

The seven hundred and fifty-second meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, March 11, 2020.

Commissioners present were: Genzel, Reichert, Evans, and Grady. Also in attendance were Solicitor Dave Carlamere, Administrator Robb and Asst. Chief Mike Scott. Absent: Commissioner Donahue

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-absent

Chief's Report: Chief Millisky is attending a training class in Maryland. Asst. Chief Scott offered congratulations to Junior Firefighters Tony Kline & Ally Vincent for completing the Junior Firefighter class at CCRETC. Asst. Chief Scott also reported that the next planning meeting for the Gloucester Township 325th Anniversary Celebration is scheduled for March 17th at 6:00pm. Mayor Mayer is hoping to break the Guinness World Record for a bucket brigade is asking for everyone's help. Asst. Chief Scott also reported that he participated in a Camden County sponsored webinar regarding the Corona Virus, which emphasized proper use of PPE, especially on EMS calls. New command boards have been ordered for Chief's truck and battalion vehicle. Asst. Chief also noted that Lady Member Chrissy Merulla and Chief Moriarty of Runnemedede FD received awards at the Annual Camden County Hero Scholarship dinner last Friday night.

Chairman Genzel noted that he forgot to conduct the swearing-in of Commissioner Grady for another 3 year term prior to handling the regular meeting business. Solicitor Carlamere then delivered the Oath of Office to Commissioner Grady, who was congratulated by all in attendance.

A Motion was made by Genzel and 2nd by Reichert for the Board members to remain in their current positions, with Genzel as Chairman, Evans as Vice Chairman and Donahue as Secretary /Treasurer.

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

A Resolution was made by Genzel and 2nd by Evans to continue the appointments of vendors as the previous year as noted.

Fire Official:	Kenneth Young
Fire Inspectors:	Nicholas Giambri, Nicholas Procopio, Albert Adomanis, Rick Knight, Nicholas Ritz, Robert Lindell and William Weiserth
Solicitor:	David F. Carlamere, Esq.
Certified Public Accountant:	Passarella & Smarra CPA
Auditor:	Bowman & Company
Engineering:	Remington & Vernick
Banking:	TD Bank
Advertising:	Courier Post
Insurance Broker:	Nottingham Insurance
Occupational Health:	US Healthworks & Interstate Mobile
Benefits Certifying Officer:	William J. Robb
Labor Attorney:	Archer & Greiner (as needed)

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

A Resolution was made by Genzel and 2nd by Grady to hold regular meetings on the second Wednesday of each month at 7:30 pm and workshop meetings on the first Tuesday of each month at 7:30pm at the Chews Landing Fire Station.

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

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

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

Administrator's Report: See Attached agenda.

Solicitor's Report: Mr. Carlamere thanked the Board for his re-appointment as Solicitor for the Fire District.

Group Report: "A" Building Maintenance, Park (K. Donahue) In the absence of Comm. Donahue, Chairman Genzel asked for motions for the evenings bills and receipts.

A motion was made by Reichert and 2nd by Evans to approve the bills presented for payment this evening in the amount of \$103,546.08.

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

A motion was made by Evans and 2nd by Reichert to accept the receipts presented this evening in the amount of \$438,009.15 which includes the quarterly tax payment from the Township.

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

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert welcomed FO Young back and proceeded to review FO Young's report outlining the inspections and accomplishments for the past month.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the report supplied by FF Procopio outlining the repairs and maintenance to the apparatus and station during the past month.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady discussed the extremely high water bill received that was eventually attributed to a running toilet in the banquet hall.

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel reported that his topics involve personnel and would be handled in closed session.

New Business:

A motion was made by Evans and 2nd by Reichert to enter into a purchasing agreement contract with the Houston-Galveston National Cooperative Purchasing Program.

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

A motion as made by Evans and 2nd by Reichert to approve the purchase of 2 Dell Vostro 3000 desktop computers and 2 Microsoft Office Home and Small Business 2019 single use Software Programs. Total cost of \$1,978.66,

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

A motion was made by Evans and 2nd by Reichert authorizing GTFD #4 to serve as the owner of record for the new Engine 88, and to utilize the Houston-Galveston National Cooperative for pricing and to seek formal bids for the financing of the purchase and/or lease of the apparatus.

