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

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

Chairman Genzel opened the meeting at 7:36 pm. Administrator Robb then discussed with the commissioners each of the items on the attached agenda.

Chief Millisky mentioned that a topic of discussion at a recent Township Chief’s Meeting was a consolidation support letter that District 4 is rumored to have sent to state and local officials. Chief Millisky asked if the District 2 Commissioners had seen the letter and/or if they were in talks with District 4 on the matter. The commissioners said they have not seen any consolidation letter, and the only recent discussions with District 4 Commissioners involved the pending career staff shared services proposal. Chairman Genzel said he’s planning to schedule a meeting between two members of each district on March 23rd to further the shared services discussion.

Chief Millisky also asked the commissioners for their support of his decisions, and asked that any concerns be addressed directly to him, rather than to other members of the department. Chairman Genzel told Chief Millisky that the Board supports him, and agreed that any concerns should be addressed to him.

A Motion was made at 9:00 pm by Evans and 2nd by Reichert to go into closed session. The Motion carried. Chief Millisky departed at that time.

During closed session, Administrator Robb notified the commissioners of a personnel issue involving a member of the volunteer staff. Administrator Robb and the commissioners also discussed the current career firefighter selection process. Administrator Robb departed, and the commissioners discussed the labor contract. No decisions were made on any topics discussed.

A motion was made at 10:35 pm by Evans and 2nd by Reichert to end the closed session. Motion carried.

A Motion to adjourn the workshop was made by Evans and 2nd by Reichert at 10:35 pm. Motion carried.

Submitted by Administrator Robb.

Read and Approved: Chairman:

Clerk:

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: March Workshop – 3/7/2017

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1. Pending Equipment (ordered last year):
	1. 300’ of 1 ¾” hose for R82 – scheduled for delivery this week
	2. Reflective striping for rear of L82 – Nick Pro to check with vendor for install date
2. The programming of all radios with Gloucester County frequencies is still pending. I’ve reached out for Wireless Communications to determine the status of the order.
3. A total of 15 members, including all career staff, have attended the 4 hour initial ASHE training (Rescue Task Force I and II). Additional training is planned for the future. We’ve received two kits from the county and one from the township. We’re still awaiting the last couple of items from the kit we ordered.
4. The hiring process for the Career Firefighter to replace Captain Zawojski has begun. As discussed at last month’s meeting, I closed out the previous civil service certification noting the hiring of Rick Knight, and requested a new certification with four names. On February 17, 2017, Certification #OL170158 was received. Jason Stott has deferred the position, and Candidates Nick Ritz Jr, Rob Lindell and Brian Gomez have submitted applications (copies were e-mailed to all Board members). The police department is assisting with fingerprinting, criminal, driver’s license and in-house checks. Request permission to once again utilize the services of Private Investigator Richard Tesauro to conduct the applicant background checks. For the Rick Knight background, Mr. Tesauro charged $75.00 per hour plus $.54 per mile. For this round of backgrounds, he is proposing a flat fee of $750.00 per applicant. This is over 25% less than we paid for the Rick Knight background ($1,193.32). With the board’s approval, I’d like to set a goal to have the new hire start no later than April 24th (week of FDIC Conference).
5. The Annual Commission Election was held at our station on February 18, 2017. Marianne Robb served as the Judge, and Maryanne Adomanis and Janine Young served as Tellers. Lawrence Grady received a total of 455 votes, Nicholas J. Ritz received a total of 140 votes, and Thomas Burtran received one write-in vote. The budget passed with 409 Yes votes and 172 No votes. Thanks to Marianne for handling the multitude of tasks required for the budget process and the election.
6. A Resolution will be presented tomorrow night requesting authorization to dispose of two obsolete ground ladders. Both were previously removed from service after failing ISO testing.
7. The commissioner checks are currently issued in March, June, September ($660.00 each) and November ($2,420.00). The new payroll system will allow me to program the commissioner checks to be issued automatically, however, this would require the payments to be made in equal amounts.Please advise if this is acceptable to the board and, if so, if you still want to be paid quarterly. I also need to know which week of the month you prefer to be paid.
8. The July workshop meeting falls on July 4th. Please advise if you plan to cancel it or reschedule. I need to know for the website posting of the meeting schedule.
9. Comcast is migrating our Comcast Business e-mail from Microsoft Exchange to Microsoft 365. The new platform will be slightly cheaper than our current account ($5.95 per mailbox vs. $6.99). If anyone uses Outlook to access their e-mail, you’ll need to reprogram it to point to the new platform once the changeover is completed. I will advise of the migration date once I receive it from Comcast.
10. The above notice prompted us to look into our current Comcast account, which revealed that we have two separate accounts (one for cable and one for the internet). Both accounts were in the fire company’s name. At my request, Marianne contacted Comcast and changed the internet account to the Board of Fire Commissioner’s. We will now be billed directly for those services, rather than via the fire company.
11. As a result of our Workman’s Comp audit, we received a refund of $13,199.00. This is due to a reduction in the number of volunteer firefighters on staff and a slight reduction in career staff payroll, and offsets the payment of $12,997.00 we made in January of this year.
12. Attached are two quotes for landscaping services for this year. One quote is from T&M Landscaping of Sewell, New Jersey for $5,775.00. The other quote is from VJ Landscaping of Chews Landing, New Jersey for $5,215.00. I recommend that we again approve VJ Landscaping to perform the services listed in the quote.
13. Our computer data is currently backed up to an external hard drive located in the commission office. Kevin Quinn, our data services technician, has recommended that we utilize an outside vendor to back up our data to a cloud server. He provided a link to a recommended vendor that will provide 10GB of space for $9.95 per month. They’re currently running a special that would upgrade the storage space to 500GB for two years for $149.95 ($6.21 a month). Request authorization to purchase the 2 year package from ibackup for $149.25.
14. As you’re aware, money has been placed in this year’s budget for the purchase of a utility vehicle to replace the 2005 Ford Explorer currently assigned as the Duty Officer Vehicle. Commissioner Evans and I recommend that the newly purchased vehicle be assigned to the Chief, and the current Chief’s vehicle be assigned to the Duty Officers. The Chief’s car is 7 years old, but has only 17,000 miles on the odometer (average of 1,700 miles/year), while the duty car is 12 years old and has 56,000 miles on the odometer (average of 4,600 miles per year). Our opinion is that the newest staff vehicle in the fleet should be assigned to the Chief, given the responsibility and liability of that position. Both vehicle are set up essentially the same, so the upfitting costs for the new vehicle would be essentially the same. Once the board decides to whom the vehicle will be assigned, I’ll start researching state bid pricing and vehicle availability.
15. As approved at last month’s meeting, the following members will be attending the listed training:
	1. Fire Marshal Young and FF Giambri will be attending the 2017 Arson Investigator’s Conference in Atlantic City on Wednesday, Thursday and Friday of this week.
	2. I will be attending a two day Microsoft Excel training class in Cherry Hill, NJ on March 30th and 31st.
	3. FF Adomanis and FF Johnson will be attending the FDIC Conference in Indianapolis, Indiana the week of April 24th. They’ve opted to travel via car, and will likely 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.