

The seven hundred and fifty-first meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, February 12, 2020.

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

A motion was made by Evans and 2nd by Grady to accept the minutes of the previous meeting.

Chief's Report: Chief Millisky provided updates on the 2020 Line Officers, upcoming training, RIC classes and members attending Fire Fighter I school. The Chief also reported that we have 2 new Junior members, the upcoming bucket brigade, time capsule and the awards dinner being held on March 6. Comm. Grady mentioned the Chief possibly providing a quick review after fire calls and including a drawing on the white board for the members who missed the call.

Administrator's Report: Administrator Robb reviewed the attached agenda adding that the subject of the proposed raise in the LOSAP in accordance with the CPI cost of living increase is being reviewed by Melissa Ford at the Local Finance Board but was omitted from the agenda.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that we are still operating under the temporary budget and reminded everyone to get out and vote on Saturday February 15th, 2020. Comm. Donahue also mentioned there are some lights out front of the station in need of replacement.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the Fire Official report provided by Fire Official Young noting the activities and accomplishments of the fire prevention bureau.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the apparatus and maintenance report provided by FF Procopio outlining the repairs and routine maintenance on the apparatus as well as the station during the past month. Administrator Robb added that the cascade system is out of service and that the vendor has been contacted for repairs.

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

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel reported that his items will be discussed in closed session having to do with personnel and also reminded all present to remember to vote at the fire district elections on Saturday February 15, 2020 from 2:00pm till 9:00pm.

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 \$128,363.80.

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 \$10,529.73.

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

A Resolution was made by Evans and 2nd by Reichert to remove the stated pieces of PPE from inventory as outlined.

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

A motion was made by Donahue and 2nd by Reichert to move the entire truck fund reserve money into a money market account at TD Bank.

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

A motion was made by Evans and 2nd by Reichert to have Marianne Adomanis and Janine Young as tellers for the annual fire district elections to be held Saturday, February 15, 2020.

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

Old Business: None

Good of the District: FF Mosiondz commented that the Resolution of 2013 instituting the LOSAP Program automatically includes allowing increases for cost of living (CPI). Administrator Robb will locate and review the Resolution and Public Referendum question for verification.

A motion was made by Evans and 2nd by Reichert to go into closed session to discuss personnel issues at 8:13pm.

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

A motion was made by Evans and 2nd by Reichert to go back into open session at 8:42pm.

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

A motion was made by Reichert and 2nd by Evans to approve FF Knight and FF Lindell to attend the Harrisburg Art of Firemanship Seminar in May 2020.

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

Comm. Donahue questioned why an investigation by the Fire Official was needed for a car fire. A discussion followed.

There being no other business a motion was made by Reichert and 2nd by Evans to adjourn at 8:48pm. All in favor, motion carried.

Read and approved:

Chairman: *George H. Genzel*

Submitted:

Clerk: *Marianne C. Robb*

Date: 3/11/2020

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: February Meeting – 2/12/2020

1. Joint Apparatus Purchase / Lease:

- a. The Public Question was created and forwarded to the Camden County Board of Elections. The question was also advertised in the newspaper twice, and posted in 10 public places, as required by the Local Finance Board. A number of steps have been taken to provide information to the public in support of the apparatus purchase. A PPT has been created and advertised on the fire district and fire company websites, along with the fire company Facebook page. Several supportive members of the public have also shared the post. Pamphlets have also been created for distribution to voters, and Commission Reichert appeared at the monthly Democratic Committee meeting to request support for the purchase. District 4 has taken similar efforts for their public questions.
- b. As approved last month by Fire Districts 2 and 4, the services of Attorney Rich Braslow have been engaged to assist with the LFB requirements for the joint apparatus purchase, with the cost of his services to be shared equally by the districts. Mr. Braslow was helpful in drafting the public questions to be voted on at the annual election.

2. Annual Election:

- a. To be held this Saturday from 2pm to 9pm.
- b. All requirements for the election and budget vote have been completed. Thanks to Marianne for her assistance with completing the myriad of required tasks.
- c. There are two candidates for the three year term up for election; incumbent Lawrence Grady and Nicholas J. Ritz.
- d. **Request a Motion authorizing the use of Janine Young and Marianne Adomanis as Election Tellers, with compensation of \$175.00 to each.**

3. Grant Updates:

- a. The FEMA funded station exhaust system has been installed and is operational. There were a couple of bugs after the initial installation, but they seem to have been corrected and the system is operating as intended. I submitted a request to FEMA for payment of the grant funds, however, the request was returned. FEMA is requiring submission of an Environmental Planning and Historic Preservation review before the funds can be released. There is a form I need to complete and forward to FEMA, along with site photographs. Given the minimal building changes resulting from the project, I don't anticipate any issues with approval beyond a delay in release of the funds while the review is conducted.
- b. 2015 SAFER Grant (FF Knight) and 2016 Regional AFG Grant (SCBA): I received a recent notification from FEMA to submit documents to close out the grants. The documents were submitted yesterday and are pending approval.
- c. 2017 SAFER Grant (Lindell): a Quarterly Performance Report was submitted and approved. A Request for Payment of \$16,594.29 for 12 weeks of salary and benefits (75%) was submitted today. However, I learned that only \$7,174.95 remains in the year one grant account, so the payment will be capped at that amount. The shortage is a result of changes in the actual costs vs. the estimate submitted with the grant application.

