

The seven hundred and forty fourth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, July 10, 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 acknowledgement of the meeting being held in accordance with the Open Public Meeting Act.

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

Chief's Report: Chief Millisky reported that we have 5 members enrolled in Firefighter I class for August and that 4 members have just completed the course. In addition, Chief Millisky reported that we are also doing "shared" duty crews and expressed his concern over insurance coverage. Commissioner Evans stated his understanding that events properly sanctioned by the department/district should be covered, noting that we should probably have something in writing. Administrator Robb to forward to Solicitor Carlamere the GTFD 2 and GTFD 4 Duty Crew Shared Services Agreement for use as a template for an expanded agreement. The training schedule has been posted. Stats are being reviewed pertaining to possibly adding another duty crew night.

Administrator's Report: Administrator Robb reviewed the attached agenda. A discussion was held regarding the parameters of including the chest x-rays as part of physicals. Chairman Genzel canvassed the Board as to their thoughts on inviting the other districts to the informational meeting with the State regarding consolidation. Administrator Robb was authorized to send notices to all Gloucester Township Boards of Fire Commissioners regarding the August 6th meeting.

Solicitor's Report: None

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

Group Report: "B" Fire Prevention, EMS (J. Reichert)- Comm. Reichert reviewed FO Young's report outlining the Bureau of Fire Prevention accomplishments and activities for the month.

Group Report: "C" Apparatus & Equipment (R. Evans)-Comm. Evans reviewed FF Procopio's report regarding the routine maintenance on both the station and the apparatus and provided updates, noting that we are still awaiting a part from Seagrave for T824. Comm. Evans also noted that he contacted GTPW regarding low hanging trees in Lakeview and that the trees have been trimmed, avoiding the potential for damage to responding apparatus.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady)-None

Group Report: "E" Training, Personnel, Office (G. Genzel)-Chairman Genzel advised that his portion of the meeting regarding personnel 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 \$103,295.57.

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 \$2,298.00.

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

A Resolution was made by Evans and 2nd by Reichert to authorize the purchase of additional office furniture for the District Clerks Office in an amount not to exceed \$1,069.87 under State Contract Pricing through WB Mason.

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

A motion was made by Evans and 2nd by Reichert to approve painting of the Administrator/Chiefs office in the amount of \$1,010.00. Carpet estimate will be provided at a later date.

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

A motion was made by Evans and 2nd by Reichert to approve FF Knight and FF Lindell to attend Paratech University training in Brockton, Mass. On October 1st and 2nd.

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

Old Business: None

Good of the District: None

A motion was made by Evans and 2nd by Grady to go into closed session at 8:05pm to discuss personnel matters.

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

A motion was made by Evans and 2nd by Reichert to resume open session at 8:35pm.

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

A motion was made by Evans and 2nd by Reichert to start the next regular monthly meeting scheduled for Wednesday August 14th, 2019 at 7:00pm with the agenda to note that closed session will be conducted first. After some discussion a Motion was made by Evans and 2nd by Reichert to rescind the change to the August 14th meeting.

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

A motion was made by Evans and 2nd by Reichert to advertise a Special Meeting for Wednesday, September 3, 2019 with the first agenda item in closed session.

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

There being no other business a motion was made by Donahue and 2nd by Grady to adjourn at 8:40pm. All in favor, motion carried.

Read and approved:

Chairman: George H. Genzel

Submitted:

Clerk: Manonice Robb

Date: 8/14/19

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: July Meeting – 7/10/2019

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1. Engine 88 updates:

