

The Board of Fire Commissioners, District #2, Gloucester Township, held a Special Meeting in the Chews Landing Fire Station on Tuesday, June 4, 2019 at 7:30 pm.

Chairman Genzel opened the meeting at 7:33 pm.

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

Also present was Administrator Robb and Chief Millisky.

Administrator Robb reviewed the items on the attached agenda.

Motion by Evans, 2<sup>nd</sup> by Reichert to go into closed session at 8:17 pm.

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

Motion by Evans, 2<sup>nd</sup> by Grady to end closed session at 9:48 pm.

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

During closed session the Board discussed personnel issues that are still pending.

Motion to adjourn by Reichert, 2<sup>nd</sup> by Donahue at 9:50 pm. Motion carried.

Submitted by Administrator Robb.

Read and Approved:

Chairman:



Clerk:



TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: June Workshop – 6/4/2019

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1. BMOOC project:
  - a. The only pending item is to patch the temporary asphalt patch on the front sidewalk. I've reached out for our NJ American Water Co. contact but had not yet heard back from her.
2. Office Renovation:
  - a. Commission Office – pending items that are being addressed include additional keys for the new filing cabinet, new trash bins, a working computer with internet access, spectator chairs and wall hangings. Board members also need to empty the storage boxes.
  - b. Clerk's Office – Sprinkler closet framing and sheet rocking, painting and carpet installation is complete. Temporary desks from WB Mason are currently being used, we're hoping the new furniture will be delivered this week.
3. Engine 88 updates:
  - a. The next Joint Operations Committee meeting is scheduled for June 13<sup>th</sup> at 7:00 pm at Station 84.
  - b. FM Young has left several messages for Robert Lenox of the Division of Fire Safety. He has not received a return call as of yet.
  - c. Engine 822 was transported to Runnemedede Refrigeration today for repair of the air conditioner. We're hoping to have it back by Thursday. E842 is serving as E88 in the interim.
4. I've started working on a policy regarding the use of apparatus dash cameras and will share with the board once completed.
5. The fit test machine maintenance contract has been purchased, as previously approved by the Board. I've been in touch with the vendor and am in the process of arranging to ship the machine to them for the annual calibration.
6. Four new volunteer firefighters (3 senior members and a junior) have been added to the department ranks in the last month. Three other applicants are in the pipeline, and I'm also told that two former members have expressed interest in returning.
7. The new storage shed has been purchased and is in place. The Boy Scouts have moved their items into the new shed, and FM Young has started transferring the fire prevention materials to the shed formerly used by the Boy Scouts.
8. The GASB 75 actuarial report for our dental benefits has been completed and forwarded to the auditor. The report was also shared with all Commissioners via e-mail.
9. The additional security cameras approved by the Board at last month's meeting have been installed and are operational.
10. As approved at last month's meeting, Service Station Inc. has been awarded the contract for the new station diesel fuel pump. The installation is pending.
11. As approved at last month's meeting, the order for thirty two (32) Firedex particulate hoods has been placed with the Nat Alexander Company. Delivery is pending.

12. I've played extensive phone tag with Rich Richardella, the State Fiscal Monitor / Local Assistance Bureau Chief for the Division of Local Government Services for the Department of Community Affairs. On his last message, Mr. Richardella offered to come to our station with another colleague from his office on the morning of Monday, June 24 to discuss consolidation options. In the messages I left for him I said we were interested in having them attend a future workshop meeting. Please let me know if a morning meeting on the 24<sup>th</sup> is acceptable, or if you prefer that I continue attempts to schedule their attendance at a workshop meeting.
13. The replacement combination ladder for TL82 has been received and is in service. The 50' length of 1 3/4" hose has been ordered but not yet delivered.
14. We are working on a plan to recondition the portable batteries in a station located bank charger, as opposed to the current setup of using the apparatus chargers. We're also planning for the purchase of ten (10) portable batteries as part of our agreed upon annual replacement program.
15. As request by the Board, I drafted a policy regarding the use of the apparatus room and front apron. Same was shared with all department members for review and comment. Only one comment was received and shared with the Board. Barring any objections or changes, I will present the policy at next week's meeting for adoption.
16. Also attached is a draft Joint Policy regarding the use of Kelly Time. As per our agreement for the creation of joint policies, the policy will be discussed / reviewed at the next Joint Operations Committee before being presented to the Boards for approval and adoption.
17. We received a check from the Township of Gloucester in the amount of \$429,237.25 as a portion of our 2019 tax levy.

**Closed Session:**

1. Captain's Position