

The seven hundred and forty ninth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, December 11, 2019.

Commissioners present were: Genzel, Evans, Donahue and Grady. Also in attendance were Solicitor David F. Carlamere, Administrator Robb and Chief Millisky.

Chairman Genzel opened the meeting at 7:31 pm with the flag salute and acknowledgement of the meeting being held in accordance with the Open Public Meeting Act.

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

A motion was made by Genzel and 2nd by Evans to accept the minutes of the previous meeting. Comm. Donahue commented that he objected to the wording of the motion from the November 13th meeting minutes regarding "moving forward with the plan discussed and agreed upon at the Joint Ops Meeting regarding the walk away lease". Comm. Donahue stated that he felt the wording indicated that this was already approved and that he was still interested in researching other finance options. The Board members present explained that we are not committed to any financing at this point only moving forward with the "plan" and specifications with a not to exceed amount to be determined. After much discussion it was determined that Commissioner Donahue wanted to change his vote on that motion from a yes to a no indicating that he is in favor of moving forward with the plans and cost but not the 7 year walk away lease and financing.

A motion was made by Evans and 2nd by Genzel to acknowledge that Comm. Donahue's vote on the November 13th Meeting minutes will be reflected as a no.

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

Chief's Report: Chief Millisky reported that the incentive checks were completed and distributed to the members and discussed a new SOG for 2020. Comm. Grady requested that the new SOG be presented to the Board for review prior to posting. The Chief noted that we have 5 members graduating from Fire Fighter I school and provided dates for the upcoming Santa Runs. The Chief also provided updates on a new member binder, the fuel policy with specific attention to nonconformance, updated blue light permits and the SAFER Grant duty crews and carry over.

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

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that the transfer of money restricted/unrestricted was updated on the budget report line item but not in the total at the bottom. The accountant will be notified and requested to make the adjustment for the next budget report. Comm. Donahue also requested that the Fire Department make their annual BMOC payment to the district by the year end meeting on December 27th.

Chairman Genzel opened the meeting to the public portion with a discussion being held regarding the sequencing of the readings of the budget, approval and adoption.

A motion was made by Evans and 2nd by Donahue to approve the budget as presented.

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

Group Report: "B" Fire Prevention, EMS (J. Reichert) In the absence of Comm. Reichert, Chairman Genzel reviewed the report provided by Fire Official Young outlining the productivity of the Fire Prevention Bureau for the preceding month.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the maintenance report provided by FF Procopio noting that the new station generators have been placed in service, replacement pump panel gauges for the engines have been ordered, and the underbody lights on TL824 have been upgraded to LED's.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady commended the actions of FF Giambri in his handling of an incident at Hilltop Estates regarding locked doors and gates in violation of fire codes.

Group Report: "E" Training, Personnel, Office (G. Genzel) None

Old Business: A motion was made by Evans and 2nd by Donahue to approve Chief Millisky's attendance at the Maryland Fire Rescue Institute's Staff and Command school to be held in Annapolis Maryland from March 8th thru the 14th at a cost of \$1,795.00 which includes the class and lodging.

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

A motion was made by Grady and 2nd by Evans to authorize the purchase of 2 Pro Vision apparatus cameras and 2 HD Wireless automatic File Transfer Kits from Pro-Vision Video Systems of Byron Center, MI for a total cost of \$1,100.00.

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

New Business: A motion was made by Donahue and 2nd by Grady to approve the bills presented for payment this evening in the amount of \$62,489.06.

Roll Call: Reichert-absent, 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 \$1,271.00

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

A motion was made by Evans and 2nd by Grady authorizing the purchase of two Hurst eDraulic tools and a Hurst 110v power supply from Municipal Emergency Services (MES) in the amount of \$24,685.00 noting that MES is the only Hurst dealer for Camden County and that a competing quote was not able to be obtained.

