

The seven hundred and forty sixth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, September 11, 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 our candidates currently attending training are doing well and expressed his appreciation to the crews who assisted with the dog pools event. The NJ State Fireman's Convention is this weekend- Station 83 has requested that Engine 88 be on call for their local during the weekend. A meeting was held with Mayor Mayer to discuss current topics including consolidation. There were no representatives from GTFD #1 or officers from GTFD #3.

Administrator's Report: Administrator Robb reported on the many topics outlined in the meeting agenda attached.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue requested the Chief and Administrator start preparing budget requests for equipment purchases and computers. Comm. Donahue also asked for an update on the tile repairs to the station.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the report provided by FO Young noting that our Annual Fire Prevention Open House is quickly approaching on Monday, October 7th, 2019 and that FO Young is busy making all the necessary preparations. Comm. Reichert also commented that he will discuss the purchase of station breast cancer awareness t shirts for the open house with FO Young.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the report provided by FF Procopio of the many maintenance and repair projects handled throughout the month.

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

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel reported that his discussion topics will be held in closed session as they pertain to personnel.

New Business: A motion was made by Donahue and 2nd by Evans to approve the bills presented for payment this evening in the amount of \$56,992.62.

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 \$422,197.75.

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

A motion was made by Genzel and 2nd by Grady to approve Policy 19-3 on Apparatus Fuel.

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

A Resolution was made by Evans and 2nd by Reichert to approve the 10% match expenditure of \$4,207.28 for the acceptance of the FEMA Regional Assistance to Firefighters Grant (AFG) regarding funding for the purchase and installation of a direct capture diesel exhaust removal system.

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

A Resolution was made by Donahue and 2nd by Grady to request approval by the Director of Local Government Services for a budget amendment to include the insertion of \$42,072.72 under the caption AFG Grant-Exhaust Capture System.

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

A motion was made by Evans and 2nd by Grady authorizing the solicitation of sealed bids for the purchase and installation of the direct capture exhaust system.

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

A Resolution was made by Evans and 2nd by Reichert updating the "Joint Duty Crew" shared services agreement to include Gloucester Township Fire Districts 2, 3, 4 5 and 6 as well as the Pine Hill Fire Department.

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

The Chews Landing Fire Company has entered into an annual Maintenance Agreement with Rubino Service Company of Voorhees, New Jersey for maintenance of all station air units, including those in the district owned shop and areas leased by the fire commission, for a total cost of \$1,066.00. Head Trustee DiGuglielmo requested approval from the Board to reimburse the fire company \$300.00 to account for the units owned or leased by the Board. Motion by Reichert and 2nd by Donahue to approve the request.

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

A motion was made by Grady and 2nd by Reichert to approve district resident Brian Callahan to perform community service for 50 hours under the supervision of Administrator Robb and FO Young.

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

A motion was made by Reichert and 2nd by Evans to approve the purchase of a smoke machine and 2 cases of liquid smoke to be utilized for Fire Prevention smoke house at a cost of \$1,822.00.

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

A Resolution was made by Grady and 2nd by Reichert to approve the purchase of 5 Motorola Minitor VI pagers with extended warranties and 15 Motorola portable radio batteries under state contract from Wireless Communications, West Berlin, NJ, in the amount of \$3,728.25.

A motion was made by Donahue and 2nd by Evans to approve the quote from VJ's Landscaping of \$845.00 to thatch, hand rake, aerate, power seed and fertilize all lawns and to also regrade with topsoil the depressed areas as discussed.

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

A motion was made by Genzel and 2nd by Evans to approve the junior membership application of Alley Vincent.

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

Old Business: Comm. Reichert requested an update on the census taken of the firefighters as to their interest in receiving chest x-rays as part of the physical process. The Chief and Comm. Evans both replied that there was very little interest when this topic was brought up at the meeting there was no additional mention since. The Board decided to table the topic.

Good of the District: FF Knight inquired if there was any new information regarding the topic of consolidation from last meeting. FF Knight was advised that this subject for now is on the back burner.

A motion was made by Genzel and 2nd by Grady to go into closed session in order to discuss personnel matters at 8:20 pm.

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

A motion was made by Grady and 2nd by Donahue to go back into open session at 9:30pm.

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

Personnel issues are still pending.

There being no other business a motion was made by Evans and 2nd by Grady to adjourn at 9:32pm.

All in favor, motion carried.

