

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

**MEETING MINUTES  
September 24, 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 District Commissioners present; Administrator Murtaugh, Fire Chief Farley, Fire Official Fowler, and Captain Dan Baker were also in attendance to the meeting.

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

Oath of Office has been tabled.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Nothing to report.

**COMMUNICATIONS:**

Secretary Holick reported a registration form has been received from Division of Pension and Benefits. Administrator Murtaugh addressed the board, advising them that this is a mandatory registration form for any Fire Rescue or EMS personnel who responded to the World Trade Center in the event there are health related issues in the future. The registration began on July 8<sup>th</sup> 2019 and must submitted no later than July 8, 2021. There are a few members which may have responded and this form will be forwarded to those individuals.

**APPROVAL OF MEETING MINUTES:**

Chairman Sims made a recommendation to table the minutes from August 27, 2019. A motion to table Regular & Executive Minutes held on August 27, 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 he has been working on getting Fire Official Fowler's District computer set up with the County and Firehouse software. A lap top for will also be made available for Rob to use while doing his inspections.

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Administrator Murtaugh also announced that he is in the process of setting up Fire Official Fowlers insurance with the Borough. Payroll reports have been completed and an updated S.O.P for payroll will be made available in the coming weeks.

On other matters, the District server issues in the past regarding wireless boosters – has been rectified.

**FIRE CHIEF / FIRE OFFICIAL REPORT:**

Chief Farley reported that there were 108 assignments for the month; year to date there has been 961 assignments and 3 drills for the month.

**Mechanical Issues for the month**

- Ladder 736 had an issue with the ladder pipe gun have been repaired at Fire line.
- Class one throttle pump has been in failing mode but E-One supplied a new one; Chief Farley reported that it has yet to be installed.
- All Preventative maintenance has been completed for the year.

Training with Fire Official Fowler is ongoing and has been going well.

Chief Farley stated that there had been changes to the County radio operations regarding the response call of Captains in the event Chief Farley is not available.

The County is using the term battalion 5, 6, 7; Chief Farley reported that Westville has always used the term battalion 703 and would like to use keep using this form consistently. Chief Farley was told that this was improper radio procedure. Chief Farley also reported that toning issues are ongoing. Chief Farley advised GC dispatch that he would still like to use the term battalion 703 going forward for any calls within the Gloucester and Camden County areas.

Chief Farley reported that convention weekend went well and staffing for that weekend was covered .There will be full staffing for the Fall Festival on September 28, 2019. Chief Farley and Fire Official will be meeting with the town celebration committee to run down activities for the Fall Festival.

A representative from Cooper was here on August 29, 2019 to go EMS response and medical direction. First responder class for the volunteers is ongoing; live burn training with National Park FD and Gloucester City will be held next month.

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Chief Farley then reported that the Housing/Code enforcement team has been working diligently on property and maintenance issues; there is a meeting between State housing officials and the Borough of Westville regarding West Park Apartments. Chief will brief the board of the outcome at the next Fire District meeting.

The Deputy Chief position has been posted in house. Applicants were will be reviewed within the next month.

**FIRE OFFICIALS REPORT:**

Fire Official Fowler reported that he is very happy to be a part of the Westville Fire District and reported that training has been going well. He has been working on annual registrations fees. Fire Safety permits for the fall festivals are being issued. Fire prevention week at Parkview will be held on the week of October 6-12<sup>th</sup> 2019. Materials are being prepared for the students.

**OFFICE CLERK:**

Nothing to report.

**FINANCE:**

Chairman Sims and Administrator Murtaugh are still preparing a preliminary budget for 2020.

**TRAINING & SAFETY:**

First Aid training with Coopers University is ongoing. As reported by Chief Farley live burn training will commence in October between Westville, National Park and Gloucester City.

**JIF COMMITTEE:**

Nothing to report.

**PERSONNEL:**

Commissioner Holick advised personnel sessions has been requested.

**PROPERTY & EQUIPMENT:**

Nothing to report.

**POLICY:**

Employee benefits policy revisions are being worked on and committee will report back at next meeting.

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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 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 then made a motion to close the meeting to the public. Motion was seconded by Commissioner Marsden and approved by a unanimous voice vote.

