

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

**MEETING MINUTES  
October 23, 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, Fire Chief Farley, and Captain Brian O'Neil and Captain Dan Baker were also in attendance.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Nothing to report.

**COMMUNICATIONS:**

- Received final payment of \$316.00 from former member. Total reimbursement paid in full was \$1,116.00
- A letter from Helen Goodwin regarding ambulance accident and deductible, along with an additional letter from West Deptford Township about reimbursement. - To be discussed under Chief's report.
- The Amendment to transport agreement between the Westville Fire District#1 and Virtua Health – To be discussed under Finance.
- Received a copy of New Jersey State Assoc. of Fire District's September 14, 2018 quarterly meeting minutes
- Received a thank you note from Parkview Elementary thanking the Fire Department members for another year dedicating their time to Fire Prevention week.

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

**MEETING MINUTES  
October 23, 2018**

**EXECUTIVE SESSION:**

Commissioner Marsden made a motion to hold executive session at 7:05 pm. Motion seconded by Commissioner Lawrence and approved by a unanimous voice vote.

The purpose of the executive session was to discuss contract negotiations as well as personnel matters.

An executive session was held from 7:05 P.M. to 7:40 P.M.

**APPROVAL OF MEETING MINUTES:**

A motion to approve the regular meeting minutes held September 25, 2018 was made by Commissioner Miller Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

**ADMINISTRATION REPORT:**

Administrator Murtaugh announced that both FEMA Grants have been completed on October 23, 2018. SAM registration has completed and notarized.

Administrator Murtaugh reported that one of the computers in the Fire house has been having issues. Administrator Murtaugh is currently looking into repairs but informed the board that it may have to be replaced by the end of the year.

Next, Administrator Murtaugh announced that he is currently looking into a new scheduling program. The current scheduling program is costly and he and Fire Marshall Tucker have been looking into alternative programs, possibly with the County. Administrator Murtaugh will follow up on this matter at upcoming meetings.

Administrator Murtaugh followed up with pager repair issues. Motorola has agreed to repair the pagers that are currently in service at no charge. The other half of the pagers have never been in use and repairs will need to be done on them as well. Administrator will follow up with Motorola in this issue.

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

**MEETING MINUTES  
October 23, 2018**

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

Chief Farley briefed the board on mechanical upgrades.

- New LED trailer break lights have been installed for Marine 7-3
- Pin Striping on the utility body has been completed and the last phase of equipment mounting will be completed with-in the week.

Chief Farley announced that the Solar Panel tactics class was held on September 27, 2018 and there were 80 people in attendance.

Chief Farley reported that Fire Department members participated in Westville Fall Festival on September 29<sup>th</sup>. Members had also participated in Parkview Schools Fire Prevention week.

Chief Farley reported that Fire Marshall Tucker was training with the County Fire Marshall on the new Pro-Phoenix system.

Next the board followed up with Chief Farley about the minor ambulance accident involving 739 and a Patrol car with the West Deptford Police Department. Chief Farley advised the board that the responding officer was in fact parked illegally and an updated police report was made.

The board held a detailed discussion regarding this matter and would like to try to make a settlement. After discussing Commissioner Lawrence made a motion to pay West Deptford \$500.00. Motion was seconded by Commissioner Marsden and approved by a roll call vote.

Commissioner Holick will contact West Deptford Township Police clerk and provide her with the updated Police report and attempt to make a settlement of \$500 instead of the \$1000 deductible which was originally requested. Further discussion will be help at next month's meeting.

**OFFICE CLERK:**

Office Clerk Kelley reported that all accounts have been reconciled up to September 31, 2018.

**FINANCE:**

Commissioner Lawrence made a motion to table the discussion regarding the EMS Transport Agreement between Westville Fire District # 1 and Virtua Health; 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  
October 23, 2018**

**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:**

Received final payment of \$316.00 from former member; Total reimbursement paid in full was \$1,116.00

**PROPERTY & EQUIPMENT:**

Repairs of pagers from Motorola.

