2573

The Board of Fire Commissioners, District #2, Gloucester Township, held a Workshop in the Chews Landing Fire Station on Tuesday, August 1, 2017 at 7:30 pm.

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

Chairman Genzel opened the meeting at 7:31 pm.

Administrator Robb reviewed with the Board each of the items on the attached agenda. Copies of the draft labor contracts for 2017 and 2018 through 2020 were also distributed to each Commissioner for review.

A Motion to adjourn the Workshop was made by Donahue and 2nd by Grady at 8:30 pm. Motion carried.

Submitted by Administrator Robb.

Read and Approved: Chairman:

Clerk:

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

# RE: June Workshop – 6/6/2017

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1. Equipment:
	1. As authorized by Comm. Evans, an order has been placed with MES for seventeen (17) 5 gallon pails of National Foam AR-AFFF Universal Gold foam. MES provided the lower of two quotes obtained (attached). The funds for the purchase were obtained earlier this year via reimbursement for a 2015 Haz-Mat incident.
	2. The Hydra-Ram from E822 was shipped back to the manufacturer for repair of a minor fluid leak.
	3. With the approval of Comm. Evans and Chief Millisky, an order has been placed for the replacement of the 42” halligan bars on Ladder 82 (quote attached). The 30” bars were replaced last year. The newer bars have a much better design and are more effective for forcible entry evolutions.
2. Pending Equipment (ordered last year):
	1. Reflective striping for rear of L82 – still pending.
3. Repairs to Portable #8 from Rescue 82 have been completed. We’re awaiting the return of the radio from Wireless Communications.
4. Life Member Dave Gray is moving from the area in the fall and will be relinquishing his position as an Active Firefighter. Attached is a letter from Dave requesting permission to keep his helmet. Dave has been a member of the department for 29 years and is leaving in good standing, so his situation complies with section 6.1.3 of Administrative Policy 16-1: “the donation of a helmet and front to a member who retires from the department in good standing after at least 25 years of service.”
5. The two recently purchased office computers have been programmed and placed in service by our computer vendor. With the exception of the fire company office computer and the mobile data computers, access to any computer in the building now requires the user to enter their personally assigned username and password. The computers are also programmed to time out after 10 minutes of inactivity.
6. Training:
	1. FF Knight attended the Art of Firemanship Conference in Harrisburg, Pa on May 19th to the 21st. He found the training extremely worthwhile, and asked me to express his appreciation to the board for allowing him to attend. Rick plans to share the information he learned with the department during future drills.
	2. FF Knight has also successfully completed his Fire Inspector I and II training, and passed both tests. He is awaiting delivery of his certifications from the state.
	3. As approved by the board, FF Knight has been enrolled in a summer hybrid EMT Class, which starts on June 19th and ends August 2nd.
	4. Request permission to have FF Ritz enroll in the Camden County College Fall On-Line Class for NJ State Fire Inspector Certification.
	5. Weekly daytime training sessions (Thursday mornings) have been scheduled through the end of this month and posted on the training calendar in the engine room. All training is being conducted jointly with District 4.
7. The replacement bumper for Engine 821 has been ordered by FF Procopio from Fire and Safety Services.A check in the amount of $2,877.16 has been received from VFIS Insurance (Virtua Hospital’s carrier) to cover the cost of the parts needed for the repair. The insurance adjuster is aware that we may bill them for the labor involved in the repair.
8. On May 17th I forwarded our proposal for the installation of traffic warning signs to the Gloucester Township Mayor’s office, to the attention of Gabriela Mosquera. I’m awaiting their response.
9. As approved at last month’s meeting, Marianne Robb has ordered our internet phone service from Comcast, and has notified Line systems that we’re cancelling our service with them. We’re currently awaiting a date for the switchover.
10. Engine 821 was transported to Fire and Safety Services in N. Plainfield, NJ on June 30th by FF Procopio for repair of a problem with the fuel sender and an intermittent check engine activation. While there, a problem with the air conditioning system was discovered. The truck is expected back soon.
11. The quarterly commission stipend checks were issued this week.
12. FF’s Procopio and Giambri have requested permission to attend the Emergency Services Expo in Atlantic City on either June 27th or 28th. The expo is an opportunity to view the latest products available for outfitting emergency service vehicles. There is no cost for the expo, and we have sufficient staffing to cover the shift on the day they attend.
13. The final version of the 2016 Report of Audit has been received from Bowman and Company. Copies were previously provided to all commissioners, and copies have also been provided to our accountant, the township clerk, and the Authority of Bureau Regulation. A Synopsis of Audit has also been published in the Courier Post newspaper. The audit resulted in no Findings, and only three discussion points. Attached is an Audit Review Certificate which needs to be signed by each commissioner. Also attached is a Resolution which will be presented at next week’s meeting acknowledging acceptance of the audit.
14. Our office copier is approximately 8 years old and has required a number of recent repairs. Attached is a proposal from KDI Office Technology for a new Lexmark XC4140 copier for $2,475.00. If approved, the new copier will be capable of color copying and scanning and network printing. We have a choice to either purchase the copier outright, or to enter into a 36 month lease/purchase for $72.50 per month (total of $135.00 interest). The annual service charge with the new copier would be $400.00 per year, with the cost guaranteed for three years. We’re currently paying $964.00 per year, so we would save $1,692 (almost 70% of the purchase price) in maintenance costs over the three years. We’d save an additional $1,004.00 in years four and five, so the new copier will pay for itself in five years.
15. I’ve been asked by Chief Millisky and President Johnson to place an order of cargo shorts for summertime use by interested volunteer members. To date only seven members have expressed interest (7 x $ 48 = $338.00). I’ve also obtained a quote for the purchase of twenty five (25) baseball hats ($19.00 x 25 = $475.00) with the reduced version of our company patch (same as the recently purchased winter hats). Money is available in the uniform budget for both purchases, if approved.
16. Money was placed in this year’s budget for the purchase of replacement filters for the apparatus room filtration units. Attached are quotes from Air Technology Solutions of Delaware, LLC for $4,239.00 and Air Purification Solutions, LLC of Marlton, NJ for $4,015.00 for a several year supply of filters. I’ll be requesting authorization at next week’s meeting to authorize the purchase from Air Purification Solutions.
17. The fit test machine was sent back to the manufacturer last week for the annual fit test and was returned today.