

The seven hundred and forty first meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, February 13, 2019.

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

Chairman Genzel opened the meeting at 7:30 pm with the flag salute and acknowledged that the meeting was being held in accordance with the Open Public Meeting Act.

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

A motion was made by Grady and 2<sup>nd</sup> by Evans to approve the minutes as presented.

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

Chief's Report: Chief Millisky reported that the ladder is back in service and has been added to alarm system calls. The volunteer SAFER grant is in progress.

Administrator's Report: See attached report identifying updates on the BMOG project, Engine 88, FEMA/SAFER Grants, upcoming Captains Test and Commission Elections.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) None

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reported that the annual report has been sent to the State and that FO Young and other district Fire Officials are in the process of reviewing the state fee scale and a possible change to the ordinance. Commissioner Reichert also reported on an Arson Seminar next month and that FO Young has commented that he has already noticed improvement with the addition of the 5<sup>th</sup> firefighter on the A Platoon.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the report provided by FF Procopio outlining the preventive maintenance and repairs throughout the building, modifications and repairs to E88 and the completion of repairs to the ladder, which was put back in service February 6, 2019.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady reported that he has spoken to one of our County representatives regarding the high cost of hydrant rentals and was assured they would look into it.

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel stated that his items will be handled in closed session.

New Business: A motion was made by Donahue and 2<sup>nd</sup> by Reichert to approve the bills presented for payment this evening in the amount of \$115,023.09.

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

A motion was made by Donahue and 2<sup>nd</sup> by Evans to accept the receipts presented this evening in the amount of \$2,733.00.

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

Chairman Genzel reported that he, Chief Millisky and District 4 representatives attended the commission meeting of STFD #3 regarding fire protection of their district and the amount of calls to which Districts 2 and 4 are handling due to non-responses from District 3 apparatus. Chairman Genzel provided updates of the discussions, and said he felt that the District 3 Commissioners are in favor of working out some financial details regarding fire protection and possibly inspections within their district. Further discussions with District 3 will be held in the near future.

Old Business: A motion was made by Evans and 2<sup>nd</sup> by Grady to donate the \$62.00 received from Sims Metal Products in Deptford, NJ to the fire department. The payment was the result of scrapping the old metal desks and filing cabinets from the commission office.

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

A motion was made by Evans and 2<sup>nd</sup> by Grady to appoint Janine Young and Marianne Adomanis as tellers for the upcoming Fire District Election on Saturday, February 16<sup>th</sup>, 2019, with a salary of \$175.00 for the day.

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

Good of the District: Comm. Evans stated that he appreciates everyone's patience with the repairs to the tower and also expressed his appreciation of our volunteers who respond during the day. Comm. Reichert opened a discussion regarding some recent emails about E88 being OOS for a day and the hostility that was exhibited by some of our members. It was noted that C Platoon should get qualified on one of the District 4 Engines so that in the event E88 is OOS for a length of time there is an option other than using another District #2 Engine.

A motion was made by Reichert and 2<sup>nd</sup> by Evans to go into closed session at 8:45pm.

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

During closed session, the Commissioners discussed proposed Joint Administrative Policies 19-001, 19-002 and 19-003. The Commissioners also discussed an application from a subject interested in serving as a Fire Police Officer for Station 82.

A motion was made by Reichert and 2<sup>nd</sup> by Donahue to end closed session at 9:03pm.

A motion was made by Evans and 2<sup>nd</sup> by Reichert to adopt the Resolution for Joint Administrative Policies 19-001, 19-002 and 19-003, with the stipulation that all references to the District 2 Administrator be changed to "the Commissioner designated as Personnel Director or his/her designee."

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

As a result of the Closed Session discussion and upon the advice of Solicitor Carlamere, it was decided to reject the Fire Police application of Orlando Rivera due to the fact that our department does not have a Fire Police membership classification.

