

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 2nd 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 BMOC 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 5th 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 2nd 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 2nd 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 GTFD #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 2nd 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 2nd by Grady to appoint Janine Young and Marianne Adomanis as tellers for the upcoming Fire District Election on Saturday, February 16th, 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 2nd 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 2nd by Donahue to end closed session at 9:03pm.

A motion was made by Evans and 2nd 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 2nd by Evans to adjourn at 9:11pm. All in favor, motion carried.

Read and approved:

Chairman: _____

Submitted:

Clerk: _____

Date: _____

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: March Meeting – 3/13/2019

=====1. **Attached for the Board's approval are numerous Resolutions related to the annual reorganization.**

2. BMOOC project:

- a. Still awaiting a date for the connection of the new 2" line to the water main by NJ American Water Company.
- b. The 2 hour rated walls in the bunk room have been installed and inspected, and the partition walls have been built. Rough wiring of the partition areas is scheduled for Monday and Tuesday, followed by installation of sheetrock on the partitions and hallway. Updated project completion is 3 to 4 weeks.

3. Engine 88 updates:

- a. **Attached for the Board's review and approval is a Resolution** authorizing revision of the Shared Services Cost Sharing Addendum to include the \$1,200.00 monthly payment by District 4 for the use of E822 as Engine 88. District 4 is scheduled to approve the Resolution at their meeting next week.

4. The first Joint Apparatus Purchase Planning Committee meeting was held on Thursday, March 7, 2019 at our station. While no decisions were made, there was productive conversation regarding future apparatus plans. One topic of discussion was the acknowledged short term need to purchase an apparatus specifically designed to satisfy the mission of the Engine 88 program. District 4 has applied for a FEMA Grant to fund the purchase, however, the results of their application will not likely be known until later this year. Plan B would be a jointly funded purchase of an apparatus. The committee has requested that each Board discuss the concept of a joint purchase to determine if there's support of this option if the apparatus grant is not awarded.

5. Per our conversation at last week's workshop, our Pro Vision vendor has been asked to provide a revised quote for the purchase of dash mounted digital cameras for Engine 88 and Engine 82, to include installation. The amount of the quote will determine if an additional quote is needed.

- a. I also sent separate e-mails to the Joint Operations Committee members and to our company members regarding the board's tentative plans. I've received some feedback with concerns regarding installation of the cameras that I believe will require further discussion.
- b. I plan to add the topic to the next Joint Ops Committee agenda for the Engine 88 camera.

6. **Attached is a Resolution requesting permission to remove numerous items of PPE from our inventory.** The coats, pants and boots are worn beyond repair and/or have exceeded the NFPA recommended 10 year life span. Many of the sets were purchased in 2006 via an AFG grant. With the Board's permission, the items will be donated to the 9/11 Fund.

7. Per our discussion at last week's workshop, 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 District employee affected by the law is District Clerk Marianne Robb, as everyone else receives contractual sick leave in excess of the state minimum. I will create a sick leave bank for Marianne that complies with the requirements of the law.

8. **Per our previous discussions, attached for the Board's approval is a Resolution that provides supervisory authority for fire district employees.**

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

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

Request a Motion authorizing the awarding of the contract to VJ's Landscaping.

10. As a result of the Rick Knight SAFER grant extension, we're required to file a Budget Amendment with the state. **Attached for the Board's approval is the required Resolution and Budget Amendment Certification form.** The approved forms will then be forwarded to the Department of Community Affairs for their approval.