

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

MEETING MINUTES

April 23, 2019

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 Marsden; Administrator Murtaugh, Fire Chief Farley, Captain Dan Baker, Captain Brian O'Neil and Captain Rob Leahy were also in attendance for the meeting.

OATH OF OFFICER FOR PART TIME FIREFIGHTER/CODE ENFORCER:

Chairman Sims administered oath of office to Tim O'Donnell as part time firefighter/code enforcement official shared with the Borough of Westville and the Westville Fire District # 1.

OATH OF OFFICE GIVEN BY CHAIRMAN SIMS FOR PER DIEM FIREFIGHTERS:

Chairman Sims gave the oath of office for per diem firefighters to Nathaniel Blair and Jonathan Stewart. The Oath of office for per diem firefighter for Paul Richartz has been tabled.

The members were excused from the meeting at 7:12P.M.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley announced there was nothing to report.

COMMUNICATIONS:

- Received a copy of Contract for Professional Auditor (two copies to be signed, see under finance)

- Received a letter from Zeller & Wieliczko, LLP.

- Discuss and approve N.J State Fireman Association membership applications (See Under Personnel)

APPROVAL OF MEETING MINUTES:

A motion to approve Regular & Executive Minutes held on March 26, 2019 was made by Commissioner Lawrence; Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

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ADMINISTRATION REPORT:

Administrator Murtaugh reported that the new server for the District office has been installed and is up and running. Administrator also reported that there was a software issue with the I.D. printer, Jody with I.T. is looking into this issue.

Administrator Murtaugh briefly spoke about the USDA Grant for new meters/generators and met with the Borough Engineer. Administrator Murtaugh reported that likely to cost \$60,000 with the Fire District match of 0% but possibly could be 25%. Administrator Murtaugh will follow up regarding this matter at the next District meeting.

Administrator Murtaugh reported that Fire Marshall Tucker has been taking online Fire Administrator Certification course online through Columbia Southern University. Administrator Murtaugh stated that at zero cost to the Fire District we could sign up for a partnership by signing a memorandum of understanding. There is no commitment and the District could back out at any time. Also a 10% Discount for online courses is offered for any member who wishes to take online courses.

After discussing this in detail Commissioner Lawrence made a motion to approve the partnership with Columbian Southern University. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

FIRE CHIEF / FIRE OFFICIAL REPORT:

Chief Farley reported a total of 117 assignments for the month of March.

Mechanical Issues for the month of March

- Car 701 –New breaks installed with 2 new tires due to nail in side wall
- 737-PM oil change complete
- Marine 73-1- (1982) 16' boat might be time to look for a new motor due to its age and overheating. Chief Farley reported he is in the process of obtaining quotes.

Training on the Pro-Phoenix reporting program is ongoing. Thermal Imagine cameras /mask training is also ongoing and they have been issued to active members.

Auto extraction training was held April 18th. All went well and new extraction tools were implemented in the training.

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FIRE CHIEF / FIRE OFFICIAL REPORT: Continued

Live Burn training has been scheduled and an emailed notice has been sent to all members. Chief Farley is waiting for confirmation emails from members whether they will be attending this training.

Chief Farley reported the results of the housing/code enforcement confirm there are positive results with the new shared service agreement with housing and code enforcements being addressed. A housing report will be included at each District Meeting.

The reported covered everything from abandoned vehicles, boats, parking issues, property clean ups, and vacant homes and apartment complexes. Chief Farley will continue to work closely with the Borough regarding all these issues.

OFFICE CLERK:

An Opra request was submitted to County EMS for 1st quarter response times; still waiting for response.

FINANCE:

Commissioner Lawrence made a motion to table signing on the agreement for Petroni & Associates until next month's District meeting. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

TRAINING & SAFETY:

Live burn and auto extraction training will be held in April as reported under the Chief's report.

JIF COMMITTEE:

Nothing to report.

