

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

MEETING MINUTES

January 15, 2015

Chairman Sims called the meeting to order at 7:00 p.m.

The Chairman advised that notice of this meeting has been duly advertised in accordance with the provisions of the "Open Public Meetings Act" and has been advertised in the South Jersey Times.

After the customary salute to the flag, Office Clerk Karen Kelley was present and called the roll with all Fire Commissioners present with the exception of Commissioner Miller. Administrator Murtaugh, Fire Chief Farley was also present. Auditor Ed Paul was also present to address the Board regarding the 2015 Budget.

Chairman Sims announced that the first order of business was to open the meeting to the public to discuss the adoption of the 2015 District Budget. Commissioner Nordaby made a motion to open the meeting to the public at 7:05 P.M. Motion was seconded by Commissioner Moan; Motion approved by a unanimous voice vote.

Since no one from the public was in attendance to the meeting, Commissioner Nordaby made a motion to close the meeting to the public at 7:07 P.M. Motion was seconded by Commissioner Holick and approved by a unanimous voice vote.

AUDITOR ED PAUL TO DISCUSS THE ADOPTION OF THE 2015 BUDGET:

Auditor Ed Paul met with the Board to discuss the adoption of the 2015 Budget as well as reviewing some recent changes the State has made to the budget process. Auditor Ed Paul announced that the State of New Jersey has made some changes regarding the Bureau Fire and Safety. The State is now enforcing a rule which states that expenditures for the Bureau Fire and Safety cannot be more than its revenue. Ed Paul stated that this will take effect next year when the District prepares its 2016 Budget. Auditor Ed Paul announced that no changes to the 2015 budget need to be made.

After this discussion, Auditor Ed Paul presented a resolution to adopt the 2015 Westville Fire District budget in the total amount of \$873,982.00 also without additional tax increases or any additional changes to be made.

Commissioner Nordaby made a motion to adopt the Westville Fire District #1 2015 budget as stated above. Motion was seconded by Commissioner Moan; Motion carried by unanimous roll call vote.

Auditor Ed Paul stated he received an e-mail from the State of New Jersey regarding the

MEETING MINUTES

January 15, 2015

Westville Fire District's website to bring it up to compliance. The changes to the website are as follows and should be updated by the District immediately.

- 1.) The most recent budgets for 2013, 2014, and 2015 must be posted to the website.
- 2.) The most recent District Meeting minutes from 2013, 2014, and any approved 2015 minutes must be posted to the site immediately.
- 3.) A required District e-mail address should be added to the Website.

Also, Auditor Ed Paul stated that the State is requesting a copy of the resolution for the 2013 budget. Office Clerk Karen Kelley will forward this to the Auditor as soon as possible.

It is noted that Ed Paul was excused from the meeting and left at 7:17 P.M.

DISCUSS WITH SOLICITOR PAID EMPLOYEES VS. VOLUNTEER MEMBERS:

Administrator Murtaugh brought up Insurance concerns for Volunteer Employees due to a recent injury that was reported by another Local Fire Company for one of their volunteer members. Administrator Murtaugh stated that in an event of an accident or injury, a volunteer member may not be covered.

Administrator Murtaugh is concerned this raises questions regarding volunteer members working weekend duty crew services. Administrator Murtaugh will obtain further information from our Solicitor so this can be discussed at a future meeting.

DICUSS MEMBER INCIDENT AS REPORTED BY CHIEF FARLEY ON JANUARY 3, 2015:

It is noted that member Rob Leahy Jr. entered the meeting at 7:24 P.M. to discuss an incident that occurred on January 3, 2015 during his paid shift. Chairman Sims asked the member whether he wanted to discuss this in an open or closed session Rob Leahy Jr. stated he would like the personnel hearing to be held in a closed session.

Resolution for a closed personnel session was presented. Commissioner Nordaby made a motion to go into a closed session at 7:25 P.M. Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

After coming out of executive session, a motion was made by Commissioner Nordaby to take disciplinary actions against member Rob Leahy Jr. for unauthorized use of the Command Vehicle, and leaving the building while on duty. Motion was seconded by Commissioner Moan; Motion carried by unanimous roll call vote.

MEETING MINUTES

January 15, 2015

It is noted in executive session that member Rob Leahy Jr. accepted the disciplinary action and surrendered his next shift of Saturday January 17, 2015 followed by a two week suspension and forfeiting an hour and a half of pay on his next scheduled paid shift.

EXECUTIVE SESSION: Held from 7:25 P.M. – 7:50 P.M.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS: See attached report.
Chief Farley touched on member percentages for the month.

COMMUNICATIONS: Commissioner Holick report on the following:

Received phone calls from two vendors that are interested in doing business with Westville Fire District #1 for the 2015 calendar year, Larry from Casa Payroll, and Linda Thomas from Ambulance Billing Co. This will be discussed further at next month meeting.

