

**WESTVILLE FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
23 WEST OLIVE STREET
MEETING MINUTES
December 16, 2025**

Meeting was called to order at 6:35 p.m. by Chairman Marsden. Chairman Marsden read the public notice of this scheduled meeting being duly advertised in accordance with the provisions of the "Open Public Meetings Act" and has been advertised in the South Jersey Times. Chairman Marsden then called for all to rise for the salute to the flag.

ROLL CALL: Office Clerk Danze called the roll with all Fire Commissioners present. Administrator Murtaugh, Fire Chief Farley, Fire Official O'Donnell, Captain Sanderson, Captain Krier, Firefighter Campbell, Firefighter Hubbs and Firefighter Medlar also attended the meeting. It has been noted that Financial Officer Sims, Deputy Fire Chief Cope and Captain Leahy were absent from the meeting.

COMMUNICATIONS: Commissioner DiCicco reported:

- Received a Thank You letter from West Deptford Twp. Police Department regarding our assistance during a critical incident on November 9, 2025.

APPROVAL OF MEETING MINUTES: Commissioner DiCicco made a motion which was seconded by Commissioner Bobiak to approve the regular minutes from November 25, 2025, and approved by a unanimous voice vote.

ADMINISTRATORS REPORT: Administrative Murtaugh reported:

- Payroll is good
- Must do another application to receive the USDA Grant
- We might have to take out a two-month loan or pay cash for the new truck until we receive the Grant money.
 - We will not receive the Grant money until the truck is here and they come out to inspect.

FIRE CHIEF FARLEY reported:

- Pump testing is complete and all three passed with no issues
- Mandatory training is scheduled for January 10th @ 3pm and January 17th @ 8am 2026
- 2026 officers meeting going well, but would like to have more help

FIRE OFFICIAL O'Donnell reported:

- All inspections have been done

OFFICE CLERK Danze reported:

- Sent 2026 advertisement for Professional Services to the SJ Times. RFP's are due back by December 31st, 2025

FINANCE Administrative Murtaugh reported:

- Administrator Murtaugh discussed and introduced the Westville Fire District 2026 budget

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- Chairman Marsden read a Resolution Authorizing the Transfer Between Budget Appropriations for the year 2025. After the resolution was read, Commissioner Bobiak made a motion to approve which was seconded by Commissioner Rich and approved by a unanimous roll call vote by all commissioners.
- Commissioner Rich made a motion which was seconded by Commissioner DiCicco to approve the Resolution Introduction of the 2026 Fire District budget and approved by a unanimous roll call vote by all commissioners.
- Commissioner Morina made a motion which was seconded by Commissioner Bobiak to close out and deposit all remaining petting cash funds by December 31, 2025, as per law and was approved by unanimous voice vote.

LIASON TO THE FIRE CHIEF: nothing reported

TRAINING & SAFETY: nothing reported

JIF COMMITTEE: nothing reported

PERSONNEL: nothing reported

PROPERTY & EQUIPMENT:

- Commissioner Morina asked, what is going on with the boat?
 - Chief Farley stated that it is all fixed and in the garage. Commissioner Morina asked who can drive it? Chief Farley replied that they are working on that for 2026.

POLICY: nothing reported

COMMENTS FROM THE PUBLIC: A motion to open the meeting to the public was made by Commissioner Morina which was seconded by Commissioner Rich and approved by a unanimous voice vote.

As no one from the public attended a motion to close the meeting to the public was made by Commissioner Bobiak, which was seconded by Commissioner Morina and approved by a unanimous voice vote.

PRESENTATION AND PAYMENT OF BILLS: After the list of bills were reviewed by the Board a motion to pay the bills was made by Commissioner Morina which was seconded by Commissioner Rich and approved by a unanimous roll call vote.

OLD BUSINESS:

- Chairman Marsden reminded everyone that the next regular meeting is scheduled for January 27th, @ 6:30pm.

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NEW BUSINESS:

- Chairman Marsden thanked the Fire Department for a great job on the Holiday Lights and the Santa Christmas party.
- Administrator Murtaugh announced that this is Commissioner Bobiak's last meeting as he has resigned as Fire Commissioner. Congratulation Commissioner Bobiak and Thank You!

