

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

MEETING MINUTES

June 26, 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. Fire Chief Farley was also in attendance to the meeting, it is noted that Administrator Murtaugh entered the meeting at 7:52P.M.

It is also noted that Captains Robert Leahy Jr., Dan Baker, and Brian O'Neil were in attendance to the District Meeting.

OATH OF OFFICE GIVEN BY CHAIRMAN SIMS:

Chairman Sims administered the Oath of Office for Fire Captain to member Brian O'Neil. The board thanked Captain O'Neil for his dedication to the Fire Department/District.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Nothing to report.

COMMUNICATIONS:

Nothing to report.

APPROVAL OF MEETING MINUTES:

A motion to approve the Regular and Executive meeting minutes held May 16, 2018, was made by Commissioner Lawrence. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

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

Chief Farley reported ambulance 739 was involved in a few minor accidents over the course of the month. On June 17th a member was backing the ambulance into the bay when it struck the bay door. There were no damages to the ambulance, however, the bay door was dented.

On June 23rd the ambulance struck a West Deptford Police car while reporting on scene, Chief stated that the back wheel fender was damaged. All claims have been submitted to Jiff Insurance through the Borough and Chief Farley is awaiting word on the deductible amount from the Borough Administrator Ryan Giles.

Chief Farley reported that on June 19th the battery on pickup 737 exploded under the hood. Chief Farley stated he wasn't really sure why that occurred but the battery has been replaced. There was minor damage to the hood of the pickup. No members were injured.

Chief Farley received statements from all members involved in aforementioned incidences and proper SOP's were followed.

The drivers for the two accidents, were recent part-time employees. The Chief will reinforce that more extensive training on operations and equipment will be implemented. Driver testing and training will be conducted by the chief, before a new member, or new part-time employee can drive the ambulance. This will take place immediately.

In addition, Commissioner Holick recommended that a motor vehicle abstract be obtained for each part-time employee as a condition of hiring. In addition, all members and part-time drivers will be required to sign an acknowledgement sheet confirming there motor vehicle abstract will be pulled annually for review to be sure they are in compliance with a valid license and acceptable driving record.

Chief reported that the Fire gear continues to be in the process of being repaired (as reported in the previous months meeting).

There was an issue with the additional billing cost from Buds Auto for the light bar upgrade and stated that the light bar is still not functioning properly. Originally, Technicians from Buds Auto came to the house to attempt to make repairs; they could not resolve the issue, so it was taken into the shop.

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FIRE CHIEF / FIRE OFFICIAL REPORT: Continued

An Additional bill for \$500 for having to bring the truck to Buds was given to the Chief. The possibility of additional billing was not part of the bid which was submitted for this job.

After discussing this over with the board, it was decided that Administrator Murtaugh will contact Bud's regarding the bill and report back to the board at the next meeting.

Chief Farley reported he is doing research about the possibility of upgrading the utility truck to a work truck bed, estimated cost for this project is around \$9,000 for all upgrades.

Chairman Sims asked that the Chief put a packet together for the next meeting. Chief stated that the old back body of the utility truck could be sold and the District could recoup some of the cost of this project with the sale of the old pick-up bed. Further discussion will take place at the next District Meeting.

OFFICE CLERK:

Nothing to report

FINANCE:

Commissioner Lawrence made a motion to void check number 6566 in the amount of \$49.56 to Baby Luna's due to it being a duplicate payment. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

Received 3rd reimbursement payment from a former member in the amount of \$ 200.00 with year to date reimbursements totaling \$ 600.00.

Renewal for the 3 year term got Fire Accident and Health Policy with Provident/Hardenbegh insurance group is due. The cost for this 3 year renewal is \$ 10,477.00. After discussing, Commissioner Lawrence made a motion to approve and renew the 3 year Fire Accident and Health Policy; Motion was seconded by Commissioner Miller and approved by a roll call vote.

TRAINING & SAFETY:

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

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JIF COMMITTEE:

Chief Farley reported he will look driver training videos provided by JIF insurance geared toward EMS and Fire.

PERSONNEL:

Nothing to report

PROPERTY & EQUIPMENT:

Chief Farley reported that a generator has gone missing from the pole barn across the street. Video monitoring has not revealed any activity on it whereabouts. Chief Farley stated that a police report was drawn-up and will he will inform the board of any updates.

POLICY:

Policy discussions have been tabled.

COMMENTS FROM THE PUBLIC:

Commissioner Lawrence made a motion to open the meeting to the public; Motion was seconded by Commissioner Miller. No one from the public was in attendance to the Fire District Meeting so a motion to close meeting to the public was made by Commissioner Lawrence and seconded by Commissioner Holick.

