

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

**MEETING MINUTES
June 25, 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, Captain Dan Baker, Captain Rob Leahy, and Brian O'Neil were also in attendance to the meeting.

OATH OF OFFICE FOR PART PER DIEM FIREFIGHTER FOR PAUL RICHARTZ:

Chairman Sims reported that the oath of office for part time per diem Firefighter has been tabled.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Chief Farley reported that a member has been placed on a thirty day suspension due to an incident that occurred on June 12, 2019. Chairman Sims reported that the member was sent a RICE notice to attend this meeting. Chairman Sims then stated that the member was not able to attend the meeting due to his work schedule. However he may be able to do a conference call from work. Administrator Murtaugh then placed a phone call at 7:05P.M and received a voicemail and was advised to call back when he was able.

COMMUNICATIONS:

- Received all communications from Petroni regarding the 2018 Audit. (*See under Finance*)
- Communication regarding the Fire District Accidental Death and Dismemberment Policy (*See under Finance*)

APPROVAL OF MEETING MINUTES:

A motion to approve Regular & Executive Minutes held on May 28, 2019 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 issue with the I.D. printers has been corrected. Also, a new replacement printer has been installed in the back Officers office. Unemployment reports have been completed and submitted to the State.

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ADMINISTRATION REPORT: Continued

Administrator Murtaugh announced that in the wake of the severe flooding the town endured on the evening of June 20, 2019, a national known organization of Veterans called Team Rubicon had met with the Borough. This organization will provide man power to assist with clean up and aiding residents whose homes were affected by the flooding.

Administrator Murtaugh reported that the group requested to be housed at the Fire house for approximately 14 days. However, the certificate of insurance and other permit issues for the agency is being worked on by the Borough Administrator, and Fire Official Tucker before the organization will be able to use the fire house as its headquarters and start any work.

Administrator Murtaugh also reported that he is currently working with mutual aid companies on the reports for disaster assessment. Currently, damages were assessed at \$55,000 but that number could change. Administrator Murtaugh, Police, and several Borough Officials are still walking through the areas that have sustained the most damage.

Lastly, Administrator Murtaugh announced that the policy committee has been working on updating all harassment codes/ policies; more work is needed before approval on these policies.

FIRE CHIEF / FIRE OFFICIAL REPORT:

Chief Farley reported a total of 102 Assignments and drills.

Mechanical Issues for the month

- Chief Farley reported that minor wiring on the small marine boat has been fixed.

Chief Farley reported that he has been working on District staffing schedule for the month of July. Next, Chief Farley reported the toning issues with the County (as discussed in last month's meeting) are still ongoing. Chief Farley announced that the cool down event for community has been set up and will be held on Thursday June 27th. Community Fireworks are set for June 29th.

Chief Farley then discussed the new medical advanced direction contract with Cooper Hospital. Chief Farley stated that the contract would be pro-rated at \$500 starting on July 1, 2019; after discussion, Commissioner Marsden made a motion to approve the BLS Advanced Scope Medical Direction contract between the Westville Fire District # 1 and Cooper Hospital. The motion was seconded by Commissioner Lawrence and approved by a unanimous voice vote.

Chief Farley briefed the board on the captain's reports. There had been an average of 100 runs per month since the beginning of the year. Also the reports have been back logged due to the flooding that occurred on June 20th. Once the reports are completed, they will be sent to the State.

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FIRE CHIEF / FIRE OFFICIAL REPORT: Continued

Chief Farley briefed the board on the response to the storm. Due to the severity of the flooding, he reported that the first responders had difficulty getting to the location. Chief Farley also stated that many other towns responded and assisted Westville that morning.

Chief Farley reported that they had rescued 56 residents from their homes and reported there were no injuries. One resident was transported to the hospital to be assessed. Chief Farley also reported that the flood water in the center of town did not recede until approximately 7:00P.M the next day. Clean-up is still ongoing and crews have been working down town to secure utilities and gas lines, etc. Chief Farley reported that overall, the rescue was a success but would like in the future, an emergency response plan of this magnitude needs to be put in place so that the town is utilizing all local first responders, Borough Emergency coordinators, and public works employees. Chairman Sims and the board then thanked Chief Farley as well as all members, crews and other Fire Departments for their successful rescue of the residents who had been hit hard during the flash flood.