ADJOURNMENT: Without any further matters to discuss at tonight's meeting, Commissioner DiCicco made a motion which was seconded by Commissioner Bobiak to adjourn the meeting at 7:28 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Vincent DiCicco', with a long horizontal flourish extending to the right.

*Vincent DiCicco
Secretary, Board of Fire Commissioners
kcd*

**WEST DEPTFORD TOWNSHIP
Police Department**

400 Crown Point Rd.
West Deptford, New Jersey 08086
Dispatch (856) 845-2300
Non-Emergency (856) 853-4599
Fax (856) 853-2940



MICHAEL FRANKS
Chief of Police



MEGAN KERR
Public Safety Liaison



Chief Eric Farley,

I want to extend my sincere thanks to you and your personnel for the mutual aid assistance provided during our critical incident on Sunday November 9, 2025, at approximately 1745 Hrs. Your department's support was greatly appreciated and played an important role in ensuring the scene was secure for West Deptford officers dealing with the incident.

Please pass along my appreciation to all the members of your department who responded and assisted. The continued cooperation and partnership among our agencies are invaluable, and I truly appreciate your willingness to help when called upon.

Respectfully,

A handwritten signature in black ink, appearing to read 'Chief Mike Franks'.

Chief Mike Franks
West Deptford Police Department

**PUBLIC NOTICE
WESTVILLE FIRE DISTRICT**

**NOTICE FOR SOLICITATION OF QUALIFICATIONS FOR PROFESSIONAL
SERVICES UNDER A FAIR AND OPEN PROCESS FOR 2026**

NOTICE is hereby given that proposals for professional services, not subject to bidding pursuant to, and in accordance with N.J.S.A. 40A:11-5 and N.J.S.A. 19:44A-20.5 et seq., will be received by the Westville Fire District. The proposals must be submitted to Vincent DiCicco, Secretary, 23 West Olive Street, Westville, New Jersey 08093 on or before December 31, 2025.

Proposals for the following professional services for 2025 will be accepted for:

Fire District Auditor
Fire District Medical Provider
Fire District Solicitor
Risk Management Consultant
Payroll Services

Each submission to be considered shall comport to the criteria set forth herein:

1. Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.
2. The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
3. The applicant shall submit a resume which shall set forth information including, but not limited to, the following (as applicable to a business entity or individual professional):
 - a. Full name and business address;
 - b. A listing of all post high school education of the applicant;
 - c. Dates of licensure in the State of New Jersey and any other State;
 - d. A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held there;
 - e. The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
 - f. A listing of all special accreditations held by the individual licensed professional or business entity;
 - g. A listing of all previous entities served by the business entity or licensed professional, indicating the dates of services and position held.

h. Please include a proposed form of contract.

4. The applicant shall submit one (1) original and one (1) copy of all requested documents.
5. An applicant for the position of Fire District Auditor must acknowledge in writing that a failure by the applicant, not attributable to the Fire District, to timely submit the annual audit to the Department of Community Affairs by the May 31 deadline (or by any extended dead line granted by the Department of Community Affairs) will result in a deduction by the Fire District from the billing for said audit in an amount of \$100 per day for each day that the audit is filed beyond the May 31 or extended deadline.

Applicants are required to comply with the requirements of P.L. 1975, c.127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Applicants are also required to submit a Statement of Ownership with their RFP as required by P.L. 1977, c.33 (Disclosure of Ownership).

Please be advised that all proposals shall be evaluated by the Fire District on the basis of that which is the most advantageous to the Fire District, taking into consideration the above factors. Please be further advised that the Fire District reserves the right to reject all of the proposals submitted.

The Fire District is not responsible for the loss or destruction of any proposals mailed or delivered to the Fire District Secretary prior to the deadline set for receipt of proposals.