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

A motion was made by Grady and 2nd by Donahue authorizing the purchase of an Exterior Camera from Security 21 in the amount of \$1,480.00 to be utilized for the employee parking lot on the north side of the building.

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

A motion was made by Evans and 2nd by Donahue to approve the purchase of 23 pair of HexArmor Rescue Gloves from MES 5 Scott AV300 HT SCBA masks, 10 Sets of Helmet tetrahedrons, 10 Fire Dex H41 Interceptor hoods and 4 Disposable Glove Pouches for a total cost of \$3,819.00.

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

A motion was made by Evans and 2nd by Grady to authorize the purchase of 18 pair of Dragon Fire Fighting Gloves, 2 Streamlight battery Powered Portable LED Scene Lights and 1 Glassmaster Windshield Saw Kit for a total cost of \$2,583.20 from Continental Fire & Safety.

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

A motion was made by Evans and 2nd by Grady to approve the purchase of 10 Cairns Helmet front holders, 10 Cairns Helmet Hardware Kits, 4 Neko Knives for PFD's and 2 Fast Rescue Solution Straps for a total of \$1,037.00 from Nat Alexander.

A Resolution was made by Donahue and 2nd by Evans certifying the 2018-2019 LOSAP Eligibility List and authorizing payment of \$21,200.00 to Lincoln Financial Group for deposit in the listed member's investment accounts.

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

Old Business: None

Good of the District: FF Piepsowski expressed his concern regarding the safety of the members and apparatus backing into the station and the many cars that completely disregard safety and blow by the trucks. Comm. Donahue suggested possibly involving the Fire Police and FF Giambri commented that the drivers of the apparatus need to maintain control when making the swing to back in. Comm. Grady congratulated FF Piepsowski and FF Koehler on their newly elected positions within the fire department. FF Scott requested that Administrator Robb look into having the LOSAP program follow the CPI noting that any changes could be handled by Resolution.

A motion was made by Evans and 2nd by Donahue to suspend the meeting until Friday, December 27th 2019 at 0900 to conduct end of year business.

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

Chairman Genzel re-convened the meeting at 9:00am on Friday December 27th with acknowledgement of the meeting being held in accordance with the open public meeting act.

Commissioners Present: Reichert-absent, Genzel-yes, Evans-yes Donahue-yes Grady-absent.

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

Administrator's Report: Administrator Robb reviewed the attached meeting agenda noting that the next Joint Truck committee meeting will be held on Friday, January 3rd.

Comm. Evans reported that regarding the truck committee, the members have been working well together and some have been visiting some surrounding stations looking at their apparatus Spartan, Pierce and Seagrave.

A motion was made by Donahue and 2nd by Evans to pay the bills presented in the amount of \$40,622.08.

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

A motion was made by Donahue and 2nd by Evans to accept the receipts as presented in the amount of \$431,474.75.

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

A motion was made by Evans and 2nd by Grady to accept Cameron Bolinski, age 16 as a junior member.

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

A motion was made by Donahue and 2nd by Evans to establish Accounts Payable 2019.

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

A motion was made by Donahue and 2nd by Evans to cancel unexpended balances at the end of the year.

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

A motion was made by Donahue and 2nd by Evans to perform line item transfers as per the schedule.

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

There being no other business a motion was made by Evans and 2nd by Donahue to adjourn at 9:17am.

All in favor, motion carried.

Read and approved:

Chairman: *Greg Genzel*

Submitted:

Clerk: *Marianne C. Ross*

Date: *January 8, 2020*

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: December Meeting – 12/11/2019

