

**WESTVILLE FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
23 WEST OLIVE STREET
MEETING MINUTES
November 25, 2025**

Meeting was called to order at 6:34 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, Financial Officer Sims, Fire Chief Farley, Fire Official O'Donnell, Captain Sanderson, Captain Leahy, Captain Krier, Firefighter Campbell, Firefighter Hubbs, Firefighter Frost, Firefighter Medlar and Firefighter Lent also attended the meeting. It has been noted that Deputy Fire Chief Cope was absent from the meeting.

COMMUNICATIONS: Commissioner DiCicco reported:

- Received a completed CNC-3 Fire District Certification from the Borough of Westville

APPROVAL OF MEETING MINUTES: Commissioner DiCicco made a motion which was seconded by Commissioner Rich to approve the regular minutes from October 28, 2025, and approved by a unanimous voice vote.

ADMINISTRATORS REPORT: Administrative Murtaugh reported:

- Administrative Murtaugh and Financial Official Sims discussed the 2026 Budget in depth and plan to have it reviewed by the Commissioners and to be introduced for the next meeting scheduled for December 16th, 2025
 - Administrative Murtaugh prepared and discussed a ten-year Capital Budget Plan for the District
- Payroll is good
- There will be changes to our e-mails that will lower our bills.
- We were notified by Congressmen Norcross that the Fire District was awarded a \$900,000.00 USDA Federal Grant to support the purchase of a new fire truck
- Researching renting a POD container to hold old files until we can destroy Fire District files following mandated retention schedule
- Chairman Marsden stated that Commissioner Morina and himself will be attending a meeting on December 3rd, 2025, with the Westville Borough Officials to discuss Code Enforcement and a possible Fire Inspection Shared Service agreement

FIRE CHIEF FARLEY reported:

- Ladder Truck is back from being repaired, Chairman Marsden asked how long till the truck is in service? Chief Farley stated hopefully by the weekend.
 - Still doing testing on the Ladder Truck and will do a bumper-to-bumper road test
- Mandatory training is scheduled for January 10th and January 17th, 2026
- PEOSH report will be out to everyone shortly

**WESTVILLE FIRE DISTRICT #1
BOARD OF FIRE COMMISSIONERS
23 WEST OLIVE STREET
MEETING MINUTES
November 25, 2025**

FIRE OFFICIAL O'Donnell: nothing reported

OFFICE CLERK Danze: nothing reported

FINANCE: nothing reported

LIASON TO THE FIRE CHIEF: nothing reported

TRAINING & SAFETY: nothing reported

JIF COMMITTEE: nothing reported

PERSONNEL: nothing reported

PROPERTY & EQUIPMENT: nothing reported

POLICY:

- Policy #P4.1 – Requirements for Apparatus Riding Members of the Westville District was discussed

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

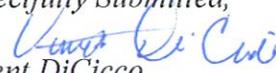
OLD BUSINESS:

- Chairman Marsden reminded everyone that the next regular meeting is scheduled for December 16th, @ 6:30pm.
- Financial Officer Sims stated that the next meeting will be the close out for the end of the year

NEW BUSINESS: nothing reported:

ADJOURNMENT: Without any further matters to discuss at tonight's meeting, Commissioner Morina made a motion which was seconded by Commissioner Bobiak to adjourn the meeting at 7:26 p.m.

Respectfully Submitted,


Vincent DiCicco
Secretary, Board of Fire Commissioners
kcd



Borough of Westville

"Gateway to South Jersey"

165 Broadway
Westville, NJ 08093-1148
Telephone: 856-456-0030
Fax: 856-742-8190
www.westville-nj.com

Fritz H. Sims, Jr.
Mayor

Bruce Nordaby
Council President

Ryan J. Giles
Administrator, Municipal Clerk

John A. Bruno, Jr.
CFO

October 23, 2025

Mayor Fritz Sims, Chairman
Westville Fire District
Board of Commissioners
23 W. Olive Street
Westville, NJ 08093

RE: CNC-3 Fire District Form

Dear Mayor Sims,

As requested by the Division of Taxation, attached is a completed CNC-3 Fire District Certification New Construction Form for your budget preparation.