Vincent DiCicco, Secretary

RESOLUTION
AUTHORIZING THE TRANSFER BETWEEN BUDGET APPROPRIATIONS OF THE
WESTVILLE FIRE DISTRICT NO. 1
FOR THE YEAR 2025

WHEREAS, there are certain budget appropriations that are not sufficient to pay outstanding bills; and

WHEREAS, unencumbered funds are available in certain budget appropriations sufficient to cover the outstanding bills; and

WHEREAS, statutes provide for budget appropriation transfers during the last two months in such instances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Westville Fire District No. 1 that the Treasurer be hereby authorized to make the following transfers:

From:

Total Transfer From:	Hospitalization	\$5,885.44
	Insurance	\$4,381.58
	LOSAP	\$3,539.00
	PT Fire Fighter/EMT Salary	\$2,651.05

Total Transfer **\$16,457.07**

To:

Total Transfer To:	Auditor Services	\$462.50
	Professional / Services Doctor	\$165.00
	Supplies and Maintenance	\$15,733.51
	Supplies Fire Service Grant	\$96.06

Total Transfer **\$16,457.07**

ADOPTED at the regular meeting of the Board of Fire Commissioners of the Westville Fire District No. 1 held on December 16, 2025.

ATTEST:



Vince Diccio, Secretary



William Marsden, Chairman

2026 FIRE DISTRICT BUDGET RESOLUTION

Westville Borough FD No. 1

FISCAL YEAR: January 1, 2026 to December 31, 2026

WHEREAS, the Annual Budget for Westville Borough FD No. 1 (the 'Fire District') for the fiscal year beginning January 1, 2026 and ending December 31, 2026 has been presented before the Board of Commissioners of the Fire District at its open public meeting of December 16, 2025; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et seq.); and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$886,755.00 which includes an amount to be raised by taxation of \$765,591.00 and Total Appropriations of \$886,755.00; and

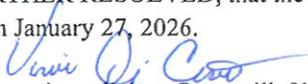
WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on December 16, 2025 that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2026 and ending December 31, 2026 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on January 27, 2026.


vince.dicicco@westvillefd.com

12/16/2025
(Date)

(Secretary's Signature)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
William Marsden	X			
Joseph Bobiak	X			
Vince DiCicco	X			
Dennis Morina	X			
Jim Rich	X			

Westville Fire District #1
Monthly Bills - First Colonial National Bank
December 16, 2025

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
11/30/2025	8494	Airgas USA, LLC	Monthly Cylinder Rental - Invoice #5520680867	-48.00
11/30/2025	8495	All Geared Up	Inv #17259	-650.00
11/30/2025	8496	Auto Zone	Inv #0329135268 - 03291395497 - 032913952...	-378.31
11/30/2025	8497	Camden County Fire Chiefs	Inv #Q-25-041 - Uose of Burn Building	-800.00
11/30/2025	8498	Eastern Fire Equipment Services (EFES)	Dual Raker Carbide-Tipped - Inv #INV328659	-578.22
11/30/2025	8499	New Jersey Motor Vehicle Commission	2026 Admin Fee - OL015990 PO#25-201	-150.00
11/30/2025	8500	PSE & G	Billing for November - Acct #6742927208	-97.18
11/30/2025	8501	Rowan College of South Jersey	Incident Command System 1-200 Course - Inv...	-150.00
11/30/2025	8502	Technical Fire Services, Inc.	Inv # 8149 & # 7912	-1,950.00
11/30/2025	8503	Westville Fire Department	Rent, Alarm & Electric Reimbursement for De...	-25,930.00
12/05/2025	8491	Borough of Westville	Fuel for November	-479.12
12/05/2025	8492	Holt McNally & Associates	Preparation of the 2026 Budget - Inv #46461	-412.50
12/05/2025	8493	Visa	Acct #1497 - PO 25-220	-0.99
12/11/2025	Direct Pay	PERS	4th Quarter Monthly - PERS & Contr Ins. Ref ...	-830.00
12/16/2025	8504	New Pig Corporation	Inv # 24841558-00 & 24841558-01	-785.33
12/16/2025	8505	Petty Cash - Westville Fire District #1	Close out Petty Cash 2025 (receipts)	-155.90
Total NEW 1st Colonial National Bank				-33,395.55
TOTAL				-33,395.55