4. The six (6) sets of PPE (coats and pants) ordered in December were recently delivered and will be placed in service shortly.
5. All Commissioners were recently provided with a copy of the 2019 Career Staff Overtime and Volunteer Substitute Program Report. The overtime hours decreased from 2018, however, the total cost increased slightly but was still within budget. The substitute hours decreased substantially.
 - a. I recently learned that the New Jersey Sick Leave Act applies to the volunteer staff who serve as Substitutes. The Act provides one hour of sick leave for every 30 hours worked, so the sick leave banks for those members will be minimal. The Act took effect in July of 2018, so I will calculate the balances from that date and notify the affected members.
6. As previously requested, Marianne researched our banking options for deposited district funds. She learned that we can open a Money Market account with TD Bank (our current bank) at no cost. The account requires us to maintain a minimum \$10,000.00 balance, and we would be limited to six checks per month. The interest rate is subject to market fluctuation. The current rate is 1.5%, which is significantly more than the 0.10 % rate for the checking account. Marianne was also able to negotiate a desktop check deposit machine at no cost to the district. We consulted with Catherine Hess of Bowman Auditors to confirm there are no legal issues with investing district funds in a Money Market account. She does not believe there are any concerns, but said she would research the matter and provide a formal answer tomorrow. **Request a motion authorizing the opening of a Money Market account with TD bank, pending the auditor's response.** If approved, the Board will need to determine how much money to transfer from the Checking Account to the Money Market Account.
7. The cost for the supplemental repairs to R82 were approved by the insurance company and a check in the amount of \$7,704.73 was received this week. An invoice for the same amount from Beacon Auto body is included with tonight's bills for approval.
8. As previously noted, we were served with a subpoena a law firm in Mount Laurel, NJ, requesting records related to calls at the Fairways Apartment complex between January 1, 2015 and the present. The request is related to a lawsuit against the complex owners by a tenant claiming she's been subjected to chronic natural gas leaks. On January 15, 2020, I forwarded via e-mail copies of eleven (11) NFIRS reports that met the criteria, and have received confirmation that the reports provided met the subpoena requirements.
9. The meeting with participating township departments to discuss future participation in the Haz-Mat 8 program is being coordinated by Commissioner Evans.
10. We received an Engagement Letter from Bowman and Company for the audit of our 2019 finances. The minimum fee for the audit is \$12,000.00, an increase of \$300.00 from 2018. If approved, I request that the Engagement Letter be signed so I can return it.
11. The following invoices, totaling \$5,275.90, have been submitted to District 4 for reimbursement of expenses related to the Career Staff Shared Services Program:
 - d. Fuel - \$940.54
 - e. Career Staff Salary – Minus \$8.64
 - f. E822 Depreciation - \$3,600.00
 - g. C Platoon Supervision - \$744.00
12. Firefighters Knight and Lindell have been approved to attend a two day Nozzle Forward Class at the Camden County Fire Academy on June 11th and 12th. They will be removed from their June 11th scheduled shift to compensate for the training hours. Both Chief Millisky and Captain Young have approved the request.

13. Firefighters Knight and Lindell have also requested permission to attend two one-day engine company Hands on Training classes at the Harrisburg Firemanship Conference on Saturday, May 16th and Sunday, May 17th. FF Knight attended different classes at the conference last year and found them extremely valuable. No other members of the career or volunteer staff have expressed interest in attending. Total cost for both to attend would be approximately \$1,500.00. Both are scheduled to work on Saturday, May 16th. I'm in support of this request, and would appreciate approval from the Board. If approved, I will work with Captain Young to ensure we have minimum coverage for the A Platoon shift on May 16th.
14. **Request the Board approve the attached Resolution for removal from inventory of obsolete PPE that will be donated to the 9/11 Fund, Inc.**
15. The motor for Bay Door #3 was recently replaced. Per our Shared Services Agreement with Virtua for housing a Medic Unit in our station, they will be paying the \$2,490 invoice. The new motor design is much improved over the current motors, and should require little to no maintenance due to the use of chains vs. rubber belts. More importantly, the range and reliability of the door remotes are a vast improvement over the current remotes. For these reasons, it is requested that the Board approve replacement of the other three motors this year. If approved, I will obtain the necessary quotes and forward for approval at a future meeting.