

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, April 10, 2019.

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

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

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

Chief's Report: Asst. Chief Scott reported that Chief Millisky is attending the FDIC Convention. A discussion was held regarding policy of personal vehicles in the bay or shop.

A motion was made by Grady and 2nd by Reichert to have a policy implemented regarding personal vehicles in the bay and shop.

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

Administrator's Report: Administrator Robb reviewed the attached agenda.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue pointed out a mistake on the budget report pertaining to a \$8200.00 charge that should have been accounts payable and will be corrected.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed FO Young's report outlining the inspections and investigations during the month and also that we have started receiving permit applications for Gloucester Township Day to be held June 1st.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the report provided by FF Nick Procopio providing updates on the ongoing construction project, the air cascade system and repairs and routine maintenance of both the building and apparatus.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady reported that in reviewing the budget report for telephone expenses, we are likely to be over budget for this line item.

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel reported that our Board will hold off on attending any more GTFD #3 meetings pending response to the letter being sent to Chairman Stires.

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 \$95,992.49.

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 receipts presented this evening in the amount of \$431,845.25.

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

A motion was made by Evans and 2nd by Reichert in favor of purchasing the OHD Gold contract for service and warranty for one year for the fit test machine at a cost of \$1,030.00.

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

A motion was made by Reichert and 2nd by Donahue to authorize the purchase of a 10' by 12' shed from American Sheds of Williamstown in the amount of \$2,449.00.

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

A motion was made by Evans and 2nd by Reichert authorizing FF Lindell's enrollment in Fire Inspector I and II courses for the cost of \$940.00.

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

A motion was made by Evans and 2nd by Grady to authorize the use of Summit Benefit Consultants for Actuary Services as mandated by the State of NJ to comply with annual audit in the amount of \$1,500.00,

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

A motion was made by Donahue and 2nd by Reichert to authorize payment of \$2,450.00 to AEi2 for asbestos removal and air testing in the Commissioner's Office.

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

A motion was made by Reichert and 2nd by Grady authorizing FF Nick Ritz and FF Rob Lindell to attend the Fire Attack and Flow Path Course offered at the Gloucester County Fire Training Academy on May 16, 2019 for a cost of \$50.00 per firefighter.

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

A motion was made by Evans and 2nd by Reichert to authorize the purchase of a new network recorder for the station security system from Security 21 of Deptford NJ in the amount of \$1,935.00.

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

Old Business: A discussion was held on various aspects of the apparatus cameras and audio feeds.

Good of the District: None

A motion was made by Reichert and 2nd by Evans to go into closed session at 8:44pm to discuss personnel issues.

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

In closed session the Commissioners discussed personnel issues that are still pending.

A motion was made by Evans and 2nd by Reichert to go back into open session at 10:14pm.

There being no other business a motion was made by Donahue and 2nd by Evans to adjourn at 10:15pm. All in favor, motion carried.

Read and approved:

Chairman: George H. Senzel

Submitted:

Clerk: Marianne A. Cobb

Date: 5/8/2019

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: April Meeting – 4/10/2019

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1. BMOB project:

- a. All sprinkler piping is completed. An alarm company tech was here today and connected the flow valve to the fire panel. A sprinkler company tech will be here tomorrow to turn the system on. I've also reached out to the township sub-code official for the final inspection.
- b. The bunk room work is done. There are partitions for 5 bunks, with a 6th bunk in the open.
- c. Also pending is the installation of the railing for the new steps in the rear of the building.
- d. I'd like to acknowledge the efforts of Nick Pro in overseeing the project and dealing with any issues that arose. The end result speaks for itself.

2. Engine 88 updates:

- a. The Joint Operations Committee met on March 27, 2019 at station 84. One topic of discussion was the revised Cost Sharing Addendum, which was not signed by District 4 at their March meeting. Chairman Vannoni was apologetic, stating he was not in attendance at the meeting and believes the decision not to sign it was based on a miscommunication. We're told the issue has been resolved and the addendum will be signed by District 4 at their April meeting.
- b. Committee members decided to have me send a letter to the Chairman of GTFD 3 to acknowledge the recent discussions to have either District 2 or 4 take over as the LEA for District 3, and requesting information needed to make an informed decision. The letter is attached. Barring any objections from the board, I will send the letter tomorrow.
- c. 1st Quarter 2019 Invoices have been forwarded to GTFD 4 for a total of \$7,245.09, broken down as follows:
 - i. Fuel - \$886.69
 - ii. Substitutes - \$153.00
 - iii. Career Staff - \$910.40
 - iv. C Platoon Supervision - \$720.00
 - v. E88 Lettering and Striping - \$975.00
 - vi. E88 Depreciation - \$3,600.00

3. I've received a quote from Pro Vision of \$3,158.00 for the purchase and installation of two windshield mounted camera units. The camera cost is \$910.00 (\$455.00 each), and the installation cost is \$2,612.00 (\$1,124.00 per vehicle). The high installation cost is due mainly to technician travel and lodging costs. The installation of four cameras would reduce the per unit installation cost to \$653.00 each (total cost of \$4,432.00 vs. \$3,158.00). Another option is to have the cameras installed locally, possibly by Wireless Communications. Rough estimate of the cost is \$250.00 per vehicle.

- a. The consideration of camera installations have resulted in two areas of concern; the need for a camera facing the driver/crew, and the capture of audio. Request the Board make a formal decision on these issues so I can communicate same to all concerned.
- b. I'm in the process of obtaining sample policies and information from area departments that already use cameras. So far, I've learned that Pine Hill FD has cameras that are front

and crew facing and capture audio. Mount Laurel has front side and rear facing cameras, no crew, audio in Battalion vehicles only, Washington Twsp has forward facing and crew cameras, audio in Chief's vehicles only, Winslow Twsp has forward and crew cameras, no audio, will be adding side and rear cameras on new apparatus.

