

**WESTVILLE FIRE DISTRICT #1  
BOARD OF FIRE COMMISSIONERS  
23 WEST OLIVE STREET  
MEETING MINUTES  
June 24, 2025**

Meeting was called to order at 6:30 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" 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. Financial Officer Sims, Captain Sanderson, Captain Leahy, Captain Krier, Firefighter Campbell and Firefighter Hubbs also attended the meeting. It has been noted that Administrator Murtaugh, Fire Chief Farley, Deputy Fire Chief Cope and Fire Official O'Donnell were absent from the meeting.

**COMMUNICATIONS:** nothing reported:

**APPROVAL OF MEETING MINUTES:** Commissioner DiCicco made a motion which was seconded by Commissioner Bobiak to approve the regular minutes from May 27, 2025 and approved by a unanimous voice vote.

**ADMINISTRATORS REPORT:** nothing reported:

**FIRE CHIEF FARLEY:** Captain Sanderson reported in Chief Farley's absence:

- Mutual Aid plans for building, dwelling and structures for Westville Fire Department and National Park Fire Department have been updated and submitted to Gloucester County Dispatch.
- Food truck inspections for the upcoming fireworks are all in order.
  - Commissioner DiCicco asked what time the fireworks start? Captain Sanderson stated that they start at dusk.

**FIRE OFFICIAL O'Donnell:** nothing reported

**OFFICE CLERK Danze:** nothing reported.

**FINANCE:** Financial Officer Sims reported.

- 2024 Audit is good, just waiting for a report from the State, hopefully by the next meeting it should be finalized.
- Renewal for Rider Insurance from Hardenbergh Insurance Group/Provident – this insurance is not included in the Jiff Insurance.
- Commissioner Rich made a motion which was seconded by Commissioner Morina to approve the resolution to void three checks that didn't print properly, check 's 8385, 8386, 8389 and approved by a unanimous voice vote.

**LIASON TO THE FIRE CHIEF:** nothing reported.

**TRAINING & SAFETY:** nothing reported.

**JIF COMMITTEE:** nothing reported

**WESTVILLE FIRE DISTRICT #1  
BOARD OF FIRE COMMISSIONERS  
23 WEST OLIVE STREET  
MEETING MINUTES  
June 24, 2025**

**PERSONNEL:**

Commissioner DiCicco made a motion which was seconded by Commissioner Bobiak to approve Per-Diem Firefighter Timothy Nessler effective June 1, 2025, and approved by a unanimous voice vote.

**PROPERTY & EQUIPMENT:** nothing reported.

**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 Bobiak and approved by a unanimous voice vote. As no one from the public attended the meeting a motion to close the meeting to the public was made by Commissioner DiCicco, which was seconded by Commissioner Bobiak 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 July 22<sup>nd</sup>, @ 6:30pm.

**NEW BUSINESS:**

- Chairman Marsden is asking that you keep Deptford Firefighter and dear friend Mike Gallagher in your prayers.

**ADJOURNMENT:** Without any further matters to discuss at tonight's meeting, Commissioner Rich made a motion which was seconded by Commissioner Morina to adjourn the meeting at 6:39 p.m.

*Respectfully Submitted,*

  
Vincent DiCicco

*Secretary, Board of Fire Commissioners*

*kcd*

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WESTVILLE & NATIONAL PARK FIRE DEPARTMENTS MEMORANDUM

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TO: GLOUCESTER COUNTY EMERGENCY RESPONSE CENTER

FROM: CHIEFS ERIC FARLEY & MARK GISMONDI

SUBJECT: MUTUAL AID UPDATE TO TAKE EFFECT UPON RECEIPT

DATE: MAY 1, 2025

CC: MAYOR FRITZ H. SIMS JR. - WESTVILLE  
MAYOR DENNIS BURKE - NATIONAL PARK  
CHAIRMAN WILLIAM MARSDEN – WESTVILLE FIRE DISTRICT NO. 1

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Please update the Westville and National Park Fire Departments mutual aid plan for buildings, dwellings and structures to the following.