Commissioner Donahue questioned why the amount of money in the District 2 truck fund should be included on the report the administrator is preparing for the Joint Apparatus Purchase Planning Committee meeting. After discussion, the Commissioners agreed the information should not be included in the report.

There being no other business a motion was made by Reichert and 2<sup>nd</sup> by Evans to adjourn at 9:11pm. All in favor, motion carried.

Read and approved:

Chairman: Serge Sengal

Submitted:

Clerk: Martamee Robb

Date: 03/13/2019

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: February Meeting – 2/13/2019

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BMOC project:

- a. Sprinkler piping / heads and 2” water line have been installed. Connection of 2” line to the water main will hopefully be completed by NJ American Water Company by the end of the month.
  - b. Renovation of the bunk room by Cipriani Builders is scheduled to start on Monday. Estimated time frame for completion is 4 weeks.
  - c. The old commission office desks were scrapped at Sims Metal Management in Deptford, NJ. A total of \$62.00 was received as scrap metal value. With the permission of the Board, the money will be turned over to the fire company.
2. Engine 88 updates:
- a. Joint Administrative Policies 19-001 – Policy Creation / Enforcement, 19-002 – Leave Time and 19-003 – E88 Platoons, Schedule and Supervision are submitted for the Board’s review and approval. There is one issue related to the policies to be discussed in closed session. Assuming there are no objections after the closed session discussion, **request the Board approve the attached Resolution to formally adopt the policies.** If the Resolution is passed, District 4 will be asked to adopt an identical Resolution.
  - b. A Joint Swearing-In Ceremony for the recently hired District 2 and District 4 Career Firefighters will be held on Wednesday, February 20, 2019 at 7:00 pm at Station 84 on Central Avenue. The ceremony will also be used to issue the attached Press Release announcing the creation of the Engine 88 program, the hiring of two firefighters with FEMA grant funding, and the participation of some township districts in the FEMA Volunteer Recruitment and Retention Grant Program. Mayor Mayer was invited but has another obligation that night. Council Vice President Tracey Trotto and Councilman Michael Magnone will attend in his place. VP Trotto has offered to deliver the Oath of Office. Please let me know if you want any other elected officials invited. I will offer an invitation to area press to attend, utilizing a contact list provided by the Mayor’s office. I’ve also asked the Mayor to include the press release in the township newsletter and a future GTWorks publication.
  - c. Don Draper of Fire Designs LLC has been asked to complete the re-numbering and striping of Engine 88 prior to the ceremony.
  - d. Revision of the Cost sharing Addendum will be discussed at the next Joint Ops Committee meeting, scheduled for Thursday, November 21, 2019 at 7:00 pm at our station. Barring any objections from District 4, the addendum will be revised to reflect the \$1,200.00 per month E88 wear and tear fee.
  - e. Invoices have been submitted to District 4 for 4th quarter 2018 shared service expenses totaling \$4,584.50, broken down as follows:
    1. Fuel - \$1,069.95
    2. Substitutes - \$2,244.00
    3. Career OT Costs - \$414.60
    4. C Platoon Supervision - \$744.00
    5. Maintenance – \$111.95

