

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

**REORGANIZATION MEETING MINUTES  
MARCH 10, 2015**

Chairman Sims called the meeting to order at 6:30 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 Gloucester County Times.

The meeting was opened with the customary salute and pledge of allegiance to the flag.

**OATH OF OFFICE:**

Oath of office was given to a Chairman Fritz Sims and Commissioner Deborah Holick, who were sworn in to 3 year terms as Fire District Commissioners by Mayor Russell Welsh.

Office Clerk Karen Kelley called the roll with all Fire Commissioners present. Administrator Murtaugh and Chief Farley, and Mayor Russell Welsh were also in attendance at the Re-Organization Meeting.

**NOMINATION OF OFFICERS:**

**CHAIRPERSON:** Fritz Sims, Jr. was nominated for Chairman by Commissioner Nordaby and seconded by Commissioner Miller. Motion to close nomination was made by Commissioner Nordaby and seconded by Commissioner Miller; Motion carried by unanimous voice vote.

**VICE CHAIRPERSON:** Bruce Nordaby was nominated for Vice Chairman by Commissioner Holick and seconded by Commissioner Miller. Motion to close nomination was made by Commissioner Miller and seconded by Chairman Moan; Motion carried by unanimous voice vote.

**SECRETARY:** Deb Holick was nominated by Commissioner Miller to serve as the secretary for the Westville Fire District #1 and seconded by Commissioner Nordaby. Motion to close nominations made by Commissioner Moan and seconded by Commissioner Nordaby; Motion carried by unanimous voice vote.

**TREASURER:** Fritz Sims, Jr. was nominated by Commissioner Nordaby and seconded by Commissioner Miller. Motion to close nominations made by Commissioner Nordaby and seconded by Commissioner Miller; Motion carried by unanimous voice vote.

## MEETING MINUTES

March 11, 2015

Motion to close nominations made by Commissioner Nordaby and seconded by Commissioner Miller; Motion carried by a unanimous voice vote.

- The Board agreed to vote and approve all Officers listed above for their respective offices with no other nominees presented by unanimous voice vote.

### **Resolution for Appointment of Professional Services:**

Commissioner Nordaby made the motion for appointment of professional services Gary D. Thompson, Esq., as Solicitor; Edward F. Paul, Jr., acting for the firm of Ball, Buckley & Seher as Auditor; Hardenbergh Insurance Group as Insurance Service Agent; D.M. Medical Billing, Inc., as billing company for emergency service; and Interstate Mobile Care, acting as physicians on call; and Prime Point as payroll service. Motion was seconded by Commissioner Moan and approved by a unanimous roll call vote.

### **Resolution for Official Newspaper:**

Commissioner Moan made the motion designating the South Jersey Times and the Courier Post as the official newspapers for notices of meetings and official notices. Motion was seconded by Commissioner Nordaby and approved by a unanimous roll call vote.

### **Resolution for Scheduled Meetings:**

Commissioner Nordaby made the motion designating the schedule of regular meetings on the 2<sup>nd</sup> Tuesday of each month. Motion was seconded by Commissioner Miller and approved by a unanimous roll call vote.

### **Resolution Authorizing Wire Transfers:**

Commissioner Holick made the motion authorizing wire transfers to and from the State of New Jersey Cash Management Fund to 1<sup>st</sup> Colonial Community Bank and within accounts of the First Colonial National Bank. Motion was seconded by Commissioner Moan; Motion carried by a unanimous roll call vote.

### **Resolution Appointing an Official Bank Depository:**

Motion was made by Commissioner Nordaby designating 1<sup>st</sup> Colonial Community Bank and State of New Jersey Cash Management Fund as depositories. Motion seconded by Commissioner Miller and approved by a unanimous roll call vote.

### **Agreement for Provision of Training/Investigative Services for Robert Hill:**

#### **Designating Robert Hill as EEO Officer**

Motion to approve Bob Hill as the EEO Officer to provide training and investigative services as needed. Motion was made by Commissioner Nordaby and seconded by Commissioner Miller; Motion carried by unanimous roll call vote.

### **Approval and/or Reaffirmation of All Fire District Policies.**

## MEETING MINUTES

March 11, 2015

Commissioner Holick made the motion to approve and/or Reaffirmation of All Fire District Policies motion was seconded by Commissioner Moan; Motion carried by a unanimous roll call vote.

### COMMITTEE APPOINTMENTS (by Chairperson):

FINANCE COMMITTEE: F. Sims & B. Miller  
LIAISON TO FIRE CHIEF: B. Miller & R. Moan  
TRAINING & SAFETY COMMITTEE: B. Nordaby & R. Moan  
JIF COMMITTEE: D. Holick & B. Nordaby  
PERSONNEL COMMITTEE: B. Miller & R. Moan  
PROPERTY & EQUIPMENT COMMITTEE: B. Nordaby & D. Holick  
POLICY COMMITTEE: D. Holick & F. Sims

### APPROVAL OF EMPLOYEE CONTRACTS:

Chairman Sims announced contracts represent a 2% raise.

