2564

The Board of Fire Commissioners, District #2, Gloucester Township, held a workshop meeting in the Chews Landing Fire Station on Thursday, April 6, 2017 at 7:30 pm.

Commissioners present were: Genzel, Evans, Reichert, Donahue and Grady. Also present was Administrator Robb.

Chairman Genzel opened the meeting at 7:35 pm. Administrator Robb then discussed with the commissioners each of the items on the attached agenda.

Regarding the planned purchase of a new vehicle for use by the Department Chief, Commission Reichert questioned why we’re planning to purchase an Expedition instead of a Ford Interceptor (Explorer). A discussion followed. It was then decided that additional discussion would be held after quotes for both vehicles are obtained.

A Motion was made at 7:50 pm by Evans and 2nd by Reichert to go into closed session. The Motion carried.

During closed session, the Commissioners interviewed candidates Nicholas Ritz, Rob Lindell and Brian Gomez for the vacant Career Firefighter position.

After the interviews a discussion was held on the relative strengths and weaknesses of each candidate. A decision is to be announced at the regular meeting on April 11, 2017.

At 10:10 pm Administrator Robb departed, and the Commissioners held a discussion regarding the labor contract. No decisions were made.

At 10:57 pm a Motion was made by Evans and 2nd by Grady to end the closed session. Motion carried.

A Motion to adjourn the workshop was made by Evans and 2nd by Grady at 10:58 pm. Motion carried.

Submitted by Administrator Robb.

Read and Approved: Chairman:

Clerk:

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: April Workshop – 4/6/2017 (Thursday)

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1. Equipment: 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. A loaner TIC has been provided by Continental Fire and Safety.
2. 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 soon.
3. The authorization codes to program the remaining radios with Gloucester County frequencies were recently received from Motorola. We’re waiting for an install date from CCC Center Techs.
4. Interviews for the Career Firefighters candidates are being held tonight. A Provisional Offer of Employment will hopefully be made at the regular meeting next week. The chosen candidate will start work on either April 24th or May 1st, pending successful completion of the psychological screening and medical / drug screen.
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. I will also be presenting a Computer Use Policy for review and approval.
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, which is attached to this report. 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. Upon a review of title 40A, I noticed that Boards of Fire Commissioners are authorized to designate commissioners or other employees as supervisors over personnel of a fire district. After reading the statute, I felt it prudent to draft a Resolution outlining the supervisory authority for our department. Same is attached for your review and comment.
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. I plan to submit a Resolution at next week’s meeting requesting to authorize Compressed Air Equipment to perform the work.
12. Our broker, Nottingham Insurance, has located a company willing to write our Workman’s Compensation Policy. This will get us out of the state plan, and save us approximately $9,100.00 (12.5%) per year. There will be no change is coverage, as the limits are set by the state. The change will need to be approved at next week’s meeting, and the deposit of $14,010.00 will be included with the monthly bills.
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.
16. Training:
	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 the week of April 24th. 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.
17. 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.