- a. July 8th was the one year anniversary of the program, during which time Engine 88 responded to 1,130 calls for service. See attached spreadsheet for further details. At the outset of the Engine 88 program, our goals were to ensure a response to calls in Station 82 or 84 local, regardless of call nature or day/time of dispatch, reduce the average response time to calls, and reduce the burden on the volunteer staff caused by dual toning companies for incidental responses. I believe all of those goals have been met, which is a credit to all involved.
 - b. The next Joint Operations Committee meeting is scheduled for July 18, 2019 at 7:00 pm at our station.
2. The attendance of Rich Richardella, the State Fiscal Monitor / Local Assistance Bureau Chief for the Division of Local Government Services for the Department of Community Affairs at our August workshop is confirmed. Representatives of area departments have learned of his attendance and have expressed suspicion of our motives, given that no other boards / departments were notified. I'm told most, if not all, township Chiefs plan to attend, and at least one commissioner from District 4. I think it would be prudent to notify the other districts of our intentions in inviting Mr. Richardella to our meeting, and to extend an offer for them to attend to hear his information firsthand.
 3. As approved at last month's meeting, an order has been placed with Wireless Communications for a portable radio bank charger and ten (10) portable radio batteries. Delivery is pending.
 4. An order has also been placed for the upgrade to the Fire Studio computer simulation program, as approved at last month's meeting. As approved by Chief Millisky and Captain Gant, Firefighter Knight will serve as the point person for using the software to develop training simulations of buildings in our district.
 5. The 2nd order of particulate hoods was delivered this week. The hoods will be distributed to interior qualified firefighters, resulting in each firefighter having two hoods, as per best practices for reducing firefighter exposure to cancer causing byproducts of combustion.
 6. Firefighters Knight and Lindell have expressed an interest in attending a two day Paratech University Class in Brockton, Massachusetts on October 1st and 2nd of this year. This is an excellent class that a number of our members have previously attended. The classes are offered on a limited basis, and there are no short term plans to offer the class in New Jersey. The admission cost is \$50.00 per person. Also required would be two nights lodging plus meals. There is sufficient funds in the training budget to cover the expenses. A Platoon is scheduled to work Tuesday and Thursday that week. If approved by the board, both firefighters would be taken off shift and detailed to training for the week, leaving three firefighters on duty. Chief Millisky and FM Young have both approved the request. I had FF's Knight and Lindell register for the class to reserve the spots, figuring we can cancel if the board does not approve.
 7. As requested at a previous meeting, I researched the cost for adding chest x-rays to our annual physicals with Interstate Mobile. To have the service provided on-site, the cost would be a flat \$4,000, regardless of the number of participants. Off-site x-rays would be \$160.00 per person. We're currently paying \$271.00 per person for full physicals, so adding chest x-rays would increase the cost by 59%.

8. After setting up the new furniture in the Clerk's Office, it was determined that the desk provided for the clerk was smaller than it was supposed to be. It was further determined that the error was made by the WB Mason sales reps. They've agreed to replace the desk with the correct one and credit the cost of the incorrect desk, however, the credit will not be received until after the desk is returned. It was also determined that we need one additional desk, chair and file box. **Request the Board approve the attached Resolution for \$1,069.87 for the State Contract purchase of office furniture from WB Mason.** The credit for the returned desk should be \$309.14, which will reduce the additional cost to \$760.73.
9. The Chief / Administrator's office is the last room needing renovation. The only work needed is to paint the walls and replace the carpet. A quote has been received from Jonathan Mooney Painting, LLC of Magnolia, NJ for \$1,010.00. The quote includes removal of the wallpaper, priming and painting the walls and trim. **Request a Motion authorizing approval of the quote.** Costs for replacement of the carpet will be obtained and forwarded to the Board at a later date.
10. The final FEMA reimbursement of \$28,876.49 for the FF Knight SAFER grant has been received. The total reimbursement over the 2 year life of the grant was \$196,262.33. The first reimbursement for the FF Lindell SAFER grant, covering the time frame of February 3, 2019 to June 23, 2019, has been approved by FEMA and should be received soon.
11. Invoices totaling \$7,912.08 have been forwarded to Fire District #4 for 2nd quarter Shared Services Costs as follows:
 - a. Fuel - \$954.31
 - b. C Platoon Supervision - \$696.00
 - c. Maintenance (alternators and batteries) - \$2,898.77
 - d. Depreciation - \$3,363.30

District 4 will be forwarding us an invoice for career staff overtime in the amount of \$1,289.00, resulting in a net income for District 2 of \$6,623.08.

Closed Session:

1. Captain's Position