DISCUSSION OF RICE NOTICE:

As Chief Farley started to give his Chiefs report the suspended member called back to speak with the board regarding his 30 day suspension. The board agreed to hold his hearing via conference call. Chairman Sims then explained his option to have his hearing in a public or closed session. The member requested that the discussion be held in open session.

Chief Farley explained why he had been placed out of service on June 12th and is set to be back in service on July 12, 2019 due to the following.

Chief Farley reported the incident occurred in Gloucester City on June 12th 2019. The member was responding to the Firehouse in his personal vehicle for an emergency call.

Chief Farley stated that all Westville crews were directed to standby by the Gloucester City Fire Chief. As the volunteer was responding to the Firehouse, Chief Farley, Gloucester City Fire Chief, Gloucester City Police Officer and a Gloucester City Council person observed the volunteer driving at a high rate of speed through and ignoring the Police directed road closure.

Gloucester

City Officials listed above complained and questioned Chief Farley on the car disobeying the road closure and nearly hitting them. The Officials then asked Chief Farley to handle the situation.

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Chief Farley followed all SOP's regarding this matter and spoke to the member in turn placing him on a 30 day suspension. The member did apologize for his actions and the board then listened to the volunteer's account of the matter.

The member said that he resides in Gloucester City, and as he was responding to the Firehouse that afternoon, the Police were partially blocking the road and standing in front of a barricade. While approaching the police vehicle, he was instructed to go around the vehicle. He then proceeded to drive through the location to the Firehouse. The volunteer also reported that he did have his blue emergency lights activated on his vehicle and he was not driving at a high rate of speed and did not understand why he was being suspended.

After discussing this again in detail, the board decided to keep the remainder of his suspension until July 12th due to the testimony of the four officials as they were very adamant that he drove through the scene at high rate almost striking them. Chief Farley also reminded the member that it is common knowledge for a Fireman to take an alternate route to the firehouse if responding to a call and come across a road block, especially on scene.

Commissioner Bobiak made a motion for a continuation of the full 30 day suspension due to the Officials testimony; Motion was seconded by Commissioner Marsden and approved by a roll call vote.

OFFICE CLERK:

Nothing to report.

FINANCE:

The board reviewed and discussed in detail all information regarding the 2018 Audit. Chairman Sims reported that the Audit Summary and Synopsis had already been sent to the papers for publication.

Commissioner Lawrence read and presented the resolution accepting and approving the Governing Body Certification of the 2018 Fire District Annual Audit.

Commissioner Bobiak made a motion to approve this resolution. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

A discussion took place on changes to the Accidental death and dismemberment policy. After discussing in detail Commissioner Lawrence made a motion to approve & renew the AD&D Policy for 3 year period; Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

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JIF COMMITTEE:

Nothing to report.

PERSONNEL:

Chairman Sims reported that discussion of employment was to be discussed in a personnel session.

PROPERTY & EQUIPMENT:

Nothing to report

POLICY:

The policy committee has met twice to discuss harassment, sick/vacation polices. Changes are still ongoing.

PRESENTATION AND PAYMENT OF BILLS:

Commissioner Lawrence made a motion to pay the bills. Motion was seconded by Commissioner Marsden and approved by a roll call vote.

OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

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 and approved by a unanimous voice vote.

It is noted that 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 Marsden and approved by a unanimous voice vote.

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EXECUTIVE SESSION:

Commissioner Marsden made a motion to hold an executive session at 8:15P.M.; Motion was seconded by Commissioner Bobiak

The Executive session was held from 8:15P.M to 9:13P.M.

