

The seven hundred and thirty ninth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, December 12, 2018.

Commissioners present were: Genzel, Evans, Donahue and Grady, Absent: Reichert. Also in attendance were Solicitor Dave Carlamere, Administrator Robb and Chief Millisky.

Chairman Genzel opened the meeting at 7:31 pm with the flag salute and acknowledgement of the meeting being held in accordance with the Open Public Meeting Act.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Grady and 2nd by Donahue to accept the minutes of the previous meeting.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

Chief's Report: Chief Millisky started off by thanking the department members and specifically FF DiGuglielmo for participation in the area Christmas parades and events. The Chief went over some changes for box assignments for Pine Hill, ladder 82 & tower 84 being out of service and the need for mutual aid assignments. Shop Rite of Chews Landing is donating some trays of food in appreciation of our volunteers which will be available to all on December 23, after the Santa Runs. ASHE training is planned for after the 1st of the year.

Administrator's Report: Administrator Robb reviewed the items on the attached agenda providing updates on the station renovations, Engine 88 and Joint Ops Committee meeting, the sale of Brush 82, LOSAP and various quotes and grant information.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that the budget will be introduced tonight under new business.

Group Report: "B" Fire Prevention, EMS (J. Reichert) In the absence of Comm. Reichert, FO Young's report was reviewed by Chairman Genzel.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the monthly station and apparatus maintenance report provided by FF Procopio.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady questioned possibly looking into purchasing more raincoats in 2019 and asked Administrator Robb to Obtain updated pricing for extended warranties on the radios.

Group Report: "E" Training, Personnel, Office (G. Genzel) None

New Business: A motion was made by Donahue and 2nd by Grady to approve the bills presented for payment this evening in the amount of \$59,668.39

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Donahue and 2nd by Evans to accept the receipts presented this evening in the amount of \$42,803.22.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Donahue and 2nd by Evans to approve the proposed 2019 Operating budget noting the 2nd reading of the budget will be held at the January 9th, 2019 meeting.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2nd by Grady authorizing payment of \$1,745.00 to Jonathan Mooney Painting, LLC as a 50% deposit for the contracted work in the Commissioner Office, the District Clerk Office and the Executive Office Hallway.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A Resolution was made by Donahue and 2nd by Genzel to approve the purchase of office furniture for both the Commission Office and the Fire District Clerk Office in the amount of \$7,703.78 under state contract.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2nd by Grady to move forward with the re-lettering of Engine 88 not to exceed \$1,200.00 total cost to District 2.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2nd by Grady authorizing the purchase various uniform items from Action Uniforms for a total of \$4,410.00.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2nd by Grady authorizing the purchase of t-shirts and sweatshirts from G & M printing in the amount of \$1,159.60.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2nd by Grady authorizing the purchase of 32 NFPA Compliant Particulate Hoods, 8 Rock & Rescue double headed pickets and 2 standard and one training rope gun projectiles from Nat Alexander Company in the amount of \$5,435.00

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A Resolution was made by Grady and 2nd by Donahue authorizing the purchase of 15 Motorola Minitor VI Pagers along with various pager accessories from Wireless Communications, LLC for the state contract price of \$6,584.00.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A resolution was made by Evans and 2nd by Donahue authorizing the certification and payment of \$22,400.000 to Lincoln Financial Group for 2017-2018 eligible member LOSAP accounts.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

Old Business: Comm. Grady commented that he would like to see the lettering on Engine 88 reflect Blackwood & Chews Landing Fire Departments rather than Gloucester Township Fire Districts 2 and 4. Discussion followed.

Good of the District: Capt. Frank Reiss commented on his appreciation of the re-lettering of Engine 88 and opened a discussion regarding the in rig cameras. Comm. Donahue expressed his gratitude to the members for the holiday decorating of the station and park.

At 2035 hours a motion was made by Genzel and 2nd by Donahue to suspend the meeting until Thursday, December 27th, 2018 at 0900.

Roll Call: Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

Chairman Genzel reconvened the meeting at 0900 on Thursday, December 27th, 2018 with a flag salute and acknowledging that the meeting is being held in accordance with the Open Public Meeting Act.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

Administrator Robb reviewed the attached agenda and opened a discussion regarding the upcoming interviews for a new hire career firefighter.