PRESENTATION AND PAYMENT OF BILLS:

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

Third payment installment to ladder truck is included in this month's list of bills.

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**MEETING MINUTES
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OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

Nothing to report.

EXECUTIVE SESSION:

Commissioner Lawrence made a motion to hold executive session at 7:44.M. Motion seconded by Commissioner Marsden and approved by a unanimous voice vote.

The purpose of the executive session was to discuss personnel matters. The executive session was held from 7:44 P.M. to 8:00

ADMINISTRATION REPORT:

Administrator Murtaugh reported that the server in the District Office has been malfunctioning, and the server is at least anywhere from 8-10 years old. Administrator Murtaugh contacted I.T. specialist, Jody Long regarding this issue. Administrator Murtaugh will monitor the server over time but there is a possibility it may need to be replaced in the near future.

HVAC repairs in the District Office are still ongoing.

The used air packs and related equipment that were out to bid (as reported in last month's meeting) have been shipped to Dalmatian Fire Equipment Inc.

ADJOURNMENT:

Commissioner Miller made a motion for adjournment at 8:05P.M. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

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

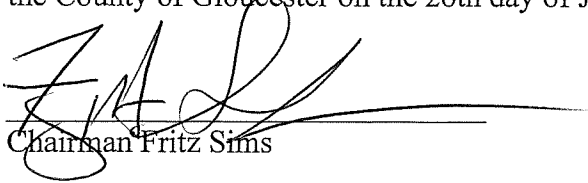
WESTVILLE FIRE DISTRICT NO.1
COUNTY OF GLOUCESTER

RESOLUTION TO VOID CHECK
At Regular Meeting of
June 26, 2018

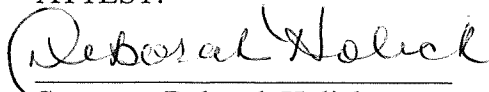
WHEREAS, check number 6566 in the amount of \$49.56 for Baby Luna's
due to being a duplicate print.

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 26th day of June 2018


Chairman Fritz Sims

ATTEST:


Secretary Deborah Holick

Resolution # _____
Date 2/20/18

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 6/26/18, at 7:44 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 6/26, 2018, in Westville, New Jersey.

ATTEST:

Reborah Holick
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]
Chairman

Westville Fire District #1
Monthly Bills - First Colonial National Bank
 June 26, 2018

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
05/18/2018	Dire...	Prime Point Payroll Deduction	Inv# 263532	-195.25
06/01/2018	6565	Mesco Supply Company		-599.28
06/05/2018	6566	Baby Luna's	VOID: Pizza's After Training	0.00
06/05/2018	6567	Baby Luna's	Food for Youth in Government Week	-116.20
06/05/2018	6568	Sprint	Inv# 808397196	-152.78
06/06/2018	6569	Mesco Supply Company	Inv#75208600 PO# 18-054	-406.24
06/06/2018	6570	Borough of Westville	Acct 602-2 Water and Sewer PO# ...	-119.95
06/08/2018	6571	PSE & G	Acct# 6742927208 PO# 18-023	-31.23
06/11/2018	Dire...	PERS	May 2nd Qtr Ref # 15981169	-1,006.11
06/15/2018	Dire...	Prime Point Payroll Deduction	Inv# 264757 6/15/18	-188.50
06/26/2018	6572	Airpower International	Inv# 38557 PO# 18-058	-1,903.00
06/26/2018	6573	Auto Zone	Inv# 3291128596 Statement # 1985	-49.85
06/26/2018	6574	Campbell Lock & Safe	Inv# 30601 PO# 18-056	-25.00
06/26/2018	6575	Comcast Cable	Acct# 8499 05 109 0043237 PO# 1...	-322.59
06/26/2018	6576	D.M. Medical Billings, Inc.	April "18" Inv# 5605 PO# 18-028	-1,412.77
06/26/2018	6577	Great America Leasing Corp.	Inv# 22811709 PO# 18-044	-217.49
06/26/2018	6578	Indco, INC	Inv# 1801206 PO# 18-057	-75.20
06/26/2018	6579	J&B Boat Sales	Receipt # 21754 Boat Tie Downs a...	-25.99
06/26/2018	6580	ROM Corporation	Order # C000047305 Customer ID ...	-205.55
06/26/2018	6581	Rowan College at Glouceste...	Inv# 18-28-02 Auto Extraction/Cope	-125.00
06/26/2018	6582	Santander Leasing LLC.	Inv# 2155015 Contract 004-00029...	-65,760.62
06/26/2018	6583	Staples	Acct# 6035 5178 6228 9641	-129.23
06/26/2018	6584	V.E. Ralph & Son	Inv# 356993 & 359151	-574.90
06/26/2018	6585	VCI	Order# 0102704 Work done to 739	-1,865.42
06/26/2018	6586	Westmont Ace Hardware	Order# 73325 PO# 18-050	-106.93
06/26/2018	6587	Borough of Westville	April "18" Fuel PO# 18-032	-645.07
06/26/2018	6588	NJ Advanced Media	Ad# 104539814-05082018	-19.19
06/26/2018	6589	NJ Advanced Media	Ad# 104538588-05042018	-53.64
06/26/2018	6590	Westville Fire Department	May '18" CCTV Re-Imbursement P...	-230.00
06/26/2018	6591	Westville Fire Department	May "18" Electric Re-Imbursement	-700.00
06/26/2018	6592	Westville Fire Department	May "18" Rent Re-Imbursement	-1,000.00
06/26/2018	6593	South Jersey Times	Act 15300-1406847	-66.00
06/26/2018	6594	MEDPRO	Inv# 05312018 Dewalt 24 volt char...	-223.95
06/26/2018	6595	Camden County College	AR103995 & AR104038	-390.00
06/26/2018	6596	MEDPRO	Inv# 05292018-25 PO#18-055	-413.96
06/26/2018	6597	Camden County College	Inv# AR103943 Westville	-350.00
Total NEW 1st Colonial National Bank				-79,706.89
TOTAL				-79,706.89



