

The Board of Fire Commissioners, District #2, Gloucester Township, held a Workshop Meeting in the Chews Landing Fire Station on Tuesday, March 5, 2019 at 7:30 pm.

Chairman Genzel opened the meeting at 7:31 pm.

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

Also present was Administrator Robb. Chief Millisky arrived at approximately 8:30 pm.

Administrator Robb reviewed the items on the attached agenda. There was also a lengthy discussion regarding the possibility of District 2 taking over the Local Enforcement Agency (LEA) responsibilities from District 3. Fire Marshal Young participated in the conversation, and expressed his opinion that his office is not currently in a position to take on the additional workload, particularly in light of the 24 hour shifts. Chairman Genzel is planning to attend the next District 3 Commission meeting to further the discussions.

Motion to adjourn by Reichert, 2<sup>nd</sup> by Donahue at 9:14 pm. Motion carried.

Submitted by Administrator Robb.

Read and Approved:

Chairman:

*George Genzel*

Clerk:

*Marianne C. Robb*

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: March Workshop – 3/5/2019

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BMOC project:

- a. Sprinkler piping / heads and 2" water line have been installed. NJ American Water Company has the permit for the water main connection, and a mark out person was here today, so hopefully the connection will be made soon. Painting of the Clerk's office will be scheduled as soon as the plumbing work is completed.
  - b. Bunk room renovation by Cipriani Builders is in the third week. Completion time is unknown. The new carpeting and furniture for the Commission Office are ordered, and will be installed as soon as the bunk room project is complete.
2. Engine 88 updates:
- a. Joint Administrative Policies 19-001, 19-002 and 19-003 have been adopted by both Boards of Fire Commissioners. The policies have been e-mailed to our career staff, stored on the career staff drive, and posted to the eSafety On-Line Learning site, with an electronic read and initial requirement.
  - b. The Joint Swearing-In Ceremony for the recently hired District 2 and District 4 Career Firefighters was held on Wednesday, February 20, 2019 at 7:00 pm at Station 84. The event was well attended, to include local media outlets. Thanks to all who assisted.
  - c. The previously agreed upon re-numbering and striping of Engine 88 was completed on February 19, 2019.
  - d. The revised Cost sharing Addendum (attached) was discussed at the Joint Ops Committee meeting last week. There were no objections to the document, and each district will be asked to adopt it via Resolution at their March meetings.
  - e. We've received reimbursement from District 4 for 4th quarter 2018 shared service expenses totaling \$4,584.50.
3. Commission Election / Budget Vote:
- a. The election went well. Congratulations to Commissioners Reichert and Donahue on their re-elections, and thanks to Marianne for all of her preparatory work. As all are aware, the budget also passed.
4. The first Joint Apparatus Purchase Planning Committee meeting is scheduled for this Thursday, March 7, 2019 at Station 82.
5. As authorized at last month's meeting, I contacted Melissa Ford of the Department of Community Affairs to determine if they would be willing to attend a future workshop to discuss consolidation options. She said she would have to check with her boss and would let me know. I have not yet received a response from her.
6. I'm looking for some guidance from the Board regarding the possible purchase of cameras for our fleet. 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.

7. We have approximately 40 items of PPE (coats and pants) that have passed the 10 year life span. Many of the sets were purchased in 2006 via an AFG grant. I will have a Resolution for next week's meeting to remove the items from inventory. With the board's permission, the items will be donated to the 9/11 fund.

8. As previously communicated, the State of New Jersey passed a Sick Leave Bill requiring employers to provide employees with one hour of sick leave for every 30 hours worked. The law took effect on October 29, 2018. The only employee this applies to is Marianne. She's entitled to 5 hours of sick leave from 2018, and 35 hours per year thereafter (based on a 20 hour work week). The law permits employees to carry over one year's worth of leave. Barring any objections from the board, I will start a Sick Leave bank for Marianne and track any hours used.

9. Next week's meeting is our annual Reorganization. Marianne and I will ensure that all necessary Resolutions are prepared.

10. Per our previous discussions regarding department supervision, I will present a Resolution at next week's meeting delegating direct supervision of the District Clerk to the District Fire Official, and direct supervision of the E88 Captains / Acting Captains to the Fire District Administrator. The Commissioner assigned as the Director of Personnel will retain direct supervision of the Fire Chief and the Fire District Administrator.

11. The volunteer duty crew stipends are currently paid quarterly. I've been asked by President Johnson if the checks could be issued monthly. This will create some extra work for me, but I'm not opposed to the request. It will also result in slightly higher Paychex costs, since they charge us based on the number of checks issued. Since the quarterly pay frequency was determined prior to my hiring, I want to ensure there are no objections from the Board before I agree to the change.

12. We've received the following quotes for our annual station landscaping:

- a. VJ Landscaping of Blackwood, NJ for \$5,565.00
- b. T&M Lndscaping of Sewell, NJ for \$5,775.00

I plan to request a Motion next week authorizing the awarding of the contract to VJ's Landscaping. The cost has increased by \$347.00, however, this is the first increase in several years, plus they now maintain the area behind the guiderail.

13. As a result of the Rick Knight SAFER grant extension, we're required to file a Budget Amendment with the state. The amendment will reflect the unanticipated revenue, along with an accompanying expense of the same amount for Rick's salary. Copies of the Resolution and Budget Amendment Certification form are attached for review, and will be formally presented at next week's meeting. Our auditor and accountant have reviewed and approved the documents.

14. As previously approved by the board, I will be attending a 40 hour Maryland Fire and Rescue Institute Staff and Command course next week in Baltimore, Maryland. Barring any objections, I plan to use my own vehicle and submit a voucher for reimbursement of mileage and fuel. I will prepare and forward an agenda for next week's commission meeting later this week.