**Fireground Radio Frequency Channel:** FG2 Analog

**Initial Dispatch:**

Westville - District 7, National Park - District 8 with West Deptford - District 6, Gloucester City - Quint 5, Battalion 5 and Brooklawn – Engine 3443. **(Radio Dispatch as Taskforce 7 or 8).**

**Working Fire:**

Re tone District 7 and 8. RIT Group – Wenonah Squad 1311, Woodbury Heights Squad 1518 with Chiefs 1301,1501. (2) GCEMS BLS.

Fire Marshal: Westville FMO

National Park – Gloucester County FMO

**First Alarm Cover (Regional Cover for all Gloucester County Municipalities)**

Deptford Squad 921 and Tower 936 cover the FD of the working fire location.

Gibbstown Rescue 2118 Cover opposite FD of the working fire location.

Woodbury Engine 513 – Cover from Woodbury FD.

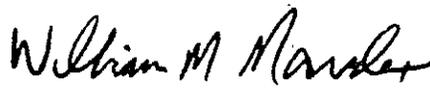
Cover Chief on availability (ONE): 9201,9301,21101,501

**\*This plan must be followed under the emergency resources availability for service.**

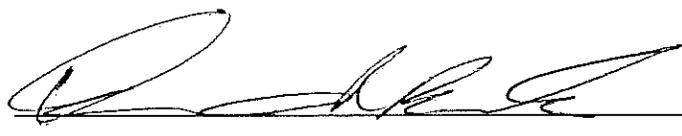
Please make these changes as soon as possible. When complete, please forward a copy of the updated box changes from your system for our review.

Thank you for your cooperation in this matter. Please feel free to contact us regarding any questions.

  
\_\_\_\_\_  
DATE: 5-1-25  
Mayor Fritz H. Sims Jr. Borough of Westville

  
\_\_\_\_\_  
DATE: 5-1-25  
Chairman William Marsden Westville Fire District No. 1

  
\_\_\_\_\_  
DATE: 5-1-25  
Chief Eric S. Farley Westville Fire District No. 1

  
\_\_\_\_\_  
DATE: 5-1-25  
Mayor Dennis Burke Borough of National Park

  
\_\_\_\_\_  
DATE: 5-1-2025  
Chief Mark Gismondi National Park Fire Department

**WESTVILLE FIRE DISTRICT NO. 1  
COUNTY OF GLOUCESTER**

**Resolution Authorizing Cancellation of Checks**

**WHEREAS**, the following check was drawn by the Westville Fire District No. 1:

<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
8385 – 8386 – 8389		didn't print properly

**WHEREAS**, the above listed checks were printed in error, incorrectly and/or lost but have not been cashed by vendors and returned to the Westville Fire District,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire commissioners of the Westville Fire District No. 1 that the above checks be cancelled and treated as miscellaneous revenue of the Fire District.

This resolution was adopted at the regular meeting of the Westville Fire District No. 1, in the County of Gloucester on the 24th day of June, 2025

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
 June 24, 2025

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
06/07/2025	8382	Green Technology Services	Web Servies for 4/1/25 - 6/30/25 Invoice #4289	-7,825.35
06/10/2025	Direct Pay	PERS	May 2nd Qt - Ref # 16100585	-830.00
06/10/2025	8383	Borough of Westville	Fuel for May 2025 - PO #25-099	-479.77
06/10/2025	8384	PSE & G	Billing for May - Acct #6742927208	-48.85
06/20/2025	Direct Pay	Primepoint	June 2025 Payroll services - Inv #669299	-162.75
06/20/2025	8388	Comcast Cable	Acct# 8499 05 109 0043237- Service 6/12 to 7...	-382.62
06/20/2025	8387	Westville Fire Department	June 2025 Rent & Reimbursement for Alarm ...	-1,930.00
06/20/2025	8390	AT&T Mobility	Inv#7931X06132025 - PO #25-094	-375.77
06/24/2025	8391	Airgas USA, LLC	Monthly Cylinder Rental - Invoice #5516516827	-32.99
06/24/2025	8392	Auto Zone	Inv #03291208271	-9.89
06/24/2025	8393	Continental Fire & Safety	Paratech 22-79270 Contour Base - Inv #S2742	-260.30
06/24/2025	8394	Deptford Fire Department - Canteen Fund	Reimbursement for food - Edgewater Ave	-435.31
06/24/2025	8395	Great America Leasing Corp.	Monthly Copier lease - Invoice #39378108	-195.52
06/24/2025	8396	Hardenbergh Insurance Group	Inv#18273 Renewal of ACC & Sickness PO#2...	-12,352.00
06/24/2025	8397	Westville Fire Department	Reimbursement Visa - District Zoom	-115.99
Total NEW 1st Colonial National Bank				-25,437.11
<b>TOTAL</b>				<b>-25,437.11</b>

