

The seven hundred and sixty first meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, December 9, 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.

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

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

Chief's Report: Chief Millisky reported that the Chiefs meeting has been rescheduled. A lot of our members have signed up for training and the company participated in two drive by birthdays. The Santa Run has been posted with maximum staffing of 4 members per rig due to Covid restrictions. The SAFER duty crews of 2020 are completed and 2021 has started. The Chief responded to Comm. Grady's question regarding the criteria used for distribution of incentive money this year since percentages were not feasible with COVID restrictions.

Administrator's Report: Admin. Robb reviewed the attached meeting agenda.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that the Board is actively working on the budget and that final balances need to be determined.

Group Report: "B" Fire Prevention, EMS (J. Reichert) None

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the monthly maintenance and repair report provide by FF Procopio.

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 as they pertain to personnel.

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 \$105,685.41.

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

A motion was made by Donahue and 2nd by Grady to accept the receipts presented this evening in the amount of \$454,144.73

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

Comm. Donahue provided the 2nd reading of the budget and opened the meeting up to the public for any questions or concerns. There being no feedback from the public, a motion was made by Donahue and 2nd by Reichert to adopt the proposed 2021 Operating Budget.

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

A motion was made by Donahue and 2nd by Evans acknowledging that the Board followed all statutory regulations for adoption of the budget.

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

A Resolution was made by Evans and 2nd by Grady (20-32) to authorize the purchase of 5 Scott 30-year 30 Minute SCBA Cylinders and two Scott 30-year 60 Minute SCBA Cylinders from the Nat Alexander Company, of Laurel Springs, NJ under state contract in the amount of \$5,600.00.

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

A Resolution was made was made by Evans and 2nd by Reichert (20-30) for the Removal of obsolete PPE which will be donated to the 911 Foundation.

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

A motion was made by Evans and 2nd by Grady to authorize the purchase of 2 additional TFT Ball Intake Valves from Municipal Emergency Services of Poughkeepsie, NY for the low quote price of \$2,970.00.

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

A motion was made by Grady and 2nd by Reichert to authorize the purchase of a Dell Latitude 5510 Laptop Computer with External DVD RW Drive from Dell Inc. for \$1,320.69. The laptop will be assigned to the Fire Prevention Bureau.

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

A Resolution was made by Genzel and 2nd by Donahue (20-31) Certifying the 2019-2020 LOSAP Eligibility List and authorizing payment of \$25,980.02 to Lincoln Financial Group for deposit to the members accounts.

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

A motion was made by Grady and 2nd by Evans authorizing the purchase of 5 Class A Uniforms from Action Uniform for a total cost of \$3,250.00.

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

A motion was made by Reichert and 2nd by Evans to support providing a holiday staff meal as in past practice for A Platoon whom are working Christmas Day and to contribute to the Santa Run take out meal in order to cover C Platoon.

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

A motion was made by Grady and 2nd by Reichert to authorize the purchase and installation of three GPS-FC48AC devices from Hawks and Company of West Deptford NJ for \$2,317.50. The devices will be installed in three of the buildings air handlers and are designed to remove contaminants from the air, including Covid germs. The fire company is going to fund installation of the devices in the other four air handlers for the building.

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

Old Business: None

Comm. Reichert questioned the status of the Social Media training of which there are about 10 firefighters who have not completed the training yet but they have until 12/31 to comply. Comm. Grady questioned Robb if we were set to put the apparatus cameras in service yet and was informed by Robb that they've been in service for approximately 2 months.

A motion was made by Donahue and 2nd by Reicher to establish Accounts Payable and Encumbrances.

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

A motion was made by Donahue and 2nd by Evans to cancel unexpended balances at the close of 2020.

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

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

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

A motion was made by Genzel and 2nd by Evans to go into closed session at 9:34am to discuss ongoing contractual/personnel issues.

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

The Board discussed topics pertaining to the labor contract and no decisions were made.

A motion was made by Reichert and 2nd by Evans to go back into open session at 11:05 am.