Should you need additional information, please let me know.

Sincerely,

Nicole L. O'Hara
Certified Tax Collector

Attachment

People

Purpose

Progress

**CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/
PARTIAL ASSESSMENTS**

(N.J.S.A. 40A:4-45.44 et seq.)

Municipality: Westville County: Gloucester
Fire District Code: 0821 Total Number of Fire Districts: (1)

File Form CNC-3 by October 25 of the Current Tax Year for All Fire Districts in the Municipality

N.J.S.A. 40A:4-45.44 et seq. provides for a statutory exception to the budget cap imposed on fire districts. It uses, in part, the revenue generated by new construction and improvements in a fire district which were not reflected in the prior year's Tax List.

ASSESSOR: ENTER DATA ON LINES 1 THROUGH 2C, SIGN AND DATE THE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. SEE REVERSE SIDE.

1. For reference only: Provide the aggregate assessed value for the fire district as filed on the current Tax Year's January 10th Tax List. This is the fire district value as of October 1st of the pre-tax year before Added Assessments.

\$ 235,304,850 (1)

2. Provide the total valuation (not prorated) of new construction and improvements from the Added Assessment List filed on October 1st of the current tax year (Line 2a) minus the total valuation of any Added Assessment tax appeal reductions from the prior tax year (Line 2b) for the adjusted total valuation of new construction and improvements (Line 2c). Do not include Omitted Added Assessments, prior year Added Assessments, Omitted Assessments, or property transferred from the Exempt List to the Tax Assessment List, or any land, whether subdivided or not on Line 2a

\$ 280,100 (2a)

— \$ 41,000 (2b)

= \$ 239,100 (2c)

Ken B. Nolen
Assessor Signature

10/20/25
Date

TAX COLLECTOR

3. Provide the Fire District Tax Rate from the current tax year (expressed as a decimal, \$ per hundred).

.00286 (3)

4. Amount of permitted revenue increase =
Line 2c * Line 3
(N.J.S.A. 40A:4-45.45)

\$ 683.83 (4)

Nicole J. Difina
Tax Collector Signature

10-23-25
Date

WESTVILLE FIRE DISTRICT

12 YEAR CAPITOL PLAN

REGULAR ELECTION

MARCH 2015 PURCHASE IN THE REARS- \$ 825,000.00 NEW LADDER TRUCK

FIRST PAYMENT FOR NEW LADDER TRUCK OF \$ 300,000.00 IN 2016 AND THEN 9 EQUAL PAYMENTS OF \$ 72,317.00

\$245,000.00 CURRENT PLUS \$ 25,000.00 FROM 2014, 25,000.00 FROM 2015 AND \$ 5000.00 FROM 2016 BUDGET LEAVING \$ 50,000.00 TO CAPITOL