**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	0.00	500.00
District Taxes	328,065.60	671,026.62
Emp Health Ins Reimbursement	1,950.00	3,900.00
HLS-SAFER Grant	14,712.50	22,867.00
Interest	2,986.21	2,000.00
Misc Item of Revenue	5,000.00	0.00
New Jersey Turnpike Authority	800.00	1,700.00
Supplemental Fire	0.00	1,764.00
UFSA - Penalties & Fines	75.00	200.00
UFSA - Registration Fees	13,994.02	20,000.00
Westville Shared Service	0.00	20,000.00
<b>Total Income</b>	<b>442,583.33</b>	<b>822,957.62</b>
<b>Gross Profit</b>	<b>442,583.33</b>	<b>822,957.62</b>
Expense		
007 Copier Lease	1,817.82	3,600.00
008 Hospitalization	0.00	70,000.00
010 Insurance	12,352.00	45,000.00
011 Office Supplies/Fire Dist	1,141.53	3,000.00
012 Auditor Services	13,500.00	16,000.00
014 Legal Service	252.20	2,000.00
016 Computer Equip & Cyber Sec	398.09	19,000.00
017 Advertising	183.33	1,000.00
018 Memberships/Dues	300.00	1,000.00
019 Professional Services/Doc	6,145.00	7,200.00
020 Fire Department Rental	6,000.00	36,000.00
021 Computer IT - Help Desk	15,880.22	16,000.00
023 Supplies & Maint	15,236.13	30,000.00
024 Training & Education	1,072.72	4,000.00
025 Utilities	11,487.95	25,000.00
026 Supplies/Fire Service Grant	1,431.36	2,374.00
027 Chiefs Fund	1,338.68	20,000.00
029 FM Sup/Equip/Postage/Misc	185.89	750.00
030 FM Uniforms	0.00	2,500.00
032 EMS Sup/Equip/Misc	188.83	1,000.00
034 Ladder truck Lease Payment	0.00	65,761.00
035 LOSAP Award	19,461.00	23,000.00
037 HLS Safer Grant	14,712.50	22,867.00
039 Fuel	2,787.32	9,000.00
040 Misc Expenses	5,000.00	0.00
059 Social Security	9,306.80	13,000.00
060 State Unemployment	851.55	13,000.00
061 Employer Pension Contrib	14,774.62	12,688.00
062 Child Support	0.00	12.00
063 Prime Point Payroll Expense	1,415.50	3,500.00
065 Employee Pension Contrib	-948.04	0.00
071 Petty Cash	200.00	200.00
Payroll Expenses		
FIRE FIGHTER / CEFM	26,681.14	48,500.00
Firefighter/EMT	66,430.83	135,500.00
Part Time FF/EMT	11,011.45	46,035.00
Part Time Position	2,288.00	0.00
Salary - Administrator	1,806.70	3,500.00
Salary - CFO	1,750.06	3,500.00
Salary - Fire Inspector	0.00	2,500.00
Salary - Fire Official	1,384.56	3,000.00
Salary - Office Clerk	6,576.10	13,200.00
Salary -Retro	1,726.50	0.00
Westville CEFM	0.00	4,000.00
Westville CEFM	1,999.92	0.00

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

Accrual Basis

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	Jan - Dec 25	Budget
Total Payroll Expenses	121,655.26	259,735.00
Total Expense	278,128.26	728,187.00
Net Ordinary Income	164,455.07	94,770.62
Net Income	<u>164,455.07</u>	<u>94,770.62</u>