

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

**MEETING MINUTES
January 25, 2022**

Meeting was called to order at 7:06 P.M. by Chairman Marsden. 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 Morina, Bobiak, and DiCicco. It is noted that Commissioner Rich was absent from the meeting., Financial Officer Sims, and Fire Chief Farley were present. Deputy Fire Chief Cope, and Captains Baker and Krier were absent from the meeting.

It is noted that Administrator Murtaugh entered the meeting at 7:14P.M

THE BOARD/FIREFIGHTER APPEALS:

At this time Chief Farley stated he has nothing to report.

COMMUNICATIONS:

Nothing to report.

APPROVAL OF MEETING MINUTES:

Commissioner Morina made a motion to approve the **Regular & Executive meeting minutes** held November 23, 2021, and of December 28th, 2021. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

FIRE CHIEF:

Mechanical Issues/Preventative Maintenance

Chief Farley reported that there have been 125 assignments for the month, with a total of 1,311 assignments for the 2021 year. No Mechanical Issues were reported at this time but will cover damaged to ladder truck in the Chief's report.

Chief Farley then stated that the mandatory training has been postponed due to Covid-19 restrictions. It has been rescheduled for March 12th, & 19th, 2022. Chief Farley announced that the members participated in R.I.T training. Chief Farley stated that this program provides awareness to firefighter safety and operations.

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Chief Farley then briefed the board on an emergency call that was dispatched to two homes with heavy fire conditions in West Deptford on January 13th, 2022. Chief stated that the ladder truck took some damage, as the department assisted in rescue and operations. The Ladder truck had heat impingement to left body and warning lights that had melted down. Chief Farley reported he had submitted an insurance claim to Ryan Giles, the Borough Administrator. E-one will be sending replacements for the warning lights with updates regarding insurance at the next Fire District meeting. Chief Farley reported that the Swift water training is ongoing. The Department is still receiving safety equipment and gear.

Chief Farley stated that member Ryan Leahy is receiving training on daily Code enforcement operations. Chief Farley announced that he attended the Gloucester County Fire Chief's meeting regarding training for paid staff. Updates to follow. Chief Farley reported that there were no updates to give regarding assistance to the Woodbury Fire Department.

ADMINISTRATION REPORT:

Administrator Murtaugh reported he has been working on applying this year for the State Safer Grant for assisting with hiring. The grant is due on Friday. Administrator Murtaugh stated that he applied last year and the grant was denied. The Department needs two people to work varied shifts throughout the week and weekend. This will total eighty hours. Administrator Murtaugh stated that if the grant is denied again, the budget would have to be raised.

Administrator Murtaugh worked out a few budget numbers to raise the budget allowing an increase on the two percent levy cap over the next 3 years. This will be done by voter referendum. Administrator Murtaugh reported in total, the Fire District budget only is raised about \$12,000 a year and is not sustaining to our current budget.

The board discussed a starting figure to list on the grant to allow for new hires. More discussion on this matter at future meetings.

FIRE OFFICIAL REPORT:

Fire Official O'Donnell reported that the month of December was very busy. Two Fire investigations and continued inspections through the Borough. The annual RIMS report was submitted to the Division of Fire and Safety.

OFFICE CLERK:

Office Clerk Kelley reported that all accounts have been reconciled and up to date as of December 31, 2021.

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FINANCE:

Financial Officer Sims reported that he and Administrator Murtagh have been working with the State to get the 2022 Fire District Approval. The State needs a shared service agreement for health insurance reimbursement with the Borough. Due to changes, the State made in 2019 the *Borough* Administrator will be drawing up an agreement. In the meantime, the Fire District sent all invoices to the State that was paid to the Borough for Health Insurance reimbursements for 2021.

Due to this, an approval to adopt changes the 2022 Fire District Budget resolution will be needed. After a brief discussion, Commissioner Bobiak made a motion to approve the adopted 2022 Fire District budget. Motion was seconded by Commissioner Morina and approved by a roll call vote. Financial Officer Sims reported these changes to the budget do not reflect a change in our tax rates.

LIASON TO THE FIRE CHIEF:

Nothing to report.

TRAINING & SAFETY:

Mandatory training is set to be held on January 8th and the 15th. Subject to change due to COVID precautions.

JIF COMMITTEE:

Chief Farley announced he has contacted the Borough Administrator to adjust insurance rate claims for some of the older apparatus that the Fire Department owns. Chief Farley stated that insurance replacement value on the older apparatus are well under what it is still worth.

The board then held a brief discussion on this matter and agree that if something were to happen to these apparatuses, the Fire Department and District could never replace them due to budget constraints. Chief Farley will update the board regarding this matter at the next Fire District meeting.

PERSONNEL:

Nothing to report.

PROPERTY & EQUIPMENT:

The board held a lengthy discussion on gear and discussed the ISO rating for the Borough, which is determined every ten years. Commissioner Morina stated that he will contact public works to paint the Fire hydrants and fire lanes around town. The hydrant color is based gallons per minute on a national scale. Chief Farley then reported that these updates are important as the 911 dispatchers use google earth sometime to assist on finding the nearest hydrant on emergency calls. The board will follow up with any matters relating to ISO at the next meeting.

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POLICY:

Nothing to report.

COMMENTS FROM THE PUBLIC:

A motion to open the meeting up to the public was made by Commissioner DiCicco. Motion was seconded by Commissioner Morina and approved by a unanimous voice vote.

As no one from the public was in attendance, Commissioner DiCicco made a motion to close the meeting to the public. Motion was seconded by Commissioner Morina and approved by a unanimous voice vote

PRESENTATION AND PAYMENT OF BILLS:

A motion to pay the bills was suggested by Commissioner Morina, the motion was seconded by Commissioner Bobiak and approved by a roll call vote.