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PERSONNEL:

The board briefly discussed and reviewed member applications for the NJ State Fireman Association applications.

After discussing Commissioner Lawrence made a motion to approve the NJ State Fireman Association applications for members Jacob Bennett, Wayne Johnson and Gary Nissenzone. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

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

PROPERTY & EQUIPMENT:

Training on the new thermal imaging cameras is ongoing.

POLICY:

- Policy committee met and recommending Approval to revise financial Policies
 - Policy F1.1 Financial Management Controls
 - Policy F1.2 Spending Controls for Fire District Funds
 - Policy F1.3 Recording of Transactions
 - Policy F1.4 Purchasing Procedures
 - Policy F1.5 Payment of fixed cost bills
 - Policy F1.6 Petty Cash
 - Policy F1.7 Capitalization of fixed assets
 - Policy F2.1 Reimbursement of travel expenses
 - Policy F2.2 Reimbursement for attending schools and seminars
 - Policy F2.3 Reimbursement for personal clothing damaged or contaminated
 - Policy F3.1 Fire Official report and Document Cost
 - Policy F3.2 Fire Stipend Policy
 - Policy F4.0 Payroll Procedures

Secretary Debbie Holick reviewed the changes that were made to the financial polices listed above and Commissioner Lawrence made a motion to approve the changes. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

The policy committee is set to meet and amend and review the policies pertaining to personnel matters.

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COMMENTS FROM THE PUBLIC:

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

PRESENTATION AND PAYMENT OF BILLS:

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

OLD BUSINESS:

Chairman Sims reminded the board that ethic financial forms are due by April 30, 2019.

NEW BUSINESS:

Nothing to report.

EXECUTIVE SESSION:

Commissioner Lawrence made a motion to hold an executive session at 7:50P.M.; Motion was seconded by Commissioner Bobiak.

The Executive session was held from 7:50P.M. to 8:00P.M.

After coming out of executive session Commissioner Lawrence made a motion to accept member Ryan Leahy's letter regarding statements and allegations that were made against the Chief in 2016 by several members. Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

ADJOURNMENT:

Commissioner Lawrence made a motion for adjournment at 8:02P.M. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

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

Resolution # _____
Date 4/23/19

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.
- ✂ 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 4/23/19, at 7:50 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 4/23, 20 19, in Westville, New Jersey.

ATTEST:

Deborah Holick
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]
Chairman

Westville Fire District #1
Monthly Bills - First Colonial National Bank
April 23, 2019

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
04/01/2019	6864	Indco, INC	Order#36573:00 PO#19-053	-68.40
04/05/2019	6865	Visa	Acct Ending 1497 PO#19-028	-392.00
04/08/2019	By P...	PERS	Ref#09551537 PO#19-24	-1,851.37
04/08/2019	6866	Borough of Westville	Acct#602-2	-128.60
04/08/2019	6867	Sprint	Inv#808397196-022	-130.64
04/08/2019	6868	Cash		-157.89
04/10/2019	6869	Lincoln Financial Advisors	2018 LOSAP Contribution D. Baker...	-838.00
04/10/2019	6870	PSE & G	Acct#6742927208	-141.62
04/10/2019	6871	Prudential Retirement	Subplan 035130 Acct#316149	-276.28
04/19/2019	Dire...	Prime Point Payroll Deduction	Inv#276775 PO#19-001 4-19-19	-222.50
04/23/2019	6872	1st Responder Newspaper	Acct# 3523790 Subscription Renewal	-85.00
04/23/2019	6873	Auto Zone	Cust I.D 000447973	-39.95
04/23/2019	6874	Comcast Cable	Acct#8499051090043237	-298.70
04/23/2019	6875	Great America Leasing Corp.	Inv#24596590 PO#19-017	-217.49
04/23/2019	6876	IAFC	Member I.D#0022837 PO#19-054	-215.00
04/23/2019	6877	Lamont Medical Equipment	Inv#178069 PO#19-051	-135.00
04/23/2019	6878	Lowe's	Inv#10386,10236,01184	-128.91
04/23/2019	6879	MES	Inv#1316554	-97.50
04/23/2019	6880	Nat Alexander Company	Inv#1026536 PO#19-059	-204.00
04/23/2019	6881	Optio	Inv#1504228 Recert. Dell Server	-5,805.93
04/23/2019	6882	Rothwell Document Solutions	Inv#133062 PO#19-052	-178.15
04/23/2019	6883	Staples	Inv#2259638761 PO#19-029	-107.98
04/23/2019	6884	Tarrach's Service Center LLC.	Inv# 92329,92343, 92483,92448 P...	-1,036.15
04/23/2019	6885	Zeller & Wieliczko, LLP	Inv#55978 PO#19-046	-98.88
04/23/2019	6886	MGL Printing Solutions	Inv#163051	-129.00
04/23/2019	6887	MGL Printing Solutions	Inv#163236 PO#19-056 Stamp	-56.00
04/23/2019	6888	Westville Fire Department	Uniform order Re-Imbursement PO...	-394.00
04/23/2019	6889	Westville Fire Department	April 2019 Rent PO#19-014	-1,000.00
04/23/2019	6890	Westville Fire Department	April 2019 Electric PO#19-015	-700.00
04/23/2019	6891	Westville Fire Department	April 2019 CCTV PO#19-016	-230.00
Total NEW 1st Colonial National Bank				-15,364.94
TOTAL				-15,364.94