ADJOURNMENT:

Commissioner Lawrence made a motion for adjournment at 9:15P.M. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

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

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT
FORM OF RESOLUTION**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2018 has been filed by a Registered Municipal Accountant with the Secretary pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

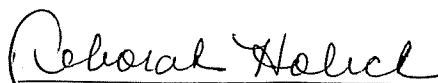
WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Board of Commissioners of the Westville Fire District #1, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON June 25, 2019


Secretary

**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT
GROUP AFFIDAVIT FORM
NO PHOTO COPIES OF SIGNATURES**

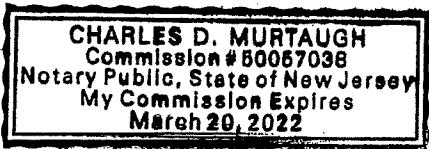
STATE OF NEW JERSEY
COUNTY OF Gloucester

We, members of the governing body of the Westville Fire District #1 of, in the County of Gloucester, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Board of Commissioners of the Westville Fire District #1 in the county of Gloucester;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Secretary pursuant to N.J.S.A. 40A:5-6 for the year 2018;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.)	<u><i>F.H. [Signature]</i></u>	(L.S.)
(L.S.)	<u><i>William M. [Signature]</i></u>	(L.S.)
(L.S.)	<u><i>Joseph R. [Signature]</i></u>	(L.S.)
(L.S.)	<u><i>[Signature]</i></u>	(L.S.)
(L.S.)	<u><i>Deborah Holick</i></u>	(L.S.)

Sworn to and subscribed before me this
24 day of July
Notary Public of New Jersey



Deborah Holick
Secretary

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

SUMMARY OR SYNOPSIS OF AUDIT REPORT FOR PUBLICATION

Attention is directed to the fact that a summary or synopsis of the audit report, together with the recommendations, is the minimum required to be published pursuant to NJSA 40A:5A-16.

Summary or Synopsis of 2018 Audit Report of the Westville Fire District No. 1 as required by NJSA 40A:5A-16

COMPARATIVE NET POSITION

	December 31	
	2018	2017
ASSETS		
Cash and Investments	\$ 330,265.06	\$ 297,842.24
Prepaid Expenses & Receivables	24,074.68	6,486.00
Restricted Cash	144,824.00	84,824.00
Capital Assets (Net)	850,161.14	987,702.10
Total Assets	1,349,324.88	1,376,854.34
DEFERRED OUTFLOWS OF RESOURCES		
Deferred Outflows Related to Pension	22,580.00	32,377.00
LIABILITIES		
Accounts Payable	54,187.60	25,094.69
Accrued Interest Payable	6,349.34	7,431.85
Payroll Taxes Payable	686.18	600.49
Other Liabilities	0.00	1,906.36
Capital Leases Payable	403,752.08	460,259.25
Net Pension Liability	303,831.00	356,667.00
Total Liabilities	768,806.20	851,959.64
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows Related to Pension	78,567.00	28,403.00
NET POSITION		
Invested in Capital Assets, Net of Related Debt	446,409.06	527,442.85
Restricted	99,824.00	84,824.00
Net Position		
Assigned:		
Designated for Subsequent Budget	100,750.00	92,887.00
Unassigned	(122,451.38)	(176,285.15)
Total Net Position	\$ 524,531.68	\$ 528,868.70

**COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN NET POSITION**

	Year	
	2018	2017
Revenue & Other Income Realized		
Fund Balance Utilized	\$ 92,887.00	\$ 30,000.00
Miscellaneous - Revenues Anticipated	232,816.35	184,024.21
District Tax	428,595.00	429,653.00
Miscellaneous - Revenues not Anticipated	18,908.16	6,238.99
	<u>773,206.51</u>	<u>649,916.20</u>
 Expenditures		
Budget Expenditures:		
Operating Expenses	547,115.57	559,402.93
Unallocated Depreciation	130,638.80	130,771.97
Loss on Disposal of Assets	6,902.16	
	<u>684,656.53</u>	<u>690,174.90</u>
Excess in Revenue	88,549.98	(40,258.70)
 Net Position January 1	528,868.70	599,127.40
	<u>617,418.68</u>	<u>558,868.70</u>
Less: Utilization as Anticipated Revenue	92,887.00	30,000.00
Net Position December 31	<u>\$ 524,531.68</u>	<u>\$ 528,868.70</u>

FINDINGS AND RECOMMENDATIONS

None

The above summary or synopsis was prepared from the Report of Audit of the Westville Township Fire District No. 1, County of Gloucester for the calendar year 2018. This report of Audit, submitted by Nick L. Petroni, Registered Municipal Accountant, of Petroni & Associates LLC, is on file at the Administrative Office and may be inspected by any interested person.

