

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

**MEETING MINUTES
January 28, 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 and Fire Chief Farley, Fire Official Fowler and Deputy Chief Cope were also in attendance to the meeting.

It is noted there are presently four active Commissioners with one vacant seat that is open for the 2020 Fire District Election.

PROCLAMATION HONORING COMMISSIONER TRAVIS LAWRENCE:

Chairman Sims administered a proclamation honoring former Commissioner Travis Lawrence. Travis served as Commissioner from March 14, 2017 until December 31, 2019 and assisted with many committee boards for the Fire District. The board thanked Travis for his commitment and wished him well in future endeavors. Travis was than excused from the meeting at 7:04P.M.

EXECUTIVE SESSION:

Chairman Sims advised that an executive session was needed to discuss matters relating to personnel employment matter, the interviews for the appointment of captain/life officers positions. . Commissioner Marsden then made a motion to hold an executive session at 7:05P.M. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

The Executive session was held from 7:05P.M. Until 9:02P.M.

After coming out of executive session there is no decision on appointments for Line Officers. The matter has been tabled until the February 25,2020 meeting.

ADDRESSING THE BOARD/FIREFIGHTER APPEALS:

Nothing to report

COMMUNICATIONS:

Official notice has been received from the Borough Clerk regarding the two individuals petitioning for Fire District Commissioners. The candidates are Commissioner William Marsden who is up for reappointment, and new a candidate resident Tom Brown. This will be on the ballot at the Fire District Election held on February 15, 2020.

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COMMUNICATIONS: Continued

A letter from the Fire District Solicitor explaining LOSAP adjustments was also received but is to be discussed by Administrator Murtaugh under his administrators report.

APPROVAL OF MEETING MINUTES:

A motion to approve regular & executive minutes held on December 16, 2019 as well minutes from the special meeting held December 30, 2019 was 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 reviewed the response letter from the Fire District Solicitor regarding LOSAP adjustments. Under the guidelines reported, there is consumer price index percentage set forth by the Division of Local Government Service each year. The Fire District can only increase the base award using the 2018 CPI percentage passed by a resolution in February of 2019. Any amendments/ increases above base award, plus the 2019 CPI percentage would require a voter referendum. Administrator Murtaugh confirmed the LOSAP qualifiers list has been posted. To date, there are no appeals from any members. Any new qualifying members will be added to the roster and send to the financial advisors for 2020.

The Administrator reported that due to Microsoft server support changes taking effect, we need to upgrade the Fire District office computers to windows 10. The general cost to these upgrades will be about \$500.00 for the 6 computers and the upgrades to hard drives and adding more ram are ongoing.

The board was updated on several grant projects current and past. He reported he may need to file an extension for the generator grant as we are awaiting the electrical engineer report which has not been not received yet. The USDA requires the engineers report in order to finalize the grant. Next, that the thermal imaging camera grant (awarded last year) has been closed out. The 2020 fit test machine grant was awarded to the Fire house with the Fire District match being set at \$500.00. The administrator continues to seek out any new available grants. He is hoping to find one which we would be able to acquire a new washing machine and dryer for the clothing.

Vote by mail ballot have been printed and delivered to the board of elections, with actual voting taking placed February 15, 2020.

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ADMINISTRATION REPORT: continued

Administrator Murtaugh reported the District will be switching emergency cell phone services to AT&T (FirstNet) to utilize the nationwide broadband network offered to first responders. This will not only cut cost but also allow for more customized communications needs. The switch is set to take place on Thursday January 30, 2020.

Lastly, Chairman Sims and he met with Prime point payroll to review the new payroll reporting system.

FIRE OFFICIAL REPORT/FIRE CHIEF:

Fire Official Fowler reported has been working on sending out Fire Safety Registration fees.

Two new automated external defibrillators have been acquired and now every vehicle in the fleet has an AED.

Chief Farley and Fire Official Fowler attended the 6ABC Operation save a life event. Smoke detectors were donated by 6ABC for local Fire Departments to distribute to residents. Fire Official Fowler posted the availability of smoke detectors on the social media pages.

Fire Official Fowler reported has been working with member training on the Image trend reporting website. Due to State requirements the report will be completed in the event the response vehicle is first in to assist.

Fire Official Fowler reported that the issues regarding 712 Broadway are ongoing but the property is being closely monitored at this time.

FIRE CHIEF:

Chief Farley reported a leak from the air dryer on Rescue 738. This was repaired by Budd's Auto. Rear brakes were also inspected. No further mechanical issues were reported. Chief Farley advised they received a two-channel audio recorder from the County and has been installed in Command Vehicle 703.

