

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

**MEETING MINUTES  
August 25, 2020**

Meeting 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 Fire District Chairman Marsden, Commissioners Morina and Commissioner Bobiak present. It is noted that Commissioner Holick and Commissioner Brown were absent from the meeting. Administrator Murtaugh, Fire Chief Farley, Fire Official Fowler, Deputy Chief Cope, and Mayor Fritz Sims were also in attendance to the meeting.

**ADDRESSING THE BOARD/FIREFIGHTER APPEALS:**

Nothing to report.

**COMMUNICATIONS:**

Nothing to report.

**APPROVAL OF MEETING MINUTES:**

Commissioner Morina made a motion to approve the **Regular Meeting Minutes from July 28, 2020**. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

**ADMINISTRATION REPORT:**

Administrator Murtaugh reported that he has been working with County Health Official's relating to Covid-19 exposures and announced that the Fire District has purchased a sanitizing machine to decontaminate the Office and apparatuses. An order of sanitary supplies was also purchased and is awaiting shipment.

Next, Administrator Murtaugh gave a brief update on the installation of Generator and also reported that the Assistance to Firefighter Grant is still awaiting approval from the State.

**FIRE CHIEF:**

Fire Chief Farley reported 700 runs year to date.

Chief Farley announced that all Marine units have been and or have been scheduled for repairs. Pump and ladder testing has been set up for the week of September 28<sup>th</sup>, to October 2<sup>nd</sup>. Chief Farley is in the process of getting quotes for routine yearly preventative maintenance on vehicles.

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

**MEETING MINUTES**

**August 25, 2020**

**FIRE CHIEF: Continued**

A shared service agreement between Mantua Fire District # 1 and the Westville Fire Department for vehicle & small engine repair was presented. After reviewing the service agreement, Commissioner Bobiak made a motion to approve the agreement. Motion was seconded by Commissioner Morina and approved by a unanimous voice vote.

Chief Farley then reported that due to recent resignation of two part time weekend employees, he would like to re-open the application process for two part-time weekend positions. Chief Farley announced he will contact past applicants to try and fill these positions; updates are to follow.

Chief Farley reported that due to recent exposures to Covid-19, Office operations were shut down for a time. As reported under Administrators report, a decontamination fog machine was purchased along with sanitary supplies; self-quarantine & social distancing guidelines were also implemented.

Next, Chief Farley briefed the board on some code enforcement issues and code enforcement has been working diligently to address them. Chief Farley reported that the curbs are still in the process of being painted and next they will be working to paint fire hydrants to meet NFPA and ISO standards.

**FIRE OFFICIAL REPORT:**

Fire Official Fowler reported that additional payments have been received from 712 Broadway. As reported at the last District meeting, the payments were processed first by the Westville Court system and then to the Fire District. Fire Official Fowler announced that the final payment is set for September 15, 2020.

Fire Official Fowler announced that he has been taking online courses for Arson/Fire Investigation as well as finishing up the course on Pro-Phoenix Fire/EMS management system. Fire Official Fowler also reported that he has taken an online Covid-19 contact tracking course with John Hopkins University.

Fire Official Fowler gave a brief update on upcoming Fire Prevention week plans.

**OFFICE CLERK:**

Nothing to report.

**FINANCE:**

Nothing to report.

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

**MEETING MINUTES  
August 25, 2020**

**TRAINING & SAFETY:**

Nothing to report

**JIF COMMITTEE:**

Nothing to report

**PERSONNEL:**

Commissioner Bobiak announced the openings for two weekend part time positions.

**PROPERTY & EQUIPMENT:**

Nothing to report.

**POLICY:**

Nothing to report.

**COMMENTS FROM THE PUBLIC:**

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

It is noted that no one from the public was in attendance to the meeting.