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 June 2018
FIRE REPORT

Total Fire Calls: 69	Total Drills: 3
Total Fire Calls Year to Date For 2018: 211	
Time In Service In Hours: 315.28	Dispatch to Location: 6 Minutes, 53 Seconds
Total Firefighters Responding: 326	Firefighter Per Incident: 6
Total Personnel Hours: 310.76	

Office of the Fire Chief

1. Mechanical issues:
 - a. 739 was involved in two MVC – SOG followed
 - i. June 17th – Hit Bay door
 - ii. June 23rd – Struck West Deptford Police Car- Boro/Ins company notified
 - b. 737
 - i. June 9th - Battery blew up under hood.All statements attached:
2. Fire Gear- in process of being repaired
3. Fire Officers
 - a. Meeting on June 3rd.
 - b. reviewed jobs and repair of small motors
 - c. Operations while I was away.
 - d. Captains reports attached
4. Westville Day June 23rd: Low staffing level but we covered everything.
5. Membership
 - a. Volunteer – None
 - b. Part-Time weekend EMS –

EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	1	5
Brooklawn	1	3
Camden	0	0
Deptford	14	45
Gloucester City	19	133
Mt. Ephraim	2	7
Westville	68	289
I-295	3	23
NJTP	2	11
National Park	0	8
West Deptford	0	1
Woodbury	0	1
Woodbury Heights	0	0
Calls By Shift:		
A Shift:	6	33
B Shift:	6	33
C Shift:	4	36
D Shift:	8	51
Career Shift:	35	171
Duty Crew:	37	154
All Call:	15	48
Calls By Outcome:	Month	Year to Date
Refusals:	16	56
Transports BLS:	48	251
Transports ALS:	2	43
Other:	45	177

	Month	Year to Date
Total Number of Incidents:	111	526
Total Number of Transports:	50	293
No Responses/Missed Calls:	2	13
Concurrent Assignments:	2	8
Average Response Time (Dispatched to On scene)	6 Minutes	6 Minutes

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|--|
| <ol style="list-style-type: none"> 1. Billing forms prepared weekly 2. |
|--|

FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	17	87
LHU:	2	10
Local:	8 (permits 4)	59
Re-Inspection:	3	14
Occupancy Load Insp:	0	4
Inspections: (Vacant)	0	0
Complaints:	0	2
Fire Investigations:	0	4
Fire Lanes:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	4	20
Permit Fee's Collected:	0	0
Fines Collected:	0	0
Local Registration Fees Collected:	\$	\$
LHU Registration Fees Collected:	0	0
Fire Prevention Programs:	1	4
Fire Pre Plans:	0	0
Hydrant Inventory:	0	0
Smoke Detectors:	0	12

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	15	84
Ems Calls: 07:00-15:30	13	149
15:30-18:00	2	35
AED Inspections:	0	0
F Meetings:	0	0
JIF Inspections:	0	0
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	0 Hours	16 Hours

Comments:
1. Youth Week May 24th
2.