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

A motion was made by Genzel and 2nd by Reichert to approve a payment of \$46,765.15 to the Clean Air Company for the purchase and installation of the Plymovent exhaust system which will be reimbursed by the FEMA Grant.

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

A motion was made by Grady and 2nd by Evans to approve the quote from Arthur Door Company for the installation of new motors for the bay doors at a cost of \$7,620.00.

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

A motion was made by Grady and 2nd by Reichert to approve the quote for lawn care from VJ's Landscaping of Chews Landing for the annual cost of \$5,565.00.

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

The commissioners noted their support for raising the LOSAP contribution based on the CPI. Administrator Robb will submit a Resolution for approval at a future meeting.

Old Business: A discussion was held regarding sick leave and CPR Training. Consensus was that if we can obtain the CPR training at no cost through Virtua that would be the first option. If not then we would support training the two members interested in providing this service to the department, knowing that they would also have to instruct a minimum amount of other classes through Virtua.

Good of the District: None.

A motion was made by Genzel and 2nd by Grady to go into closed session at 8:33pm to discuss personnel matters.

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

Topics discussed during closed session remain pending.

A motion was made by Reichert and 2nd by Evans to go back into open session at 9:02 pm.

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

A brief discussion was held regarding the mention by District 4 commissioners at the last Joint Ops Meeting to forego the E822 wear and tear payments in light of the pending order for a jointly owned replacement apparatus. No decision was made.

There being no other business a motion was made by Reichert and 2nd by Grady to adjourn at 9:07pm.

All in favor, motion carried.

Read and approved:

Chairman: Serge H. Sengal

Submitted:

Clerk: Marianne C. Robb

Date: 5/13/2020

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: March Meeting – 3/11/2020

1. Joint Apparatus Purchase / Lease:

- a. As all are aware, the public question for the joint purchase of Engine 88 was passed by voters in Fire Districts 2 and 4. The E88 Truck Committee met with Pierce Salesman Ed Miller on Thursday, February 27, 2020 and finalized the apparatus specifications. Written specs and drawings are expected approximately 3 weeks from the meeting date. Once received, they will be shared with all for review.
- b. Per a discussion at their workshop last week, GTFD4 is willing to serve as the owner of record for titling, registration, insurance and financing purposes. They are also in favor of purchasing the apparatus via the Houston Galveston Cooperative (H-GAC).
- c. Attached for the Board's review is a revised Cost Sharing Addendum to the existing Memorandum of Agreement to memorialize the agreement to jointly purchase a new Engine 88, and to share all costs equally. A copy has also been provided to Solicitor Carlamere this evening for his review. Formal approval will be requested at a future meeting.
 - i. District 4 has asked if District 2 would consider eliminating the monthly E822 wear and tear fee now, so they can put away the funds to assist with potential equipment needs for the new E88.
- d. Once the specs/drawings are reviewed and approved by all, Pierce Manufacturing will provide a final cost via the Houston-Galveston Cooperative. Attorney Rich Braslow will then assist with seeking formal bids for financing of the apparatus.
- e. **Request a Motion authorizing Gloucester Township Fire District 4 to serve as the owner of record for the new Engine 88, to utilize the Houston-Galveston National Cooperative for pricing, and to seek formal bids for the financing of the purchase and/or lease of the apparatus.** Final approval for the apparatus purchase will require a Gloucester Township Fire District #2 Resolution, to be presented after the final apparatus specifications, purchase price, financing arrangements and revised Cost Sharing Addendum are reviewed and approved.
- f. Per Rich Braslow, he's been advised by the Local Finance Board (LFB) that a single application for the joint purchase will suffice, but both districts will need a representative present for the hearing. The LFB hearing will not take place until after the receipt of the financing bids. The LFB meets monthly, with applications due approximately 3 weeks prior to their meeting.

