

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

Meeting was called to order at 6:33 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. Administrator Murtaugh, Financial Officer Sims, Fire Chief Farley, Captain Sanderson, Captain Leahy, Captain Krier, Firefighter Campbell, Firefighter Hubbs, Firefighter Lent and Firefighter Scannapieco also attended the meeting. It has been noted that Deputy Fire Chief Cope and Fire Official O'Donnell were absent from the meeting.

**COMMUNICATIONS: Commissioner DiCicco reported:**

- Received the final approval of the 2024 Audit, along with the Audit Review Certificate, the Synopsis and the Balance Sheet from Holt McNally & Associates.

**APPROVAL OF MEETING MINUTES:** Commissioner Bobiak made a motion which was seconded by Commissioner Rich to approve the regular minutes from August 26, 2025, and approved by a unanimous voice vote.

**ADMINISTRATORS REPORT: Administrative Murtaugh reported:**

- Administrative Murtaugh is working with the State Legislative regarding the Leasing Law.
- Administrative Murtaugh will be having a meeting with our IT company to discuss how we can lower our payments.
- Ladder Truck is paid off
- Started working on the 2026 budget

**FIRE CHIEF FARLEY reported:**

The Chief submitted his monthly report for August 2025 to the Board and discussed it in detail. A few highlights from the report are:

- 113 assignments for August with 962 assignments for the year. The department also conducted three drills during the month.
- Fire Boat 7 – all repairs are completed
- Ladder Truck 736 is still out for repairs
- Had members take some classes at GCFA
- PEOSH Health inspection is scheduled for September 24, 2025
- Westville Fall Festivals are scheduled for September 27<sup>th</sup>, will have Fire Preventions displays around town.
- Truck Committee members were in Wildwood to look at modern apparatus.
  - A printed copy of the fire truck has been submitted and will have a meeting to review.

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

**OFFICE CLERK Danze:** nothing reported.

**FINANCE: reported:**

Commissioner Bobiak made a motion which was seconded by Commissioner DiCicco to approve the Resolution accepting the 2024 Audit and approved by a unanimous rollcall vote.

- Financial Officer Sims reported that the 2024 Audit went well with no general findings and would like to thank everyone for working together as a team.

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

**TRAINING & SAFETY:** nothing reported.

**JIF COMMITTEE:** nothing reported.

**PERSONNEL:** nothing reported.

**PROPERTY & EQUIPMENT:** nothing reported.

**POLICY:** nothing reported.

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

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**OLD BUSINESS:**

- Chairman Marsden reminded everyone that the next regular meeting is scheduled for October 28<sup>th</sup>, @ 6:30pm.

**NEW BUSINESS:** nothing reported:

**EXECTIVE SESSION:** After reading the resolution to hold an executive session Commissioner Rich made a motion which was seconded by Commissioner Bobiak and approved by a unanimous voice vote to hold an executive session from 6:45 pm to 7:50 pm. The purpose of the executive session was to discuss three areas: the future of Code Enforcement, 2026 Line Officers and 2026 Budget issues.

**ADJOURNMENT:** Without any further matters to discuss at tonight's meeting, Commissioner DiCicco made a motion which was seconded by Commissioner Rich to adjourn the meeting at 7:50 p.m.

*Respectfully Submitted,*



*Vincent DiCicco*  
*Secretary, Board of Fire Commissioners*  
*kcd*



**WESTVILLE FIRE DISTRICT NO. 1**  
GLOUCESTER COUNTY, NEW JERSEY

23 WEST OLIVE STREET  
WESTVILLE, NEW JERSEY 08093  
STATION: (856) 456-9432  
FAX: (856) 456-8870  
EMAIL: WFDFM@WESTVILLEFD.COM

**Activities for the Month of August 2025**  
**FIRE REPORT**

Month: 113	YTD:962	Drills Month:3
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**Office of the Fire Chief**

