

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

**MEETING MINUTES
July 23, 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 a customary salute to the flag, Office Clerk Kelley called the roll with all Fire Commissioners present with the exception of Commissioner Bobiak. Administrator Murtaugh, Fire Chief Farley, Captains Rob Leahy and Brian O'Neil were also in attendance. It is noted that Captain Dan Baker was absent.

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:

Nothing to report.

COMMUNICATIONS:

- Signed copy of the Accidental Death and Dismemberment policy agreement. The signed copy has been filed in the District Office.

APPROVAL OF MEETING MINUTES:

A motion to approve regular and executive minutes held June 25, 2019 was made by Commissioner Lawrence; Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

ADMINISTRATION REPORT:

Administrator Murtaugh reported he has completed all Payroll reports.

Next Administrator Murtaugh announced that the personnel committees along with himself, Fire Chief Farley, and Chairman Sims have been steadily completing interview questionnaires to all applicants who applied for the open Fire Fighter/Fire Official position. Interviews are ongoing.

FIRE CHIEF / FIRE OFFICIAL REPORT:

Chief Farley reported a total of 144 Assignments for the month of July 3 drills and 715 assignments year to date.

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Mechanical Issues for the month

- Chief Farley reported that Ladder 736 is currently out of service due to repairs on hydraulics. Trouble shooting and repairs are being completed at Fire Line in East Earl Pennsylvania.

- Chief Farley reported that preventative maintenance/pump and ladder testing will be starting in August.

Next Chief Farley stated he had met with the County EMS on July 17, 2019 to further discuss the dispatch tone issues which was reported by himself as well as several other members in our Department.

Chief Farley reported he was told that there is new standard of dispatch tones in which the third tone had been removed. Chief Farley will update the board with any changes regarding this matter but in the meantime the dispatch tone issues are ongoing. Chief Farley also reported that he met briefly with the County EMS Chief Andy Lovell to discuss EMS operations

It is noted that Commissioner Bobiak entered the meeting at 7:15P.M.

Chief Farley stated that the community events held in July were a success. Chief Farley announced that the Community Cool down was loved by everyone and he would like to host this event again next year. There were minor drainage issues while the cool down event took place so Chief Farley suggested that future cool down events will take place on a closed street rather than the Fire District parking lot.

Chief Farley reported that the medical direction agreement for basic life support with Cooper Health System has been signed and returned.

Lastly, Chief Farley announced that the reports from the storm damage of June 20, 2019 have been completed. Chairman Sims then stated that these reports were also reviewed with the Mayor, Council, and Emergency Management. Chief Farley and the public safety personnel are set to meet again to discuss, address, and correct any future issues the Borough may face during the damaging rains storms. Internal after action reports will be put into effect.

OFFICE CLERK:

Office Clerk reported that all accounts have been reconciled up to June 30, 2019.

FINANCE:

Chairman Sims briefly reviewed the EMS billing income for the month of July.

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TRAINING & SAFETY:

Chief Farley announced that one of our members had an exposure incident during and EMS call. The member immediately went to the hospital for follow up care as well as Urgent care. Chief Farley reported that all test results have been received, the member is ok and all blood borne protocols were followed immediately and reports have been sent to the Borough to be submitted to insurance. With that, Administrator Murtaugh reported that the State is looking into adjusting the laws in regards to blood borne pathogens and first responder exposures. Administrator Murtaugh will update the board if any changes are made to laws in the near future.

JIF COMMITTEE:

Nothing to report.

PERSONNEL:

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

PROPERTY & EQUIPMENT:

As Chief Farley reported, Engine 736 is currently at Fire Line for replacement of the hydraulic line. Chief Farley also reported that since the flood in June, the Officers and Code Enforcement reports have been delayed.

POLICY:

The policy committee has met twice to discuss harassment, sick/vacation polices and changes are ongoing. The Policy Committee has been seeking the advice of the District Solicitor regarding the harassment policies.

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 therefore 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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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.

EXECUTIVE SESSION:

Commissioner Marsden made a motion to hold an executive session at 7:40P.M.; Motion was seconded by Commissioner Bobiak

The Executive session was held from 7:40P.M. - 8:50P.M.

After coming out of executive session at 8:50P.M, a brief discussion was held until 9:15P.M.

