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The seven hundred and twenty first meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, April 12, 2017 at 7:30 pm.

Commissioners present were: Genzel, Reichert, Evans & Grady. Solicitor David Carlamere, Chief Mike Millisky and Administrator William Robb were also present.

Roll Call: Reichert, Genzel, Evans, Grady

A motion was made by Evans and 2nd by Reichert to go into closed session to discuss personnel matters at 7:31pm.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

A motion was made by Evans and 2nd by Reichert to go back into open session at 7:45pm

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

A Resolution was made by Grady and 2nd by Reichert to appoint Nicholas Ritz, Jr. to the provisional Firefighter position starting April 24th, 2017 pending completion of remaining pre- employment testing.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

Chief’s Report: Chief Millsiky reported that the boxes are now complete and provided updates on upcoming training and joint training. The HazMat truck is back-we still need members trained on this truck. The Relief Association meeting was held here on April 29th and we had 2 new members apply.

Administrator’s Report: Administrator Robb provided updates on the targeted start date for newly approved provisional FF N. Ritz, equipment updates, requested the purchase of 2 new Dell Desktop computers, a proposed Computer Use Policy being drafted, the offsite cloud storage and some routine maintenance issues around the station. Robb also commented that we are in the process of obtaining state contract pricing for a new Chief’s vehicle and status of the new air compressor. Also discussed were previously approved training, Gemtor Harness Training and CPR Training. Jennifer Millisky has applied as a junior member.

Group Report: “A” Building Maintenance Park (K. Donahue) None-Absent

Group Report: “B” Fire Prevention, EMS (J. Reichert) Reviewed written report provided by K. Young noting that Fire Inspectors Young and Giambri attended the Arson Investigators Convention in Atlantic City. The State representative was pleased with the results of the audit of the district.

Group Report: “C” Apparatus & Equipment (R. Evans) Reviewed written report by FF Procopio noting that 824s water way was replaced, the alternator on 828 had to be replaced, a repair was made on 824 drivers side outrigger and 825 is in the shop for a front axle seal leak. FM82 rear fabrication is complete and tools are mounted. The new air compressor system is scheduled to start on April 13th and should take 2 days.

Group Report: “D” Insurance, Hydrants; Radios, Uniforms (L. Grady) Grady discussed the proposed changing of our Workers Compensation Policy.

Group Report: “E” Training, Personnel, Office (G. Genzel) Personnel issues were previously discussed in closed session.

New Business: A motion was made by Grady and 2nd by Evans to approve the bills presented for payment this evening.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

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A motion was made by Evans and 2nd by Reichert to accept the receipts presented.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

Old Business: A Resolution was made by Evans and 2nd by Reichert for the purchase of a new Air Compressor system (low bid).

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

A Resolution was made by Grady and 2nd by Evans to approve the appointment of Benchmark Insurance for our Workers Compensation policy at a cost of $63,852.00 as recommended by our appointed insurance broker (Nottingham Insurance) effective immediately.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

A motion was made by Evans and 2nd by Reichert to approve the purchase of 2 new Dell desktop computers from Data Troop for $1,341.00.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

Good of the District: None

A motion was made by Evans and 2nd by Reichert to go into 2nd closed session at 8:14pm to discuss personnel.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

A motion was made by Reichert and 2nd by Grady to go back into open session at 8:41pm.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

A motion was made by Reichert and 2nd by Evans to designate the title of Clerk 1 for the position Marianne Robb is appointed to.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

There being no other business, a motion was made by Evans and 2nd by Grady to adjourn at 8:44pm.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes

Approved: Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted: Clerk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: April Meeting – 4/12/2017