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

Activities for the Month of March 2019
FIRE REPORT

Total Calls: 117	Total Drills: 3
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Office of the Fire Chief

1. Mechanical issues:
 - a. Car 701 – New breaks installed with 2 new tires due to nails in side wall.
 - b. 737 – PM oil change complete
2. Marine:
 - A. Marine 73-1 1982 16' Boat; might be time for new motor looking into.
3. District staff:
 - A. All good schedules are full.
4. Working with Jay Jones from the county to work with Captains on Pro Phoenix reporting.
5. In process of placing the new thermal imaging masks in service with training.
6. Training:
 - a. Auto Extrication Drill April 18th – All went well
 - b. Live burn this Thursday April 25th.
7. 737 Response on Medic calls is going well on our end.
8. EMS:
 - A. OPRA Request sent for records 1-1-19 to 3-31-19.
 - B. Lack of use or not being able to find the Fire Ground Channel
9. Captains Reports- Attached
10. Membership
 - a. Volunteer – Joshua Penn

FIRE MARSHALS OFFICE REPORT

Category:	Month	Year To Date
Total Inspections:	26	60
LHU:	1	4
Local:	14	24
Re-Inspection:	9	30
Occupancy Load Insp:	2	2
Inspections: (Vacant)	0	0
Complaints:	0	2
Fire Investigations:	0	1
Fire Lanes:	0	0
Juvenile Fire Setters:	0	0
Permits Issued:	0	2
Permit Fee's Collected:	\$0	\$108.00
Penalty Fines Collected:	\$0	\$0
Local Registration Fees Collected:	\$0	\$0
LHU Registration Fees Collected:	\$0	\$734.76
Fire Prevention Programs:	0	0
Fire Pre Plans:	0	0
Hydrant Inventory:	0	0
Smoke Detectors:	0	0

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	48	116
JIF Meetings:	0	0
Highway Meetings:	0	0
FO/FI Meetings:	0	0
Training Events:	1 Hours	19 Hours

Comments:

1. Met with County Pro Phoenix representative for further Pro Phoenix training (NFIRS submissions)
2. Attended local Westville OEM Meeting 3/22/19
3. Land Use Meeting Tuesday 3/19 1000 Broadway was denied solar panel configuration by the board, to return and have new configuration to not impede into drive space of the lot.
4. Occupancy monitor for St. Patty's day. No overcrowding issues found.
5. FM Car sent to Ace Ford for recall notice. Fixed and returned no issues.