

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

**MEETING MINUTES
January 22, 2019**

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, with the exception of Commissioner Holick who was absent.

Administrator Murtaugh, Fire Chief Farley, Captains Dan Baker and Brian O'Neil were also in attendance for the meeting.

Chairman Sims welcomed candidate Joseph Bobiak who was also in attendance to sit in on the meeting.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Firefighter Dave Sampson attended the meeting to address the board during this segment of the meeting. Dave asked to address the Board and asked why he was placed out of service. Chairman Sims explained to Mr. Sampson that this meeting was in open session and is not for any disciplinary action against him at this time.

Chairman Sims asked Chief Farley to summarize why Dave was placed out of service. Chief Farley explained that Dave refused to produce his EMT card during the mandatory training session recently held by the department. The Chief explained that this is normal practice at the mandatory training each year to ensure members have current EMT certifications as well as current driver licenses. The Chief stated that Mr. Sampson did not provide the proper credentials as requested during mandatory training; therefore he was not eligible to receive his yearly physical causing him to be placed out of service.

Chairman Sims asked Dave if the Chief's summarization was correct and Dave stated that it was. Dave further explained that he did not produce his credentials because it should have been already on file so he felt he shouldn't have to produce it again. Chairman Sims, the Chief and Administrator Murtaugh all explained to Dave that this procedure is done every year. In fact, it was also reported that Administrator Murtaugh had the same conversation with Dave at the mandatory training with Dave arguing with the Administrator about the same.

Chairman Sims and Dave Sampson both made comments back and forth with Dave stating that he still believes he shouldn't have to produce his credentials again. Chairman Sims stated that this board has every right to ask any member, at anytime, to produce their credentials to ensure that they are current and in fact, schedules yearly training every January where members provide

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the Fire Department /Fire District with current documentation and certifications, provides physicals to ensure the health of each member etc. An email was sent out to all members of what they were to bring that day.

Dave became annoyed with the Boards answers to why he was placed out of service and was told once he produced his credentials to the Chief the Chief would then and only then, would work with him to schedule his physical and to be place back into service.

Dave did not agree with our answer and left the meeting at 7:18 p.m.

COMMUNICATIONS:

- Received a letter from the Borough of Westville regarding the Fire District Election Petition nominations for Joseph Bobiak.
- Received a copy of the shared service agreement between Westville Fire District # 1, County of Gloucester, and the Borough of Westville for the provision of BLS and emergency medical services.
- A letter from Cooper University Health Care announcing the termination of affiliation and medical direction agreement. (To be discussed under Chief's report)
- Received Professional Service agreement between Zeller and Wieliczko and the Westville Fire District#1 for Fire District Solicitor. Chairman Sims reported that he has signed and returned a copy to Solicitor Matt Wieliczko and there is copy filed in the District office for our records.

APPROVAL OF MEETING MINUTES:

A motion to approve the regular and executive meeting minutes held November 27, 2018, special meeting and executive meeting minutes from December 5, 2018 and close-out meeting minutes from December 27, 2018 was made by Commissioner Lawrence. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

ADMINISTRATION REPORT:

Administrator Murtaugh reported that the yearly LOSAP Award totals have been posted and can be viewed by members until February 7, 2019. So far there are no appeals.

Administrator Murtaugh and Chairman Sims have met with Primepoint to clean up the payroll report member list. Administrator Murtaugh has also been working on updating all member key fobs.

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Administrator Murtaugh reported that he is still in the process of ordering the two new computers from Dell. Administrator Murtaugh announced that he had received some ransomware on his email; he and Jody Long had taken preventative measures and scanned the District computers for viruses, and malware and installed a new hard-drive on his computer. Jody reported that no viruses were found on the Fire District/Fire Department network.

Painting, repairs and new carpet installation to the District Office has been completed. Administrator Murtaugh announced that the County has since tried to re-title the ambulance and DMV was showing that there was a lien on the title. Administrator Murtaugh looked into this matter and stated that it has been paid off and is waiting for documentation from the bank.

Administrator Murtaugh reported that the County Board of Elections were requested us to have vote by mail ballots printed for the Fire District Election to be held on February 16, 2019 instead of the paper check off ballots as we have provided in the past. If we did not make this change we would have to reimburse the County any overtime cost they encountered hand counted our ballots. It was decided to have the vote by mail ballots printed by the same printer that the County uses for it elections

Lastly, Administrator Murtaugh stated that a prox-card system for two additional firehouse doors will be installed shortly; the wires and connections were already pre-wired in the building. Administrator Murtaugh will follow up with this matter at a later meeting.