1. Joint Apparatus Purchase / Lease:

- a. The Joint Truck Committee has been formed as discussed at the November meeting. The first meeting is scheduled for Saturday, December 14, 2019 at 8:00 am.
 - b. At the Joint Ops Committee Meeting, the group agreed it would be prudent to engage in a public education campaign in advance of the public vote. District 4 is planning to compose two separate questions; one for Engine 88 and one for Squad 84. The group felt the presentation should include both apparatus to present a unified message.
2. As approved at the November meeting, the contract for the installation of the FEMA funded station exhaust system has been awarded to the Clean Air Company of Fords, New Jersey. Installation is anticipated to begin sometime in January of 2020.
 3. The Joint Duty Crew MOA has been signed by Gloucester Township Fire Districts 2, 4, 5 and 6 and the Pine Hill Fire District. District 3 has not signed the document due to some questions regarding the content, and it's unknown if they plan to eventually sign it or not. Need a decision from the Board regarding sharing of volunteer firefighters for Station 83 duty crews in the absence of a signed agreement.
 4. The attached letter has been received from Gloucester Township Fire District 1 in response to our October 18, 2019 offer for them to participate in the District 2 and 4 Career Staff Shared Services Program. Their response states that their 2020 budget was completed weeks before our letter was received, so they're unable to participate. No response has been received from Gloucester Township Fire District #3. Of the 1,074 calls for service handled by Engine 88 from January 1, 2019 to November 30, 2019, 56 calls were in Fire District #3 (5.4%). The far majority of the responses resulted from either a delayed or non-response by Station 83.
 5. The new modems approved at the November meeting have been ordered and are scheduled to be installed on Thursday, December 19, 2019. The new Toughbook computer for TL82 has also been received and will be installed once it's programmed.
 6. The order for PPE approved at the November meeting has been placed with Continental Fire and Safety of Hamilton, New Jersey
 7. The 1 ¾" hose approved for purchase at the November meeting has been received and placed in service. All hose loads are now at full capacity, and we now have 200' of spare 1 ¾" hose.
 8. Accountant Vince Passarella dropped off the proposed 2020 Fire District Budget this afternoon. Included in the packet is a page to be signed by Secretary Donahue, a page to be signed by Chairman Genzel, and a **Resolution for Adoption and signature by all commissioners present**. The completed package will be forwarded to the Division of Local Government Services for review and approval.
 9. Bob Hill has been scheduled to attend the company drill on January 20, 2020. Bob will provide Harassment training based on our policy, and will also review acceptable use of social media. Bob is currently reviewing our Harassment Policy, which was created in 2012, to determine if any updates are needed.
 10. **Request a Motion authorizing the purchase of two Hurst eDraulic tools and a Hurst 110v power supply from Municipal Emergency Services (MES) of Poughkeepsie, NY for \$24,685.00.** Attached to the quote is a letter from Hurst Corporation, noting that MES is the only authorized Hurst dealer for Camden County. Therefore, a competing quote was not able to be obtained.

