

The seven hundred and fifty third meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held virtually on Wednesday, May 13, 2020, using the Zoom audio call platform.

Commissioners present for the virtual meeting 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 7:34 pm with an acknowledgement that the meeting was being held in accordance with the Open Public Meeting Act, and in accordance with the New Jersey Division of Local Government Services Guidance for Remote Public Meetings during the COVID-19 Pandemic.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert to accept the minutes of the previous meeting held March 11, 2020 as the April meeting was cancelled due to COVID-19.

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

Chief's Report: Chief Millisky reported that the fire department held a virtual company meeting on Monday, May 11<sup>th</sup>. The Chief provided updates of the department's handling of matters concerning COVID-19 and the status of any members that have tested positive and or their recovery process. The Chief also reported that the Command Boards have been received and installed ensuring that we are in compliance with the other departments. The Officers are working on some possible training ideas/power points to be held via zoom. The Chief also reported that a plan is being formulated regarding testing of first responders but nothing has been decided yet. Commissioner Evans commented that he has not heard anything yet but will keep everyone posted once a plan has been decided.

Administrator's Report: See attached meeting agenda. Admin Robb also requested a Motion to authorize the removal and/or repair of damaged electrical wiring and devices in the memorial park by 21<sup>st</sup> Century Electric for \$1,380.00.

Solicitor's Report: Solicitor Carlamere commented that he reviewed the proposed Policy Prohibiting Discrimination in the Workplace provided by Administrator Robb and agrees it's appropriate for the Board to adopt it.

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that the budget reports have been provided to all board members. The weather damage to the roof and mansard are being worked on. Comm. Donahue also expressed his appreciation to FF Procopio regarding installation of the new LED lights above the bay doors.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert expressed his gratitude to the Fire Prevention Bureau for efficiently maintaining the smoke detector inspection process which is running smoothly with no adverse effects to the residents and realtors or delaying settlements etc. Comm. Reichert also thanked both the career and volunteer members of the department for their dedication, professionalism and continued support.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans provided updates on the station and apparatus maintenance noting that tar paper has been installed on the damaged mansard until a determination has been made on how we will move forward with the repairs. Comm. Evans also complimented how well the department is operating and staying healthy and thanked everyone for their continued cooperation and keeping up the good work.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady commented that with the nicer weather upon us the doors are being opened to allow movement of fresh air but asked all to be mindful and locking up when appropriate. Comm. Grady also commented on what a good job everyone is doing and what a great organization we belong to.

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

New Business: A motion was made by Donahue and 2<sup>nd</sup> by Evans to approve the bills presented for payment this evening in the amount of \$111,373.62.

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

A motion was made by and 2<sup>nd</sup> by to accept the receipts presented this evening in the amount of \$7,702.95

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert to adopt the updated Discrimination in the Workplace Policy.

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

A motion was made by Donahue and 2<sup>nd</sup> by Reichert to approve the improvements to the park by 21<sup>st</sup> Century Electric at a cost of \$1,380.00.

A Resolution was made by Genzel and 2<sup>nd</sup> by Evans to adopt Resolution 20-05 approving adjustment to the base contribution for qualifying members in the LOSAP Program.

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

A Resolution was made by Genzel and 2<sup>nd</sup> by Grady to approve the Revised Cost Sharing Agreement for Shared Services with GTFD #4.

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

Old Business: None

Good of the District: M. Mosiondz questioned when the harassment documents would become available. Admin Robb replied he expected to have them emailed out sometime next week. Retired Administrator Karas commented that he is thrilled that all are doing well and what a great job the department is doing wishing everyone his best regards.

There being no other business a motion was made by Grady and 2<sup>nd</sup> by Reichert to adjourn at 7:59 pm. All in favor, motion carried.

Read and approved:

Chairman:

George H. Genzel

Submitted:

Clerk:

Marianne C. Robb

Date: JUN 10 2020

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: May Remote Meeting (Zoom) – 5/13/2020