A Resolution was made by Evans and 2nd by Grady authorizing the purchase of 4 pair of Globe Supralite leather boots from Continental Fire & Safety for the state contract price of \$1,624.00

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A Resolution was made by Evans and 2nd by Reichert in favor of accepting the bid from the Leesburg Fire Department to purchase the 1992 Ford F350 brush truck in the amount of \$6,500.00.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A Resolution was made by Donahue and 2nd by Evans to approve/perform line item transfers as per schedule.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A Resolution was made by Donahue and 2nd by Reichert to cancel unexpended balances at the close of 2018.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Donahue and 2nd by Grady to establish accounts payable.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Donahue and 2nd by Evans to accept receipts in the amount of \$430,295.25.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Donahue and 2nd by Reichert to approve payment of the bills presented in the amount of \$63,229.97.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Donahue and 2nd by Reichert to accept the terms of the 2019 Fire Department lease for Office Space in the amount of \$68,250.00.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Reichert and 2nd by Evans to amend the meeting time to 7:00pm for the January 9th, 2019 meeting in order to conduct interviews after the meeting.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2nd by Reichert to hold a special meeting on Wednesday January 23, 2019 at 7:30pm to determine the new hire career firefighter and any additional business as determined by the Board.

Roll Call: Reichert-yes, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

Chairman Genzel publicly expressed his appreciation to members of the Board and staff for their cooperation and dedication.

There being no other business a motion was made by Reichert and 2nd by Donahue to adjourn at 9:35am. All in favor motion carried.

Read and approved:

Chairman:

Serge H. Genzel

Submitted:

Clerk:

Marionne C. Ross

Date: JAN 12 2019

1. BMOC project:
 - a. Cipriani Remodeling Solutions, George Coulter Plumbing and TDK Sprinklers have all been notified by FF Procopio that they've been approved to perform the quoted work. The project is expected to start later this month. The NJ American Water Co. representative has also been notified of the expected project start date.
2. Jonathan Mooney Painting LLC started the office painting project today. The order of the work will be the hallways, then the commission office. The clerk's office will not start until completion of the water line / sprinkler piping installation in the office. **Request a Motion authorizing payment of \$1,745.00 to Jonathan Mooney Painting LLC as a 50% down payment, per the contract for the work.**
3. **Request approval of the attached Resolution for the purchase of new office furniture for the commission and clerk's offices from WB Mason for the state contract price of \$7,703.78.**
4. Engine 88 updates:
 - a. Several draft Joint Administrative Policies have been created. The policies are currently at the platoon supervisor review level. They will then be forwarded to the Joint Operations Committee for review and comment, and then to each Board for requested adoption.
 - b. District 4 has agreed to the \$1,200.00 per month E88 wear and tear fee. As discussed at last week's workshop, they placed some stipulations on the approval. Their concerns are being addressed and I'm optimistic that a formal agreement will be reached in the near future.
 - i. One of the District 4 requests is to re-letter E822 to reflect the shared services program. District 2 has already agreed to re-number the engine to reflect the E88 designation, at a cost of \$825.00 (to be split equally between the districts). Re-lettering proposals have also been discussed. We're awaiting a drawing and quote from Fire Design LLC to remove the Chews Landing from the hose bed sides and replace it with Gloucester Township. Fire Design has already provided a quote of \$175.00 to add the words "Proudly Serving Fire Districts 2 and 4" on the top portion of the compartment door above the rear wheels. **Request a Motion authorizing the above changes, at a cost to District 2 not to exceed \$1,200.00.**
 - c. The next Joint Ops Committee Mtg. is scheduled for Thursday, January 10, 2019 at 7:00 pm at Station 84.

5. Brush 82 sale:
 - a. The Berlin and Leesburg Fire Departments have expressed interest in purchasing the brush truck. If either agrees to the purchase, it will not be necessary to advertise the sale. I will keep the Board posted of any progress on this front.
6. FEMA Grants:
 - a. 2015 SAFER Hiring Grant – FF Knight
 - i. Grant expired yesterday. I will be submitting a final reimbursement request in the near future.
 - b. 2017 SAFER Hiring Grant:
 - i. Applications have been received from our top three candidates; Robert Lindell, Boyd Redrow Jr. and Joseph Imielinski. Lindell and Redrow previously passed the Civil Service PPT, and Imielinski passed the test yesterday. Ronin Security had already started the backgrounds for Lindell and Redrow, and the investigator was given the ok to start the Imielinski background yesterday. I will provide each board member with copies of the applications and any background information as it is developed.
7. LOSAP funds totaling \$33,115.01 have been returned to the Board by Lincoln Financial Advisers. The funds had been in accounts of seventeen (17) non-vested inactive/former members. The funds will be handled per the instructions from Bowman and Company.
8. Commissioners Reichert, Grady and I recently met with a vendor to review apparatus camera systems and options. Pricing information has also been obtained from two other vendors. The cost of the system will depend on how many cameras we want to install and other available features. My recommendation is to go with the basic setup for the pumpers, which involves a windshield mounted unit with both front and rear facing cameras, and an additional camera on the rear of the apparatus. For the support vehicles, I recommend just the windshield mounted unit. If the Board and Chief agree, I will see if there is available funding in the equipment budget to outfit some of our vehicles this year. Based on frequency of responses, I recommend doing Engine 88, the Duty Car and then the Chiefs Car. I will have to look at response stats to determine the order for the remaining apparatus.
9. **Request a Motion authorizing the purchase of various uniform items, Class A Uniform Collar Brass and twelve (12) Game 3 in 1 Hi-Vis Rain Jackets from Action Uniform Company for a total of \$4,410.00.**
10. **Request a Motion authorizing the purchase of t-shirts, sweatshirts and winter hats from G&M Printwear of Gloucester City for \$1,159.60.**
11. **Request a Motion authorizing the purchase of thirty two (32) NFPA Compliant Particulate Hoods, eight (8) Rock N Rescue double headed pickets, and two(2) standard and one (1) training rope gun projectiles from Nat Alexander Company of Laurel Springs, NJ for \$5,435.00.** Quotes were also received from MES and Continental Fire and Safety, with Nat Alexander providing the lowest quote.
12. **Request the Board approve the attached Resolution authorizing the purchase of fifteen (15) Motorola Minitor VI Pagers, along with various pager accessories, from Wireless Communications LLC of W. Berlin, NJ for the state contract price of \$6,584.00.**