A Letter from NJ Motor Vehicle Commission to notify that the Customer Abstract Information Retrieval (CAIR) will be down from January 17 to January 19th for a system updates.

A Letter from NJ Department of Labor & Workforce was received requesting a mandatory survey of Occupational injuries and illness. Administrator Murtaugh stated he does that survey ever year and he will take care of it as soon as possible.

Received the completed and signed original Virtua BLS agreement for 2015 this is to be filed in the District Office.

A letter received from the Gloucester County Board of Freeholders in regards to renting Voting Machines, and purchasing Voter Books.

Received Certificates of Liability Insurance from the following companies:

Campbell Lock & Safe
Visionary systems
Air Gas USA LLC
Connor Strong & Buckelew Companies

Need Signatures on the Hold Harmless Agreement for two National Park members for use of the District's gym equipment.

APPROVAL OF MEETING MINUTES: A motion to approve minutes from the Regular Meeting of December 9, 2014 and Special Meeting to discuss the 2015 Budget

MEETING MINUTES

January 15, 2015

held on December 17, 2014 was made by Commissioner Moan and seconded by Commissioner Nordaby. Motion was carried by unanimous voice vote. It is noted that the meeting minutes from the Close out meeting held on December 30, 2014 have been tabled until next month's meeting.

ADMINISTRATOR REPORT: Administrator Murtaugh reported that Comcast has done a system upgrade on the District phone lines which caused the voice mail system to shut down. Administrator Murtaugh stated that he spoke with Comcast Customer Service they will be rectifying this with-in the next few days.

Administrator Murtaugh also reported that he and Chairman Sims will be meeting with Primepoint to go over information on the recently purchased thumb readers and payroll.

Administrator Murtaugh announced that he spoke with Westville's Chief of Police in regards to letting the officer's use the District's gym equipment. The board discussed this in detail and after discussing Commissioner Nordaby made a motion to allow officers use of the equipment as long as a waiver is signed. Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

Administrator Murtaugh stated that LOSAP numbers have been posted with Lincoln Financial until February 7, 2015. Administrator Murtaugh announced that he would like to set up a meeting with Lincoln Financial sometime in March to discuss member percentages.

Lastly Administrator Murtaugh announced that he spoke to the vendor about I.D. cards and was offered a promotional deal for a Simplex machine in the amount of \$1,490.00. Administrator Murtaugh stated that the price would encompass installment, software, training and a 24 month warranty. It was suggested that Administrator Murtaugh request that the vendor provide a sample card and a demo before purchasing and approving. After discussing, Commissioner Holick made a motion for Administrator Murtaugh to purchase the machine providing the sample and demo is acceptable to Administrator Murtaugh and the cost is not to exceed \$1,490; Motion was seconded by Commissioner Moan and approved by a unanimous voice vote.

FIRE CHIEF / FIRE OFFICIAL REPORT: See attached report:

Chief Farley presented the end of the year report for 2014 on Fire and EMS calls. Chief Farley stated the Department handled 430 calls for Fire and 1,164 EMS calls for the year.

Also, Chief Farley stated that maintenance from Kaler Motor Company is complete for Ladder 736, Rescue 738, and Engine 733 is at Kaler awaiting upgrades.

Chief Farley announced that mandatory training and physicals for January 10, 2015 were completed with no issues. Chief Farley also stated that training for January 17, 2015 is scheduled and Physicals will be held in the District Office. Chief Farley reported that any member who does not attend the last training date of January 17, 2015 will be placed out

MEETING MINUTES

January 15, 2015

of service and notices were given out to all members stating so. So far one member is reporting that he cannot attend the last training date due to job scheduling but since months of notice for these two dates were given the board felt that if he does not attend he will be placed out of service. Chief Farley will follow up with the member and re-send him the scheduled agenda.

Chief Farley reported that work orders for in house use have been set up with the borough housing inspectors for rental properties in the community.

Lastly Chief Farley met with Chief Hagen from Gloucester City Fire Department in reference to phone call that Administrator Murtaugh and Chairman Sims had received. Chairman Sims stated that a Gloucester City member called him stating that the Westville EMS crew was not making calls in Gloucester City, he then advised Chairman Sims that they were replacing our services with Mutual Aid. Chief Farley stated that out of 394 calls from Gloucester City for the year, only 6 were missed and protocol in the event Westville could not respond were taken. Chief Hagen stated that he did not know anything about this incident. Chief Hagen apologized and also stated the services provided from Westville EMS and Fire is up to par and reported no problem. Chief Farley stated that Chief Hagen will meet to discuss with the member of any action taken and will present statistics on all calls Westville has made to Gloucester City.