**POLICY:**

Nothing to report.

**COMMENTS FROM THE PUBLIC:**

Commissioner Lawrence made a motion to open the meeting up to the public. Motion was seconded by Commissioner Marsden.

No one from the public was in attendance to the meeting. Commissioner Lawrence made a motion to close the meeting to the public. Motion was seconded by Commissioner Holick.

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

**MEETING MINUTES  
October 23, 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:**

Captain Baker reported that the Solar Panel tactics class was a success. Cost of food was split between Westville Fire Department and National Park. Captain Baker is still awaiting checks from other Fire Departments for their attendance to the seminar.

**NEW BUSINESS:**

Chairman Sims and the board reviewed the 2019 line item budget in detail however these figures are summarized without ambulance services. Administrator Murtaugh and Chairman Sims will again review the finalized 2019 budget and report back at next month's meeting.

Lastly, Chairman Sims reported that with the current District Solicitor retiring; an RFP will have to be drawn up for Fire District Solicitor. The board is still awaiting a letter of resignation from Solicitor Thompson and Chairman Sims stated that he will be in contact. In the meantime the board may be able to appoint someone until March's Re-Organization meeting; further discussion on this matter will be in needed.

**ADJOURNMENT:**

Commissioner Holick made a motion for adjournment at 8:30P.M. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

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

Resolution # \_\_\_\_\_  
Date 10/23/18

**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 10/23/18, at 7:05 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 \_\_\_\_\_, 20\_\_\_\_\_, in Westville, New Jersey.

ATTEST:

Deborah Holick  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: \_\_\_\_\_  
Chairman

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
**October 9, 2013**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>NEW 1st Colonial National Bank</b>				
10/04/2018	6671	Dan Baker	Reimbursement for food during Sol...	-393.51
10/04/2018	6672	Jeff Paul	Re-Imbursement for food during fir...	-47.96
10/05/2018	Dire...	PERS	Sept 3rd Qtr 2018 Ref# 27742332	-1,809.12
10/05/2018	6673	Rothwell Document Solutions	Inv# 125317 Contract # C11832-03	-177.90
10/05/2018	6674	Sprint	Inv# 808397196-016	-152.77
10/12/2018	6675	New Pig Corporation	Inv# 22579222-00 PO# 18-066	-71.02
10/12/2018	6676	Prudential Retirement	Subplan 035130 Acct# 316149	-252.09
10/12/2018	6677	PSE & G	Inv#602305316971	-24.33
10/15/2018	6678	Borough of Westville	Acct# 602-2 PO# 18-029	-116.18
10/19/2018	Dire...	Prime Point Payroll Deduction	Inv# 269624 Primepoint payroll pro...	-222.50
10/23/2018	6679	Deptford Fire District	Re-Imbursement for Solar Power T...	-20.00
10/23/2018	6680	Great America Leasing Corp.	Inv# 23514389 PO# 18-004	-217.49
10/23/2018	6681	H.A. DeHart & Sons	Inv# 78181 Utility body #696 Install...	-9,629.00
10/23/2018	6682	Hardenbergh Insurance Group	Inv# 2788 A & S Installment	-10,477.00
10/23/2018	6683	Lamont Medical Equipment	Inv# 176498 Demurrage Rental Jul...	-135.00
10/23/2018	6684	MES	Inv# 1270738 PO# 18-021	-750.00
10/23/2018	6685	NFPA	Inv# 73394024 & 73413564	-919.22
10/23/2018	6686	Staples	Acct# 2173485771 Inv# 6035 5178	-76.64
10/23/2018	6687	Tarrach's Service Center LLC.	Inv# 91003 PO# 18-033	-30.00
10/23/2018	6688	Tire Corral	Inv# 614133 State Contract # 82527	-786.60
10/23/2018	6689	Westmont Ace Hardware	Inv# 71167 PO# 18-050	-61.88
10/23/2018	6690	Westville Fire Department	Sept. "18" Electric Reimbursement	-700.00
10/23/2018	6691	Westville Fire Department	Sept "18" CCTV Reimbursement	-230.00
10/23/2018	6692	Westville Fire Department	Sept "18" Rent PO# 18-002	-1,000.00
10/23/2018	6693	Kaler Motor Company, LLC	Inv# W4633 Engine 733	-115.00
10/23/2018	6694	Kaler Motor Company, LLC	Inv# W4599 Engine 733 Chassis, p...	-1,199.00
10/23/2018	6695	Kaler Motor Company, LLC	Inv# W4596 Rescue 738	-1,122.44
10/23/2018	6696	Kaler Motor Company, LLC	Inv# W4597 Aerial Serv. New Ladd...	-600.00
10/23/2018	6697	Kaler Motor Company, LLC	Inv#W4598New Ladder Engine,Ch...	-1,099.00
10/23/2018	6698	Comcast Cable	Acct# 8499 05 109 0043237	-323.13
10/23/2018	6699	D.M. Medical Billings, Inc.	Inv# 5825 Sept 2018 Billing Service	-606.63
10/23/2018	6700	Farley, Eric	Re-Imbursement for Glasses 2018	-100.00
10/23/2018	6701	Borough of Westville	Sept 2018 Fuel	-604.22
10/23/2018	6702	Borough of Westville	August 2018 Fuel	-606.80
<b>Total NEW 1st Colonial National Bank</b>				<b>-34,676.43</b>
<b>TOTAL</b>				<b>-34,676.43</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 August 2018  
FIRE REPORT**