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

The Executive session was held from 7:40P.M. To 9:00P.M. The purpose of the Executive Session was to discuss personnel matters.

**ADJOURNMENT:**

Commissioner Marsden made a motion for adjournment at 9:01P.M Motion was seconded by Commissioner Lawrence. Motion was 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**  
**September 24, 2019**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>NEW 1st Colonial National Bank</b>				
09/06/2019	Dire...	PERS	August 3rd Qtr 2019 Ref#24851864	-369.34
09/09/2019	6975	Sprint	Inv#808397196-027	-131.59
09/11/2019	6976	Benefit Express	Member I.D. 78664 Rob Fowler	-1,711.08
09/11/2019	6977	PSE & G	Acct#6742927208	-29.47
09/16/2019	Dire...	PERS	VOID: Inv#282441 PO19-001	0.00
09/16/2019	6978	Borough of Westville	1st Qtr Health Ins. 2019 PO#19-090	-8,564.07
09/16/2019	6979	Hardenbergh Insurance Group	Inv#5094, 5093 PO#19-088	-12,100.00
09/16/2019	Dire...	Prime Point Payroll Deduction	Payroll Processing 9-20-19 Inv#28...	-199.00
09/24/2019	6980	All Geared Up		-915.00
09/24/2019	6981	Comcast Cable	Acct#8499051090043237	-304.33
09/24/2019	6982	Cooper University Hospital	BLS Expanded Scope Training	-1,200.00
09/24/2019	6983	Deptford Fire Department	Reimbursement 507 Broadway	-58.00
09/24/2019	6984	Fire Line Equipment LLC	Inv#33582 PO#19-025	-3,180.03
09/24/2019	6985	Great America Leasing Corp.	Inv#25510226 PO#19-017	-217.49
09/24/2019	6986	Ink Toner Store	Inv#WF091119a PO#19-083	-53.85
09/24/2019	6987	Interstate Mobile Care Inc.	Inv#15968 PO#19-010	-213.00
09/24/2019	6988	Toshiba Business Solutions ...	Inv#2418537 PO#19-061	-144.00
09/24/2019	6989	Borough of Westville	Acct#602-2 PO#19-007	-126.29
09/24/2019	6990	Borough of Westville	Aug 2019 Fuel PO#19-038	-356.78
09/24/2019	6991	Borough of Westville	July 2019 Fuel PO#19-038	-450.25
09/24/2019	6992	Westville Fire Department	Sept 2019 Rent PO#19-014	-1,000.00
09/24/2019	6993	Westville Fire Department	Sept 2019 Eletric PO#19-015	-700.00
09/24/2019	6994	Westville Fire Department	Sept 2019 CCTV PO#19-16	-230.00
Total NEW 1st Colonial National Bank				<u>-32,253.57</u>
<b>TOTAL</b>				<b><u>-32,253.57</u></b>

Resolution # \_\_\_\_\_  
Date 9/24/19

**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 September 24, 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 September 24, 2019, in Westville, New Jersey.

ATTEST:

Reborah Holick  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: Fred A. Lemo 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 August 2019**  
**FIRE REPORT**

<b>Month: 108</b>	<b>YTD:961</b>	<b>DrillsMonth:3</b>
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**Office of the Fire Chief**

1. Mechanical issues:
  - a. Ladder 736 –
    - i. Ladder Pipe issue, Repaired by Fire line per E-One wired wrong from factory
    - ii. Class one throttle –
  - b. All PM's are complete to Engine, Ladder and Rescue by Budd's Auto.
2. Staff:
  - a. Ongoing training with Robert Fowler
3. Radio Operations: GC Radio plan: We operate as Battalion 703 for use in Gloucester and Camden Counties.
4. Convention weekend coverage was good:
5. Fall Festival September 28<sup>th</sup> – We are set for the day.
6. Live Burn training in October with Gloucester City and National Park FD.
7. Toning Issue: Waiting on Radio Shop to reprogram the pagers
8. EMS:

Cooper was here on Thursday Evening August 29<sup>th</sup> at 7pm to review our EMS response and our Medical Direction.

First Responder class started for our volunteer staff.
9. Captains Reports- Attached
10. Membership
  - a. Volunteer –