

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

**MEETING MINUTES**

**July 24, 2018**

Meeting called to order at 7:05 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 Holick and Commissioner Miller who were absent. Administrator Murtaugh and Fire Chief Farley were in attendance.

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

**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 June 26, 2018 was made by Commissioner Lawrence. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

**ADMINISTRATION REPORT:**

Administrator Murtaugh reported the new HVAC system and cold air returns have been installed in the District Office.

SAM registration for local, State and Federal grants have been completed and sent out.

On August 5, 2018 Administrator Murtaugh announced he will be attending a Grant Meeting held at Camden County College.

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

Chief Farley reported that preventative maintenance on 701, 702, 737, and 7371 have been completed. The Chief also stated he has received an estimate to repair/replace back fender on the ambulance from VCI. Chief Farley stated that he would also like that estimate to include paint and body work to the estimate. Captain Dan Baker will look into this further and report back at the next District Meeting.

Chief Farley reported that a walk-through of Westville Commons (1000 Broadway) was done on July 20, 2018. Periodic walk throughs are done while in the building stages to document where all fire suppression and fire exits are located, pictures are also being taken to document the walk through and training purposes.

Recalls for the Motorola Pagers (Minitor 6 models) is in the works. Chief Farley reported charging issues with these pagers and is in the process of sending them all back in stages so that new pagers can be issued. Chief Farley stated that the new pagers will have to be re-engraved, re-programmed and re-issued to all members. The only cost to the District will be for the engravings.

Firefighter running gear continue to be sent to Choice Clean gear for repairs on the Velcro, patches, pads etc.

Chief Farley has attached updated General Directives in the Chief's Report as there have been multiple occurrences of members not following these directives in the past. Directives are listed below:

- G.D. # 2018-003 Fire Department Uniforms
- G.D. # 2018-004 Career Staff and Response to Fire Incidents
- G.D. # 2018-005 Stretcher Wraps
- G.D. # 2018-006 Outside source training
- G.D. # 2018-007 Firefighter training
- G.D. # 2018-008 Duty Crew/EMT responsibilities

After discussing these Directives in detail, Commissioner Lawrence made a motion to approve all SOP/General Directives. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

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**MEETING MINUTES  
July 24, 2018**

**FIRE CHIEF / FIRE OFFICIAL REPORT: Continued**

Chief Farley reported that he has received the accident report from the Westville Police Department involving the ambulance and a West Deptford Police patrol car. The Chief felt that the report was incorrect and is waiting for the report to be corrected before action is taken on repairs.

After discussing, Commissioner Lawrence made a motion to table any repairs or payments to JIF insurance or to West Deptford until the next District Meeting. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

Chief Farley had received several bids to upgrade the Utility body on 737. After discussing and reviewing the bids, Commissioner Lawrence made a motion to award the bid to H.A. Dehart & Son for \$ 9,429.00. Replacement of the rear springs (if needed) was also approved. Motion was seconded by Commissioner Marsden and approved by a roll call vote.

Also the board discussed implementing a property tax incentive to entice residents of Westville to join and support their local Fire Department. Chairman Sims reported that there are proposed incentive laws already in place in other communities but will have to be looked into with the Borough, as this may be something that will have to be voted on or passed in a Borough Ordinance.

Further discussion on the matter will take place at the next District Meeting held on August 28, 2018.

**OFFICE CLERK:**

Office Clerk Karen Kelley reported that additional re-imbusement payments have been received from a former member.

A meeting with Auditor Deanna Roller had been set up for Wednesday August 1, 2018.

**FINANCE:**

Chairman Sims reported that he has contacted the Medical billing facility to upgrade billing cost for Narcan and a few other procedures. Administrator Murtaugh stated that he would like for the District EMS billing to mimic the County billing charges as well as for refusals. Further discussion on this matter will be needed.

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**TRAINING & SAFETY:**

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

**JIF COMMITTEE:**

Nothing to report.

**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 he will inform the board of any updates. No further updates have been received.

**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 Marsden.

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 Marsden and seconded by Commissioner Lawrence.

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**MEETING MINUTES  
July 24, 2018**

**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:**

Nothing to report.

**NEW BUSINESS:**

Nothing to report.

**ADJOURNMENT:**

Commissioner Lawrence made a motion for adjournment at 8:05P.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**  
**July 24, 2018**