OFFICE CLERK: Office Clerk Karen Kelley reported all end of the year reconciliation is completed.

DICUSS SECOND MEMBER INCIDENT AS REPORTED BY CHIEF FARLEY ON JANUARY 3, 2015:

At this time member Tom Pessolano entered the meeting at 8:42 P.M. Chairman Sims asked the Tom if he would like to have this hearing in and open or closed session. Tom Pessolano agreed that the disciplinary hearing be held in an open session.

Chief Farley stated that on January 3, 2015 member Tom Pessolano failed to report to his scheduled shift that evening and failed to relieve another member on A shift.

Member Tom Pessolano stated that he turned off his phone and over slept and did not contact Chief Farley until later that evening. Chief Farley did state that this was Tom's first offense for a no call, no show.

After the board and Chief Farley discussed, the board decided to research on past disciplinary action taken for a first offense on a no call no show before any action is taken at this meeting. Chief Farley will notify member Tom Pessolano in the coming days of disciplinary action. It is noted that member Tom Pessolano left the meeting at 8:47 P.M.

MEETING MINUTES

January 15, 2015

FINANCE:

Singed Virtua BLS agreement has been received and filed.

TRAINING & SAFETY: Commissioner Moan reported mandatory training and physicals held on January 10, 2015 went well and the second training date is scheduled for January 17, 2015.

JIF COMMITTEE: Nothing to report.

PERSONNEL:

Chief Farley announced that he received two applicants for weekend EMT help and recommends these two applicants for employment.

After reviewing applications Commissioner Holick made a motion to appoint Alexandro Standish and Courtney Mann as weekend EMT's. Motion was seconded by Commissioner Miller and approved by a unanimous voice vote.

Administrator Murtaugh reported that interviews will be held with the personnel Committee along with candidates for Officer's positions.

PROPERTY AND EQUIPMENT:

Commissioner Nordaby reported that the department is still awaiting delivery on rescue equipment and also reported engine 733 is at Kaler for upgrades.

POLICY: Administrator Murtaugh recommends posting the District's by-laws on the website and access to policies for members only.

COMMENTS FROM THE PUBLIC: No one in attendance.

PRESENTATION AND PAYMENT OF BILLS: Motion to authorize payment of bills made by Commissioner Nordaby and seconded by Commissioner Holick. Motion carried by a unanimous roll call vote.

OLD BUSINESS: Nothing to report.

NEW BUSINESS: Chairman Sims announced that the election to re-appoint two Commissioners for a three year term will be held February 21, 2015.

Commissioner Nordaby made a motion to appoint Nicole Murtaugh and Kelly Schwering to work the election poll on February 21, 2015. Motion was seconded by Commissioner

MEETING MINUTES

January 15, 2015

Moan; Motion approved by a unanimous voice vote.

Lastly Chairman Sims stated that due to mandatory State regulations on Fire District websites, the meeting minutes going forward will be posted online immediately after approval.

ADJOURNMENT: Motion to adjourn at 9:10 p.m. made by Commissioner Nordaby and seconded by Commissioner Moan; Motion carried by unanimous voice vote.

Respectfully Submitted,
Deborah Holick
Secretary, Board of Fire Commissioners
/kmk

Westville Fire District #1
Monthly Bills - First Colonial National Bank
 January 15, 2015

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
12/31/2014	5512	Comcast Cable	Acct# 8499 05 109 0041736	-320.38
1/2/2015	Pd b...	BNY Mellon	GCIA Bldg Loan Acct# 111-565	-1,050.84
1/5/2015	5513	Cash	Re-open Petty Cash 1/05/15	-200.00
1/12/2015	Dire...	PERS	December 2014 4th Quater Balanc...	-683.70
1/15/2015	5514	Borough of Westville	Fuel Bill for December 2014	-409.78
1/15/2015	5515	D.M. Medical Billings, Inc.	Billing Serv for November 2014 Inv...	-566.38
1/15/2015	5516	FireCompanies.com	3 Month FD Website Package - IN...	-119.97
1/15/2015	5517	Great America Leasing Corp.	Inv# 16341744 Lanier Copier Lease	-164.25
1/15/2015	5518	PSE & G	Acct # 6742927208 - Inv#6021032...	-154.91
1/15/2015	5519	South Jersey Media Group	Acct# 1159792 Billing period 12/01...	-140.15
1/15/2015	5520	Staples	Inv# 1217062431	-116.07
1/15/2015	5521	V.E. Ralph & Son	Ref# 292111	-10.90
1/15/2015	5522	VCI	Order# 0087139	-423.47
1/15/2015	5523	Verizon	Acct # 922145745-00001 Inv#9737...	-250.29
1/15/2015	5524	Westville Fire Department	Electric Payment January 2015	-350.00
1/15/2015	5525	Kaler Motor Company, LLC	Inv# W605 Tankstraps, Belts	-1,216.46
1/15/2015	5526	Kaler Motor Company, LLC	Inv# W603 Flow Meter Lader 736	-1,343.57
1/15/2015	5527	Kaler Motor Company, LLC	Inv# W604 Work on ladder 736	-1,356.32
Total NEW 1st Colonial National Bank				<u>-8,877.44</u>
TOTAL				<u>-8,877.44</u>

Resolution # _____
Date 1/15/15

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 _____, at _____ 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

January 15, 2015, in Westville, New Jersey.