FIRE CHIEF / FIRE OFFICIAL REPORT:

Chief Farley reviewed Fire and EMS call numbers from 2018, and reported there was a total of 1,019 calls for the year. Chief Farley reported no mechanical issues for the month,

The Pro-Phoenix fire house software is up and running all members are currently being trained on the new program.

Chief Farley announced that since the ambulance was turned over to the County he has plans to make the current EMS office an additional work space for Fire Officers.

Two members have been placed out of service and letters of intentions will be sent to the members. Also a follow-up with physical will be needed for the members. Chief Farley also reviewed member percentages for the year. Chief stated that he would like to take a look at the SOG's and guidelines on member percentages since we no longer provide EMS services. The District will have to revise its policies. Chief Farley will follow up on this matter at another District Meeting.

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Chief Farley reported that he has received 12 resumes for the part time positions; only 9 candidates were eligible. Chief Farley announced that the personnel committee, Administrator Murtaugh and himself will need to set up a date and time to interview the 9 candidates.

Chief Farley announced that Cooper Health has terminated its medical direction agreement with the Fire District since we no longer provide EMS services. Chief Farley reported that he is looking into getting medical direction and advanced scope from another facility since the District is still using its utility truck as a quick response vehicle to EMS calls. Cooper Health is refunding the District \$1,000 for terminating its agreement with the District.

Chief Farley reported that Fire Marshall Tucker has completed the NFIRS report to the State.

Lastly Chief Farley reported he and Fire Marshall James Tucker had met with the project managers for Westville Commons, tours will be taking place of the new building shortly. Chief Farley had clearance concerns with the solar panel car ports at the new facility. This has been brought to the attention of land use and zoning board. The Chief will update the board on this matter at the next District Meeting.

OFFICE CLERK:

Officer Clerk reported that a list for 1099 vendors was sent to the auditor for tax filings.

FINANCE:

Commissioner Lawrence made a motion to approve resolution to void check# 6767 in the amount of \$1,200 due to it having an incorrect date, as well as check # 6746, a duplicate payment in the amount of \$209.00. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

TRAINING & SAFETY:

Mandatory training was held on January 5th and the 12th with two members placed out of service.

JIF COMMITTEE:

Nothing to report.

PERSONNEL:

Chairman Sims reported that personnel matters will be discussed in a closed session.

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PROPERTY & EQUIPMENT:

Nothing to report.

POLICY:

Chief Farley would like the policy committee to update duty crew percentages.

COMMENTS FROM THE PUBLIC:

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

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 Miller.

PRESENTATION AND PAYMENT OF BILLS:

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

OLD BUSINESS:

The incident with the ambulance and West Deptford Police car still ongoing.

NEW BUSINESS:

Chairman Sims announced that the Fire District Elections was fast approaching the board will need to appoint two poll workers. After holding a brief discussion Commissioner Marsden made a motion to appoint Terry Eckel, and Darlene Powell to work the polls on February 16, 2019. Motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

EXECUTIVE SESSION:

Commissioner Lawrence made a motion to hold an executive session at 8:11 P.M.; Motion was seconded by Commissioner Miller.

The Executive session was held from 8:11 P.M. to 9:30P.M.

ADJOURNMENT:

Commissioner Lawrence made a motion for adjournment at 9:31P.M. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

*Respectfully Submitted,
Deborah Holick*

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BOARD OF FIRE COMMISSIONERS
23 WEST OLIVE STREET**

**MEETING MINUTES
January 22, 2019**

Secretary, Board of Fire Commissioners

WESTVILLE FIRE DISTRICT NO.1
COUNTY OF GLOUCESTER

RESOLUTION TO VOID CHECK
At Regular Meeting of
January 22, 2019

WHEREAS, check number 6767 in the amount of \$1,200 for John Massing due to having incorrect date on the check and

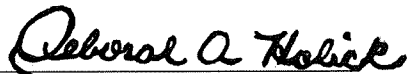
whereas check number 6746 in the amount of \$209.00 for International Association of Fire Chiefs due to being a duplicate payment.

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 22th day of January 2019


Chairman Fritz Sims

ATTEST:


Secretary Deborah Holick

Resolution # _____
Date 4/22/19

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.
- X 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 1/22, at _____ 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 1/22, 20 19, in Westville, New Jersey.