1. Maintenance / Mechanical:
    - a. Ladder 736 – Still at Fire Line since August 11, 2025 -Update all Jack repairs Complete, PM complete, Searching for a computer issue.
    - b. Fire Boat 7 is back from Pirate Marine repairs complete.
  2. Training:
    - i. 1 Member took outside vehicle extrication class at GCFA.
    - ii. 3 Members attending FF1 Class at GCFA all doing well.
  3. Equipment-
    - i. In process of testing hose and rotating our hose beds.
  4. Staff:
    - a. Career Staff- All Good
    - b. Volunteer – All Good
  5. Other Details:
    - a. PEOSH Health – Inspection September 24, 2025, at 10 am.
    - b. Westville Fall Festival Saturday September 27, 2025
    - c. Fire Preventions displays to various towns.
  6. Truck Committee:
    - a. 3<sup>rd</sup> Print is in (Copy in your packet)
    - b. E-mail went out today to set a meeting to review the stripper sheet to review where we are at. Date TBA)
    - c. Committee members were in Wildwood to look at modern apparatus.
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Executive Session:

7. Officers Candidates for 2026.

- a. Jeffery Sanderson
- b. Robert Leahy
- c. Mike Krier
- d. Robert Medlar Sr.
- e. Dan Baker
- f. Richard Hubbs

8. Setting up dates for interviews.

9. Review of job description.

10. Goals and objectives to the fire department and staff.

11. Personal goals and objectives for themselves.

12. The additional time needed to be an officer.



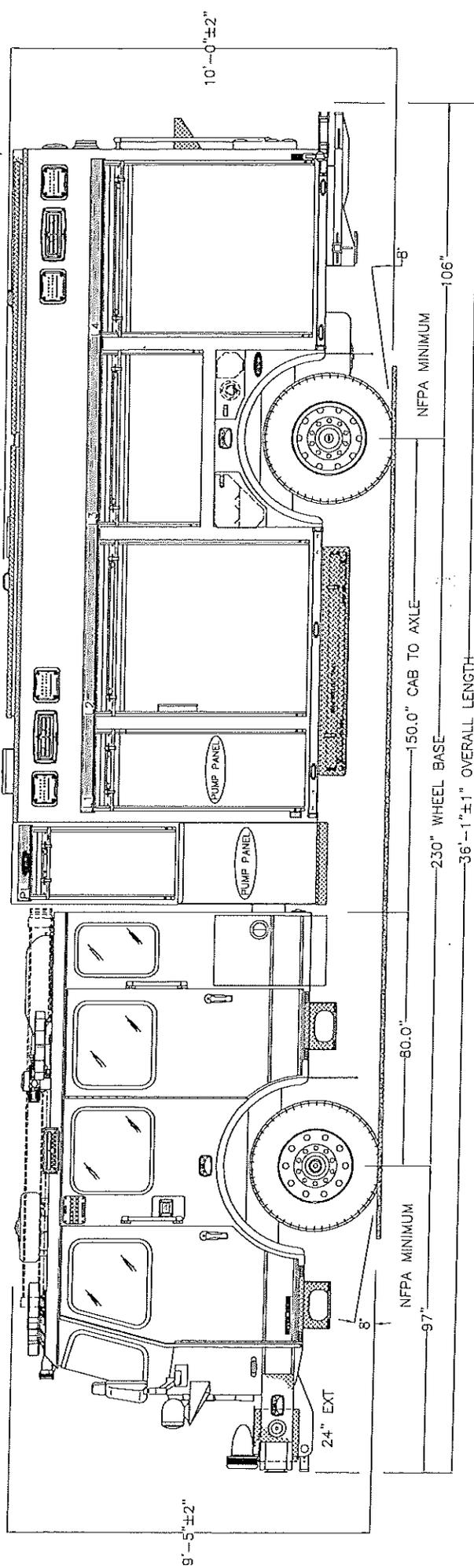
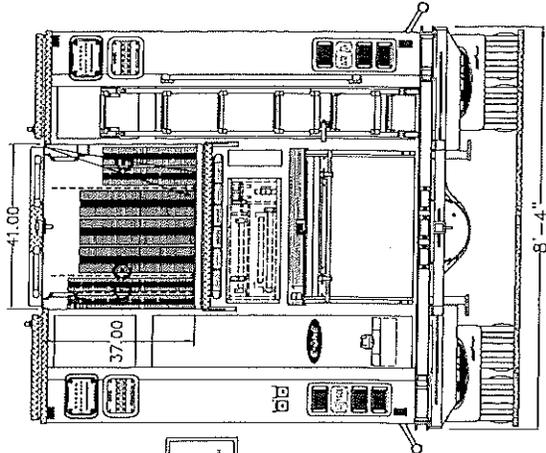
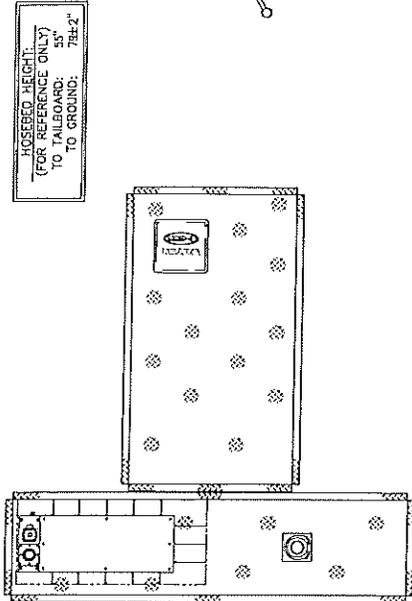
# WESTVILLE FIRE DISTRICT 1 WESTVILLE, NJ