Applicant Robert Fowler was then asked to join the meeting at which time the board offered him the position of Full Time Firefighter/EMT/EMS Coordinator as well as the Fire Official position. Robert happily accepted the position and the board then discussed rate of pay, vacation time, and a start date. Chairman Sims then announced that Rob will be sworn in at the next District Meeting to be held August 27, 2019 with a start date of August 19, 2019.

ADJOURNMENT:

Commissioner Lawrence made a motion for adjournment at 9:35P.M. Motion was seconded by Commissioner Bobiak 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 23, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
NEW 1st Colonial National Bank				
06/26/2019	Dire...	Prime Point Payroll Deduction	Inv#279053 June 2019 PO#19-001	-233.75
07/05/2019	Dire...	PERS	Ref#18325850 June 2019 2nd Qtr ...	-1,240.88
07/08/2019	6928	Santander Leasing LLC.	Inv#2324515	-65,760.62
07/08/2019	6929	Borough of Westville	Acct#602-2 Water PO#19-007	-130.14
07/10/2019	6930	Westville Fire Department	2018 Air Comp Re-imbursment P...	-9,705.50
07/10/2019	6931	Airpower International	Inv#39117 PO#19-047	-1,903.00
07/10/2019	6932	PSE & G	Acct#6742927208 PO#19-027	-32.21
07/10/2019	6933	Rothwell Document Solutions	Inv#136894 PO#19-052	-185.10
07/10/2019	6934	Sprint	Inv#808397196-025 PO#19-018	-131.29
07/23/2019	6935	Comcast Cable	Acct#8499051090043237 PO#19-0...	-299.96
07/23/2019	6936	Lowes	Acct ending in 0365 PO#19-031	-125.65
07/23/2019	6937	Staples	Acct# ending in 9641 PO#19-029	-145.97
07/23/2019	6938	Choice Clean Gear LLC	Inv#3670 & 3871 PO#19-062	-401.27
07/23/2019	6939	Continental Fire & Safety	Inv#J3445 PO#19-074/738	-440.00
07/23/2019	6940	Great America Leasing Corp.	Inv#25145846 PO#19-017	-217.49
07/23/2019	6941	Lamont Medical Equipment	Inv#178890 PO#19-051	-135.00
07/23/2019	6942	MES	Inv#135075 PO#19-021	-2,822.90
07/23/2019	6943	New Pig Corporation	Inv#22750876-00 PO#19-072	-165.03
07/23/2019	6944	NJ Advanced Media	AD#0009203214 PO#19-011	-297.85
07/23/2019	6945	State of NJ - Dept of Labor	EIN:0-222-979-077 PO#19-071	-86.35
07/23/2019	6946	Westville Fire Department	July 2019 Rent PO#19-014	-1,000.00
07/23/2019	6947	Westville Fire Department	July 2019 Electric PO#19-015	-700.00
07/23/2019	6948	Westville Fire Department	July 2019 CCTV PO#19-016	-230.00
07/23/2019	6949	Borough of Westville	June 2019 Fuel 19-038	-473.96
Total NEW 1st Colonial National Bank				-86,863.92
TOTAL				-86,863.92

*1240.88
+ 1240.88*

Resolution # _____
Date 7/23/19

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 7/23/19, at 7:40 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 7/23, 20 19, in Westville, New Jersey.

ATTEST:

Deborah Holick
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: Fritz H. Simon Jr.
Chairman



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

Month: 144	YTD:715	DrillsMonth:3
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Office of the Fire Chief

1. Mechanical issues:
 - a. Ladder 736 – Hydraulic Issue Truck sent to Fire Line – East Earl Pa.
 - b. Pump and Ladder testing first week in August
2. District staff:
 - A. Working on filling the schedule.
3. Toning Issue: Met with county on July 17th.
 - a. They will not put third tone in stating the new system is the standard.
 - b. They want to make a new EMS tone and change the way our pagers activate.
 - c. This standard for paid fire department and not sent up for volunteer service
4. Community Event : Cool Down in conjunction with the celebration committee
 - A. Thursday June 27th hear at Firehouse - Was a success, issue with drainage
 - B. Saturday June 29th – River Drive - All went well
5. EMS:
 - a. During the July 17th pager meeting they brought Andy Lovell in the meeting and ask about EMS in Westville while I was there for the pagers issue.
6. Cooper contact for Medical Direction – Signed contact sent back to Cooper
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
8. Membership
 - a. Volunteer –
9. Storm/Flood June 20, 2019
 - a. Met with Council and OEM and reviewed the storm effect to the Borough.