11. **Request a Motion authorizing the purchase of an Exterior Turret Camera from Security 21 of Deptford, NJ for the cost of \$1,480.00 (\$400.00 for the camera, \$1,080 installation and programming labor).** The camera will cover the employee parking lot on the north side of the building.
12. **Request a Motion authorizing the purchase of two (2) Pro-Vision apparatus cameras and two (2) HD Wireless Automatic File Transfer Kits from Pro-Vision Video Systems of Byron Center, Mi. for a total cost of \$1,100.00.** Installation of the cameras will be performed locally, most likely by Wireless Communications. Scheduling of the installation will occur after the policy for camera use and viewing is finalized and agreed upon.
13. Quotes were requested for a variety of items from Municipal Emergency Services (MES) of Poughkeepsie, NY, Continental Fire and Safety of Hamilton, NJ and Nat Alexander Company of Laurel Springs, NJ. **As a result, request a Motion authorizing the purchase of the listed items from the listed vendors, each of whom provided the low quote for the items:**
 - a. MES – Twenty three (23) pair of HexArmor Rescue Gloves, Five (5) Scott AV3000 HT SCBA Masks, Ten (10) sets of helmet tetrahedrons, Ten (10) Fire Dex H41 Interceptor Hoods, and Four (4) Disposable Glove Pouches for a total cost of \$3,819.50.
 - b. Continental – Eighteen (18) pair of Dragon Fire Firefighting Gloves, Two (2) Streamlight Battery Powered Portable LED Scene Lights and One (1) Glassmaster Windshield Saw Kit, for a total cost of \$2,583.20.
 - c. Nat Alexander – Ten (10) Cairns Helmet Front Holders, Ten (10) Cairns Helmet Hardware Kits, Four (4) Neko Knives for PFD's and Two (2) Fast Rescue Solution Straps, for a total cost of \$1,037.00.
14. **Request the Board adopt the attached Resolution certifying the 2018-2019 LOSAP Eligibility List, and authorizing payment of \$21,200.00 to Lincoln National Financial Group for deposit in the listed member's investment accounts.**
15. Attached is a Thank You letter received from Saint John of God School for a station tour conducted for their students by the C Platoon (Captain Adomanis, FF's Giambri and O'Connor) on October 30, 2019. Copies of the card have been placed in the member's personnel files, and a copy has been forwarded to District 4.
16. I'm pleased to report the LED sign has been repaired and is operating properly. FF Lindell has volunteered to handle postings to the sign, to include notices of Board meetings. FF Lindell also worked with the vendor to connect the sign to the internet, so the time and temperature should be accurate going forward.
17. As approved by the Board, Captains Adomanis and Young recently attended a one day Transitioning to Supervisor training seminar.
18. There have been discussions at every Joint Ops meeting regarding topics related to Engine 88's involvement with the Gloucester Township Haz-Mat team. Each time the topic is discussed, a number of committee members express their opinion that we should no longer be involved with the program. Issues cited include staffing, training requirements, mutual aid responses that take Engine 88 out of town, and the cost of the program. Our department currently has four career members and one volunteer member trained as Haz-Mat technicians. If we're to continue participation in the program, FF's Knight, Ritz and Lindell will need to attend the 80 hour Technician course. In light of the negative opinions expressed by people at all levels of the organization, I believe a discussion should be held regarding our commitment to the team before committing to the 240 training hours needed to certify the listed firefighters.

19. Chief Millisky has expressed interest in attending the Maryland Fire Rescue Institute's Staff and Command School to be held in Annapolis, Maryland from March 8 to March 14, 2020. The cost of the class is \$1,795.00, which includes lodging. As the Board is aware, I attended the 2019 Staff and Command Class and found it to be extremely beneficial. In addition to the informative and timely class content, the course offers the opportunity to network with command level personnel from fire departments across the country. If approved, Chief Millisky is willing to take one week of vacation from his job to attend. **Request a Motion authorizing Chief Millisky to attend the class.**
20. We need to schedule our 2020 continuation meeting for either Friday, December 27, 2019 or Monday, December 30, 2019.
21. The Department's Holiday Luncheon will be held on Wednesday, December 18, 2019 at noon. Hopefully each of you can join us to celebrate the holiday season.

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: December Continuation Meeting – 12/27/2019

1. Joint Apparatus Purchase / Lease:

- a. The Joint Truck Committee has held two meetings and is making good progress.
2. Installation of the FEMA funded station exhaust system is tentatively scheduled for the week of January 6, 2020.
3. The new modems approved at the November meeting have been installed. Thanks to FF Giambri for coordinating the project.
4. The 2020 approved budget has been forwarded to Local Government Services.
5. All equipment approved for purchase at the December 11th meeting has been ordered, and some has already been delivered, including the security camera to cover the office area parking lot.
6. The invoice for payment of the 2018-2019 LOSAP funds in the amount of \$21,200.00 to Lincoln National Financial Group is included with today's bills.
7. The Department's Holiday Luncheon was held on Wednesday, December 18, 2019. A number of members from our department, along with partner agencies attended, and a good time was had by all. Thanks to the Board for once again funding the event.
8. Request the Board approve Cameron Bolinski, age 16, of Morgan Hill Court for membership as a Junior Firefighter with the department. Positive recommendations were obtained from all references, including two members of our department.