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The Board of Fire Commissioners, District #2, Gloucester Township, held a Special Meeting in the Chews Landing Fire Station on Tuesday, December 6, 2016 at 7:30 pm. The purpose of the meeting was to make a decision on the hiring of a Career Firefighter.

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

Chairman Genzel opened the meeting at 7:30 pm.

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

Roll Call Vote: Evans-Yes; Reichert-Yes; Donahue-Yes; Ritz-Yes; Genzel-Yes

During closed session, Administrator Robb discussed the results of the background investigation of Candidate Richard Knight, his Civil Service Ranking (#1 on the list, Disabled Military Veteran status), and the results of his psychological, medical and drug screen testing. At one point Candidate Knight was brought into the closed session for a brief interview with the Board. At 7:52 pm a motion was made by Commissioner Evans and 2nd by Commissioner Ritz to end the closed session. All were in favor.

A motion was made by Commissioner Reichert, 2nd by Commissioner Ritz to hire Richard Knight as a Career Firefighter for Gloucester Township Fire District #2 effective December 12, 2016. All were in favor. Candidate Knight was congratulated by all present and welcomed to the department.

Administrator Robb reviewed a number of items with the Commissioners (see attached report). No decisions were made.

A motion to adjourn was made by Commissioner Reichert and 2nd by Commissioner Donahue at 8:45 pm. The motion carried, and the meeting ended at 8:45 pm.

Submitted by Administrator Robb.

Read and Approved: Chairman:

 Clerk:

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: December Workshop – 12/6/2016

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1. Equipment:
	1. The new Thermal Imaging Camera (TIC) approved at last month’s meeting has been purchased and will be carried on the first out pumper. The TIC on the pumper will be moved to the Tower, and the TIC on the Tower will be moved to the Chief’s car.
2. Work continues on the new FM 82 vehicle. The warning lights are mostly completed, and the truck was lettered and striped today.
3. Start2Finish Contractors has completed the renovation work in the front office. They donated both the material and labor, valued at $4,030.52. The fire company will be sending them a thank you letter, and I also plan to request a thank you be posted on the fire company website. The baseboard heating has been reinstalled by Sterling Heating and Air Conditioning, and should be operational tomorrow. The replacement of the carpet is still pending.
4. Several discussions have been held regarding office assignments in light of Captain Zawojski’s retirement. As a result, we’d like to move Fire Marshal Young and FF Giambri into the renovated office, along with FF Adomanis. To accommodate the move, we need to purchase an additional desk to match the desk previously used by Captain Zawojski, and a new stand for the network equipment in the office, at a total cost of approximately $2,200.00. If approved, there’s money for the purchase in this year’s Office Supplies account.
5. I’d suggest we renovate the vacated office, which would mostly consist of painting the walls and replacing the carpet. I’d then like to assign that office to the Administrative Clerk, and move the personnel files, fax machine, copier and associated equipment into the office. We may also put a desk and computer in the office to be shared by the new hires. If approved, I will work on a budget for the renovations and any furniture needed for the office.
6. The concrete repair work has been completed by Cousin’s Concrete. The company did a great job and was a pleasure to work with.
7. The AFG grant was submitted on Thursday, November 17th.
8. I’m hoping to have two quotes for ID card printers by next week’s meeting. If approved, the printer will be purchased from this year’s computer equipment budget.
9. I was notified today by GTOEM Coordinator Evans that Gloucester Township has received reimbursement for a haz-mat incident at the Sicklerville Road Wawa on May 17, 2015. Our district is slated to receive $3,160.00. Of that amount, $106.90 is reimbursement for overtime costs and the rest is for purchase of supplies used during the incident. Included in the supplies are fifteen (15) 5 gallon pails of foam, to be shared between our department and District 4. We need to ensure the supplies portion of the funds are deposited into our equipment budget (probably for 2017).
10. As approved by Chief Millisky and the Board at last month’s meeting, I plan to order the ASHE equipment within the next week. Total cost for the purchase will be $1,065.45.
11. Our insurance broker is working with a different carrier for our Workman’s Comp policy that may result in significant savings. I will forward additional info once received.
12. Per our recent discussions, I plan to convert all employees and members who receive payroll checks to direct deposit effective on or about January 1, 2017. This will include career staff, administrative staff, commissioners, substitutes and paid duty crew personnel. Please advise of any objections or concerns.