ATTEST:

Deborah A. Holick

Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]
Chairman

Westville Fire District #1
Monthly Bills - First Colonial National Bank
 January 22, 2019

| Date | Num | Name | Memo | Amount |
|---------------------------------------|---------|---------------------------------|--|-------------------|
| NEW 1st Colonial National Bank | | | | |
| 12/28/2018 | 6765 | Choice Clean Gear LLC | Inv#3630 &3546 PO#18-061 | -696.35 |
| 12/31/2018 | 6768 | Carpet Surgeon | Carpet Installation District Office 2... | -2,512.00 |
| 12/31/2018 | 6769 | John Massing | Painting of District Office Dec 26-2... | -1,200.00 |
| 12/31/2018 | 6771 | J.L. Lawson Co. | Champion Air Compressor PO#18-... | -3,475.00 |
| 12/31/2018 | 6775 | PSE & G | Acct#6742927208 | -148.94 |
| 12/31/2018 | 6776 | Visa | Acct ending in 1497 Carbonite bac... | -629.99 |
| 01/02/2019 | 6766 | Cash | Re-Open Petty Cash for 2019 | -200.00 |
| 01/03/2019 | By P... | PERS | December 4th QTR Reconclaiation | -1,473.75 |
| 01/04/2019 | 6770 | Dan Baker | Re-Imbursement food for training 2... | -80.49 |
| 01/08/2019 | 6772 | Rastellis | Food for Yearly Training | -490.95 |
| 01/08/2019 | 6773 | Borough of Westville | Acct#602-2 Water & Sewer 1st Qtr | -121.82 |
| 01/08/2019 | 6774 | Prudential Retirement | Subplan 035130 Acct#316149 | -198.51 |
| 01/14/2019 | 6777 | Dan Baker | PO#19-004 Re-Imbursement for Tr... | -45.89 |
| 01/14/2019 | 6778 | David Sampson | PO#19-003 Re-Imbursement for tr... | -10.00 |
| 01/14/2019 | 6779 | Liscios Bakery | PO#19-002 Food for Traning | -45.30 |
| 01/14/2019 | 6780 | Piskers Bakery | Ticket#994374 Donuts for Training ... | -111.65 |
| 01/22/2019 | 6781 | Lamont Medical Equipment | Inv#177233 PO#18-031 | -135.00 |
| 01/22/2019 | 6782 | Atlas Flasher & Supply Co., ... | Inv#110118-01 PO#18-099 | -319.60 |
| 01/22/2019 | 6783 | Auto & Truck Parts Of Deptf... | Inv#239445 PO#18-063 | -19.99 |
| 01/22/2019 | 6784 | Nat Alexander Company | Inv#17893 &12821 PO#18-072 | -232.50 |
| 01/22/2019 | 6785 | Bud's Auto & Truck Repair | Inv# 40188 | -1,005.74 |
| 01/22/2019 | 6786 | Comcast Cable | Acct#8499 05 109 0043237 | -299.00 |
| 01/22/2019 | 6787 | Lowes | Acct#82131310330365 | -472.64 |
| 01/22/2019 | 6788 | Staples | Acct#6035517862289641 | -449.21 |
| 01/22/2019 | 6789 | Borough of Westville | Oct. Nov. Dec 2018 Fuel PO#18-032 | -1,276.68 |
| 01/22/2019 | 6790 | MES | Inv#1293614 PO#18-021 | -97.50 |
| 01/22/2019 | 6791 | MES | Inv#1295072 PO#18-021 | -246.00 |
| 01/22/2019 | 6792 | MES | Inv#1297909 Fire Fighting Hood | -184.00 |
| 01/22/2019 | 6793 | NJ Advanced Media | Inv#0008940694 Budget Meeting | -20.02 |
| 01/22/2019 | 6794 | NJ Advanced Media | Inv#002321359 PO#18-015 | -19.19 |
| 01/22/2019 | Dire... | Prime Point Payroll Deduction | Inv#273260 Payroll Processing for ... | -484.75 |
| Total NEW 1st Colonial National Bank | | | | -16,702.46 |
| TOTAL | | | | -16,702.46 |



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 year 2018
FIRE REPORT**

| | |
|------------------------------|-------------------------|
| Total Fire Calls: 707 | Total Drills: 52 |
|------------------------------|-------------------------|

| |
|------------------------|
| EMS calls: 1212 |
|------------------------|

| | |
|----------------------------------|---|
| Time In Service In Hours: | Dispatch to Location: Minutes, Seconds |
|----------------------------------|---|

| | |
|---------------------------------------|----------------------------------|
| Total Firefighters Responding: | Firefighter Per Incident: |
|---------------------------------------|----------------------------------|

| |
|-------------------------------|
| Total Personnel Hours: |
|-------------------------------|