Motion to approve Chuck Murtaugh as District Administrator, Karen Kelley as Office Clerk, Eric Farley as Firefighter/EMT, Eric Farley as Fire Inspector, and James Tucker as Firefighter/EMT was made by Commissioner Nordaby and seconded by Commissioner Miller; Motion carried by unanimous roll call vote.

Chairman Sims also announced that the Volunteer contracts for Chief, Deputy Chief and Line officers will be held at the next District meeting once Chief Farelly makes his recommendations.

BOARD COMMENTS: The Board thanked everyone for their commitment and service, and thanked Mayor Russell Welsh for attending and announcing the Oath of Office.

ADJOURNMENT: Motion to adjourn at 6:50 P.M was made by Commissioner Nordaby and seconded by Commissioner Miller. Motion carried by unanimous voice vote.

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

**RESOLUTION APPOINTING PROFESSIONALS  
FOR WESTVILLE FIRE DISTRICT NO. 1**

WHEREAS, there exists a need for professional accounting and auditing services, professional legal services, professional insurance services, professional emergency billing services, professional collection services, and professional payroll service and professional physician services on behalf of Westville Fire District No. 1; and

WHEREAS, a contract for professional services may be awarded without public advertising for bids pursuant to the provisions of the Local Public Contracts Law of the State of New Jersey in that the subject matter of the contract is the provision of professional services for which competitive bids could not be received.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 as follows:

1) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Edward F. Paul, Jr. acting for the firm of Ball, Buckley and Seher, LLP for the provision of professional accounting and auditing services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 8, 2016.

2) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Gary D. Thompson, Esquire, for the provision of professional legal services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 8, 2016.

3) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Hardenbergh Insurance Agency for the provision of professional insurance consultant services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 8, 2016.

4) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with D.M. Medical Billings, Inc. for the provision of professional emergency billing services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 8, 2016

5) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Interstate Mobile Care for the provision of professional physician services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 8, 2016.

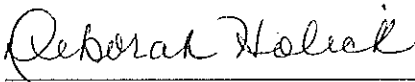
6) The Chairperson and Secretary of Westville Fire District No. 1 are hereby authorized to execute a contract with Prime Point Payroll Services for the provision of professional payroll services for the Commissioners of Westville Fire District No. 1 commencing immediately and terminating March 8, 2016

A copy of this resolution and of the contracts shall be on file and available for public inspection in the Office of the Commissioners of Westville Fire District No. 1.

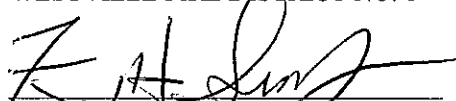
A copy of this resolution shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 10, 2015 in Westville, New Jersey.

ATTEST:

  
Debbie Holick, Secretary

WESTVILLE FIRE DISTRICT NO. 1

  
Fritz H. Sims, Jr., Chairperson

**RESOLUTION DESIGNATING  
THE SOUTH JERSEY TIMES AND THE COURIER-POST NEWSPAPERS FOR NOTICES OF  
MEETINGS OF  
THE COMMISSIONERS OF WESTVILLE FIRE DISTRICT NO. 1**

WHEREAS, N.J.A. 10:4-8 (d) of the Open Public Meetings Act mandates that notice of all meetings of the Commissioners of Westville Fire District No. 1 be submitted to two newspapers which have the greatest likelihood of informing the public within the Fire District of said meetings, one of which newspapers must be designated as the official newspaper.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 as follows:

- 1) The South Jersey Times, 309 South Broad Street, Woodbury, New Jersey 08096, and the Courier-Post, Cuthbert Boulevard and Hampton Road, Cherry Hill, New Jersey are designated to receive all notices of all meetings of the Commissioners of Westville Fire District No. 1.
- 2) The South Jersey Times is hereby designated as the official newspaper for receipt of notices of all meeting of the Commissioners of Westville Fire District No. 1.

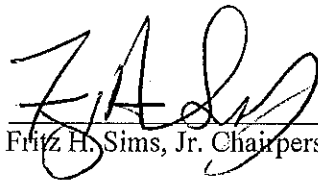
ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 10, 2015 in Westville, New Jersey.

