJ Advanced Media	Acct 1159792 PO# 18-015	-172.92
04/18/2018	6535	PSE & G	Acct 67 429 272 08 PO# 18-023	-104.90
04/18/2018	6536	Rothwell Document Solutions	Inv# 117637 PO# 17-027	-177.90
04/18/2018	6537	Staples	Acct# 6035 5178 6228 9641	-63.85
04/18/2018	6538	Witmer Public Safety Group	Inv# 1843896 PO# 18-039	-850.00
04/18/2018	6539	Borough of Westville	1st Qtr 2018 Health Insurance	-11,323.47
04/18/2018	6540	Borough of Westville	February 2018 Fuel Bill	-470.38
04/18/2018	6541	Borough of Westville	Acct 602-2 Water & Sewer PO# 18...	-113.86
04/20/2018	Dire...	Prime Point Payroll Deduction	Inv# 262302 PO# 18-001	-239.75
04/20/2018	6542	Westville Fire Department	Rent Re-Imbursement PO# 18-002	-1,000.00
04/20/2018	6543	Westville Fire Department	April "18" Retro to Jan	-1,750.00
04/20/2018	6544	Westville Fire Department	Alarm System Retro Payment Jan,...	-920.00
Total NEW 1st Colonial National Bank				-57,844.10
<b>TOTAL</b>				<b>-57,844.10</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 March 2018 **FIRE REPORT**

<b>Total Fire Calls: 52</b>	<b>Total Drills: 3</b>
<b>Total Fire Calls Year to Date For 2018: 154</b>	
<b>Time In Service In Hours: 129.41</b>	<b>Dispatch to Location: 5 Minutes, 58 Seconds</b>
<b>Total Firefighters Responding: 286</b>	<b>Firefighter Per Incident: 6</b>
<b>Total Personnel Hours: 130.76</b>	

### Office of the Fire Chief

1. Temporary Housing of Engine and Rescue in Pole Barn- Safety and Directions of Operations e-mailed and post to membership. (Attached)
2. Mechanical issues:
  - a. Recall Items for Ladder Truck from E-One
    - i. Complete by Fire Line on April 18<sup>th</sup> paperwork filed
3. New SCBA Fill Station is installed – ongoing training
4. Approval of purchase from last Month :
  - a. Cylinder/Hose Rack – Here and installed
  - b. New weather stripping Here and installed
5. Fire Officers 2018 – Met with candidates April 19 th
6. Review of new Disciplinary Action Notification. ( Discussed last month)
7. Unable to participate in the Little League Parade due to a fire assignment
8. FYI: I Received paperwork for Claim for Damages. Sent to me as the County Deputy Fire Coordinator, address as Chief Westville Fire at our address. Notified the County and forwarded the paperwork.
9. Membership
  - a. Volunteer – None
  - b. Part-Time weekend EMS –None



# EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	0	3
Brooklawn	1	2
Camden	0	0
Deptford	10	23
Gloucester City	26	85
Mt. Ephraim	0	2
Westville	52	155
I-295	5	14
NJTP	4	5
National Park	1	7
West Deptford	0	1
Woodbury	0	0
Woodbury Heights	0	0
Calls By Shift:		
A Shift:	5	20
B Shift:	8	18
C Shift:	13	24
D Shift:	13	27
Career Shift:	34	102
Duty Crew:	21	85
All Call:	5	21
Calls By Outcome:	Month	Year to Date
Refusals:	8	31
Transports BLS:	48	146
Transports ALS:	10	25
Other:	33	95

	Month	Year to Date
Total Number of Incidents:	99	297
Total Number of Transports:	58	171
No Responses/Missed Calls:	6	10
Concurrent Assignments:	0	4
Average Response Time (Dispatched to On scene)	6 Minutes	6 Minutes

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| <ol style="list-style-type: none"> <li>1. Billing forms prepared weekly</li> <li>2. (1) Narcan Delivery Career Staff at Thomas West Park</li> <li>3. 2018 BLS Protocols have been distributed. Hard copies in three locations (Radio Room, EMS Office, Coordinators Desk) Also found electronically on Fire Manager File Share and (S© Drive on computers</li> </ol> |
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# FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	19	61
LHU:	1	1
Local:	7	9
Re-Inspection:	7	7
Occupancy Load Insp:	4	4
Inspections: (Vacant)	0	0
Complaints:	1	2
Fire Investigations:	1	3
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:	\$	\$
LHU Registration Fees Collected:	0	0
Fire Prevention Programs:	1	2
Fire Pre Plans:	0	0
Hydrant Inventory:	0	0
Smoke Detectors:	2	9

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	23	52
Fms Calls: 07:00-15:30	34	102
15:30-18:00	5	21
AED Inspections:	0	0
JIF Meetings:	0	0
JIF Inspections:	0	0
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	3 Hours	12 Hours

Comments:
1. Senior Citizens Fire Safety Packet delivered to E. Olive Street Resident 2. (2) smoke detectors installed E. Olive Street Resident 3.