Read and approved:

Chairman: George H. Genzel

Submitted:

Clerk: Marianne C. Robb

Date: 10/9/19

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: September Meeting – 9/11/2019

1. Engine 88 updates:

- a. The next Joint Ops Committee meeting is scheduled for Thursday, September 26th at 7:00 pm at Station 84.
 - b. District 4 has not yet heard from FEMA regarding their apparatus grant application. All awards are supposed to be announced by the end of this month.
 - c. In 2018, the fire company was dispatched to 511 calls from January 1st to June 30th, putting us on a pace for over 1,000 calls for the year. For the same time frame in 2019, the fire company was dispatched to 385 calls, a 25% reduction. This is a direct result of placing Engine 88 in service, which eliminated the practice of responding to incidental calls in surrounding fire districts.
2. **Request a Motion to formally approve the attached Apparatus Fuel Policy (19-3), as discussed at last week's workshop.**
 3. After the discussion at last week's meeting, I forwarded draft Apparatus Camera Policy (19-2) separately to our fire department members, the Joint Ops Committee members and Local 3249 representatives. I have not received any feedback to date. The policy will be discussed at the Joint Ops Committee meeting later this month as it pertains to Engine 88.
 4. As previously communicated, I was notified by FEMA that we've been awarded an AFG grant in the amount of \$42,073.00 for the purchase and installation of a direct capture diesel exhaust removal system, with an applicant share of \$4,207.00. **Attached for the Board's approval is a Resolution to accept the grant and to commit the funds for the 10% match.**
 5. Due to the unanticipated FEMA grant funds, we're required to file a budget amendment with the Division of Local Government Services. **Attached for the Board's approval is a Budget Amendment Resolution.** If passed, I will forward the Resolution and other required documents to DLGS.
 6. **Request a Motion authorizing the solicitation of sealed bids for the purchase and installation of a direct capture exhaust removal system, with the bids due to be returned and opened on October 1, 2019 at 7:00 pm.**
 7. Per previous discussions, additional fire departments have expressed interest in participating in the Joint Duty Crew program. To ensure the practice is properly authorized, I expanded the 2016 Fire District 2 and 4 Interlocal Agreement to include all participating departments, which includes the Pine Hill Fire District and all Gloucester Township Districts except Fire District 1. **Attached for the Board's approval is a Resolution authorizing participation in the program, and authorizing the Chairman and Secretary to sign the Agreement on behalf of the Board.**
 8. A Junior Firefighter application has been received from Ally Vincent, a 16 year old female resident of Station Avenue in Glendora. **Request a Motion authorizing her acceptance as a Junior Firefighter.**
 9. **As discussed at the workshop, request a Motion authorizing fire district resident Bryan Callahan to perform 50 hours of community service at our station, under the supervision of myself and/or Acting Captain Young.**
 10. As discussed at the workshop, FM Young is requesting to purchase a smoke machine and two cases of fluid for use in the shared smoke house that was donated to Gloucester Township Fire District #4. **Request a Motion authorizing the purchase from Continental Fire and Safety of Hamilton, New Jersey for \$1,822.00.**

11. As discussed at the workshop, I plan to draft letters to the Chairmen of Gloucester Township Fire Districts 1 and 3 to formally request financial assistance to hire two additional firefighters for the Engine 88 platoons. I will share the letters with each of you for review and approval prior to mailing.
12. **Attached for the Board's approval is a Resolution authorizing the purchase of fifteen (15) Motorola portable radio batteries and five (5) Motorola Minitor VI pagers with extended warranties from Wireless Communications of West Berlin, New Jersey for the state contract price of \$3,522.00.**
13. Attached is a quote from VJ's Landscaping for additional lawn services, including core aerating, power seeding, and fertilizing, along with regrading and top soil application to repair indentations in the memorial garden lawn for a total of \$845.00. **Request a Motion to approve the quote.**
14. The Camden County Regional Emergency Training Center is hosting a weekday Fire Office I class on six consecutive Mondays, starting October 7th and ending November 11th, and Firefighters Procopio and Knight have expressed interest in attending. October 7th and 28th are scheduled work days for A platoon and no other personnel are scheduled off, so staffing should not be an issue. October 7th is Open House day, so we may need to bring in one or two subs to assist with setup. The other 3 days would result in either paid overtime or comp time. There are sufficient funds in the budget to support the costs, and I strongly support approval of this request, as I believe in the future we should work toward having all Captains and Acting Captains trained to the level Fire Officer I and II. Request the Board advise if the training is approved.
15. As previously discussed with the Board, the fire company trustees are soliciting quotes from HVAC vendors for an annual maintenance agreement. Although a final decision has not been made, the vendor they appear likely to select submitted a quote of \$1,066.00. The agreement includes all on-site HVAC systems, including the shop, and the trustees plan to ask the Board to fund a portion of the cost. Additional details should be available next month.

Closed Session:

1. Disciplinary Issue
2. Captain's positions