Q141764  
PUMPER  
CYCLONE 4X2 CHASSIS

COMP.	OPENING	INTERIOR DIMENSION	HOSE LOAD
LI	24W	59H	400' OF 1.75" DJ
RI	24W	59H	400' OF 1.75" DJ
L2/R2	54W	59H	1000' OF 1.75" DJ
L3/R3	54W	25H	1000' OF 4.0" DJH
L4/R4	54W	59H	500' OF 2.50" DJ
BT	36W	21H	
		38W	
		30H	
		27D	

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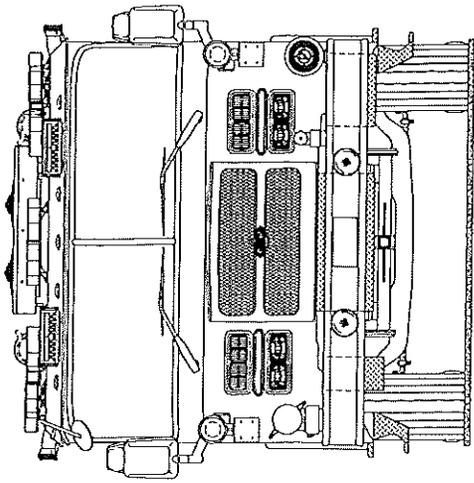


WESTVILLE FIRE DISTRICT 1  
WESTVILLE, NJ

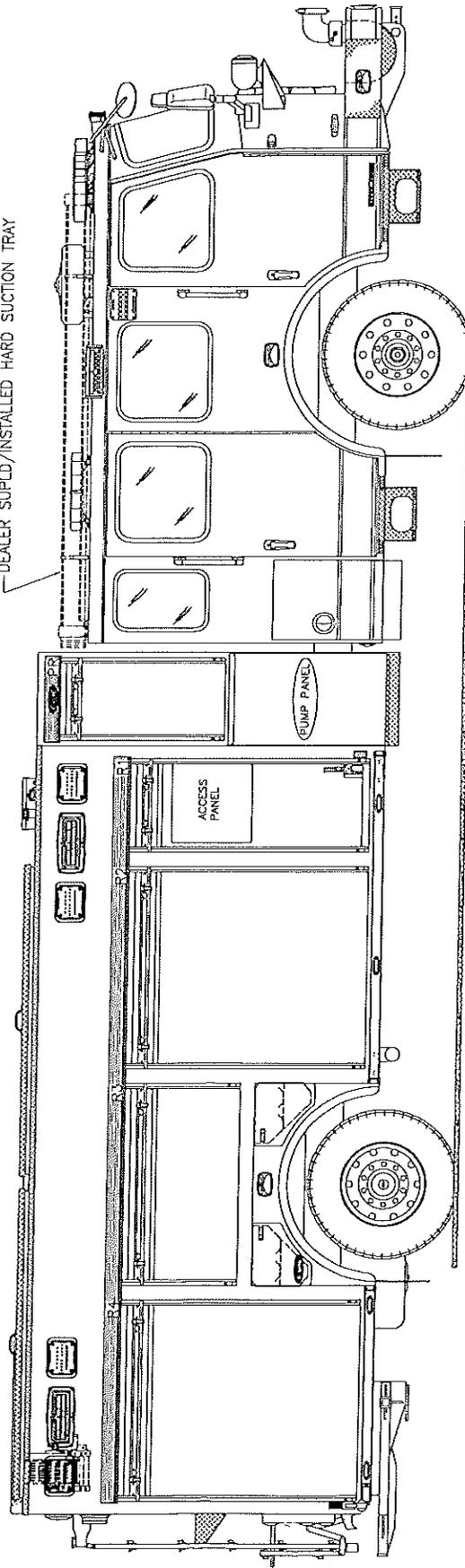
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DEALER SUPPLD/INSTALLED HARD SUCTION TRAY