Commissioner Bobiak then 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:**

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

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

**MEETING MINUTES**

**August 25, 2020**

**OLD BUSINESS:**

Commissioner Morina brought up concerns on the flooding issues the town has faced and wanted to know if there were any updates to Emergency response plans and procedures. Administrator Murtaugh reported that there is a regional grant between Westville, Gloucester City and Brooklawn that was approved to provide training and equipment. Mayor Fritz Sims also reported at this time, a plan is under review for monthly department head meetings regarding Operations of Emergency Management with Police, Fire, and Municipal personnel. Updates are ongoing.

**NEW BUSINESS:**

Nothing to report.

**ADJOURNMENT:**

Commissioner Morina made a motion for adjournment at 7:39P.M. Motion was seconded by Commissioner Bobiak. Motion was approved by a unanimous voice vote.

*Respectfully Submitted  
Deborah Holick  
Secretary, Board of Fire Commissioners*



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 August 2020**  
**FIRE REPORT**

<b>Month:</b>	<b>YTD:700</b>	<b>DrillsMonth:2</b>
---------------	----------------	----------------------

**Office of the Fire Chief**

1. Maintenance / Mechanical :
  - a. Marine Units
    - i. Fireboat 7 – Fire Pump Gasket – Repair Thursday 8-27
  - b. Pump and Ladder Testing set up for September 28-October 2.
2. Staff:
  - a. Career Staff: Requesting to re-open applications
  - b. Volunteer Staff – One member requested to District Meeting.
  - c. Building was shut down for some time due to Covid-19.
3. Training:
  - a. Live Burn set up at CCFA with National Park and Gloucester City.
    - i. Set for the Month of October
4. Community Service:
  - a. August 20<sup>th</sup> Volunteer Staff cleaned up Thomas West Park at Monuments.
  - b. August 24<sup>th</sup> Career Staff cleaned monuments
5. Mutual Aid:
  - A. Marine Units operated on the Delaware Rive for a Trump Rally August 8<sup>th</sup>.
6. County EMS: No Report
7. Membership - None

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
**August 25, 2020**

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
07/29/2020	7241	Westville Fire Department	June 2020 Rent PO#20-002	-1,000.00
07/29/2020	7242	Westville Fire Department	June 2020 CCTV PO#20-003	-230.00
07/29/2020	7243	Westville Fire Department	June 2020 Electric PO#20-004	-700.00
08/07/2020	Dire...	PERS	July 3rd Qtr Pers Payment PO#20-...	-689.54
08/14/2020	7244	PSE & G	Acct#6742927208 PO#20-015	-27.12
08/17/2020	7245	J&B Boat Sales	Repair#087869 PO#20-059	-686.50
08/17/2020	Dire...	Prime Point Payroll Deduction	Inv#294201 PO#20-001	-197.75
08/17/2020	7246	Lowes	Acct Ending In 0330365 PO#20-018	-38.48
08/17/2020	7247	Staples	Acct#9641 PO#20-021	-27.08
08/24/2020	7248	AT&T Mobility	Acct#287297257931 PO#20-027	-180.78
08/24/2020	7249	Comcast Cable	Acct#8499051090043237 PO#20-0...	-320.00
08/25/2020	7250	Bio Blasting LLC.	Inv# 7999 PO#20-068	-2,853.75
08/25/2020	7251	FireCompanies.com	Inv# 18-103118 PO#20-012	-89.97
08/25/2020	7252	Great America Leasing Corp.	Inv# 27477338 PO#20-010	-201.30
08/25/2020	7253	V.E. Ralph & Son	Inv#401576,401855 PO#20-043	-124.82
08/25/2020	7254	Westville Fire Department	July 2020 Rent PO#20-002	-1,000.00
08/25/2020	7255	Westville Fire Department	July 2020 Electric PO#20-004	-700.00
08/25/2020	7256	Westville Fire Department	July 2020 CCTV PO#20-003	-230.00
Total NEW 1st Colonial National Bank				-9,297.09
<b>TOTAL</b>				<b>-9,297.09</b>