

The Board of Fire Commissioners, District #2, Gloucester Township, held a Workshop in the Chews Landing Fire Station on Tuesday, November 5, 2019 at 7:30 pm.

Chairman Genzel opened the meeting at 7:32 pm.

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

Also present were Chief Millisky and Administrator Robb.

The Commissioners discussed the topics listed on the attached agenda prepared by Administrator Robb. There was also a discussion regarding the draft version of the 2020 budget, whereby the FEMA SAFER Grant revenue amount was erroneously listed as \$31,869. The correct revenue amount should be \$71,908.62. The increased income will be used to offset the unrestricted fund balance used to balance the 2020 budget.

Motion by Evans, 2nd by Grady to adjourn the Workshop at 9:40 pm. Motion carried.

Submitted by Administrator Robb.

Read and Approved:

Chairman:



Clerk:



TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: October Workshop – 11/5/2019

1. Joint Apparatus Purchase / Lease:

- a. As previously communicated, District 4 did not receive the FEMA apparatus grant they applied for. Additional information has been obtained regarding the possibility of leasing an apparatus, with the costs shared evenly by both districts. The local Pierce sales representative provided figures from a December 2018 lease they handled. The lease was for seven years on a \$708,000 apparatus, with seven (7) payments of \$92,163, totaling \$645,000. The first payment is due one year after signing the lease. Lease terms vary from five to ten years, with the sales representative recommending a seven to eight year term. District 4 has offered to handle the lease paperwork and carry the insurance for the apparatus. If our board agrees, our only obligation would be to share 50% of all costs related to the apparatus (annual lease payment, insurance, fuel, maintenance, etc). Since the lease agreement does not require any money down, and the first payment is not due until 12 months after signing, we would not be required to commit any funds until the 2021 budget year. While there appears to be a valid argument that the lease cost could be carried as an operating expense, the Local Finance Board's position is that the lease should be classified as a Capital Expense, which requires voter approval and a possible LFB hearing. Adding an approval question to our 2020 public election should satisfy their requirements.
 - b. If the Board is in favor of the above arrangement, we will need to formally approve same at next week's meeting and notify District 4. My understanding is that they plan to hold their public election this year. The other decision to be made is the "not to exceed" amount for the apparatus. A discussion also needs to be held regarding equipment for the apparatus.
3. I returned the certified Fire Captain's list to Elliott Cohen of the NJ Civil Service Commission on October 21st, noting the promotion of FF Adomanis and FM Young. I did receive a confirming e-mail as of today, so I sent another e-mail to Mr. Cohen to confirm he received the documents.
 2. The only bid received for the FEMA funded station exhaust system was from the Clean Air Company of Fords, New Jersey. They were the vendor who assisted with the bid preparation. Per the bid advertisement, I opened the bid at approximately 10:15 am today. As expected, the bidder complied with all of the bid requirements, and their bid price of \$46,765.14 is consistent with the FEMA grant and our 10% match. I forwarded the package to Solicitor Carlamere for review, and spoke with a representative of Clean Air today to advise him of the above. Assuming that Solicitor Carlamere agrees that the submitted bid meets our specifications, and barring any questions or concerns from the Board, I will request that the project be formally awarded to Clean Air Company of Fords, NJ at next week's meeting. Barring any unexpected delays, the installation will likely take place in January of 2020.
 3. Copies of the 2018 Audit and the documents signed by the Board last month have been distributed as required and posted to the Fire District Website. The only thing pending is to forward the Proof of Publication of the Budget Synopsis to the Local Finance Board and the Auditor. Same will be sent as soon as received from the Courier Post.

4. To my knowledge, all participating districts have passed the Joint Duty Crew Resolution. I'm still working to obtain signatures on the Agreement. Same will be forwarded to all participating districts once the signatures have been obtained.
5. As approved by the board, letters were forwarded to the Chairmen of Gloucester Township Fire Districts 1 and 3 on October 18, 2019 to formally offer them the opportunity to participate in the current Career Staff Shared Services Program between Fire Districts 2 and 4. The letters were forwarded via US Mail, and were also e-mailed to each District's posted e-mail address. The letters requested a response by close of business today. I have not received a response from either district as of this time.
6. Payment in the amount of \$8,274.32 has been received from District 4 as reimbursement for 3rd quarter 2019 costs related to the Engine 88 program.
7. The attached 2018/2019 LOSAP year point total report was posted in the station on November 1st, and e-mailed to all members. Per statute, members have until the end of the month to contest their point totals. After that time, the list will be considered final. I will present a Resolution at the December meeting to certify the list and authorize payment of the funds to Lincoln Financial for deposit in member's accounts.
8. A request has been forwarded to FEMA for reimbursement of salary and benefit costs for FF Lindell for the time frame of June 24, 2019 to October 27, 2019 in the amount of \$23,508.58, per the previously awarded SAFER grant.
9. Reimbursement in the amount of \$2,405.00 has been received from Gloucester Township OEM for haz-mat physicals for our department's five (5) haz-mat technicians.
10. The New Jersey Supplemental Fire Service grant payment of \$7,473.45 has been received from Gloucester Township.
11. Orders for the following items included in the 2019 budget are being investigated/processed:
 - a. New modems for the full size rigs, Chief and Duty cars.
 - b. Two (2) eDraulic rescue tools for R82.
 - c. A new Toughbook MDC for L82.
 - d. Six (6) sets of PPE (2 funded by SAFER grant, 3 funded by NJSFS grant, 1 funded from equipment budget)
 - e. Miscellaneous PPE equipment (gloves, hoods, helmet parts, etc)
 - f. Uniforms