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**Closed Session:**

1. Career firefighter candidate discussion, meet with each candidate separately to notify them of the board’s decision.

**Open Session:**

1. Interviews for the Career Firefighters candidates were held last Thursday night, and a Provisional Offer of Employment was made tonight to Candidate Nicholas Ritz. Request authorization to have the candidate start work on either April 24th or May 1st (depending on availability), pending successful completion of the psychological screening and medical / drug screen.
2. Equipment:
   1. We had planned to upgrade the Thermal Imaging Cameras on R82 and L82 to the higher resolution X-Factor screens, however, Bullard is no longer offering the upgrade. Since we’re unable to upgrade the screen, we sent R82’s TIC to the factory last week for repair of the rubber shroud around the screen and replacement of all the outer shell seals, at a cost of $472.49. The TIC was returned yesterday, and the TIC from L82 was sent out for similar repairs. A loaner TIC has been provided by Continental Fire and Safety.
   2. As approved by Comm. Evans, an order will be placed with Nat Alexander for the purchase of a Sensit Combustible gas detector at a cost of approx. $250.00.
   3. As approved by Comm. Reichert, an order has been placed with Nat Alexander for a set of Firedex digging gear for FF Giambri at a cost of $659.00.
3. Pending Equipment (ordered last year):
   1. 300’ of 1 ¾” hose for R82 – delivered and placed in service
   2. Reflective striping for rear of L82 – vendor has been backed up. We’re hoping to get it done in the next couple of weeks.
4. The authorization codes to program the remaining radios with Gloucester County frequencies were recently received from Motorola. The radios are scheduled to be programmed on April 24th and 25th by Camden County Communications Center Techs.
5. Individual computer user names and temporary passwords have been created for all department members. In the near future all computers in the building will be set up so the user must first sign in using their assigned user name. A draft Computer Use Policy is attached for your review.
6. We received notice from Paychex that they will be nominally raising their rates in May. There was a delay in removing the Human Resources Online from our billing, but it has now taken effect. We’ll also be receiving a credit back to February 8th, which is the date I asked to have it cancelled.
7. I’ll be shipping our Fit Test Machine back to the manufacturer for the annual calibration. The testing is paid through next year, but we’re responsible for the $165.00 round trip shipping fee.
8. On March 22nd we received a visit from several members of the ARC of Berlin, New Jersey. We received a nice thank you letter, copies of which were provided at the workshop. Copies have also been placed in the personnel files of FF’s Giambri and Knight, who assisted with the tour. A photo and caption were also posted on the fire company website.
9. We noticed a minor roof leak in the area of one of the engine room heater vent stacks during a recent rain storm. FF Procopio filed a warranty claim with Versico Roofing Systems, and the leak was repaired by Tortorice Construction on March 25th.
10. FF Procopio has contacted Sterling Heating and Air regarding a minor leak in the piping for the heater unit in the engine room between Engines 821 and 822.
11. Attached are two quotes for the replacement of the station air compressor and supply piping. One is from Compressed Air Equipment of Pitman, New Jersey for $9,212.00, and the other is from Air Compressor Service Company of Sewell, New Jersey for $9561.00. Also attached is a Resolution requesting authorization to award the contract to Compressed Air Equipment.
12. We’re currently enrolled in a state administered worker’s compensation insurance plan which is costing us $72,959.00 per year. Our broker, Nottingham Insurance, has submitted a proposal from Benchmark Insurance Company of Downers Grove, Illinois for an annual fee of $61,992.00, plus a program marketing fee of $1,860.00, payable to Creekwood Insurance of Summerton, SC, for a total annual cost of $63,852.00 ($9,107 savings). I’ve been advised by our insurance broker Kirk LeBlanc that worker’s comp policy limits are set by the state, so there would be no change in coverage if we choose the new plan. Request authorization to cancel our policy with Technology Insurance Company and accept the proposal from Benchmark/Creekwood Insurance Companies.
13. I spoke with John of VJ’s Landscaping on Tuesday regarding two bushes which are overgrown and protruding onto the office walkway. John checked the property and identified a total of five bushes which are overgrown and in need of removal. He does not recommend replacing them. I gave him the ok to perform the work.
14. As authorized at last month’s meeting, I purchased the ibackup cloud storage package for our computers and Kevin Quinn, our data services technician, programmed the server to automatically back up our data to the cloud server each night. Our data is now backed up to an external hard drive located at the server as well as the off-site location.
15. Nick Procopio attempted to obtain state contract pricing for a 2017 Ford Expedition to replace the Chief’s car, however, the state contract for that vehicle has expired. We’re currently waiting for the state to renew the contract. As per our discussion at the workshop, I will obtain pricing on Ford Explorer / Interceptors. I also plan to consult with Chief Millisky and FF Procopio and present a report with detailed information on both vehicles (cost, cargo capacity, GVWR, etc.).
16. Training
    1. An outside vendor is scheduled to present Gemtor Harness Training at our station on Saturday, April 29th, from 9am to approx. noon. Request permission to offer the training to the career staff.
    2. We’re hosting a CPR Training Class at our station on Monday, May 15th. FF Adomanis may assist with the training as part of his pre-approved Monday night drill participation.

The Following training was previously approved:

* 1. Fire Marshal Young and FF Giambri attended the 2017 Arson Investigator’s Conference in Atlantic City on March 8-10th. They found the seminar to be very informative.
  2. I attended a two day Microsoft Excel training class in Cherry Hill, NJ on March 30th and 31st, and obtained information which should be helpful in performing my duties.
  3. FF Adomanis and FF Johnson will be attending the FDIC Conference in Indianapolis, Indiana in two weeks. They’ll depart on Tuesday, April 24th and return on Saturday, April 29th. To avoid the cost of a rental car, they will use Utility 827 for transportation.
  4. FF Knight will be attending the Art of Firemanship Conference in Harrisburg, Pa on May 19th to the 21st.

1. Attached is a letter and Resolution from Gloucester Township Fire District #4 supporting consolidation of the six Gloucester Township fire districts into one district. The documents were delivered via Certified Mail to Chairman Genzel on or about March 16th. Also attached is a response letter from the New Jersey Department of Community Affairs.
2. We received notice from Asst. Gloucester Township Clerk Nancy Power that the instructions for the commissioners to file their online financial disclosure statements will be issued by DCA in the near future. Marianne or I will forward the information via e-mail as soon as it’s received. Board members are asked to ensure the statements are filed prior to the deadline.
3. I was recently notified by the NJ State OEM rep that our request for reimbursement of funds expended as a result of Winter Storm Jonas (January 2016) was denied by FEMA because our request did not meet the minimum cost threshold to qualify for funds. This was based on FEMA’s ruling that we’re unable to bill for volunteer standby time. As previously discussed, the reason I filed the request was based on information from the OEM rep that we could claim costs related to volunteer standby time. I pointed this out to the OEM rep to no avail.
4. Request permission to purchase two (2) Dell Desktop Computers for $1,341.97 (quote attached). The order will be placed by Data Troop, but the purchase price is directly from Dell. The computers will replace those currently assigned to FF Adomanis and the Officer’s Room. Funds for the purchase were included in this year’s budget, and the purchases are part of our ongoing replacement program. The price also includes an external hard drive for the meeting room laptop computer ($59.99).
5. Attached for the board’s approval is a Junior Member application from Jennifer Millisky, daughter of Chief Millisky. Board approval of Junior Applications is required.