

The Board of Fire Commissioners, District #2, Gloucester Township, held a Special Meeting in the Chews Landing Fire Station on Tuesday, September 1, 2020 at 7:30 pm.

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: Genzel – Present Evans – Absent Reichert – Present Donahue – Present Grady – Present
Also present was Administrator Robb.

The Commissioners discussed the topics listed on the attached agenda prepared by Administrator Robb.

Motion by Genzel, 2nd by Reichert to go into Closed Session at 8:26 pm to discuss the labor contract.

Roll Call: Genzel – Yes Evans – N/A Reichert – Yes Donahue – Yes Grady – Yes

Motion by Donahue, 2nd by Grady to end the Closed Session at 10:00 pm

Roll Call: Genzel – Yes Evans – N/A Reichert – Yes Donahue – Yes Grady – Yes

Labor issues discussed in closed session remain pending.

Motion by Reichert, 2nd by Grady to Adjourn at 10:00 pm. Motion Carried

Submitted by Administrator Robb.

Read and Approved: Chairman: *George H. Genzel*
Sept 9, 2020 Clerk: *Marianne C Robb*

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: September Workshop – 9/1/2020

1. Shared Service Program:

- a. The new E88 has been ordered, with a projected delivery date of May/2021. There will be a pre-construction meeting in November to review the specifications in detail and identify any requested changes.
- b. The Joint Operations Committee members were advised that the District 2 Board has expressed interest in the concept of using E822 as a shared reserve engine after the new Engine 88 is placed in service, pending further discussion of the details.
- c. The Joint Operations Committee members were advised that District 2 is not in favor of terminating the E822 Depreciation Fee outlined in the Shared Services Agreement. As noted below, District 4 representatives have requested a meeting to further discuss this and other topics.
 - i. On a related topic, I recently contacted Ed Miller of Fire and Safety Services to ask if could provide an approximate value of Engine 822 in July of 2018 and July of 2021. I provided Mr. Miller with the engine's mileage and engine hours at the start of the Engine 88 program, and the anticipated mileage and engine hours when the new Engine 88 is placed in service. Mr. Miller contacted me today with the following information:
 1. July 2018 Value – \$115,000 to \$130,000
 2. July 2021 Value – Under 50K miles = \$115,000, Over 50K Miles = \$85,000 (current mileage is 50,976)
 - ii. The Depreciation Fee payment of \$1,200 per month by District 4 started in January of 2019. To date, they have paid \$21,600 (6 quarters at \$3,600). If the payments are continued through June of 2021, the total amount paid would be \$36,000.
- d. The Joint Ops Committee was advised that District 2 is not currently interested in consolidation discussions.

2. The trade-in of the old Dell computers approved at last month's meeting is still pending.

3. Policies:

- a. The training of department supervisors regarding their Discrimination Policy responsibilities was completed last night. A total of 22 members were trained by Bob Hill. Thanks to all commissioners and department members who attended the training.
- b. A significant amount of feedback has been received regarding the Social Media Policy.
 - i. One point of contention is whether photos taken by department members at official department functions are the property of the department or the person taking the photo. There is ample legal precedent that the photos are the property of the department. This is supported by Chief Varone, the licensed attorney who provided our Social Media Policy training and provided the policy template, and has been affirmed by Solicitor Carlamere. Unless the Board feels differently, I see no reason to change that portion of the proposed policy.
 - ii. The other area of concern is that the policy will prohibit members from taking and posting positive photos on their personal social media sites. I believe this is a misinterpretation of the policy, and have assured those expressing concern that the policy does not prohibit that activity. Rather, it inserts an approval layer between the taking of photos and the posting to social media, which is necessary to protect the department from potential harm and negative publicity. Today I provided the committee members with a template of a digital imagery policy

provided by Chief Varone. I'm hoping to work on that policy next, as it further clarifies the type of photos that are allowed vs those that are prohibited.

- iii. It may be necessary to delay requested approval of the policy until the October meeting so the cited concerns can be addressed. I will update the Board at next week's meeting.
 - c. The approved Apparatus Camera Policy was distributed to department members today, and activation of the cameras in E82 and 8200 will hopefully be accomplished in the near future.
 - d. As previously approved by the Board, Chief Millisky and I participated in a 16.5-hour policy writing webinar hosted by Attorney Curt Varone. The course was extremely beneficial, and Chief Varone identified 10 high risk policies (5 operational and 5 administrative) that all fire departments should have to reduce the risk of injury to members and liability for the department. Chief Varone also provided a number of sample policies for webinar attendees to use as templates when creating policies. Chief Millisky and I plan to use the information learned as a guide to prioritize future policy development.
4. A check in the amount of \$49,619.58 has been received from Glatfelter Insurance for replacement of the damaged mansard on the front of the station, and for painting the side mansards. FF Procopio will oversee the project on behalf of the trustees. A quote will also be obtained to paint the shop mansard to match the new station mansard. Same will be forwarded to the Board once obtained.
 5. Members of the Board have been provided with the draft 2019 audit from Bowman and Company. I'm pleased to report that there were no formal findings, and only two minor discussion points. I will return the necessary signed forms to the auditor this week and expect the final audit report in the near future.
 6. As previously communicated, District 4 has requested a meeting of both Boards on September 21, 2020. Based on feedback, it appears that at least one District 2 commissioner is unavailable on that date. Commissioner John Grady of District 4 has asked us to provide a couple of alternate dates when all are available.
 7. As previously communicated, we received two letters in the same envelope from District 1. The first letter stated "We have discussed the shared service agreement between Fire Districts #2 and #4 and we will not be participating." The second letter concerns a potential personnel issue and will be discussed in closed session.
 8. Due to an oversight on my part, Chief Millisky was not notified until last Friday of the Boards request for him to report tonight on his plans for the future of Marine 82. The Chief agreed to try to have a report for tonight, but cautioned that it may not be ready until next week.
 9. I'm told there was a discussion at the fire company meeting to ask the Board to live stream meetings to accommodate those that are not comfortable attending in person due to the pandemic. I discussed the topic with Solicitor Carlamere, who said the Board is not obligated to live stream in-person meetings as long as the room used meets state Covid standards and allows for proper social distancing. Solicitor Carlamere added that persons attending public meetings are free to live stream meetings if they wish. Commissioner Reichert asked that this topic be added to the agenda for discussion.

Closed Session:

1. District 1 Complaint
2. Contract Negotiations