

The seven hundred and sixty fourth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, March 10, 2021.

Commissioners present were: Genzel, Reichert, Evans, Donahue and Grady. Also in attendance were Administrator Robb and Chief Millisky.

Chairman Genzel opened the meeting at 7:32 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 Grady and 2nd by Donahue to accept the minutes of the previous meeting.

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

Chief's Report: Chief Millisky reported on the recent fire at the Howard Johnsons Inn noting that we had a good response and an after-action is being planned. The Chief also reported that some fire company officers will be attending the Command in Firefighting training by Mullica Hill FD on Saturday, and that there are two houses on Maple Avenue which the FD is hoping to use for training. CPR training will be held on April 5. Regarding the HAZMAT program; Comm. Evans met with 8401 and reported that the county is making some changes noting that the volunteers may be interested in taking over the HAZMAT calls and that we shall have more information in the next month. It was also noted that a training matrix should be set up.

Administrator's Report: Administrator Robb reviewed the attached agenda. Chairman Genzel reported that at the Ops meeting GTFD#1 stated that they are not willing to support any paid staff but would want to contribute for equipment provided they can see that the money is going directly to equipment for the engine. After much discussion it was decided that a meeting will be scheduled with 2 commissioners from Districts, 2, 3 & 4 and a separate meeting with Districts 1, 2 & 4. Comm. Donahue questioned the legality of other fire districts "contributing" to our district.

Solicitor's Report: None-Absent

Group Report: "A" Building Maintenance, Park (K. Donahue) None

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

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reported that the new Engine 88 is on target and reviewed the monthly report of station and apparatus maintenance and repairs by FF Procopio.

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

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel's topics will be discussed in closed session.

Old Business: None

New Business: A motion was made by Donahue and 2nd by Evans to approve the bills presented for payment this evening in the amount of \$47,058.83

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 \$2,293.39.

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

Resolutions (21-05) were made by Grady and 2nd by Reichert to approve the joint purchase of a Motorola APX6500 dual head mobile radio for \$4,685.00 (\$2,342.50 to be paid by District 2) and Resolution (21-06) approving the purchase of a Panasonic CF 33 Toughbook computer, a Havis Docking Station and a Base Plate adapter at a cost of \$5,211.00 (\$2,605.50 to be paid by District #2). The radio and computer equipment will be assigned to the new Engine 88, with the costs split equally with Fire District #4.

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

A motion was made by Grady and 2nd by Evans to approve the quote from Wireless Communications in the amount of \$1,870.00 for the installation of the new radio and Toughbook computer in the new Engine 88 after the apparatus is delivered. District 2 will pay ½ of the cost (\$935.00) and District 4 will pay the other half.

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

A motion was made by Evans and 2nd by Grady authorizing the provisional promotion of FF Procopio to the position of Mechanic/UFD.

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

A Resolution was made by Grady and 2nd by Donahue authorizing the approval and signature of the engagement letter from Bowman and Company to conduct the 2020 Fire District Annual Audit

A motion was made by Donahue and 2nd by Reichert to approve the low quote from VJ Landscaping II for the annual park/lawn maintenance contract at a cost of \$5,565.00.

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

Good of the District: Regarding the earlier discussion about districts 1 & 3; Head Trustee DiGuglielmo questioned what Districts #1 and #3 would be expecting for the money they would contribute and also would it be an ongoing agreement or a one and done.

There being no other business a motion was made by Genzel and 2nd by Reichert to go into closed session at 8:33pm.

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

During the closed session the Board discussed personnel issues. No decisions were made.

At motion was made by Reichert and 2nd by Evans to go back into open session at 10:10pm

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

Chairman Genzel notes that Administrator Robb has the authority to make transfers of District 2 personnel as needed to meet operational needs.

There being no other business, a motion was made by Donahue and 2nd by Grady to adjourn at 10:13pm. All in favor motion carried.