Fritz Sims
Chairman/Treasurer

Resolution # _____
Date 6/25/19

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 6/25, at 8:15 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.

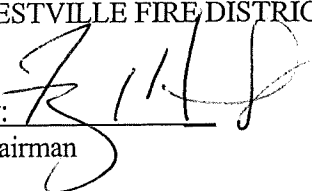
BE IT FURTHER RESOLVED, that the deliberations conducted in executive session may be disclosed to the public upon the determination of the Commissioners that the public interest will no longer be served by such confidentiality.

ADOPTED at a meeting of the Commissioners of the Westville Fire District No. 1 held on 6/25, 20 19, in Westville, New Jersey.

ATTEST:

Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: 
Chairman

Westville Fire District #1
Monthly Bills - First Colonial National Bank
 June 25, 2019

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
05/31/2019	6912	Camden County College	Inv#AR105090 Live Burn Training	-350.00
05/31/2019	6913	National Park Fire Department	Boater Safety Course Cope, Bennett	-30.00
06/04/2019	6914	KS State Bank	Acct#3352827 New PO#19-066	-35,948.17
06/05/2019	Dire...	PERS	Ref#15542755 PO#19-024	-880.99
06/07/2019	6915	South Jersey Media Group	Acct#15300-1406847	-72.00
06/07/2019	Dire...	Wal-mart	Order#40-95326213 Checks	-64.73
06/14/2019	6916	PSE & G	Acct#6742927208 PO#19-027	-32.99
06/21/2019	6917	Cash	Replenish Petty Cash	-184.07
06/24/2019	6918	Choice Clean Gear LLC	Inv#3803 PO#19-062	-176.39
06/24/2019	6919	Comcast Cable	Acct#8499051090043237 PO#19-0...	-298.64
06/24/2019	6920	Great America Leasing Corp.	Inv# 24961013 PO#19-017	-217.49
06/24/2019	6921	Petroni & Associates LLC.	Inv#27418 2018 Audit Statement P...	-9,500.00
06/24/2019	6922	V.E. Ralph & Son	Inv#377501 PO#19-067	-913.01
06/24/2019	6923	Westville Fire Department	June 2019 Eletric PO#19-015	-700.00
06/24/2019	6924	Westville Fire Department	June 2019 CCTV PO#19-016	-230.00
06/24/2019	6925	Westville Fire Department	June 2019 Rent PO#19-014	-1,000.00
06/24/2019	6926	Borough of Westville	March 2019 Fuel PO#19-038	-217.91
06/24/2019	6927	Borough of Westville	May 2019 Fuel PO#19-038	-176.53
Total NEW 1st Colonial National Bank				-50,992.92
TOTAL				-50,992.92



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 April 2019
FIRE REPORT

Total Calls: 102

Total Drills: 3

Office of the Fire Chief

1. Mechanical issues:
 - a. Marine Units –Small issue with wiring fixed by membership
2. District staff:
 - A. Working on filling the schedule for July.
3. Toning Issue: The county removal our fire tone with the new encoder. EMS and District not changed. (On-going)
4. Community Event : Cool Down in conjunction with the celebration committee
 - A. Thursday June 27th hear at Firehouse
 - B. Saturday June 29th – River Drive
5. EMS:
 - A. EMS Supervisor visit June 19.
 - B. Lack of use or not being able to find the Fire Ground Channel
6. Cooper contact for Medical Direction
7. Captains Reports- Attached
 - a. Captains broken down to 1/3 per month for completing fire Reports
 - b. Reminded Captains Report are due between the 1st and 7th of the month
 - c. Percentages in activities must follow district policy
8. Membership
 - a. Volunteer – Jake Bennet completed and passed FF1.
9. Storm/Flood June 20, 2019
 - a. Summery – Details to follow when all numbers are processed and finalized.