2. **In a related matter, request the board approve the attached Resolution authorizing us to enter into a purchasing agreement contract with the H-GAC National Cooperative Purchasing Program.** Although it appears that GTFD4 will be handling the joint apparatus purchase, it would be beneficial for us to join for future apparatus and/or equipment purchases, and as a fall back plan for the joint apparatus purchase. There is no cost for membership.

3. Annual Election:

- a. Was held on Saturday, February 15, 2020 from 2pm to 9pm. Results:
 - i. Lawrence W. Grady – 533 votes, Nicholas J. Ritz – 174 votes.
 - ii. Budget Question: Yes – 540 votes. No – 172 votes
 - iii. Joint Apparatus Purchase Question: Yes – 556 votes. No – 171 votes

- b. Congratulations to Commissioner Grady on his re-election, and thanks to all who supported the budget and apparatus purchase. A special thanks also goes to Marianne Robb for handling the logistics for the day, and to Janine Young and Marianne Adomanis for their assistance.
4. Grant Updates:
- a. Exhaust system AFG Grant – Approval of the FEMA required EHP review was received yesterday, and the Clean Air Company invoice is included for approval with tonight's bills. Once we have proof of payment from the vendor, I will re-submit the funding request to FEMA. **Request a Motion authorizing payment of \$46,765.14 to Clean Air Company for the exhaust system purchase and installation.** Of that amount, \$4,692.42 will be paid from 2019 Accounts Payable as our participant grant match. The remaining \$42,072.72 will be charged to the Building Maintenance Account, to be reimbursed by FEMA.
5. As reported at the February meeting, I learned that the New Jersey Sick Leave Act applies to the volunteer staff who serve as Substitutes. The Sick Leave hours owed to each member has been calculated, and each of the six affected members has been notified of the law and their sick leave balance. The total time accrued ranges from a high of 2 hours and 36 minutes to a low of 16 minutes. The leave bank is being tracked on an Excel spreadsheet and will be updated as needed.
6. Marianne Robb is scheduled to meet with the manager at TD Bank on Monday to finalize the opening of the previously approved Money Market account. At the February meeting, the Board made a motion to transfer the entire restricted truck purchase fund to the money market account. However, the money in our checking account recently dropped below that amount. Contributing circumstances included the payment of our annual employer pension obligation of \$126,165.00, and the pending deposit of our quarterly tax payment of \$425,000.00 from the township. While this was a somewhat unique circumstance, it has caused concern that we may want to keep some portion of the truck fund in the checking account as a buffer. If the board agrees, I will ask Marianne to have TD Bank conduct an analysis of our account balance and recommend the amount to be placed in the money market account. If the board agrees, we may need to revise last month's motion.
7. To my knowledge, the meeting with participating township departments to discuss future participation in the Haz-Mat 8 program is still pending.
8. Payment in the amount of \$5,950.90 has been received from District 4 for 2019 4th Quarter Shared Services expenses, plus ½ of a \$1,350.00 invoice from Attorney Rich Braslow for assistance related to the apparatus joint purchase election question.
9. As authorized at last month's meeting, the following quotes for the purchase and replacement of the motors for bay doors 1, 2 and 4 have been obtained:
- a. Homan Garage Door Company of Hammonton, NJ - \$7,710.00
 - b. Frank E. Brooks Garage Doors and More of Haddon Twsp, NJ - \$8,225.00
 - c. Arthur Door Company of Lindenwold, NJ - \$7,620.00
- Request a Motion authorizing approval of the quote from the Arthur Door Company for \$7,620.00.** If approved, I will ask the vendor to prioritize the installation of the new motors to alleviate ongoing door remote control issues caused by the replacement of the motor in bay 3.

