

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

**MEETING MINUTES
September 22, 2020**

Meeting called to order at 7:04 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, Commissioner Holick, Commissioners Morina and Commissioner Bobiak present. It is noted that Commissioner Brown was absent from the meeting. Fire Official Fowler, Deputy Chief Cope, Captain's Dan Baker, Rob Leahy and Mayor Fritz Sims were also in attendance to the meeting.

It is noted that Administrator Murtaugh entered the meeting at 7:19 and Fire Chief Farley entered the meeting at 7:23P.M.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Nothing to report.

COMMUNICATIONS:

Received a copy of the New Jersey State Association of Fire District quarterly meeting minutes for reference only.

APPROVAL OF MEETING MINUTES:

Commissioner Bobiak made a motion to approve the **Regular Meeting Minutes from August 25, 2020.** Motion was seconded by Commissioner Morina and approved by a unanimous voice vote.

ADMINISTRATION REPORT:

Administrator Murtaugh reported that he and Fire Official Fowler have been working applying for the AFG Covid relief grant; this grant will help recoup some of the money that used for sanitation supplies and equipment. Next Administrator Murtaugh announced that the USDA generator project is still ongoing; the goal is to have this installed running by the end of the year. Administrator Murtaugh reported and issue with the electronic sign out front. They are working on trouble shooting a radio issue, as the problem is not electrical.

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

**MEETING MINUTES
September 22, 2020**

FIRE CHIEF:

It is noted that Deputy Fire Chief Cope reported under Fire Chief Communications. Deputy Fire Chief Cope reported that there had been 104 calls for the month of August and a total of 797 year to date. Maintenance on the Fireboat 7 was repaired by Pirate Marine and Preventative maintenance on engine, ladder and rescue trucks are taking place now and are being done by Budd's Auto. Pump and Ladder testing is set up for September 20th-October 2nd. Under Career Staff, Deputy Fire Chief Cope reported that several people will have been contacted in regards to the open part time weekend positions. Fire Official Fowler is in the process of setting up interviews. Updates are to follow.

Deputy Fire Chief Cope announced that live burn training at Camden County Fire Academy with National Park and Gloucester City for the month of October. Mutual Aid marine units operated on the Delaware River for the Trump Boat Rally on September 12, 2020 and no issues were reported.

Lastly Deputy Chief Cope reported that an impromptu celebration parade has been set up to honor a resident on the 600 Block of Summit Avenue. The resident has been running a local food pantry called Barney's Place which caught the attention of the media. The resident will be honored by actor Mike Rowe, and was asked to be on an episode for a new television series named "Giving Back". Deputy Fire Chief Cope reported that the Fire Department members are helping to assist the Borough and Fire Chief Farley has contacted local Fire Departments so that local fire trucks can take place in the parade. Floats were set up by the TV crew and the parade is set to take place on September 23, 2020.

FIRE OFFICIAL REPORT:

Fire Official Fowler reported he is in the process of completing an online Fire Arson investigation class, as well as online instruction classes with the County Inspection Program. Career Staff has been online training only due to Covid -19.

Next, Fire Official Fowler announced that Fire Prevention week will be held on October 4th-10th. Members will be giving virtual messages to the students and the fire preventions handouts have been sent out.

Fire Official Fowler announced that he is requesting to purchase some iPads for all apparatus. There is a new system from the County that aids first responders with mapping, call history, etc. The board discussed this purchase but will table until an end of year purchase.

OFFICE CLERK:

Nothing to report.

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

**MEETING MINUTES
September 22, 2020**

FINANCE:

The board was in receipt of two financial hardship letters from two vested LOSAP members. After a brief discussion Commissioner Bobiak made a motion to allow the two members to withdraw money out from their LOSAP Account. Motion was seconded by Commissioner Morina and approved by a unanimous voice vote.

Next Fritz Sims reported that he has contacted Lincoln Financial to have Administrator Murtaugh added to the authorized signature list. Administrator Murtaugh is now allowed to sign off on the withdraw request forms if any member should need it in the future.

Lastly, Administrator Murtaugh reported that he has been working on preparing the budget for next year. Preliminary budget numbers will be presented in upcoming meetings.