OLD BUSINESS:

Chairman Marsden reported that updates to the Committee are as follows.

JIF Committee: V. DiCicco & J. Rich

Fire Official/Property/Equipment: D. Morina & J. Rich

NEW BUSINESS:

Nothing to report.

ADJOURNMENT:

Without any pending matters to discuss, Commissioner Morina made a motion to close the meeting at 8:21p.m. The motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

*Respectfully Submitted,
Vincent Dicicco
Secretary, Board of Fire Commissioners*



WESTVILLE FIRE DISTRICT NO. 1
GLOUCESTER COUNTY, NEW JERSEY

23 WEST OLIVE STREET
WESTVILLE, NEW JERSEY 08093
STATION: (856) 456-9432
FAX: (856) 456-8870
EMAIL: WDFDM@WESTVILLEFD.COM

Activities for the Month of December 2021
FIRE REPORT

Month: 125	YTD:1311	Drills Month:3
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Appeals: None

Office of the Fire Chief

1. Maintenance / Mechanical:
 - a. No Report

 2. Training:
 - a. Mandatory Training – Rescheduled to March 12 and 19.
 - b. January 20, 2021 FF RIC Training Awareness

 3. Equipment from the 2021 Line items starting to arrive.

 4. Report of Working House Fire West Deptford January 13, 2022.
 - a. Heat impingement to Left body of truck
 - b. Melted Warning lights
 - c. 1 Turnout coat damaged
 - d. Submitted information to Ryan Giles for Insurance Company

 5. AFG Grant with Gloucester City FD Swift Water-Cold Water.
 - a. Waiting on delivery of equipment

 6. New Command vehicle
 - a. In service – All going good.

 7. Staff:
 - a. Career Staff: - Ryan Leahy in Training into day to day operations.
 - b. Volunteer: None

 8. Captains:
 - a. Reports – Attached

 9. Meetings: GC Fire Chiefs on day time training.

 10. Community Service:
 - a. No Report
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Westville Fire District #1
Monthly Bills - First Colonial National Bank
January 25, 2022

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
12/31/2021	7607	Comcast Cable	Acct Ending in 0043237	-415.59
12/31/2021	7608	Staples	Inv#2991712331,2991739801,299419500...	-703.75
01/06/2022	Direct...	PERS	Ref# 00552695 PO#21-002	-190.18
01/07/2022	7600	Cash	Re-Open Petty Cash 2022	-200.00
01/12/2022	7601	All Hands	Inv#16530 PO#21-075	-1,993.03
01/12/2022	7602	Borough of Westville	Acct#603-0	-250.00
01/13/2022	7603	Great America Leasing Corp.	Inv#30723966 PO#21-015	-195.02
01/13/2022	7604	PSE & G	Inv#601607413622 PO#21-025	-107.27
01/13/2022	7605	Rothwell Document Solutions	Inv#175155 PO#21-039	-247.05
01/21/2022	7606	Prudential Retirement	316149-035130	-244.78
01/24/2022	Direct...	Prime Point Payroll Deduction	Inv#499482 PO#22-005	-462.75
01/25/2022	7609	Choice Clean Gear LLC	Inv#4974	-402.49
01/25/2022	7610	Gloucester I.T. LLC	1st Qtr I.T. Mangement	-1,250.00
01/25/2022	7611	William Marsden	Reimbursement for Gift Cards	-150.00
01/25/2022	7612	Airgas USA, LLC	Yearly Oxygen Rental Payment	-108.00
01/25/2022	7613	AT&T Mobility	Inv#01132022 PO#22-004	-375.23
01/25/2022	7614	Auto Zone	Statement # 3369	-31.16
01/25/2022	7615	Borough of Westville	Dec. 2021 Fuel	-559.65
01/25/2022	7616	Fire Line Equipment LLC	Inv#46210	-107.09
01/25/2022	7617	Rowan College at Gloucester Cou...	1CS-300 Alex Ruffalo	-65.00
01/25/2022	7618	Westville Fire Department	Jan 2022 PO#22-006	-1,930.00
01/25/2022	7619	MES	Inv#1654344,1642032	-682.00
01/25/2022	7620	MES	Inv#1657952 PO#21-093	-800.00
01/25/2022	7621	Above All Engraving	Inv#5270h PO#22-003	-16.00
01/25/2022	7622	Gen-el Safety & Industrial Products	Inv#32255 PO#21-094	-179.55
01/25/2022	7623	Public Safety Outfitters	Inv#9391 PO#21-095	-490.00
Total NEW 1st Colonial National Bank				-12,155.59
TOTAL				-12,155.59

2022 ADOPTED BUDGET RESOLUTION

Westville Borough FD No. 1

FISCAL YEAR: January 1, 2022 to December 31, 2022

WHEREAS, the Annual Budget for the Westville Borough FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2022 and ending December 31, 2022 has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 25, 2022; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and


WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$660,374.50 which includes amount to be raised by taxation of \$533,733.00, and Total Appropriations of \$660,374.50; and

WHEREAS, an election shall be held annually on the third Saturday of February (only if required) in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 25, 2022 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 is hereby adopted and, shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$660,374.50, which includes amount to be raised by taxation of \$533,733.00, and Total Appropriations of \$660,374.50; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February (only if required) to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.



 (Secretary's Signature)

Jan 25 2022
 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
JOSEPH BOBIAK	✓			
VINCE DIJICCO	✓			
WILLIAM MARDIEN	✓			
DEANIS MORINA	✓			
JAMES RICH				✓