SPECIAL ELECTION

MARCH 2015 PURCHASE IN THE REARS- \$ 825,000.00 NEW LADDER TRUCK

\$ 300,000.00 DOWN AT SIGNING WITH LEASING COMPANY'S \$ 525,000.00

NEW LADDER TRUCK 10 EQUAL PAYMENTS OF \$ 62,777.00 STARTING IN 2016

\$245,000.00 CURRENT PLUS \$ 25,000.00 FROM 2014, 30,000.00 FROM 2015

2016 - REPLACE 17 SCBA BOTTLES (30 YEAR BOTTLES) \$ 17,000.00

2017 - REPLACE 16 SCBA BOTTLES (30 YEAR BOTTLES) \$ 16,000.00

2018 - REPLACE 16 SCBA BOTTLES (30 YEAR BOTTLES) \$ 16,000.00

USE AMBULANCE PAYMENT MONEY TO FUND THIS

MARCH -2018 PURCHASE IN THE REARS- \$ 110,000.00 RE-MOUNT AMBULANCE

FIRST PAYMENT IN MARCH OF 2019 OF \$ 18,000.00 X 7 TO PAY OFF (\$ 17,500.00)
IN BUDGET NOW

2026 – PURCHASE IN THE REARS - \$ 650,000.00 NEW RESCUE TRUCK

10 EQUAL PAYMENTS OF \$ 75000.00 (\$66,000.00 FROM LADDER AND
\$ 17,500.00 FROM AMBULANCE)

REPLACE FIREFIGHTER PPE AS NEEDED THROUGH CHIEFS BUDGET

CAPITOL LONG RANGE PLAN

2026 Utility Vehicle \$100,000.00

2027 Rescue Tools \$100,000.00 (Grant?)

2027 Portable Radios (20) \$106,000 (Grant?)

2028 Rescue Pumper \$1,400,000.00 - \$900,000.00 Grant + \$225,000.00 Match
-\$200,000.00 Total \$525,000.00 Approximately Working on Tightening this
estimate up

2029? Passenger Vehicle \$60,000.00

2032 (40) New SCBA Bottles \$56,000.00 (Grant?)

2034 (25) Turnout Gear \$137,000.00 (Grant?)

2035 SCBA (20) \$240,000.00 (Grant?)

WESTVILLE FIRE DISTRICT NO. 1
23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093

POLICY #	P4.1
DATE ADOPTED	09/09/08
DATE REVISED	12/15/25

**REQUIREMENTS FOR APPARATUS RIDING MEMBERS
OF THE WESTVILLE FIRE DISTRICT**

PURPOSE OF POLICY: TO DEFINE THE REQUIREMENTS OF MEMBERS AND NON-MEMBERS OF THE WESTVILLE FIRE DEPARTMENT FOR RIDING OF THE WESTVILLE FIRE DISTRICT APPARATUS

1. All members must be sworn in prior to riding Westville Fire District apparatus.
2. All sworn members must have a physical and PFT as prescribed in Westville Fire District policy # P2.1.
3. All sworn members must complete annual training as prescribed by the NJ Division of Fire Safety and the NJ Department of Health and Senior Services
4. All sworn FIRE/RESCUE/EMS members must secure Two (2) 12 hours shift duty crews or Four (4) Six (6) hour duty crews per month and participate in 10% of the Fire/Rescue calls and participate in 12 training drills annually. Failure to make the required % of calls & number of drills will result in the suspension of said member until he or she attends a Westville Fire District meeting to explain the failure to meet the requirement of this policy, The Westville Fire District has the right to reinstate or uphold the suspension depending on said member's circumstance after meeting with the Westville Fire District Board of Fire Commissioners.
5. All sworn members will maintain all certifications paid for by the Westville Fire District while being an active sworn member of the Fire District. Failure to maintain all current certifications will cause the sworn member to be placed out of service with the Fire District until the certification is reinstated or the cost of the certification is reimbursed to the Westville Fire District.
6. Any violation of the policy will only result in not being permitted on the Westville Fire District apparatus. Any violation of the policy will not effect any status of said members status with the Westville Fire Department

7. All sworn members will sign a copy of this policy which it will act as a contract between sworn member and the Westville Fire District.
8. The Fire Chief will report at the regular business meeting of each month the status of all members. The Fire Chief will forward any names that are placed inactive for any violation of this policy ASAP via E-Mail to the Westville Fire District. The member in violation will be notified to make arrangements to attend the regular business meeting of the Westville Fire District to explain their circumstances.
9. Members are asked to respond as long as they are physically able to. If a member is not physically able to fulfill the requirements of this policy, he or she will be placed out of service and not be involved with any Westville Fire District apparatus. This will not have any affect on his or her status with the Westville Fire Department. Life members of the Fire Department (Twenty (20) years of active service) are asked to give at least one 12 hour duty crew shift if possible and participate in as many FIRE/RESCUE calls as they can make.
10. Westville Fire District reserves the right to relieve any members of their obligations, once the member has attended a meeting with the Fire District Board of Commissioners.
11. All sworn members who have had Training Classes, Physicals and Uniforms paid for by the Westville Fire District must complete Two (2) cycles of Three (3) years, for a total of six (6) consecutive years of activity from time that the expenses of the training, physical and uniforms with the Fire District. If a sworn member leaves prior to completing Two (2) consecutive cycles of activity he or she will reimburse the Fire District for said classes paid for by the Westville Fire District. 1/6 of the reimbursement will be deducted from the total cost expended for Training, and Uniforms.
12. The cost of a members Annual current year's physical will be forgiven after the Members annual physical in the following year as long as the member has satisfied the requirements listed in # 4 above.