Westville Fire District #1
Budget Balance Sheet - 2025
January 2025 through December 2025

Accrual Basis

	Jan - Dec 25	Budget
Ordinary Income/Expense		
Income		
American Rescue Grant	75,000.00	75,000.00
Borough Insurance Dividend	0.00	4,000.00
Borough Senior Housing Payment	649.13	500.00
District Taxes	611,028.10	671,026.62
Emp Health Ins Reimbursement	3,750.00	3,900.00
HLS-SAFER Grant	14,712.50	22,867.00
Interest	6,422.97	2,000.00
Misc Item of Revenue	6,008.80	0.00
New Jersey Turnpike Authority	1,600.00	1,700.00
Supplemental Fire	1,764.00	1,764.00
UFSA - Penalties & Fines	125.00	200.00
UFSA - Registration Fees	29,521.23	20,000.00
Westville Shared Service	20,000.00	20,000.00
Total Income	770,581.73	822,957.62
Gross Profit	770,581.73	822,957.62
Expense		
007 Copier Lease	3,419.54	3,600.00
008 Hospitalization	64,114.56	70,000.00
010 Insurance	40,618.42	45,000.00
011 Office Supplies/Fire Dist	2,374.60	3,000.00
012 Auditor Services	16,462.50	16,000.00
014 Legal Service	302.20	2,000.00
016 Computer Equip & Cyber Sec	402.05	19,000.00
017 Advertising	280.51	1,000.00
018 Memberships/Dues	475.00	1,000.00
019 Professional Services/Doc	7,365.00	7,200.00
020 Fire Department Rental	36,000.00	36,000.00
021 Computer IT - Help Desk	32,456.16	16,000.00
023 Supplies & Maint	45,733.51	30,000.00
024 Training & Education	3,640.62	4,000.00
025 Utilities	21,776.72	25,000.00
026 Supplies/Fire Service Grant	2,468.06	2,374.00
027 Chiefs Fund	5,615.23	20,000.00
029 FM Sup/Equip/Postage/Misc	260.89	750.00
030 FM Uniforms	1,369.00	2,500.00
032 EMS Sup/Equip/Misc	580.32	1,000.00
034 Ladder truck Lease Payment	65,760.62	65,761.00
035 LOSAP Award	19,461.00	23,000.00
037 HLS Safer Grant	22,040.75	22,867.00
039 Fuel	5,308.75	9,000.00
040 Misc Expenses	5,000.00	0.00
059 Social Security	17,892.52	13,000.00
060 State Unemployment	1,306.35	13,000.00
061 Employer Pension Contrib	12,688.00	12,688.00
062 Child Support	0.00	12.00
063 Prime Point Payroll Expense	2,281.00	3,500.00
065 Employee Pension Contrib	3,334.98	0.00
071 Petty Cash	311.80	200.00
Payroll Expenses		
FIRE FIGHTER / CEFM	51,343.36	48,500.00
Firefighter/EMT	125,066.33	135,500.00
Part Time FF/EMT	27,694.35	46,035.00
Salary - Administrator	3,422.14	3,500.00
Salary - CFO	3,365.50	3,500.00
Salary - Fire Inspector	1,730.70	2,500.00
Salary - Fire Official	2,884.50	3,000.00
Salary - Office Clerk	12,805.70	13,200.00
Salary -Retro	1,726.50	0.00
Westville CEFM	0.00	4,000.00
Westville CEFM	3,846.00	0.00

Westville Fire District #1
Budget Balance Sheet - 2025
January 2025 through December 2025

Accrual Basis

	<u>Jan - Dec 25</u>	<u>Budget</u>
Total Payroll Expenses	<u>233,885.08</u>	<u>259,735.00</u>
Total Expense	<u>674,985.74</u>	<u>728,187.00</u>
Net Ordinary Income	<u>95,595.99</u>	<u>94,770.62</u>
Net Income	<u><u>95,595.99</u></u>	<u><u>94,770.62</u></u>