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

There being no other business a motion was made by Evans and 2nd by Reichert to adjourn at 11:06am. All in favor, motion carried.

Read and approved:

Chairman: *George B. Genzel*

Submitted:

Clerk: *Marisne C. Robb*

Date: 1/13/21

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: December Continuation Meeting – 12/29/2020

1. All items approved for purchase at the December meeting have been ordered.
2. The funds received from the insurance company for repair of the mansard have been turned over to the fire company pending payment to Tortorice Contractors upon completion of the repair work.
3. Payment of \$25,980.02 to Lincoln National Financial Group for the 2019-2020 LOSAP funds, as approved at the December meeting, are included with today's bills.
4. As communicated to the Board last week, Governor Murphy has issued an Executive Order to postpone the annual Commission Election until Tuesday, April 20, 2020. The terms of Commissioners expiring in 2021 are extended until a successor is sworn in, and the temporary budget percentage has been increased from 14% to 30%. It is still unknown if the election will be in-person, remote, or a combination thereof.
5. A list of the end of year Motions is attached.

Closed Session:

1. 2021-2024 Labor Contract

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: December Meeting – 12/9/2020

1. Shared Service Program:
 - a. At the request of Chairman Genzel I received permission from the Camden County ESTC to hold the joint fire district meetings at their facility. Several e-mails have been sent to District 3 representatives (Chief Zoccali, Commissioners Tarves, Jowett and Paffenroth) to determine their availability to meet on Monday, December 14th with no reply.
 - b. A payment in the amount of \$10,124.06 from Fire District #4 for their share of 3rd quarter Shared Services Program costs has been received.
 - c. The next Joint Ops Meeting is scheduled for tomorrow night at 7:00 pm at our station.
2. It's been confirmed that the Township of Gloucester has taken over the old Glendora EMS building on Stetser Avenue. The township plans to rehabilitate the building and make it available to the Unforgotten Haven, a non-profit group which assists underprivileged persons. The township has verbally agreed to allow us to use the end bay to store E822 after the new E88 is placed in service. Commissioner Reichert and I visited the building and confirmed that the bay is large enough for the engine. The township officials said they would have no objection to the installation of a chain link fence to separate the end bay from the rest of the building. If the Board is in favor of this concept the agreement will need to be formalized and a determination made of any expected financial compensation for use of the building. Thanks to Commissioner Reichert for his assistance with this endeavor.
3. New Fire Equipment:
 - a. The Bullard QXT Thermal Imaging Camera approved for purchase at last month's meeting has been ordered.
 - b. The TFT Ball Valves approved for purchase at last month's meeting have been ordered and received. **Request a Motion to approve the purchase of two (2) additional TFT Ball Intake Valves from Municipal Emergency Services of Poughkeepsie, NY for the low quote price of \$2,970.00.** If approved, this will allow for the replacement on the valves on both engines.
 - c. **Request the Board approve the attached Resolution #20-32 for the state contract purchase of Five (5) Scott 30 Year 30 Minute SCBA Cylinders and Two (2) Scott 30 Year 60 Minute SCBA Cylinders from the Nat Alexander Company of Laurel Springs, NJ for a total cost of \$8,906.68.**
4. **Request the Board adopt the attached Resolution #20-30 for removal of certain items of obsolete PPE from inventory.** The items are to be donated to the 9/11 Foundation.
5. The uniform items approved for purchase from Action Uniform Company of Egg Harbor Twsp, NJ have been ordered and are starting to arrive. **Request a Motion authorizing the purchase of five (5) Class A Uniforms from Action Uniform for a total cost of \$3,250.00.**
6. The laptop assigned to the Fire Prevention Bureau was purchased in 2014 and is due for replacement. Funding is available in the Fire Prevention account and Commissioner Reichert has approved the purchase. **Request a Motion authorizing the purchase of a Dell Latitude 5510 Laptop Computer with External DVD RW Drive from Dell Inc. for \$1,320.69.**
7. Hawks and Company, the fire departments HVAC vendor, has provided a quote for the installation of Bipolar Ionization Systems in each of the fire house air handlers at a cost of \$772.75 per unit. Per the brochure provided to each Commissioner, the devices have a number of benefits, the most important being the killing of bacteria, virus and mold pathogens. The units also increase the efficiency of the air handlers, resulting in cost savings, and are maintenance free. A number of commercial properties have opted to install the devices, particularly in light