4. Our fit test machine is due for annual calibration, and the service contract purchased with the machine expired last year. The manufacturer offers a variety of one, three and five year service contracts. The basic cost for calibration and shipping is \$850.00. **Request a Motion authorizing the purchase of a One Year OHD Gold Service Contract, which includes everything in the basic package, plus warranty coverage for the unit and accessories and guaranteed three day service turnaround for \$1,030.00.**
5. As authorized at last month's meeting, the PPE removed from inventory has been donated to the 9/11 Fund.
6. The Resolution, Budget Amendment Certification and revised budget documents have been forwarded to DCA regarding the extension of the SAFER grant for FF Knight. Formal state approval is pending.
7. Our VALIC advisor has requested permission to offer their Guided Portfolio Services Program to our career staff members who participate in the Deferred Compensation Program. There is no cost to the Board, and our participating employees would only have to pay for the service if they agree to participate. Barring any objections, I will sign the authorization on behalf of the Board.
8. Request authorization to have FF Lindell register for the summer Fire Inspector I and II course through Camden County College. With the exception of the final exam, the class is conducted online. Approximate cost is \$940.00.
9. The annual flow testing of our SCBA was conducted last month. All passed. We also had the Nat Alexander tech reprogram the PASS Alarm identifiers to correspond to the current apparatus identifiers (E82 and E88).
10. We've received six (6) volunteer firefighter applications in the last two weeks. It's unknown how many were motivated by the recent grant funded social media campaign, but the number far exceeds our typical application volume.
11. Chief Millisky and Captain Johnson are currently in Indianapolis for the FDIC Conference.
12. I want to extend my appreciation to the Board for allowing me to attend the MFRI Staff and Command class in Maryland last month. There were a total of seventy-two students in the class from 21 states. I obtained a lot of valuable information and had the opportunity to interact with a number of firefighters from around the country.
13. The construction of the bunk room egress hallway and reduction of the storage room capacity has resulted in the need for us to look into alternate storage options. FF Procopio suggests the purchase of a 10' x 12' storage shed, which is the same size as the Boy Scout shed behind the building. If approved, the new shed will be placed at the rear corner of the office side parking lot (same location as the temporary construction dumpster). The new shed would be used for the Boy Scout storage, and the current Boy Scout shed would be used to store Fire Prevention Office items. FM Young, Head Trustee DiGuglielmo and Boy Scout representative Joe Greco have all been consulted and are in favor of the plan. **If the Board is in agreement, request a Motion authorizing the purchase of a 10' x 12' shed for \$2,449.00 from American Sheds of Williamstown, New Jersey.** The cost includes delivery and site set up.
14. Yesterday I met with newly elected GTFD 4 Commissioner John Grady. Commissioner Grady has been appointed as the Director of Personnel for District 4, and we felt it would be beneficial to discuss topics of mutual interest. During the conversation, Commissioner Grady mentioned that the cost to bring the District 4 bunk room into compliance with current fire code is much higher than anticipated, and is

beyond their current financial resources. He feels a better alternative would be to use our bunk room for all three platoons, with District 4 reimbursing District 2 for one half the cost of our recent bunk room renovation. Commissioner Grady noted he is only exploring options at this time, as District 4 has not made a formal decision on the matter. I told Commissioner Grady that I would add the topic to this agenda for discussion. As an FYI, the total cost of our renovation project was approximately \$75,000.00. 15. I've been advised by our Auditor that recent changes to state auditing procedures (GASB 75) requires us to provide the state with a report from a certified actuary to determine the value of dental benefits offered to retirees. I've obtained two quotes for the report; Daminger and Markoff LLP of White Plains, NY for \$2,250.00, and Summit Benefit Consultants of Moorestown, NJ for \$1,500.00. **Request a Motion authorizing the use of Summit Benefit Consultants for the required report.**

16. Installers for Nationwide Carpet were here on Monday to install the new carpet in the commission office. When the old carpet was peeled up, they discovered that the underlying tiles contain asbestos, and were coming up with the carpet. They stopped the installation, advising they're unable to continue until the hazard is mitigated. Two quotes for the asbestos removal have been obtained; AEi2 of Hammonton, NJ for \$2,450.00, and EPC Technologies of New Egypt, NJ for \$2,600.00. **Request a Motion authorizing the awarding of the asbestos removal contract to AEi2 for \$2,450.00.** The same issue exists in the Clerk's Office and will have to be dealt with when the carpet is replaced. Informal discussions this week between Board members and Head Trustee DiGuglielmo reveal a willingness to fund the work with BMOF funds. If approved by the board, I will seek formal approval from the committee.

17. Attached for the Board's information is the GTFD 4 2019 Commissioner Responsibilities.

18. Firefighters Ritz and Lindell have requested permission to attend a Fire Flow Patch class at the Gloucester County Fire Academy on Thursday, May 16th from 7P to 10P. Cost is \$50.00 each and both are scheduled off. I'm in favor of the request.

19. As the board is aware, I obtained pricing information last year to replace the network recorder and add some cameras to the station security camera system this year. The recorder recently stopped working, so we need to replace it ASAP. I obtained a quote for a replacement from Security 21 of Deptford, NJ for \$1,935.00, to include installation. The new recorder will be capable of recording up to 16 cameras, as has a 4 TB hard drive, which should offer at least 30 days of storage. **Request a Motion authorizing the purchase.**

Closed Session:

1. Department Training
2. FF Procopio status
3. Fire Captain position