TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: November Meeting – 11/9/2016

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1. Equipment:
	1. A Wireless tech was here on 10/21/2016 regarding the internet connection problem with E-821 and the duty Car. He determined there is a problem with the modem in the duty car. A loner has been provided while repairs are made. The connection with 821 is currently working properly and the tech was unable to replicate the problem.
	2. E-821 was placed out of service on October 17th as a result of a power steering pump leak. The truck was delivered to Fire and Safety Services in S. Plainfield last Friday and brought back today.
	3. The new winch cable has been installed on Brush 82 by FF Procopio and the winch is back in service.
2. Attached is a Resolution authorizing the purchase of a new Bullard T-4 Thermal Imaging Camera for the state contract price of $8,493.00, which includes the camera purchase price, a five year extended warranty, and a $750.00 trade-in credit. The new camera will be installed on L82, and the camera from L82 will be installed in the Chief’s car. The old T-1 camera in the Duty Car will be traded in for credit.
3. Work progresses on the new FM 82 vehicle. FF Procopio’s report has the details.
4. Attached are sample graphics for the new FM vehicle. I was asked to research the NFPA requirements for retro-reflective striping on the vehicle. NFPA 1901, Chapter 15, requires red/yellow reflective striping on 50% of the rear facing surface of fire apparatus. It appears the striping is only required for vehicles with a GVW above 10,000 pounds, although a different section of the standard mentions it being required for vehicles that carry personnel to fire scenes. While the language is somewhat ambiguous, I support the addition of the stripe depicted in the attached photos, as I believe it increases the visibility/safety of the vehicle. A decision is requested tonight, as the graphics vendor is currently preparing the striping for the vehicle.
5. The hiring process for the SAFER funded position continues. Five candidates are scheduled to take the civil service physical agility test on November 15th. I’ve received a completed application from FF Knight, have scheduled his psychological exam for November 22nd and started the background investigation.
6. As authorized at last month’s meeting, Cousin’s Concrete was notified that they’ve been awarded the job to repair the concrete sidewalks on the station property. The work is scheduled to start this Friday. FF Procopio will oversee the project.
7. I’ve obtained user names and passwords for the Line Officers to access the Firehouse Software. Chief Millisky already has access to the system and has started assisting with report entry. Training for the remaining officers will take place in the near future so they can start entering reports in the system.
8. The application period for the 2016 AFG grant opened on October 13th. Attached is a Resolution authorizing us to serve as the host department for a Regional SCBA grant request, and agreeing to provide a 10% match for our portion of the grant ($37,364.94). Participating with us will be the following fire districts: Gloucester Township 4, 5 and 6, Pine Hill, Lindenwold and Deptford. The additional departments will raise our population total to 123,000, and our grant cap from one million to two million dollars. This will ensure our grant match does not exceed 10%.
9. We need to decide if we want to budget money in the 2017 budget for the installation of video cameras in our department vehicles. Unfortunately I have not had the time to research the coast of the cameras. Depending on how the overall budget looks, I’d recommend budgeting $10,000.00. I’m not sure if that will be enough to outfit all of the vehicles, but it would at least allow us to start the process.
10. The requested amounts for the 2017 budget have been provided to Commissioner Donahue.
11. Attached is a letter that was received from the Camden County Fire Chiefs and Fire Officers Association regarding an issue with the contract for the reporting software. The annual fee for the software is currently paid by the Camden County Board of Chosen Freeholders. However, due to a reportedly unresolvable contract dispute, the county will no longer pay for the contract, and the cost may become the responsibility of the individual fire departments effective October 1, 2017. $4,000 has been placed in the 2017 computer line item to cover the contingency.
12. The life insurance policy payment has been made to the family of Helen Tyler by VFIS Insurance ($5,000 divided amongst three beneficiaries).
13. Attached is a warning letter received from the Division of Fire Service regarding an SCBA fill station which exploded while being examined by a technician. As a result, the New Jersey Department of Labor and Workforce Development will be conducting inspections of all fill stations in the state. FF Procopio completed a requested survey form regarding our fill station. The DFS letter contains a number of recommended steps regarding fill station safety. I’ve discussed them with FF Procopio and he’s confident the concerns are addressed via our annual maintenance contract with Air Power.
14. The labor contract between the Board of Fire Commissioners and the IAFF Local 3249 for the time period between January 1, 2014 and December 31, 2016 has been settled, effective October 12, 2016. Signed copies have been provided to all commissioners and career staff.
15. Attached is a Resolution to designate me as the Certifying Officer for the Pension System.
16. Chief Millisky has requested permission to purchase a printer for department accountability and ID cards. The current printer is 4 years old and shared amongst the township companies. The current arrangement has been problematic due to programming issues, supplies and availability. There are sufficient funds in this year’s computer budget for the purchase. Request authorization to purchase a printer for a cost not to exceed $2,500.00.
17. Chief Millisky is requesting to purchase a laptop computer to be used for training only. The computer would be shared amongst the line officers and used to store all training related files and for drill presentations. There is sufficient funds in this year’s training budget for the purchase. Request authorization to purchase the computer, at a cost not to exceed $2,000.00.
18. As per our discussion at the budget meeting, I believe we should budget $55,000.00 for a new Chief or Duty Vehicle in 2017. If approved, we will have to hold a public hearing this year to approve the purchase in 2017.
19. I was previously asked to advertise the December 6th workshop as a Special Meeting to possibly approve the hiring of a career firefighter for the SAFER funded position, to include a Closed Session to discuss personnel matters. If the Board agrees to the purchase of a utility vehicle next year, I suggest we also advertise for a Special Meeting at 7:00 pm that same night to hold a public vote for approval to budget for the vehicle in 2017.
20. As discussed at the workshop last week, request permission to hire Licensed Private Investigator Richard Tesauro to conduct the background investigation of the career firefighter for the SAFER funded position. The salary would be $50/hour plus mileage (GSA rate of .54/mile). The job duties will be to verify the information on the application and interview, friends, associates, neighbors, former employers and references. The exact number of hours are unknown, but are not expected to exceed 30. As per Solicitor Carlamere, the hire can be approved via a Motion.