<b>Total Fire Calls: 65</b>	<b>Total Drills: 3</b>
<b>Total Fire Calls Year to Date For 2018: 575</b>	
<b>Time In Service In Hours:</b>	<b>Dispatch to Location: Minutes, Seconds</b>
<b>Total Firefighters Responding:</b>	<b>Firefighter Per Incident:</b>
<b>Total Personnel Hours:</b>	

**Office of the Fire Chief**

1. Mechanical issues:
  - a. New LED Trailer Brake light installed for Marine 7-3
2. Utility 737 body upgrade:
  - a. Body stripping complete
  - b. Last phase mounting equipment
3. Motorola Pagers Minitor VI – 2016- charging issues (on Going)
  - a. Contacted Motorola – Pager recalled all pager will be replaced
  - b. August 15 update – There are now saying we are out of warranty. The will issue and eraser pen to help problem.
4. We hosted the Solar panel class on September 27<sup>th</sup> 80 people in attendance .
5. FD participated in the Westville Fall Festival September 29<sup>th</sup>.
6. FD will be attending Parkview’s Trunk or Treat Friday October 26<sup>th</sup>.
7. Captains Reports- Attached
8. Membership
  - a. Volunteer – None

# FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	19	145
LHU:	4	21
Local:	11	90
Re-Inspection:	3	33
Occupancy Load Insp:	0	4
Inspections: (Vacant)	0	0
Complaints:	3	10
Fire Investigations:	0	5
Fire Lanes:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	0	24
Permit Fee's Collected:	\$0	\$646.00
Fines Collected:	0	0
Local Registration Fees Collected:	\$	\$3,800.00
LHU Registration Fees Collected:	0	\$16,978.07
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
Fire Calls:	11	158
Ems Calls: 07:00-15:30	20	283
15:30-18:00	17	94
ABD Inspections:	0	0
JIF Meetings:	0	0
JIF Inspections:	0	0
Highway Meetings:	0	0
FO/FI Meetings:	0	2
Training Events:	0 Hours	20 Hours

## Comments:

1. Worked with GCFMO with Data input
2. Fire Prevention Activities Set
3. Working with GCFMO with Pro Phoenix input