13. As previously approved by the Board, the A Platoon members attended the second of two Street Smart ICS Classes at the CCRETC on Saturday, November 17, 2018. The volunteer staff was kind enough to provide an in-house duty crew during the training class.
14. The Duty Car has been repaired and is back in service. The repair cost of \$4,016.21, minus our \$250.00 deductible, was paid by Gladfelter Insurance. Thanks to FF Procopio for coordinating the insurance claim and repair.
15. As authorized by the Board, a Holiday Luncheon for the career and volunteer staff has been scheduled for Friday, December 21st. Career firefighters from all three platoons, along with all members of the volunteer staff have been invited.
16. **Request the Board approve the attached Resolution authorizing the certification of the 2017-2018 LOSAP list and payment of \$22,400.00 to the Lincoln Financial Group for deposit in eligible member's accounts.**

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: December Continuation Meeting– 12/27/2018

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1. **Equipment:**

- a. All equipment approved at the December 12th meeting has been ordered.
 - b. Attached is a **Resolution** authorizing the purchase of four (4) pair of Globe Supralite leather boots from Continental Fire and Safety for the state contract price of \$1,624.00.
2. Leesburg Volunteer Fire Company of Maurice Township, New Jersey has agreed to purchase Brush 82 for \$6,500.00. As previously discussed, all loose equipment, the radio and 200' of forestry hose were removed from the vehicle. FF Procopio also removed the identifying seals and lettering. I plan to visit the New Jersey Motor Vehicle Commission office in Runnemede, NJ to obtain a duplicate title for the vehicle, as the whereabouts of the original are unknown. Attached for the board's approval is a Resolution authorizing the sale of the vehicle. The unit was placed out of service on December 21, 2018, and all necessary notifications have been made. It is anticipated that the sale of the vehicle and transfer of ownership will take place in the next few days.
3. The 2017-2018 LOSAP payment in the amount of \$22,400.00 to Lincoln Financial Group is submitted with the bills for approval.
4. Thanks to the Board for sponsoring the Holiday Luncheon on Friday, December 21st. A good time was had by all.

The Board of Fire Commissioners, District #2, Gloucester Township, held a Workshop Meeting in the Chews Landing Fire Station on Tuesday, December 4, 2018 at 7:30 pm.

Commissioner Genzel opened the meeting at 7:45 pm.

Roll Call: Genzel – Present Evans – Present Reichert – Present Donahue – Present
Grady – Present

Also present was Administrator Robb and Chief Millisky.

District Clerk Marianne Robb reviewed the proposed Commission Office furniture layout with the commissioners, with some minor adjustments made.

Administrator Robb reviewed the items on the attached agenda. Also discussed was the Holiday Luncheon, the Fire Company Santa Run dates (December 16, 2018 for Broadmoor and Timber Birch, December 27, 2018 for the remainder of the district. All runs to start at 6:00 pm). The Board also decided to hold their end of year closeout meeting on Thursday, December 27, 2018 at 9:00 am. The Board then reviewed the proposed 2019 budget.

Motion to adjourn by Grady, 2nd by Donahue at 8:51 pm. Motion carried.

Submitted by Administrator Robb.