10. Pursuant to a discussion at last month's meeting, I obtained information from Catherine Hess of Bowman and Company regarding the procedure to raise our LOSAP contributions based on the annual CPI. Per Ms. Hess, the maximum contribution of \$1,150.00 is set by law and cannot be raised. However, the Board is authorized to pass a Resolution each year to raise the contribution based on the CPI. Since our first contribution to the plan was in 2014, we can raise the contribution by the cumulative 5.39% CPI increase from 2014 to 2019. If approved, the increased contributions for this year would be as follows:

- a. Level 1 – increase from \$1,150.00 to \$1,211.99.
- b. Level 2 – increase from \$850.00 to \$895.82
- c. Level 3 – increase from \$600.00 to \$632.34

Based on 2019 qualified members, the total increased cost to the board would be \$1,142.78 (\$21,500 to \$22,642.78). If the board is in favor of the increase, I will present a Resolution for adoption at next month's meeting. A decision to increase the contribution in a particular year is not binding on subsequent year contributions, meaning the board can decide from year to year whether to increase the contributions or return them to the base number.

11. In preparation for the upcoming contract negotiations, I plan to combine the 2018-2020 contract and the various Memorandums of Agreement into a single document to serve as a template for the negotiation process. Suggest we initiate communication with the union negotiating team to determine a date to begin successor contract discussions.
12. Quotes for 2020 lawn care have been obtained from T&M Landscaping and Lawn Service of Sewell, NJ for \$5,775.00, and from VJ Landscaping of Chews Landing, NJ for \$5,565.00 (same price as last year). **Request a Motion authorizing approval of the quote from VJ Landscaping of Chews Landing, NJ.**
13. Per our computer replacement program, we have two 2015 desk top computers due for replacement. **Request a Motion authorizing the purchase of two (2) Dell Vostro 3000 Desktop computers at a cost of \$739.34 each, and two (2) Microsoft Office Home and Business 2019 Single Use Software Programs at a cost of \$249.99 each, for a total cost of \$1,978.66.** The cost is below the quote threshold, and the products will be purchased directly from Dell and Microsoft.
14. Included with this evening's bill is the purchase of a one year OHD Gold service contract for our Quantifit fit test machine. We purchased the same contract last year at a cost of \$1,080.00. The company offered a 10% discount, which reduced the cost to \$972.00. No motion is needed, as the cost is below \$1,000.00.
15. A copy of the 2020 Fire Company Lease has been provided to Chairman Genzel. There are no changes from the 2019 Lease, other than the new date.
16. The station cascade system has been out of service for approximately 3 weeks. The vendor diagnosed the problem and ordered the parts at that time. He was here today to install the received parts, but still needs to order another part, which he's hoping to have next week. The repair cost is estimated at over \$2,000.00. I've notified representatives of the Blackwood, Glendora and Runnemedo Fire Departments of our intention to bill each of them for their share of the repair cost.
17. With the Board's permission, I'd like to investigate the cost of a station alerting system for fire calls. The new system would be beneficial throughout the station, but particularly for the bunk room, as there have been studies which support the health benefits of a system designed to awaken sleeping firefighters without causing undue strain on their heart. It would also be beneficial to have a reliable system to alert members throughout the station.

18. For the past two years, FF Dromgoole has been kind enough to conduct the annual CPR training for the department. He has recently noted that it would be helpful to have at least one other qualified member to assist him, and noted that Virtua is hosting a 10 hour BLS Instructor Course in Mount Laurel, NJ on June 17th and June 20th. Students who complete the course would be certified to teach CPR. The cost of the class is \$350.00 per student, and Asst. Chief Scott and FF Vartebedian have expressed interest in attending. I spoke with the Virtua employee who runs the course today, and she said students who attend the course are expected to commit to teaching 6 classes over two years. She also said that since we host a Medic unit at our station, we are eligible for free CPR training from Virtua. Request the Board advise if they want to send one or both students to the training to assist with in-house training, or prefer to utilize the free Virtua training going forward.
19. We recently received a notice from New Jersey Water Company regarding excessively high meter readings. Nick Procopio checked the building and identified a faulty toilet in the banquet hall ladies room that was causing the toilet to run freely. We also had a water company representative visit the property, and no other issues were found. The high usage was confirmed to be the faulty toilet and the problem has been resolved. Members of the department were alerted to the issue and asked to notify someone immediately of any observed water issues.
20. Annual flow testing of our SCBA started today and is expected to be completed tomorrow.