Westville Fire District Board of Fire Commissioners has the right to relieve any Member of payment upon the individual meeting with the Fire District.

This Separation Agreement and Release ("the Agreement"), is made and entered into by and between [INSERT MEMBER NAME], residing at [INSERT MEMBER ADDRESS, CITY, ZIP CODE] ("the Member"), acting on behalf of [himself/herself], and The Westville Fire Department, 836 Broadway, Westville New Jersey 08093.

1. The Agreement shall not in any way be construed as an admission on the part of the Department / District that it wrongfully or in any manner or fashion whatsoever violated any law or obligation to the Member. The Department / District specifically denies that it has violated any law or obligation relating to its employment of the Member and to the Member's separation from the department.

2. Immediately upon signature of this Agreement [OR SPECIFY OTHER DATE], the Member will return all Department / District property and information received in the course of time with the Department / District, including, without limitation, this includes any uniform, turn out gear, pager, specialized gear and t-shirts purchased by the Department / District. All of the above property shall be in good condition, save for normal wear and tear.

3. Payment for the following services provided by the Department / District and schedule are to be honored by the Employee.

Annual Physical: \$400.00 Price as Invoiced (If removed/separated from the Department / District with less than 12 months of active service from physical date).

Fire I/II Program: \$300.00 Price as Invoiced (If removed/separated from the Department / District with less than three (3) years of active service from the completion date).

Swiftwater/Ice Rescue Training: \$200.00 for each level, or Price as Invoiced (Operations, Technician, Emergency Boat Operator)

Uniforms: Class B: \$300.00 or Price as Invoiced

Uniforms: Class A: \$600.00 or Price as Invoiced
This includes all hardware (Badges (Breast and Hat) and Serving Since Badge.

Additional Training: Price as Invoiced

If at the time of separation, payment or a payment arrangement is not made and agreed to, the Department / District will seek to recoup all costs related to the separation that is owed. If after an attempt by the Department / District is made to seek financial restitution and no response from the separated employee or if the agreed upon financial arrangement falls to a delinquent account, criminal charges will be filled with the local authority having jurisdiction.

Both parties, by signing this legal document below, acknowledge that they understand the Separation Agreement and agree that upon termination can not pay the full balance due, will agree to a one-time payment arrangement. Separation will follow the current Westville Fire Department By-Laws. At the time of this agreement being signed, a current copy of the Westville Fire Department will be provided to the member.

Member Printed Name

Member Signature

Date

Chief of Department

Chief's Signature

Date

Physical Date: _____

Fire I/II Date: _____

Swiftwater: _____

Operations Date: _____

Technician Date: _____

Emergency Boat Operator: _____

Class B Uniform Issue Date: _____

Class A Uniform Issue Date: _____

Additional Training & Date: _____

Westville Fire District #1
Monthly Bills - First Colonial National Bank
November 25, 2025