of the Covid pandemic. Firefighter / Trustee Procopio has suggested the Board consider funding the devices for the air handlers for the office area, the bunk room and the shop. **If the Board agrees, request a motion authorizing the purchase and installation of three (3) GPS-FC48-AC devices from Hawks and Company of West Deptford, NJ for \$2,317.50.**

8. Policies:

- a. The Chief Varone Social Media training presentation has been purchased and received, with the cost shared evenly with District 4. In-person training for the Career Firefighters assigned to the C Platoon was completed yesterday, and A Platoon Firefighters will be trained in the near future. In-person training for fire company members will be presented on Monday, December 21st at 7:00 pm. The presentation has been uploaded to the eSafety online training site for those members unable to attend the in-person training. Deadline for completion of the training is December 31st, with the policies set to take effect on January 1, 2021.
9. I'm pleased to report that FF Procopio has received certification in the Design and Performance Standards of Fire Apparatus from the Emergency Vehicle Technician (EVT) Certification organization. This is the 3rd EVT certification Nick has received in the last two years.
10. As authorized at the November meeting, the Memorial Garden paver repair work was performed by Cousin's Concrete. Thanks to FF Procopio for coordinating the repairs.
11. The five (5) Unication G5 Dual Band voice pagers approved for purchase at last month's meeting have been delivered to the vendor and will be delivered to us once the programming is complete.
12. The fire station mansard replacement project and painting of the shop mansard is still pending. A competing quote for the painting of the shop mansard has been received, with Mooney Painting still the lower quote. The insurance repairs are being coordinated by the fire company, and a voucher is included with tonight's bills for the transfer of the insurance money to the fire department.
13. The annual hose testing was performed on November 18th. As a result, 550' (11 lengths) of 1.75" hose, 100' of 3" hose (1 length), 100' of 5" hose (1 length) and 450' of 1" hose (5 lengths) was placed out of service. This resulted in a hose deficit for the apparatus, and Commissioner Evans approved an emergency order of replacement hose from Continental Fire and Safety of Hamilton, NJ in the amount of \$5,052.00. It should be noted that Continental has provided the lowest quotes for fire hose for the last several orders. For the 1.75" hose, Chief Millisky and Commissioner Evans opted to purchase hose with screw couplings instead of storz fittings. The change was made based on safety considerations and cost (\$149 per 50' vs \$274).
14. Our insurance broker has reported that the cost of our General Liability premium for 2021 will be \$48,443.00, an increase of \$2,892. The cost is within the amount budgeted, and the increase is minimal given the increased coverage we agreed upon.
15. **Request the Board adopt the attached Resolution #20-31 certifying the 2019-2020 LOSAP Eligibility List, and authorizing payment of \$25,980.02 to Lincoln National Financial Group for deposit in the listed member's investment accounts.** In accordance with statutory requirements, the final point total list was e-mailed to all members and posted in the station on November 2, 2020, with members given until Wednesday, December 3rd (30 days) to challenge the totals.
16. FF Luis Torres has registered for EMT training and asked if he would be eligible for reimbursement from the fire district. Per past practice, FF Torres was advised that he would be eligible for reimbursement upon successful completion of the training and that he would have to commit to serving at least two years with the department.
17. A check in the amount of \$139.47 has been received from Dell Corporation for the trade-in of five (5) desktop computers and one (1) server.
18. We have received the fourth and final 2020 tax payment of \$442,000.00 from the Township of Gloucester.
19. Second reading and approval of 2021 budget (Commissioner Donahue)
20. Decision regarding continuation meeting date and time.

Closed Session:

1. 2021-2024 Labor Contract