A meeting was held with the Borough Administrator and other department heads regarding code/housing issues and corrections are ongoing. Chief Farley continues to work with Deputy Chief Cope training him on the computer systems and addressing yearly goals and objectives. Deputy Chief Cope has finished his ICS audit of membership.

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CHIEF FARLEY: continued

Chief Farley reported that the yearly mandatory training went well. A few members who couldn't attend were sent to Bellmawr for outside training. Mandatory training for next year is scheduled to be held on January 9 and 16, 2021. Future details regarding the training program will be reported throughout the year.

The new equipment has been coming in and member training is ongoing.

Chief Farley received letters from members Joshua Penn and Walter Woodward advising they are unable to attend Thursday evening training. Both of these individuals are attending outside training.

There was an elevator rescue incident involving an individual who was stuck in the elevator, with no injuries at 1000 Broadway Commons. There was a minor issue with the elevator key reach not being set correctly, which did not open the elevator door. The elevator mechanic was contacted and was able to correct the problem. A new elevator key is in place to avoid future issues.

Chief Farley briefly updated the board on communications with the County EMS. The County will be trying with the way wireless digital assistance (WDA) interface is used. The trial is from January 28 – February 4, 2020. The purpose of the trial is to better track initial response times as well as when clearing the hospital and that all other units are aware of each unit's status.

OFFICE CLERK:

Office Clerk Kelley reported that all accounts have been reconciled to December 31, 2019. 1099 vendor reports were sent to the Auditor for processing.

All annual members medical assessment forms have been filed.

FINANCE:

A resolution was presented to void check 7080 in the amount of \$50.00 to Speranza Wood-Fired Italian Kitchen. Vendor would not accept check for gift card. A motion to void check # 7080 was made by Commissioner Marsden and seconded by Commissioner Bobiak. Motion was approved by a unanimous voice vote.

TRAINING & SAFETY:

Yearly training to be held on January 9 and 16, 2021.

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JIF COMMITTEE:

Nothing to report

PERSONNEL:

The Fire District Election is approaching and there are two individuals who will be working the polls for the day. After holding a brief discussion, Commissioner Holick made a motion approving Darlene Powell and Sherry Nebel to work the Fire District Election Polls. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

PROPERTY & EQUIPMENT:

A public bid agreement between the County of Gloucester, the Borough of Westville, and the Westville Fire District was presented. As Chief Farley mentioned in his report the Fire District was to receive and have installed (one) two channel audio recorder to Command Vehicle 703. After a brief discussion Commissioner Marsden made a motion to approve the public bid agreement; Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

POLICY:

Nothing to report.

COMMENTS FROM THE PUBLIC:

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

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.

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OLD BUSINESS:

Nothing to report

NEW BUSINESS:

Chairman Sims announced that the Fire District Election is to be held on Saturday February 15, 2020. The board also discussed canceling and rescheduling the March 24, 2020 Fire District Meeting due to scheduling conflicts.

After a brief discussion, Commissioner Marsden made a motion to cancel the March 24, 2020 and reschedule it for March 11, 2020 at 6:30P.M. The Fire District will hold its Reorganization immediately following; the board will hold its Regular Fire District Meeting. Motion was seconded by Commissioner Bobiak and approved by a unanimous voice vote.

ADJOURNMENT:

Commissioner Marsden made a motion for adjournment at 9:49P.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
January 28, 2020