TRAINING & SAFETY:

Chief Farley reported that the goal is to have mandatory training set for the first and second week on January, if there are any changes he will let the board know.

JIF COMMITTEE:

Nothing to report

PERSONNEL:

In Process of calling candidates for the open weekend positions.

PROPERTY & EQUIPMENT:

Nothing to report.

POLICY:

Nothing to report.

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

**MEETING MINUTES
September 22, 2020**

COMMENTS FROM THE PUBLIC:

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

OLD BUSINESS:

Administrator Murtaugh announced that copy of the resolution to change the Fire District elections from February to November has been sent to the County Clerk.; the budget process will remain the same.

NEW BUSINESS:

Chief Farley requested that the Fire District help with some of the cost to provide meals to our members after Thursday meeting night. After discussing, Commissioner Bobiak made a motion to approve \$150.00 towards the meals after each monthly meeting until the end of the year. Motion was seconded by Commissioner Morina and approved by a unanimous voice vote.

ADJOURNMENT:

Commissioner Bobiak made a motion for adjournment at 7:39P.M. Motion was seconded by Commissioner Holick. 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

Month: 104

YTD:797

DrillsMonth:2

Office of the Fire Chief

1. Maintenance / Mechanical :
 - a. Marine Units
 - i. Fireboat 7 – Fire Pump Gasket – out being repaired at Pirate Marine
 - b. PM's on Engine, Ladder, and Rescue are being done now by Budd's
 - c. Pump and Ladder Testing set up for September 28-October 2.
2. Staff:
 - a. Career Staff: - Contacted people from last interview setting up meeting with them when Rob Fowler returns from training
 - b. Volunteer Staff –None
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. Tomorrow assisting the Borough with a parade in Newbold for TV show with Mike Rowe.
5. Mutual Aid:
 - A. Marine Units operated on the Delaware Rive for a Trump Rally September 12th.
6. County EMS: No Report
7. Membership - None

Westville Fire District #1
Monthly Bills - First Colonial National Bank
 September 22, 2020

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
08/26/2020	7257	Timothy O'Donnell	Reimbursement for EMT B Training ...	-100.00
09/04/2020	Dire...	PERS	August 3rd Qtr Ref# 24621031	-689.54
09/08/2020	7258	NAPA Auto & Truck Parts of...	Inv# 424-709431 PO#20-067	-38.89
09/08/2020	7259	Borough of Westville	Acct#602-2 Water & Sewer	-120.00
09/14/2020	7260	Paper Mart Inc.	Inv#2426554 PO#20-066	-125.88
09/14/2020	7261	Great America Leasing Corp.	Inv#27723839 PO#20-010	-188.74
09/14/2020	7262	PSE & G	Acct#6742927208 PO#20-015	-22.69
09/17/2020	Dire...	Prime Point Payroll Deduction	Inv#294940 PO#20-001	-193.50
09/22/2020	7263	AT&T Mobility	Acct Ending in 57931 PO#20-027	-180.78
09/22/2020	7264	Auto Zone	Inv#3108 PO#20-018	-25.99
09/22/2020	7265	Carr's Hardware	Acct#230032 PO#20-049	-107.34
09/22/2020	7266	Choice Clean Gear LLC	Inv#4374 PO#20-069	-211.22
09/22/2020	7267	Lowes	Acct # Ending in 0330365 PO#20-18	-174.17
09/22/2020	7268	MES	Inv# 1482340 PO#20-050	-300.00
09/22/2020	7269	Nat Alexander Company	Inv# 1031016 PO#20-070	-444.00
09/22/2020	7270	Smitty's Upholstery	PO#20-072 Seat Repairs	-425.00
09/22/2020	7271	State of NJ - Dept of Labor	EIN#0-222-979-077 PO#20-073	-63.23
09/22/2020	7272	V.E. Ralph & Son	Inv#401855 PO#20-043	-103.14
09/22/2020	7273	Westville Fire Department	August 2020 Rent PO#20-002	-1,000.00
09/22/2020	7274	Westville Fire Department	August 2020 Electric PO#20-004	-700.00
09/22/2020	7275	Westville Fire Department	August 2020 CCTV PO#20-003	-230.00
Total NEW 1st Colonial National Bank				-5,444.11
TOTAL				-5,444.11