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
06/29/2018	6598	Rothwell Document Solutions	Inv# 121390 PO# 18-037	-177.90
07/02/2018	6599	Sprint	Acct# 808397196-013	-152.78
07/05/2018	Dire...	PERS	Ref # 18322222 June 2nd Qtr reco...	-1,429.65
07/10/2018	6600	Borough of Westville	Act 602-2 Water & Sewer	-117.19
07/10/2018	6601	PSE & G	Acct# 67 429 272 08	-26.05
07/12/2018	6602	NJ Advanced Media	Inv# 104547517 Audit Synopsis	-70.84
07/12/2018	6603	Cash	Replenish Petty Cash 7/12/18	-186.02
07/13/2018	6604	State of NJ - Dept of Labor	EIN 0-222-979-077/000-00	-80.72
07/13/2018	6605	Visa	Acct # 4070 7013 3000 0159	-51.35
07/18/2018	6606	Comcast Cable	Acct# 849 9 05 109 0043237	-322.63
07/18/2018	6607	Staples	Acct# 6035 5178 6228 9641	-70.80
07/20/2018	6608	Prudential Retirement	Subplan 035130 Acct# 31649	-195.61
07/24/2018	6609	D.M. Medical Billings, Inc.	Inv# 5642 May "18" PO# 18-028	-1,262.96
07/24/2018	6610	Dan Baker	Re-Imbursement for training	-28.72
07/24/2018	6611	Great America Leasing Corp.	Inv# 22983805 PO# 18-004	-217.49
07/24/2018	6612	Interstate Mobile Care	Inv# 15167 PO# 18-030 Resh	-289.00
07/24/2018	6613	MES	Inv# 1242447 PO# 18-021 Boots	-86.00
07/24/2018	6614	Choice Clean Gear LLC	Inv# 3366 Velcro Replacement	-423.90
07/24/2018	6615	George Baker Electric	Re-wire Compressor to Code	-80.00
07/24/2018	6616	Grove Hardware	Inv# 202920 PO# 18-043	-13.19
07/24/2018	6617	Interstate Mobile Care	Inv# 15177 Hewes PO# 18-030	-289.00
07/24/2018	6618	J&B Boat Sales	Ticket# 21769 Marine Oil PO# 18-0...	-54.00
07/24/2018	6619	Lamont Medical Equipment	Inv# 175662 April-June '18" Demur...	-135.00
07/24/2018	6620	V.E. Ralph & Son	Inv# 359404 PO# 18-020	-1,587.24
07/24/2018	6621	Westmont Ace Hardware	Acct # 21035 Inv# 70085 PO# 18-...	-38.97
07/24/2018	6622	Borough of Westville	May '18' Fuel Bill PO# 18-032	-614.93
07/24/2018	6623	Westville Fire Department	Alarm System Monitorng PO# 18-0...	-230.00
07/24/2018	6624	Westville Fire Department	June "18" Fire Department Rent P...	-1,000.00
07/24/2018	6625	Westville Fire Department	June "18" Electric Re-Imbursement...	-700.00
Total NEW 1st Colonial National Bank				-9,931.94
<b>TOTAL</b>				<b>-9,931.94</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 June 2018  
FIRE REPORT**

<b>Total Fire Calls: 51</b>	<b>Total Drills: 3</b>
<b>Total Fire Calls Year to Date For 2018: 377</b>	
<b>Time In Service In Hours: 369.33</b>	<b>Dispatch to Location: 4 Minutes, 26 Seconds</b>
<b>Total Firefighters Responding: 265</b>	<b>Firefighter Per Incident: 6</b>
<b>Total Personnel Hours: 354.75</b>	

**Office of the Fire Chief**

1. Mechanical issues:
  - a. July 24<sup>th</sup> - July 27<sup>th</sup> PM's on 701.702.737 and 7371
  - b. Attached: Ambulance estimate -VCI
2. July 20<sup>th</sup> 1<sup>st</sup> walk thru of Westville Commons 1000 Broadway
3. Motorola Pagers Minitor VI - 2016- charging issues
  - a. Contacted Motorola - Pager recalled all pager will be replaced
4. Fire Gear- in process of being repaired - 2<sup>nd</sup> wave is out
5. Directives Review
  - a. 2018-003 Uniforms
  - b. 2018-004 Uniforms
  - c. 2018-005 Stretcher Wrap
  - d. 2018-006 Outside Training
  - e. 2018-007 Basic Training requirements
6. Letter from West Deptford Township.
7. Review Bid package for 737.
8. Captains Reports
9. Membership
  - a. NONE

## EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Bellmawr	1	8
Brooklawn	0	3
Camden	0	0
Deptford	7	52
Gloucester City	29	161
Mt. Ephraim	1	8
Westville	61	350
I-295	6	27
NJTP	5	16
National Park	0	8
West Deptford	0	1
Woodbury	1	2
Woodbury Heights	1	1
Calls By Shift:		
A Shift:	5	38
B Shift:	12	45
C Shift:	6	42
D Shift:	8	59
Career Shift:	30	201
Duty Crew:	44	198
All Call:	7	55
Calls By Outcome:	Month	Year to Date
Refusals:	7	63
Transports BLS:	55	306
Transports ALS:	11	54
Other:	39	216

	Month	Year to Date
Total Number of Incidents:	112	638
Total Number of Transports:	66	360
No Responses/Missed Calls:	1	14
Concurrent Assignments:	4	12
Average Response Time (Dispatched to On scene)	6 Minutes	6 Minutes

<ol style="list-style-type: none"> <li>1. Billing forms prepared weekly</li> <li>2.</li> </ol>
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# FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	20	107
LHU:	4	14
Local:	13 (permits 4)	72
Re-Inspection:	3	17
Occupancy Load Insp:	0	4
Inspections: (Vacant)	0	0
Complaints:	3	5
Fire Investigations:	1	5
Fire Lanes:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	4	24
Permit Fee's Collected:	\$108.00	\$116.00
Fines Collected:	0	0
Local Registration Fees Collected:	\$	\$
LHU Registration Fees Collected:	0	0
Fire Prevention Programs:	0	4
Fire Pre Plans:	0	0
Hydrant Inventory:	0	0
Smoke Detectors:	0	12

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Emergency Calls:	*unable to report*	*unable to report*
Emergency Calls: 07:00-15:30	30	201
Emergency Calls: 15:30-18:00	7	42
AED Inspections:	0	0
JIF Meetings:	0	0
JIF Inspections:	0	0
Highway Meetings:	0	0
FO/FI Meetings:	0	1
Training Events:	0 Hours	16 Hours

Comments:
<ol style="list-style-type: none"> <li>1. Fire Investigation: 513 Crown point Road (GCFMO) Outside fire with damage to house</li> <li>2. Issue with Postal Service. I had 2 letters returned this past month that were undeliverable from August and October 2017. I don't know what the problem was in the delay of returning.</li> </ol>