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

## Monthly Captain's Report

Due the First Thursday of the Month

Name: Robert Leahy Jr	Month: August 2025
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EMS Hours: 48 (12-hour shifts - Every Wednesday 1800-0600)	Fire: Month: 40 of 113 (35.40%) Year: 241 of 887 (27.17%)	Drills: Month: Year:
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Training:
Inhouse department training completed on drill nights
During EMS Duty crew, reviewed EMS policies with duty crew personal

### Jobs and Tasks completed.

Completed rig checks on 737 and 7372
Completed ProPhoenix reports and emailed entire department their percentages
Completed new ID Cards for new members
Sent paperwork to County officials to add new members
Completed Knox Box cards for fire official O'Donnell
Attended fire department meeting
Assisted with Ladder 736 secondary placement/storage when at Fireline.

### Notes:




BOARD OF FIRE COMMISSIONERS

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GLOUCESTER COUNTY, NEW JERSEY

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FAX: (856) 456-8870

## Monthly Captain's Report

Due The First Thursday of the Month

Name: Jeff Sanderson	Month: August 2025
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EMS Hours: Sundays 0000-0600 4/5	Fire/EMS: 61.95% 70/113 Year: 72.49% 643/887	Drills: 3/4 Year: 26/28
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Training: Assisted with/participated in 3/4 Department Drills for the Month

### Jobs and Tasks completed

Updated Monthly and Yearly "Line Up" cards
Completed JPR and Lesson Plans for Training
Review Checks Sheets weekly and Update accordingly
Signed 1 Member up for 2 Classes
Monitored Members in FFI/FFII Class
Attend Incident Command Class

### Notes:

Attended Fire Department/District Meetings
Completed Monthly Fire Report to the Mayor

**RESOLUTION**

**WHEREAS**, N.J.S.A. 40A:5A-5 requires the governing body of each Fire District to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended 12/31/2024 has been completed and filed with the Local Finance Board pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A- 17, requires the governing body of each District to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member there of has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A.40A:5A-17.

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the Nestville Fire District # 1 hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended 12/31/2024, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON 9-23-2025

  
\_\_\_\_\_  
Secretary

9-23-2025  
\_\_\_\_\_  
Date

**FIRE DISTRICTS GROUP AFFIDAVIT FORM**  
**PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD**  
**AUDIT REVIEW CERTIFICATE**

We, the members of the governing body of the Westville Fire, being of full age and being duly sworn according to law, upon our oath depose and say: District # 1

1. We are duly ~~appointed~~/elected (cross out one) members of the Westville Fire  
District # 1
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended 12/31/2024, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)

(SIGNATURE)

VINCENT Di Cicco

Vincent Di Cicco

Joseph K Bobiak

Joseph K Bobiak

WILLIAM MARSDEN

William Marsden

JAMES W. RICH

James W. Rich

DENNIS M. MORINA, SR

Dennis M. Morina, Sr.

