

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

**MEETING MINUTES
DECEMBER 30, 2019**

Meeting called this Special Meeting 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, Secretary, Deborah Holick called the roll with all Fire Commissioners present. Administrator Murtaugh Fire Chief Farley, Fire Official Fowler, Captain Rob Leahy, Captain Dan Baker and Deputy Chief Steve Cope were also in attendance to the meeting. Office Clerk Karen Kelley was not in attendance at this meeting.

COMMUNICATIONS:

A letter from Gloucester County Fire Coordinator Dennis Kappler appointing Chief Farley as Deputy Fire Coordinator for the County of Gloucester along with six others in the County. This is a 2-year appointment and will require Chief Farley to use our vehicle.

Motion made by Commissioner Marsden and seconded by Commissioner Lawrence to authorize the appointment by the County.

MOTION TO APPROVE TRANSFER OF FUNDS WITHIN THE 2019 Budget:

Commissioner Marsden made a motion to transfer funds within the budge. Motion was seconded by Commissioner Lawrence and approved by a roll call vote.

MOTION TO CLOSE OUT PETTY CASH:

Commissioner Marsden made a motion to close out petty cash on December 28, 2019 and re-open the petty cash on January 1, 2020. Motion was seconded by Commissioner Marsden and was seconded by Commissioner Miller and approved by a unanimous voice vote.

ADMINISTRATION REPORT:

Administrator Murtaugh reported the department is waiting for the electrical engineers plans in order to have the generator installed. The project must be completed by 6/30/2020, as per the grant requirements. Administrator Murtaugh is applying for a grant for a commercial washer and dryer for 2020.

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Administrator Murtaugh and Chairman Sims visited Prime Point. It was a very good meeting; their software will track the sick time hours earned

The Fire Departments Fit Test Grant should be determined by next week. If they are successful, out of pocket expenses to the Fire Department will be \$600.

FIRE CHIEF / FIRE OFFICIAL REPORT:

Chief Farley reported 4 members submitted their paperwork to be considered for the Captains positions. We should schedule interviews for those individuals at the next district meeting.

Letters to those in bad standing will be going out.

Mandatory training is still being held 1/4/2020 and 1/11/2020. Mandatory for all members, or they will be placed out of service.

COMMENTS FROM THE PUBLIC:

No one from the public present.

PRESENTATION AND PAYMENT OF BILLS:

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

BOARD MEMBER COMMENTS:

Commissioner Travis Lawrence will be ending his position as of this evening, and moving on as Councilman for the Borough of Westville.

Commissioners wish him well and thanked him for his service. He will be recognized at the January, 2020 meeting at 8pm.

ADJOURNMENT:

Commissioner Marsden made a motion for adjournment at 7:35P.M. Motion was seconded by Commissioner Lawrence 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
12/17/19 - 12/31/19

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
12/20/2019	7053	Comcast Cable	Acct#8499051090043237 PO#19-009	-315.85
12/20/2019	7054	Lowes	Acct Ending in 0365 PO#19-031	-33.33
12/20/2019	7055	Staples	Acct Ending in 9641 PO#19-029	-227.64
12/30/2019	7056	Camden County College	Live Burn Training-1023P	-350.00
12/30/2019	7057	Verga Volunteer Fire Co.	Confined Space Rescue #1005	-170.00
12/30/2019	7058	1st Responder Newspaper		-85.00
12/30/2019	7059	Bud's Auto & Truck Repair		-602.82
12/30/2019	7060	Choice Clean Gear LLC		-181.68
12/30/2019	7061	Deb Holick		-125.00
12/30/2019	7062	FD Testing Services, LLC		-520.00
12/30/2019	7063	Fire Line Equipment LLC		-522.62
12/30/2019	7064	Gen-el Safety & Industrial ...	Invoice #31167	-3,609.69
12/30/2019	7065	Great America Leasing Co...	Invoice #26077906	-217.49
12/30/2019	7066	J. Communications LLC		-2,025.00
12/30/2019	7067	MGL Printing Solutions	#169008 Violation Books	-486.00
12/30/2019	7068	NJ Advanced Media		-337.73
12/30/2019	7069	NJMVC	2020 Online Access Fee Acct. #OL0...	-150.00
12/30/2019	7070	South Jersey Times	Acct. #15300-1406847	-103.88
12/30/2019	7071	Zeller & Wieliczko, LLP		-1,560.24
Total NEW 1st Colonial National Bank				-11,623.97
TOTAL				-11,623.97

**RESOLUTION AUTHORIZING THE TRANSFER BETWEEN BUDGET
APPROPRIATIONS OF THE WESTVILLE FIRE DISTRICT NO. 1
FOR THE YEAR 2019**

WHEREAS, there are certain budget appropriations that are not sufficient to pay outstanding bills; and

WHEREAS, unencumbered funds are available in certain budget appropriations sufficient to cover the outstanding bills; and

WHEREAS, statutes provide for budget appropriation transfers during the last two months in such instances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Westville Fire District No. 1 that the Treasurer be hereby authorized to make the following transfers:

From:

Total Transfer From:	Insurance	\$2,885.94
	Computer Equipment	\$900.55
	EMS Billing	\$642.12
	HLS Fire Grant	\$2,287.08

Total Transfer **\$6,715.69**

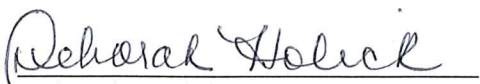
To:

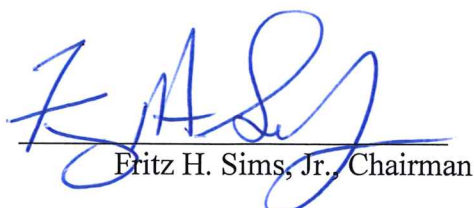
Total Transfer To:	Copier Lease	\$548.23
	Office Supplies/FD	\$335.28
	Audit/Legal/Professional Doctor	\$1,644.12
	Fire Prevention	\$277.38
	Advertising	\$39.31
	Supplies & Maintenance	\$400.46
	Training & Education	\$727.70
	Air Compressor	\$653.67
	EMS Supplies/Equipment/Misc.	\$390.92
	Ladder Truck	.62
	Payroll Expense (Prime Point)	\$1,698.00

Total Transfer **\$6,715.69**

ADOPTED at a special meeting of the Board of Fire Commissioners of the Westville Fire District No. 1 held on December 30, 2019.

ATTEST:


Deborah Holick, Secretary


Fritz H. Sims, Jr., Chairman