ATTEST:

Reborah Holick
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: _____
Chairman

Regular Fire District Meeting
Activities for the Month of December 2014
FIRE REPORT FOR THE MONTH OF DECEMBER

Total Fire Calls: 33	Total Drills: 3
----------------------	-----------------

Total Fire Calls Year to Date For 2014: 430

Time In Service In Hours: 122.58	Dispatch to Location: 6 Minutes, 39 Seconds
----------------------------------	---

Total Firefighters Responding: 185	Firefighter Per Incident: 6
------------------------------------	-----------------------------

Total Personnel Hours: 122.28

EMS REPORT FOR THE MONTH
2014 EMERGENCY MEDICAL SERVICES MONTHLY REPORT

Calls By Jurisdiction:	Month	Year to Date
Westville	58	748
Gloucester City	30	314
Deptford	7	77
Bellmawr	1	9
Ephraim	2	11
ional Park	0	13
West Deptford	1	3
Brooklawn	2	8
Woodbury Heights	0	4
Woodbury	1	3
Calls By Unit:		
739	100	1164
738	1	24
736	0	1
702	0	1
Calls By Shift:		
A Shift:	8	91
B Shift:	6	98
C Shift:	10	80
D Shift:	4	80
Career Shift:	36	369
Duty Crew:	21	333
All Call:	13	138
Calls By Category:		
Abdominal Pain	3	41
Allergic Reaction	0	6
Animal Bite	0	1
Assault	1	21
Bleeding	0	30
Cardiac Arrest	1	9

2014 FIRE MARSHALS OFFICE MONTHLY REPORT

Category:	Month	Year To Date
Total Inspections:	22	144
LHU:		32
Local:		89
Residential:		23
Inspections: (Vacant)	N/A	N/A
Re Inspections:	9	109
Complaints:	1	28
Fire Investigations:	1	10
Fire Dollar Loss:	\$	Not avail
Parking Violations:	0	3
Juvenile Fire Setters:	0	2
Permits Issued:	2 Total	26
Type I (Cooking)	0	16
Type I (Hot Roof)	1	8
Haunted House	0	1
Change of Occupancy	1	1
Permit Fee's Collected:	0	\$712.00
Uncollected Permit Fees:		\$252.00
Fines Collected:	0	\$75.00
Registration Fees Collected:	0	\$6660.00
Uncollected Registration Fees:		\$895.00
Fire Prevention Programs:	0	
Fire Pre Plans:	15	138
Hydrant Inventory:	0	
Smoke Detectors:	0	6

Additional Activity By FMO / Career Firefighters	Month	Year To Date
Fire Calls:	12	140
Ems Calls:	39	369
AED Inspections:	0	55
JIF Meetings:	0	2
Highway Meetings:	0	0
FO/FI Meetings:	0	1
Training Events:	2	23

Comments:

1. Work in progress with Borough Fire Prevention Ordinance Reviewing and making changes.
2. Fines have been sent for uncollected registration and permit fees in attempts to collect.

2015 ADOPTED BUDGET RESOLUTION

Westville Fire District No. 1

FISCAL YEAR: January 1, 2015 to December 31, 2015

WHEREAS, the Annual Budget for the Westville Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2015 and ending December 31, 2015, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 15, 2015; 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.) *[Include as appropriate: [includes a proposed public referendum in the amount of \$ _____ in excess of the allowable amount to be raised by taxation][includes a proposed public referendum in the amount of \$ _____ as an appropriation from restricted fund balance to be used as budget revenue]]*; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$873,982.00, which includes amount to be raised by taxation of \$379,302.00, and Total Appropriations of \$873,982.00; and

WHEREAS, an election shall be held annually on the third Saturday of February 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 15, 2015 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2015 and ending December 31, 2015, is hereby adopted and, *[subject to the proposed referendum being approved by 50 percent of the voters]* shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$873,982.00, which includes amount to be raised by taxation of \$379,302.00, and Total Appropriations of \$873,982.00; 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 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)

1/15/15
(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
Sims				
Nordaby				
Holick				
Miller				
Moan				