Sworn to and subscribed before me this 23 day of September, 2025

[Signature]  
Notary Public of New Jersey

CHARLES D. MURTAUGH  
Notary Public, State of New Jersey  
My Commission Expires  
March 20, 2027



**WESTVILLE FIRE DISTRICT No. 1**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<b>2024</b>
Revenues:	
Miscellaneous revenues anticipated	\$ 159,981
Miscellaneous revenues not anticipated	<u>37,816</u>
Total Miscellaneous Revenues	<u>197,797</u>
Total Revenues	<u>197,797</u>
Amount to be Raised by Taxation to Support the District Budget	<u>620,392</u>
Total Revenues	<u>818,189</u>
Expenditures:	
Administration	115,994
Cost of Operations	448,875
Operating appropriations offset with revenues	18,522
LOSAP	16,683
Capital Outlay	141,210
Debt service	<u>65,761</u>
Total Expenditures	<u>807,045</u>
Other financing sources and uses:	
Subscription based IT Arrangements	<u>66,265</u>
Total other financing sources and uses	<u>66,265</u>
Excess/(Deficiency) of Revenues Over/(Under) Expenditures	77,409
Fund Balance, January 1	<u>790,922</u>
Fund Balance, December 31	<u>\$ 868,331</u>

No recommendations were made for the year ended December 31, 2024.

The above synopsis was prepared from the report of the audit of Westville Fire District No. 1 as of December 31, 2024.

This report of audit, submitted by Holt McNally & Associates, Inc., Certified Public Accountants & Advisors, is on file at the office of Westville Fire District No. 1, 23 Olive Street, Westville, New Jersey and may be inspected by any interested person

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

As required by N.J.S.A. 40A:5A-15, the following is a synopsis of the audit of the financial statements and supplementary data for the year ended December 31, 2024.

**BALANCE SHEET  
DECEMBER 31, 2024**

	2024
Assets:	
Cash	\$ 459,822
Accounts receivable	75,559
Investment in length of service award program	<u>344,896</u>
 Total Assets	 <u>\$ 880,277</u>
 Liabilities & Fund Balances:	
Liabilities:	
Accounts Payable	\$ 1,288
Payroll Taxes Payable	<u>10,658</u>
 Total Liabilities	 <u>11,946</u>
 Fund balances:	
Restricted for:	
Length of service award program	344,896
Capital Projects	136,837
Assigned for:	
Designated for Subsequent Year's Expenditures	60,129
Unassigned	<u>326,469</u>
 Total Fund Balances	 <u>868,331</u>
 Total Liabilities & Net Position	 <u>\$ 880,277</u>

**Westville Fire District #1**  
**Monthly Bills - First Colonial National Bank**  
September 23, 2025

Date	Num	Name	Memo	Amount
<b>NEW 1st Colonial National Bank</b>				
08/27/2025	8436	Rowan College of South Jersey	Balance of Inv #26-28-01	-265.00
08/29/2025	Direct Pay	Primepoint	August 2025 Payroll services - Inv #678102	-202.75
09/03/2025	Direct Pay	PERS	PERS & Contr for 2 employees - Ref#24521218	-1,245.00
09/05/2025	8437	Borough of Westville	Fuel for August 2025	-347.64
09/05/2025	8438	Visa	Acct #1497 - PO 25-158	-75.99
09/11/2025	8439	PSE & G	Billing for August - Acct #6742927208	-45.76
09/16/2025	8440	AT&T Mobility	Inv#7931X09132025 - PO #25-168	-374.55
09/16/2025	8441	Comcast Cable	Acct# 8499 05 109 0043237- Service 9/12 to 1...	-382.77
09/23/2025	8442	Airgas USA, LLC	Monthly Cylinder Rental - Invoice #5518611291	-34.07
09/23/2025	8443	Auto Zone	Inv #03291296262	-66.42
09/23/2025	8444	Borough of Westville	1st & 2nd Quarters Health Ins for Farley & Sa...	-32,057.28
09/23/2025	8445	GCIT	Fire Inspector Course - Nessle	-828.00
09/23/2025	8446	Great America Leasing Corp.	Monthly Copier lease - Invoice #40053945	-195.52
09/23/2025	8447	Holt McNally & Associates	Final Payment for Audit 2024 - Inv #46319	-500.00
09/23/2025	8448	J.L. Lawson Co.	Maintenance & Oil change - Inv #40849	-166.70
09/23/2025	8449	Long lane	Dryer Repair PO# 25-173	-139.95
09/23/2025	8450	MES	PO# 25-159 Inv # IN2324556 & IN2316538	-2,833.00
09/23/2025	8451	Parker McCay	Legal Services - Inv #3202227 - File #30617-0...	-50.00
09/23/2025	8452	Pirate Services, Inc	Inv # 6841 - Fire Boat Repiart	-1,020.43
09/23/2025	8453	Rowan College of SJ-Glouc Co Fire Aca...	Auto Extrication I for E, Nieves - Inv #26-28-03	-175.00
09/23/2025	8454	Scubadelphia	order #62898	-80.00
09/23/2025	8455	Westville Fire Department	September Rent - Alarm & Electric Reimburse...	-1,930.00
09/23/2025	8456	Borough of Westville	Water & Sewer - PO #25-174	-268.22
Total NEW 1st Colonial National Bank				-43,284.05
<b>TOTAL</b>				<b>-43,284.05</b>