Read and Approved: Chairman: *George H. Genzel*
Clerk: *Marianne Robb*

12/12/18

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: December Workshop – 12/4/2018

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1. BMOOC project:
 - a. Cipriani Remodeling Solutions, George Coulter Plumbing and TDK Sprinklers have all been notified by FF Procopio that they've been approved to perform the quoted work. The project is expected to start later this month. The NJ American Water Co. representative has also been notified of the expected project start date.
 - b. I was notified today that NJ American will be providing a 4" line instead of a 2" line, based on their engineer calculations. The rep said if we want to stay with our 2" line, they will just put a reducer on the end. This could benefit us in the future if we ever decide to expand the sprinkler system.
2. Jonathan Mooney Painting LLC has been notified of the approval to start the office painting project. I signed the contract yesterday, and an invoice for a 50% down payment (\$1,745.00) will be submitted for payment at next week's meeting. He is expected to start the work on or about December 12th.
3. Marianne has received an updated quote for the new furniture for the commissioner and clerks offices. She is here tonight to go over the proposed layouts to ensure all are in agreement. The state contract purchase will be submitted for approval at next week's meeting.
4. Engine 88 updates:
 - a. The stipulations placed on the E88 monthly wear and tear fee were discussed at the Joint Ops Committee mtg last week with the following results:
 - i. A long term commitment from District 2 for continued participation in the Engine 88 program – this request was based on the mistaken understanding that the Shared Services program was created as a trial for a limited time frame. After discussion, District 4 has dropped this request.
 - ii. An agreement to re-letter E822 to reflect the shared services program – District 4 still feels strongly on this point, and would like the engine to display Gloucester Township Fire Districts 2 and 4 to reflect our partnership.
 - iii. A commitment to the joint purchase of an apparatus for the E88 program no later than the end of 2020 – District 4 agreed to appoint members to the proposed joint apparatus purchase planning committee to further explore this topic.
 - b. FF Procopio obtained a quote of \$825.00 to change the identifiers on E822 to E88. District 4 has agreed to pay for half of the cost. FF Procopio has been authorized to schedule the work with Don Draper. Commissioner Evans also authorized FF Procopio to have Mr. Draper re-letter the old Chief's car to reflect its' current assignment as the Duty Car, to include adding NFPA reflective striping to the rear, at a cost of \$575.00.

- c. The next Joint Ops Committee Mtg. is scheduled for Thursday, January 10, 2019 at 7:00 pm at Station 84.
5. Brush 82 sale:
 - a. Due to my injury I've been unable to advertise the sale of Brush 82. With the Board's permission, I will attempt to advertise it in the next week or so, with the quotes due back at our meeting on January 9, 2019.
6. FEMA Grants:
 - a. 2017 SAFER Hiring Grant:
 - i. Applications have been received from our top three candidates; Robert Lindell, Boyd Redrow Jr. and Joseph Imielinski. Ronin Security is in the process of conducting the Lindell and Redrow background investigations, and will start the Imielinski background upon his successful completion of the civil service PPT, scheduled for next Tuesday. I will provide each board member with copies of the applications and any background information as it is developed.
7. LOSAP funds totaling just over \$33,000.00 have been returned to the Board by Lincoln Financial Advisers. The funds had been in accounts of seventeen (17) non-vested inactive/former members. The funds will be handled per the instructions from Bowman and Company. The exact amount will be reported at next week's meeting.
8. Commissioners Reichert, Grady and I recently met with a vendor to review apparatus camera systems and options. Pricing information has also been obtained from two other vendors. The cost of the system will depend on how many cameras we want to install and other available features.
9. The PPE purchase approved at last month's meeting has been placed with Continental Fire and Safety. Approval will be requested next week for the purchase of additional PPE items, including boots, gloves and NFPA compliant particulate hoods.
10. Motions will be presented at next week's meeting for purchases of radio equipment (new pagers and accessories for current pagers), uniform items and new fire equipment. All purchases will be within the amount budgeted for each account.
11. The A Platoon members attended the first of two Street Smart ICS Classes on Saturday, November 17, 2018 at the CCRET, and will attend the 2nd class this Saturday. Engine 88 was covered by a volunteer, in-house duty crew during the training on the 17th, and will hopefully again be covered this Saturday.
12. The Duty Car is currently at Auto Images in Blackwood for repair of the damage caused as a result of the collision with a deer on November 11, 2018. Total cost of the repair is \$4,016.21, of which Gladfelter Insurance paid all but our \$250.00 deductible.
13. Please advise if the Board plans to fund a Holiday Luncheon this year. The best option appears to be to schedule it on a day when the A Platoon is working, followed the next day by C Platoon. We can invite the C Platoon members to attend, and/or purchase enough food so they can have it the next day.
14. FF Procopio was contacted today by EES to advise they still do not have a delivery date for the L82 swivel. They are looking into it and will update us once they have a date.
15. 2019 budget discussion.