

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

**MEETING MINUTES  
February 25, 2020**

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, Deputy Chief Cope, and Captain Dan Baker were also in attendance to the meeting.

**OATH OF OFFICE GIVEN BY CHAIRMAN SIMS TO TOM BROWN:**

Chairman Sims administered the Oath of Office to new Commissioner Thomas Brown. Commissioner Brown was sworn in at this meeting, as he will be on vacation at the time of the Reorganization Meeting. After being sworn in, Commissioner Brown sat in audience and observed the meeting.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Nothing to report

**COMMUNICATIONS:**

Notice from Conner, Strong, & Buckelew notification of approval on the bond application for the municipal excess liability joint insurance fund (JIF)

**APPROVAL OF MEETING MINUTES:**

A motion to approve regular & executive minutes held on January 28, 2020 as reviewed by the board. Commissioner Marsden made a motion to approve the minutes; Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

**ADMINISTRATION REPORT:**

Administrator Murtaugh reported that he has been working on a few grants for the Fire District. One grant is for a new washer, dryer and an air-pack washing machine. The deadline for this grant is March 13, 2020. Should we be awarded the grant, the cost to the Fire District will be around \$2,700.

The administrator is working on a regional flood grant between Westville, Gloucester City and Brooklawn. Administrator Murtaugh advised this grant encompasses paid training, equipment to combat local area flooding.

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**FIRE CHIEF:**

Chief Farley reported 86 assignments for the month of January.

**Mechanical Issues:**

Warning lights have been installed on utility truck 737 due to safety issues. Command vehicle 701 had two rear warning lights replaced. Buds Auto came out to trouble shoot the ABS light system on the rescue. the technician determined it was a sensor issue and a new sensor has been ordered.

Chief Farley briefed the board that one of the volunteer staff personnel was placed on suspension, which handled by the executive board of the Fire Department due to low percentages within the Department and answering a call while being placed out of service.

Chief Farley than briefed the board on standard mutual aid operations between the surrounding towns and Westville.

The shared service live burn training has been set up to be held at Camden County Fire Academy with National Park and Gloucester City. The dates are set for May 11<sup>th</sup>, May 14<sup>th</sup>, May 20<sup>th</sup> & May 21, 2020.

Chief Farley reported the County regional response Standard Operations and Guidelines agreement has been approved. Chief Farley explained these guidelines cover everything from Structure taskforces response out of the County, Neptune system, LDH, Foam and Tender regulations etc.

Chief Farley reviewed the housing official report with the board and reported a meeting with Westville department heads was held. The meeting discussed the issues that housing/code enforcement Officials have been encountering on a daily basis. Some areas addressed were cleanup projects, parking issues and trash issues. Chief Farley announces these projects are ongoing.

**FIRE OFFICIAL REPORT:**

Fire Official Fowler reported all 2020 Fire Safety Registrations have been mailed out, and Fire Inspections completed daily. Fire Official Fowler also reported that there was a court date issued for the owner of Westwood Manor on Monday March 2, 2020; issues in that building are ongoing.

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**OFFICE CLERK:**

Office Clerk Kelley reported all accounts have been reconciled to January 31, 2020. All 2019 meeting minutes have been uploaded onto the Fire Department website and the meeting minute book is complete.

**FINANCE:**

Chairman Sims reported the 2020 Fire District Budget and the capitol purchase of a new command vehicle has been approved by the voters. It is noted that the Fire District will have to wait until next year to purchase a new command vehicle and is not exceed \$60,000.

William Marsden was re-elected and Tom Brown was elected as a new Commissioner by the voters to continue a 3-year term as a Commissioner of the Westville Fire District.

**TRAINING & SAFETY:**

Nothing to report.

**JIF COMMITTEE:**

Nothing to report

**PERSONNEL:**

To be held under executive session.

**PROPERTY & EQUIPMENT:**

Nothing to report.

**POLICY:**

Nothing to report.

**COMMENTS FROM THE PUBLIC:**

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

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**PRESENTATION AND PAYMENT OF BILLS:**

Commissioner Marsden made a motion to pay the bills. Motion was seconded by Commissioner Bobiak and approved by a roll call vote.

**OLD BUSINESS:**

Chairman Sims reported that the Fire District Re-Organization Meeting will be held on March 11, 2020 at 6:30. The Regular Fire District Meeting will be held immediately following.

**NEW BUSINESS:**

Nothing to report.

**EXECUTIVE SESSION:**

Commissioner Marsden made a motion to hold an executive session at 7:30P.M.; Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

Executive Session held from 7:30P.M. to 8:06P.M.