3. As the Board is aware, we've been notified of an upcoming test for Fire Captain. Fire Marshal Young and FF's Adomanis, Procopio and Giambri are eligible to take the test. Those who successfully pass the test will be placed on a promotional list expected to take effect in the spring of 2020, with the current list remaining in effect until that time. With permission from the Board, I've notified Civil Service to proceed with the test for the listed employees.
4. FEMA Grants:
  - a. 2015 SAFER Hiring Grant – FF Knight
    - i. The grant was due to expire on December 12, 2018, however, we had a balance of \$30,380.16 left in the account. On the advice of our FEMA Grant Coordinator, I filed a request and received approval to extend the grant to March 31, 2019 to utilize the balance of the money in the fund. Marianne and I will consult with our Accountant and Auditor to ensure the funds are properly reflected in the budget.
  - b. 2017 SAFER Hiring Grant:
    - i. Firefighter Robert Lindell started work as a career firefighter assigned to A Platoon on Sunday, February 3, 2019. A Platoon staffing is now at our target goal of 5 firefighters. As noted above, FF Lindell will be formally sworn-in next Wednesday.
5. Commission Election / Budget Vote:
  - a. All necessary arrangements and notifications have been made.
  - b. Incumbent Commissioners Joseph Reichert and Kevin Donahue are running unopposed for three year terms.
  - c. **Request a Motion authorizing the hiring of Marianne Adomanis and Janine Young to serve as Tellers for the day, with compensation in the amount of \$175.00 each.**
  - d. Marianne has noted that we likely exceed our \$1,300.00 election budget, as the county estimates the cost for printing absentee ballots at over \$1,000.00.
6. The following career staff members have attended or will be attending the following ice rescue training classes:
  - a. FF Adomanis - Ice Rescue Train the Trainer hosted by Washington Township FD on February 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>.
  - b. FF's Knight, Ritz and Lindell – Ice Rescue Technician hosted by Winslow Twsp. FD on February 16<sup>th</sup> and 17<sup>th</sup>.
7. District 4 has appointed Commissioners Rich and Mike Jones, Chief Cipriano, and FAM Prendergast to the Joint Apparatus Purchase Planning Committee They will join previously appointed Commissioners Evans and Reichert, Chief Millisky and FF Procopio of District 2. There is an open position for a Chews Landing FD member-at-large, but I'm unsure when or by whom the position is to be filled. In preparation for a scheduled March 7<sup>th</sup> meeting, I've put together a report with an inventory of our apparatus, including mileage and engine hours, a 5 years analysis of responses per apparatus, and our current apparatus purchase funding. Once I receive District 4's information I will consolidate the information into a single report and forward to everyone for review.

8. As a reminder, last fall we discussed the possibility of inviting DCA representatives to a workshop meeting to discuss the legal options for fire district consolidation. At the time, the Board seemed in favor of the meeting, but decided to wait until completion of the budgeting and election processes. Since those endeavors are pretty much complete, I'm looking for permission to invite the representatives to our March Workshop. With the Board's permission, I'd also like to invite any other interested township fire officials. The meeting would be limited to a discussion of the available merger options as opposed to the merits of consolidation.
9. I'm looking for some guidance from the Board regarding the possible addition of cameras for the apparatus, as we'll likely need to obtain at least two quotes and I want to ensure we're comparing apples to apples. As learned during meetings with a representative of Pro Vision cameras, apparatus cameras fall into one of two categories:
  - a. Safety Cameras - analog cameras which provide real time images to assist the driver in maneuvering the apparatus. The rear facing cameras on the rescue and tower fall into this category. Digital cameras cannot be used for this purpose as there is a lag between the image capture and the ability to view it.
  - b. Recorded Images – these cameras use digital technology and capture images that can be stored and used in the event of a crash or other event that needs to be reviewed. Digital images provide a much higher resolution, but cannot be used for real time viewing.

We also need to determine how many cameras we want, and where they will be mounted. Options include:

- a. Windshield Mounted – either single camera facing forward, or dual camera, with one facing forward and one facing the crew. Due to the fans, seat backs and other cab obstructions, a windshield mounted camera would not likely capture a clear view of the crew.
- b. Cab Mounted – a separate camera located in the rear crew area to capture images of the crew
- c. Officer and Passenger Side Cab Mounted – cameras that provide images of either or both sides of the apparatus
- d. Rear Facing – Cameras that provide a view of the rear of the apparatus

If the board decides in favor of adding cameras, I recommend we go with a basic package for evaluation, and expand as needed as new apparatus are purchased. We will also need to develop a policy for use and viewing of the cameras. If Engine 88 is included in the plan, we'll need to develop a Joint Policy for that apparatus.

**CLOSED SESSION:**

1. Joint Policies 19-001, 19-002 and 19-003 discussion.
2. Volunteer Applicant Issue