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1. Joint Apparatus Purchase / Lease:
  - a. At a Special Meeting on Wednesday, May 6, 2020, Fire District #4 adopted the revised Cost Sharing Agreement to the Career Staff Shared Services Memorandum of Agreement. The revised version describes the agreement between Fire District #2 and Fire District #4 to equally share all costs related to the new Engine 88. **Request the Board adopt the attached Resolution authorizing Chairman Genzel and Commissioner Donahue to sign the Revised Cost Sharing Addendum on behalf of Fire District #2.**
  - b. Final specifications with an H-GAC quoted price of \$703,675.24 was received from Fire and Safety Services on behalf of Pierce Manufacturing last month. The specifications were e-mailed to all board members for review shortly after they were received.
  - c. Fire District #4 advertised the formal bids for the financing of the apparatus on Saturday, May 9, 2020, with a bid return deadline of Friday, May 29, 2020 at 10:00 am. The bids will be opened and read at that time. I will share with the Board once I have a copy of the bids.
  - d. Assuming agreement from this Board, we've set a goal to complete and forward our joint application to the Local Finance Board by June 17, 2020, so we can be placed on their agenda for the July 8, 2020 meeting. As recommended by Attorney Rich Braslow, we'll be filing a single application for the approval of both Engine 88 and Squad 84. The narrative portion has been completed and forwarded to all Board members for review. The financing information will have to be inserted after the bids are returned, reviewed, and a vendor selected.
2. As the Board is aware, I rewrote our department's Harassment / Discrimination Policy, using the State of New Jersey Policy as a template. Our current policy was adopted in 2012 and needed to be updated. The State of New Jersey Policy was used as a template per the recommendation of Robert Hill, a certified instructor used by our department for harassment training. The new policy was previously forwarded to all board members for review, and has also been reviewed by Solicitor Carlamere and Robert Hill. **Request a Motion to formally approve Administrative Policy 20-02, Policy Prohibiting Discrimination in the Workplace, and the Reporting Form, identified as Attachment A.**
  - a. If the policy is adopted, I plan to post it to the eSafety platform, with a requirement for all department members to read and electronically acknowledge the new policy. Going forward, new members will also have to read and acknowledge the policy upon acceptance.
  - b. Once the pandemic restrictions are lifted, I plan to request permission to provide mandatory training to all department members with supervisory authority.
  - c. President Koehler has expressed his plan to have the fire company adopt the same policy.

3. Grant Updates:
  - a. I was contacted by Keith Kemery last week regarding the status of our SAFER Grant. Keith said the IAFF is planning to petition congress for additional SAFER funding to offset the anticipated economic impact of the Covid-19 pandemic. One of the topics being discussed is a possible 24 to 36 month extension of existing SAFER grants, and the waiver of applicant matching funds. Keith cautioned that these are only discussions at this point.
4. The meeting with participating township departments to discuss future participation in the Haz-Mat 8 program has been delayed by the Covid-19 pandemic. Commissioner Evans has expressed plans to schedule the meeting once the meeting restrictions are lifted.
5. Payment in the amount of \$6,243.95 has been received from Fire District #4 for reimbursement of 2020 1<sup>st</sup> quarter Engine 88 costs.
6. **Attached for the Board's approval is a Resolution authorizing an increase to this year's LOSAP contributions based on the cumulative 2014-2019 CPI increase of 5.39%, as listed below:**
  - 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**
7. As approved at the March meeting, the two new desktop computers and two Office Business software programs have been purchased and will hopefully be placed in service in the near future.
8. The station cascade system has been repaired, and invoices for 25% of the repair cost have been forwarded to Fire District #1, Fire District #4 and the Runnemedede Fire Company.
9. The April 30, 2020, windstorm dislodged three of the metal sheets that cover the front mansard of the station. The sheets were blown onto the roof, resulting in numerous small punctures in the roof membrane. The sheets were secured by fire department members, and FF Procopio temporarily patched the holes and secured the panels adjacent to those blown off with screws. On Saturday, May 2, 2020, the roof was repaired by Tortorice Contractors in compliance with the roof manufacturer's specifications. A claim has been filed with VFIS / Gladfelter Insurance, and the adjuster has approved payment of the \$972.00 repair bill, minus the \$500.00 policy deductible. Per the Tortorice representative, it's unlikely that he will be able to match the existing panels due to their age. He is going to research options and pricing for consideration. Once a decision is made, I will contact the insurance adjuster to determine if the full cost will be covered.
10. As the Board is aware, the COVID-19 pandemic has necessitated rapid and ongoing changes to departmental operations. These changes have affected all aspects of our operation, and necessitated some decisions to be made outside of our normal process. The biggest accomplishment was the creation of a *Joint 82/84 Continuity of Operations Plan*, which is serving as a blueprint for operation of both departments during these unprecedented times. In recognition of the need for a joint plan and the limited time for its creation, the Boards ceded their decision making authority to the Chief and Operations Commissioner of each district, which paved the way for the unified plan. I have done my best to maintain an open line of communications with the Board to notify everyone of changes as they occurred and to provide an opportunity to voice objections. I'd like to express my appreciation to the Commissioners, Chief Millisky, President Koehler, Head Trustee Diguglielmo and all members of our career and volunteer staff for their dedication, cooperation and professionalism during these unprecedented and stressful times.