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
12/31/2019	Dire...	PERS	Dec. 2019 4th Qtr	-936.40
12/31/2019	7073	Rothwell Document Solutions	Inv#145072 PO#19-052	-185.10
12/31/2019	Dire...	Prime Point Payroll Deduction	12-24-19 Payroll Processing Charg...	-231.00
12/31/2019	7075	Prudential Retirement	Subplan 035130 Acct#31649 PO#1...	-293.83
12/31/2019	7076	Visa	Acct Ending in 1497 PO#19-028	-854.84
12/31/2019	7077	Sprint	Inv#808397196-031 PO#19-018	-177.46
01/06/2020	7072	Cash	Jan 2020 Re-Open Petty Cash	-200.00
01/06/2020	7074	Borough of Westville	602-2 Water 1-1-20 to 3-31-20	-125.00
01/13/2020	7078	Heim's Wholesale	Ticket 169171,158497 Training	-284.60
01/13/2020	7079	Piskers Bakery	Jan 4th & 11th Training	-158.21
01/13/2020	7080	Speranza	VOID: Gift Card	0.00
01/13/2020	7081	Dan Baker	Re-Imbursement /Training	-60.69
01/23/2020	Dire...	Prime Point Payroll Deduction	Inv#286891 PO#20-001 Payroll Pr...	-220.25
01/24/2020	7082	Staples	Inv#45690 PO#19-029	-175.96
01/24/2020	7083	Comcast Cable	Acct Ending in 0043237 PO#20-008	-317.51
01/24/2020	7084	All Geared Up	Inv# 672, 694, 744 PO#19-084	-375.00
01/24/2020	7085	BK Sheetmetal	Inv#45690 PO#19-029	-275.00
01/24/2020	7086	Bud's Auto & Truck Repair	Inv# 43990 PO#20-006	-952.78
01/24/2020	7087	Interstate Mobile Care Inc.	Inv#16260 PO#20-007 Yearly Exams	-3,828.00
01/24/2020	7088	NJ Advanced Media	Acct#1159792 PO#19-011	-213.91
01/24/2020	7089	Zeller & Wieliczko, LLP	Inv#58200, 58201 PO#19-046	-1,260.72
01/28/2020	7090	Great America Leasing Corp.	Inv#26267003 Lanier Coper Lease ...	-217.49
01/28/2020	7091	Sprint	Inv#808397196-032	-130.81
01/28/2020	7092	Allied 100, LLC	Inv#1531839 AED Supplies	-2,958.00
01/28/2020	7093	Auto Zone	Statement# 2800	-39.92
01/28/2020	7094	Borough of Westville	Fuel Nov. & Dec 2019 PO#19-038	-667.14
01/28/2020	7095	Fire Line Equipment LLC	Inv#35685 Prox Switch	-20.88
01/28/2020	7096	J. Communications LLC	Inv#1075	-1,462.00
01/28/2020	7097	Lowe's	Acct Ending in 0365	-517.46
01/28/2020	7098	MES	Inv#1412851, 1412852	-769.00
01/28/2020	7099	PSE & G	Acct#6742927208	-173.56
Total NEW 1st Colonial National Bank				-18,082.52
TOTAL				-18,082.52



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 December 2019
FIRE REPORT

Month:	YTD:1241	DrillsMonth:3
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Office of the Fire Chief

1. Maintenance / Mechanical :
 - a. Rescue 738 had an Air leak from the air dryer while out on NJTP. Dryer was rebuilt by Budd's Auto and checked the rear brakes.
2. Staff:
 - a. Met with Borough Administrator Ryan Giles and other department heads on January 13th.
 - b. Working with Deputy Chief Cope getting him caught up with the computer systems
And he complete his ICS audit of our membership.
3. Training:
 - a. Mandatory Training and Psychical – Complete all paperwork filed
 - b. 3 members sent to Bellmawr FD
 - c. Next year dates: January 9th and 16th 2021
 - d. Received 2 letters from members advising of outside training.
4. Equipment: New equipment still coming in and membership are being notified and trained.
5. Radio Communications :
 - a. County paperwork needs to be signed for radio recorder
6. First elevator rescue in Westville at 1000 Broadway.
 - a. We did addition training with the GCFD and review SOG.
7. EMS: Completed the first year with County EMS -
8. Captains Reports- Attached
9. Captains Positions: Interviews set for tonight.
10. Membership
 - a. Volunteer –

Resolution #

Date

1/28/2020

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.

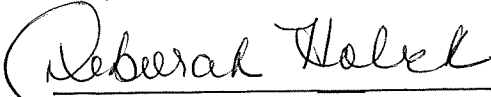
- ___ 7. Matters Relating to Litigation, negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- ___ 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 1/28/2020, at 7:05 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.

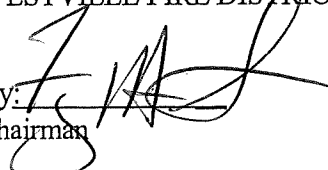
BE IT FURTHER RESOLVED, that the deliberations conducted in executive session may be disclosed to the public upon the determination of the Commissioners that the public interest will no longer be served by such confidentiality.

ADOPTED at a meeting of the Commissioners of the Westville Fire District No. 1 held on 1/28, 2020, in Westville, New Jersey.

ATTEST:


Secretary

WESTVILLE FIRE DISTRICT NO. 1

By: 
Chairman


WESTVILLE FIRE DISTRICT NO.1
COUNTY OF GLOUCESTER

RESOLUTION TO VOID CHECK
At Regular Meeting of
January 28, 2020

WHEREAS, check number 7080 in the amount of \$50.00 from Speranza Wood Fire Italian Kitchen; establishment would not accept a check as payment.

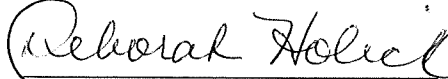
NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Westville Fire District No.1 that the above check to be voided.

This resolution was adopted at the Regular meeting at the Westville Fire District No. 1 in the County of Gloucester on the 28th day of January 2020



Chairman Fritz Sims

ATTEST:



Secretary Deborah Holick