Date	Num	Name	Memo	Amount
NEW 1st Colonial National Bank				
10/31/2025	8482	AT&T Mobility	Inv#7931X11132025 - PO #25-187	-375.83
10/31/2025	8483	Comcast Cable	Acct# 8499 05 109 0043237- Service 11/12 to ...	-383.56
11/04/2025	Direct Pay	PERS	4th Quarter Monthly - PERS & Contr Ins. Ref ...	-830.00
11/04/2025	8475	Carr's Hardware	Trans #B137126 & B135088	-92.81
11/04/2025	8476	ODP Business Solutions	Inv #445915849001	-166.46
11/18/2025	Direct Pay	Primepoint	November 2025 Payroll Services - Inv #689033	-165.25
11/18/2025	8477	Borough of Westville	Reimbursement for Jiff Insurance	-28,266.42
11/18/2025	8478	Great America Leasing Corp.	Monthly Copier lease - Invoice #40508896	-195.52
11/18/2025	8479	PSE & G	Billing for October - Acct #6742927208	-46.57
11/18/2025	8480	Westville Fire Department	RIT Group Safety Vests - Inv 25-001	-207.24
11/18/2025	8481	Borough of Westville	Fuel for October	-433.25
11/24/2025	8484	Auto Zone	Inv #03291362805	-44.49
11/24/2025	8485	Borough of Westville	3rd & 4th qt Health Ins for Farley & Sanderson	-32,057.28
11/24/2025	8486	Fire Line Equipment LLC	Ladder Truck repairs - Inv. 68801 - 68002 - 69...	-13,144.12
11/24/2025	8487	Holt McNally & Associates	Assist. w/ 2026 budget - Inv #46403	-550.00
11/24/2025	8488	OHD, LLLP	Inv #107380	-1,010.00
11/24/2025	8489	Westville Fire Department	Rent, Alarm & Electric Reimbursement for No...	-1,930.00
11/24/2025	8490	Fire Line Equipment LLC	Ladder Truck repairs	-8,500.00
Total NEW 1st Colonial National Bank				-88,398.80
TOTAL				-88,398.80

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	554,435.60	671,026.62
Emp Health Ins Reimbursement	3,600.00	3,900.00
HLS-SAFER Grant	14,712.50	22,867.00
Interest	6,159.29	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	25,621.70	20,000.00
Westville Shared Service	20,000.00	20,000.00
Total Income	709,676.02	822,957.62
Gross Profit	709,676.02	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	2,224.60	3,000.00
012 Auditor Services	16,050.00	16,000.00
014 Legal Service	302.20	2,000.00
016 Computer Equip & Cyber Sec	401.06	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	11,000.00	36,000.00
021 Computer IT - Help Desk	32,456.16	16,000.00
023 Supplies & Maint	43,405.20	30,000.00
024 Training & Education	2,690.62	4,000.00
025 Utilities	20,749.54	25,000.00
026 Supplies/Fire Service Grant	2,468.06	2,374.00
027 Chiefs Fund	4,251.68	20,000.00
029 FM Sup/Equip/Postage/Misc	260.89	750.00
030 FM Uniforms	719.00	2,500.00
032 EMS Sup/Equip/Misc	532.32	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	4,829.63	9,000.00
040 Misc Expenses	5,000.00	0.00
059 Social Security	17,188.32	13,000.00
060 State Unemployment	1,293.10	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	2,919.98	0.00
071 Petty Cash	200.00	200.00
Payroll Expenses		
FIRE FIGHTER / CEFM	50,663.12	48,500.00
Firefighter/EMT	120,376.28	135,500.00
Part Time FF/EMT	24,370.95	46,035.00
Part Time Position	2,288.00	0.00
Salary - Administrator	3,287.52	3,500.00
Salary - CFO	3,230.88	3,500.00
Salary - Fire Inspector	1,457.65	2,500.00
Salary - Fire Official	1,384.56	3,000.00
Salary - Office Clerk	12,202.50	13,200.00
Salary -Retro	1,726.50	0.00
Westville CEFM	0.00	4,000.00
Westville CEFM	3,692.16	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>224,680.12</u>	<u>259,735.00</u>
Total Expense	<u>632,126.88</u>	<u>728,187.00</u>
Net Ordinary Income	<u>77,549.14</u>	<u>94,770.62</u>
Net Income	<u><u>77,549.14</u></u>	<u><u>94,770.62</u></u>