ATTEST:

WESTVILLE FIRE DISTRICT NO. 1



Debbie Holick, Secretary



Fritz H. Sims, Jr. Chairperson

**RESOLUTION DESIGNATING  
THE SCHEDULE OF REGULAR MEETINGS OF THE COMMISSIONERS OF  
WESTVILLE FIRE DISTRICT NO. 1  
FOR THE YEAR 2015-2016**

WHEREAS, pursuant to N.J.S. 10:4-18 mandates that within seven days following the annual reorganization meeting of a public body, said public body shall provide public notice of its schedule of regular meetings to be held during the succeeding year.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 as follows:

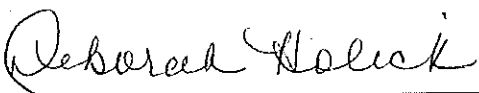
- 1) The following shall be the schedule of regular meetings of the Commissioners of Westville Fire District No. 1 to be held in the Westville Fire House, 836 Broadway, Westville, New Jersey at 7:00 p.m.:

April 14, 2015  
May 12, 2015  
June 9, 2015  
July 14, 2015  
August 11, 2015  
September 8, 2015  
October 13, 2015  
November 10, 2015  
December 8, 2015  
January 12, 2016  
February 9, 2016  
March 8, 2016

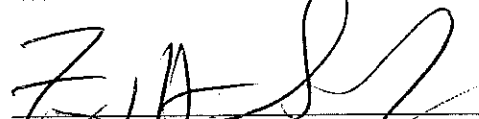
- 2) On or before March 31, 2015, this resolution shall be prominently posted in at least one public place reserved for such announcements in the Borough Hall and in the Offices of the Commissioners; this resolution shall be mailed to the Courier-Post and the Gloucester County Times and this resolution shall be filed with the Clerk of the Borough of Westville and the Secretary of the Commissioners.

ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 10, 2015 Westville, New Jersey.

ATTEST:

  
\_\_\_\_\_  
Debbie Holick, Secretary

WESTVILLE FIRE DISTRICT NO. 1

  
\_\_\_\_\_  
Fritz Sims, Jr. Chairperson

**RESOLUTION AUTHORIZING WIRE TRANSFERS TO AND FROM  
THE STATE OF NEW JERSEY CASH MANAGEMENT FUND  
AND FIRST COLONIAL COMMUNITY BANK AND WITHIN ACCOUNTS OF FIRST  
COLONIAL COMMUNITY NATIONAL BANK**

WHEREAS, by resolution adopted at the reorganization meeting of the Commissioners of Westville Fire District No. 1, the State of New Jersey Cash Management Fund was designated as a depository for monies of Westville Fire District No. 1; and

WHEREAS, from time to time it is necessary for the wire transfer of funds by telephone from the State of New Jersey Cash Management Fund to and from the checking account of the Fire District at First Colonial Community Bank

WHEREAS, from time to time it is necessary for the transfer funds within the checking account and payroll account of the Fire District at First Colonial Community Bank

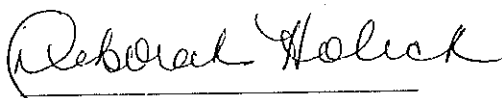
WHEREAS, the Commissioners desire that the wire transfer and transfer within accounts be accomplished by authorization of one person only.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 that all wire transfers of funds from the State of New Jersey Cash Management Fund may be authorized by telephone by any one of the following people for purposes of transfer of funds from the State of New Jersey Cash management Fund to the checking account of Westville Fire District No. 1:

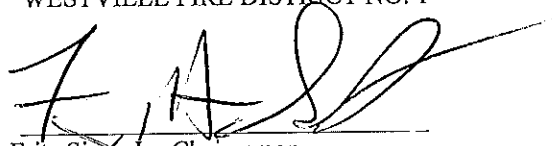
Chairperson	Fritz Sims, Jr.
Vice Chairperson	Bruce Nordaby
Treasurer	Fritz Sims, Jr.
Secretary	Debbie Holick
Office Clerk	Karen Kelley

ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 10, 2015 Westville, New Jersey.

ATTEST:

  
Debbie Holick, Secretary

WESTVILLE FIRE DISTRICT NO. 1

  
Fritz Sims, Jr., Chairperson

**RESOLUTION DESIGNATING  
OFFICIAL BANK DEPOSITORIES**

WHEREAS, pursuant to N.J.S. 40A:5-14 the Commissioners of Westville Fire District No. 1 are required to designate depositories for all Fire District funds.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Westville Fire District No. 1 that the State of New Jersey Cash Management Fund and First Colonial Community Bank be and hereby are designated as depositories for all monies of Westville Fire District No. 1 effective immediately through March 8, 2016.

BE IT FURTHER RESOLVED that any two of the following people may authorize payment from the funds on deposit with First Colonial Community Bank and the State of New Jersey Cash Management Fund:

Chairperson	Fritz Sims, Jr.
Vice Chairperson	Bruce Nordaby
Treasurer	Fritz Sims, Jr.
Secretary	Debbie Holick

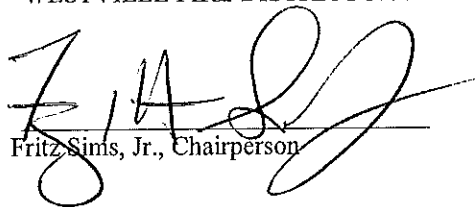
ADOPTED at the Reorganization Meeting of the Commissioners of Westville Fire District No. 1 held on March 10, 2015 at Westville, New Jersey.

ATTEST:



Debbie Holick, Secretary

WESTVILLE FIRE DISTRICT NO. 1



Fritz Sims, Jr., Chairperson