**Westville Fire District #1**  
**Budget Balance Sheet - 2025**  
**September 23, 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	441,250.60	671,026.62
Emp Health Ins Reimbursement	2,850.00	3,900.00
HLS-SAFER Grant	14,712.50	22,867.00
Interest	4,242.72	2,000.00
Misc Item of Revenue	6,008.80	0.00
New Jersey Turnpike Authority	1,600.00	1,700.00
Supplemental Fire	0.00	1,764.00
UFSA - Penalties & Fines	125.00	200.00
UFSA - Registration Fees	23,291.70	20,000.00
Westville Shared Service	0.00	20,000.00
<b>Total Income</b>	<b>569,081.32</b>	<b>822,957.62</b>
Gross Profit	569,081.32	822,957.62
Expense		
007 Copier Lease	2,712.86	3,600.00
008 Hospitalization	32,057.28	70,000.00
010 Insurance	12,352.00	45,000.00
011 Office Supplies/Fire Dist	2,058.14	3,000.00
012 Auditor Services	15,500.00	16,000.00
014 Legal Service	302.20	2,000.00
016 Computer Equip & Cyber Sec	401.06	19,000.00
017 Advertising	183.33	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	9,000.00	36,000.00
021 Computer IT - Help Desk	24,719.04	16,000.00
023 Supplies & Maint	19,476.29	30,000.00
024 Training & Education	2,540.62	4,000.00
025 Utilities	17,275.15	25,000.00
026 Supplies/Fire Service Grant	1,668.06	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	291.01	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	14,712.50	22,867.00
039 Fuel	4,015.84	9,000.00
040 Misc Expenses	5,000.00	0.00
059 Social Security	13,613.50	13,000.00
060 State Unemployment	1,211.14	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	1,791.50	3,500.00
065 Employee Pension Contrib	3,571.18	0.00
071 Petty Cash	200.00	200.00
Payroll Expenses		
FIRE FIGHTER / CEFM	39,762.22	48,500.00
Firefighter/EMT	95,964.53	135,500.00
Part Time FF/EMT	18,425.95	46,035.00
Part Time Position	2,288.00	0.00
Salary - Administrator	2,614.42	3,500.00
Salary - CFO	2,557.78	3,500.00
Salary - Fire Inspector	576.90	2,500.00
Salary - Fire Official	1,384.56	3,000.00
Salary - Office Clerk	9,727.30	13,200.00
Salary -Retro	1,726.50	0.00
Westville CEFM	0.00	4,000.00
Westville CEFM	2,922.96	0.00

**Westville Fire District #1**  
**Budget Balance Sheet - 2025**  
**September 23, 2025**

Accrual Basis

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	Jan - Dec 25	Budget
Total Payroll Expenses	<u>177,951.12</u>	<u>259,735.00</u>
Total Expense	<u>473,585.01</u>	<u>728,187.00</u>
Net Ordinary Income	<u>95,496.31</u>	<u>94,770.62</u>
Net Income	<u><u>95,496.31</u></u>	<u><u>94,770.62</u></u>