Office of the Fire Chief

1. Mechanical issues:
 - a. None
2. Mandatory Training complete for 2019
 - a. Physicals and PFT complete
 - i. Two members OOS need follow up by their Doctor
 - ii. One Member did not receive a Physical/PFT
 - iii. One member OOS did to not attend– Letter from District need to be sent.
3. Staffing Issues: The membership will be advised again at the Department meeting and by e-mail
If they are not participating by the guild lines that they will be requested to appear at this meeting.
 - a. 2018 Percentages attach:
4. We received 12 resume with 9 candidates for interviews.
5. EMS: E-mail Attached
6. Captains Reports- Attached
7. Membership
 - a. Volunteer –

EMERGENCY MEDICAL SERVICES MONTHLY REPORT

| Calls By Jurisdiction: | Month | Year to Date |
|------------------------|-------|--------------|
| Bellmawr | 0 | 10 |
| Brooklawn | 0 | 9 |
| Camden | 0 | 1 |
| Deptford | 0 | 101 |
| Gloucester City | 0 | 298 |
| Mt. Ephraim | 0 | 19 |
| Westville | 0 | 662 |
| I-295/I-76/Rt.42 | 0 | 65 |
| NJTP | 0 | 40 |
| National Park | 0 | 16 |
| West Deptford | 1 | 4 |
| Woodbury | 0 | 2 |
| Woodbury Heights | 0 | 1 |
| Calls By Shift: | | |
| A Shift: | 0 | 83 |
| B Shift: | 0 | 95 |
| C Shift: | 0 | 70 |
| D Shift: | 0 | 101 |
| Career Shift: | 0 | 396 |
| Duty Crew: | 0 | 370 |
| All Call: | 0 | 115 |
| Calls By Outcome: | Month | Year to Date |
| Refusals: | 0 | 87 |
| Transports BLS: | 0 | 577 |
| Transports ALS: | 0 | 104 |
| Other: | 0 | 549 |

| | Month | Year to Date |
|--|-------|--------------|
| Total Number of Incidents: | 0 | 1230 |
| Total Number of Transports: | 0 | 681 |
| No Responses/Missed Calls: | 0 | |
| Concurrent Assignments: | 0 | |
| Average Response Time (Dispatched to On scene) | | 6 Minutes |

| |
|--|
| <p>1. Received mutual aid assistance from GCEMS: 37 and Deptford EMS:95 from 01/01/18-12/31/18 **due to secondary patients, working fires, missed calls or concurrent assignments**</p> |
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FIRE MARSHALS OFFICE REPORT

| Category: | Month | Year To Date |
|------------------------------------|-------|--------------|
| Total Inspections: | 0 | 310 |
| LHU: | 0 | 42 |
| Local: | 0 | 124 |
| Re-Inspection: | 0 | 140 |
| Occupancy Load Insp: | 0 | 4 |
| Inspections: (Vacant) | 0 | 0 |
| Complaints: | 3 | 14 |
| Fire Investigations: | 0 | 5 |
| Fire Lanes: | 0 | 0 |
| Juvenile Fire Setters: | 0 | 0 |
| Permits Issued: | 0 | 33 |
| Permit Fee's Collected: | \$0 | \$700.00 |
| Penalty Fines Collected: | 0 | \$250.00 |
| Local Registration Fees Collected: | \$ | \$10,640.00 |
| 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 | 14 |

| Additional Activity By FMO / Career Firefighters | Month | Year To Date |
|--|---------|--------------|
| Fire Calls: | 0 | 224 |
| Ems Calls: 07:00-15:30 | 0 | 396 |
| 15:30-18:00 | 0 | 115 |
| AED 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 |

| Fire Incident Type Report (NFIRS) | Year To Date |
|-----------------------------------|--------------|
| 100 (Fire) | 55 |
| 200 (Explosion) | 0 |
| 300 (Rescue / Ems) | 133 |
| 400 (Hazardous Condition) | 96 |
| 500 (Service Call) | 118 |
| 600 (Good Intent Call) | 234 |
| 700 (False Alarm / False Call) | 64 |
| 800 (Severe Weather) | 7 |
| 900 (Special Type) | 2 |
| | 707 |

| Comments: |
|--|
| <ol style="list-style-type: none"> 1. Change over to Pro Phoenix for inspections is complete. 2. End of year NJDFS report is complete. 3. NFIRS for 2018 submitted to NJDFS |