No Page # (report submitted late)

The Board of Fire Commissioners, District #2, Gloucester Township, held a workshop meeting in the Chews Landing Fire Station on Tuesday, March 1, 2016 at 7:30 pm.

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

Chairman Genzel opened the meeting at 7:30 pm. Administrator Robb then discussed with the commissioners each of the items on the attached agenda.

Regarding the Group Life Insurance Policy, the following eligibility criteria was discussed:

* Must be in company for one year
* Must be an Active Member
* Life Members are included for life
* Lady Member criteria to be discussed with President Patty Senif

Administrator Robb will create a policy and present to the board for approval at a future meeting.

The Board members discussed purchasing one long sleeve and two short sleeve golf shirts for each Commissioner, to be worn for meetings and other formal events.

Motion to adjourn by Commissioner Reichert, seconded by Commissioner Donahue at 8:35 pm. Motion carried.

Submitted by Administrator Robb.

Read and Approved: Chairman:

 Clerk:

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: March Workshop – 3/1/2016

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1. Equipment:
	1. A battery saver has been ordered for the Chief’s Car to prevent the battery from going dead when vehicle is parked
	2. Two new docking stations have been received, awaiting power cords. They will be installed in the Chief’s Car and E-821. They have additional features that are more compatible with new Toughbooks.
	3. We’re in need of batteries for our TICs. I will put a list together for Commissioner Evans approval.
	4. The PPE issued to FF Giambri was sent to Minerva Cleaners for cleaning and repair. After reviewing the repair cost ($550.00), it was determined to be more cost effective to replace the gear. I will prepare a resolution for next week’s meeting to remove the gear from service, along with a quantity of outdated gear from storage.
2. Fittings will be conducted this week for 6 sets of PPE. Once this order is received, the oldest PPE assigned to active members will be from 2010.
3. The AFG grant application was filed on Friday, January 15th. Letters of support have been forwarded to FEMA by Senator Madden, Assemblyman Moriarity and Assemblywoman Mosquera (jointly) and Mayor Mayer. A letter of support from Senator Norcross is pending.
4. The 2015 SAFR grant period opened on Monday, February 22nd and closes on March 25th. As previously authorized, I plan to submit an application requesting funding for the hiring of one additional career staff member. If approved, the grant would fund the member’s salary and benefits for two years.
5. Remington and Vernick has issued a Notice to Proceed notification to American Asphalt effective March 21st. The contractor has 45 days to complete the project (May 5th). All effected personnel have been notified that the project will have to take priority over other activities (Boy Scouts, Banquet Hall, etc.)
	1. Extensive discussions have been held between Firefighter Procopio, the car port manufacturer, and American Asphalt reps regarding the relocation of the car port during the paving project. The car port was purchased and installed in February of 2011 for a total cost of $1,555.00. The contractor is very reluctant to move the unit due to concerns that it will be damaged. Estimated cost for the move is in the $800.00 to $900.00 range. At this point it appears the career staff will attempt to move the unit, with Firefighter Procopio taking the lead. Assuming it can be moved without damage, we may need to employ a contractor to reinstall the hurricane straps.
6. Changes have been made to Administrative Guideline 16-1 (PPE), based on input from the Board. Same is attached for your review. Barring any additional changes, I will request the Board formally adopt the policy at next week’s meeting.
7. We’ve been notified by AIG Insurance that they will stop offering dental insurance after April 30, 2016. They’ve made arrangements with The Standard insurance to take over their policies effective that date. According to the notification received this week, The Standard offers similar coverage for similar pricing, and will be contacting us in the near future with additional information.
8. We have a pending order with Action Uniforms for Class A and Class C uniforms. The Chief and several members have expressed an interest in switching to an embroidered badge for the Class C uniforms. An informal survey of area departments reveals the embroidered badge to be the standard for Class C / Station uniforms. I support the change, and feel the embroidered badge is more practical for a day to day working uniform, especially for the career staff who frequently wear their turnout gear over the uniform. The appearance would be similar to the embroidered badge on the golf shirts purchased for career staff members last year, and the cost is $3.00 per shirt.
9. The newly purchased floor cleaner has been working out well, especially during the recent inclement weather.
10. A Death Claim has been filed with VFIS Insurance on behalf of the beneficiary of Norm Spence, who passed away on February 14, 2016. Norm was a member of the department and enrolled in the Group Life Insurance Policy paid by the board.
11. The above claim led to a discussion with Commissioner Reichert regarding the life insurance policy and who is supposed to be covered by same. Looking at the certification form (attached), it appears that active and life members, career staff, and lady members are currently enrolled. Firefighters are covered for $10,000, while lady members are covered for $5,000.00. Coverage for those over 70 years old is reduced by 50%. Members whose names are crossed out are no longer active and will be dropped from the policy. Several active members, missing from the list, will be enrolled. Please confirm if the above coverages are consistent with the board’s intention for this program. Current payments are $675.00 per month ($8,100.00 per year).
12. The SAFR Highway Task Force meeting was held at our station on Friday, February 19th. Approximately 40 people attended. A lot of compliments were received regarding our facility and the lunch provided. The cost for the luncheon was $300 ($500 was authorized). Thanks to Marianne, the career staff (especially FF Giambri), Commissioner Evans and FF’s Weiserth, Patricelli and Mitchell III for their assistance in setting up before the meeting and cleaning up afterward.