**ADJOURNMENT:**

Commissioner Marsden made a motion for adjournment at 8:07P.M. Motion was seconded by Commissioner Bobiak. 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**  
**February 25, 2020**

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
01/29/2020	7100	Westville Fire Department	January 2020 Rent	-1,000.00
01/29/2020	7101	Westville Fire Department	Jan. 2020 Electric	-700.00
01/29/2020	7102	Westville Fire Department	Jan. 2020 CCTV	-230.00
02/06/2020	Dire...	PERS	Jan 2020 1st QTR PERS	-676.94
02/13/2020	7103	PSE & G	Acct#6742927208 PO#20-015	-96.94
02/13/2020	7104	Visa	Acct Ending in 1497	-614.75
02/14/2020	7105	Cash	Replenish Petty Cash 2-14-20	-172.60
02/14/2020	7106	Darlene Powell	2020 Fire District Election Worker	-100.00
02/14/2020	7107	Sherry Nebel	2020 Fire District Election Worker	-100.00
02/20/2020	Dire...	Prime Point Garnishment D...	Inv# 287994 PO#20-001	-307.25
02/21/2020	7108	Lowes	Acct Ending in 0330365 PO#20-018	-398.55
02/21/2020	7109	Staples	Inv# 2426365371 & 2784	-51.63
02/21/2020	7110	AT&T Mobility	Acct#287297257931 PO#20-027	-188.74
02/25/2020	7111	Auto Zone	Inv# 2836 PO#20-019	-93.01
02/25/2020	7112	Borough of Westville	Acct#602-2 PO#20-017	-120.00
02/25/2020	7113	Comcast Cable	Acct#8499 05 109 0043237 PO#20...	-317.51
02/25/2020	7114	Conway Shield	Inv#0451820-IN	-359.48
02/25/2020	7115	FireCompanies.com	Inv#18-102306	-89.97
02/25/2020	7116	Great America Leasing Corp.	Inv# 26458905 PO#20-010	-217.49
02/25/2020	7117	Interstate Mobile Care Inc.	Inv# 16274 PO#20-007	-309.00
02/25/2020	7118	Lamont Medical Equipment	Inv# 180706 Rental from Oct-Dec ...	-135.00
02/25/2020	7119	Nat Alexander Company	Inv#1029387	-386.00
02/25/2020	7120	Zeller & Wieliczko, LLP	Inv# 58380 PO#20-016	-608.94
02/25/2020	7121	Petroni & Associates LLC.	Inv# 28084	-3,900.00
02/25/2020	7122	Petroni & Associates LLC.	Inv# 28165 Preparation of 1099's	-85.00
02/25/2020	7123	Westville Fire Department	Feb. 2020 Rent	-1,000.00
02/25/2020	7124	Westville Fire Department	Feb. 2020 Electric	-700.00
02/25/2020	7125	Westville Fire Department	Feb. 2020 CCTV	-230.00
02/25/2020	7126	DC Embroidery, LLC	Inv#6931 PO#20-030 Hats	-69.00
02/25/2020	7127	G&M Printwear	Inv#39376 PO#20-029	-38.00
Total NEW 1st Colonial National Bank				-13,295.80
<b>TOTAL</b>				<b>-13,295.80</b>

Resolution # \_\_\_\_\_  
Date 2/25/2020

**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.
- X 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 2/25/20, at 7:30 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 2/25, 2020, in Westville, New Jersey.

ATTEST:

Deborah Holub  
Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: [Signature]  
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 January 2020

### **FIRE REPORT**

Month: 86	YTD:86	DrillsMonth:2
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#### Office of the Fire Chief

1. Maintenance / Mechanical :
  - a. Additional warning lights were installed on 737
  - b. Two rear warning light were replace on Car 701.
2. Staff:
  - a. Career Staff: Working with Borough officials on code enforcement.
  - b. Volunteer Staff – Member suspended by the FD.
3. Operations: Any Time that the Fire Department is operating on an Mutual Aid call , we are backed up by another Company to assist.
4. Training:
  - a. Live Burn set up at CCFA with National Park and Gloucester City.  
May 11<sup>th</sup> Day  
May 14<sup>th</sup> Night  
May 20<sup>th</sup> Day  
May 21<sup>th</sup> Night
5. Equipment: No Report
6. County Communications :
  - a. Guidelines and SOG's For county regional response was signed
    - i. Structure Taskforce 5 and out of county
    - ii. Neptune
    - iii. LDH - 7371
    - iv. Foam – 7371
    - v. Tender - 7371
7. County EMS: No Report
8. Captains Reports- Attached
9. Captains Positions: Review of interviews
10. Membership - None