Read and approved:

Chairman: *George H. Senzel*

Submitted:

Clerk: *Marvin Cobb*

Date: APR 14 2021

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: February Meeting – 3/10/2021

1. Shared Service Program:

- a. I've had some follow-up conversations with District 2 and District 4 Commissioners regarding the Districts 1, 2, 3 and 4 meeting that was held on February 11, 2021. The informal consensus seems to seek another meeting to be attended by only two commissioners from each district to further the financial discussions. If the Board agrees I will notify District 4 of the decision so they can discuss at their meeting next week. Also, to be determined is if the Boards desire to meet separately with District 1 and 3 or to meet with them together.
 - b. The Joint Ops Committee met remotely on February 18, 2021 and the after-action report was shared with all. The next meeting is scheduled for Wednesday, March 18, 2021 at 7:00pm at Station 84 or remotely.
 - i. A more streamlined Covid policy is being developed by Chiefs Millisky and Cipriano to replace the Joint Co-Op Plan, JAP 21-001 and the various e-mailed instructions that have been forwarded during the pandemic. The policy will be forwarded to the Board for review and comment once the draft is completed.
 - c. Barring any objections from the Board I have agreed to coordinate the purchase of equipment for the new Engine 88. All purchases will first be approved by representatives of each district, and the costs will be shared equally. As the orders are placed, I will ask the vendor to send separate 50% invoices to each district. If any are unwilling or unable to do that, I will have them invoice District 2 and I will then invoice District 4 for their share. Listed below are requests for approval to order the first items for the new engine.
 - d. **Request the Board approve attached Resolution 21-005 for the State Contract Purchase of a Motorola APX6500 dual-head radio at a cost of \$4,685.50, and Resolution 21-006 for the State Contract Purchase of a Panasonic CF 33 Toughbook Computer, a Havis Dock and an Adapter Plate at a cost of \$5,211.00. Both contracts are to be awarded to Wireless Communications and Electronics of W. Berlin, NJ. The cost will be split equally with District 4, so our share will be \$4,948.00.**
 - e. **Request a Motion to approve the attached quote from Wireless Communications of West Berlin, NJ for the installation of the above items at a cost of \$1,870.00. The cost will be split equally with District 4, so our share will be \$935.00.**
2. As the Board is aware, during the negotiations for the Labor Contract there was discussion regarding the promotion of FF Nicholas Procopio to the New Jersey Civil Service position of Mechanic / UFD. Language and a salary scale for the position were included in the approved agreement. FF Procopio has been serving in this role for the department for a number of years, meets the Civil Service qualifications for the position, and in my opinion is well-deserving of the promotion. **Request a Motion authorizing the provisional promotion of FF Procopio to the position of Mechanic / UFD.** If approved I will notify the Civil Service Commission of the provisional promotion and determine the steps required for permanent recognition of the promotion.
3. The Fire District currently provides departmental e-mail addresses to all employees, the Fire Commissioners, the Department Chief, and the Fire Company President. We also fund e-mail addresses for all vehicle MDC's. Chief Millisky has forwarded a request from the Line Officers to also be provided with departmental e-mail addresses to use when conducting company business. Comcast charges us \$6.95 per month per user. Adding accounts for the five Line Officers would result in an additional cost of \$34.75 per month or \$419.40 per year. If the Board approves the request Marianne and I will have the accounts activated with Comcast.

4. We received an Engagement Letter from Bowman and Company for the audit of our 2020 finances. The costs are the same as last year's audit; \$17,500 for the audit, \$1,500 for Posting, Printing and Distribution, and \$3,000 for Continuing Disclosure Reports. **Request a Motion authorizing Approval of the Engagement Letter.** If approved it's requested that the Commissioners provide the required signatures on the document provided to Commissioner Donahue so I can return the letter to Bowman and Company.
5. As a result of DOT mandated SCBA cylinder life cycle requirements, nineteen (19) SCBA cylinders were removed from service this month. We still have a sufficient number of cylinders as we had an excess as a result of the FEMA grant we received in 2017, and we also just purchased five (5) new 30 minute cylinders and two (2) new one hour bottles. I will request authorization at the April meeting to donate the expired cylinders to the 9/11 Foundation.
6. A payment request was submitted to FEMA for reimbursement of salary and benefit expenses for FF Lindell for the period of December 14, 2020 to February 2, 2021. Payment of \$260.66 was approved (represents the funds remaining in the year 2 grant account). We are now in the third and last year of the grant, which provides reimbursement of 35% of FF Lindell's salary and benefit costs.
7. We've received a quote of \$5,565.00 from VJ Landscaping II of Chews Landing, New Jersey for the 2021 Annual Lawn Maintenance Contract (cost is unchanged from 2020). We also received a quote of \$5,775.00 from T&M Landscaping Services of Sewell, NJ. **Request a Motion authorizing approval of the quote from VJ Landscaping.**
8. I spoke today with Public Works Supervisor Bob Tyciak regarding the installation of the security fence in the building where E822 will be stored. He confirmed that Public Works is willing to install the fence and then invoice the fire district for the cost. At his suggestion I plan to meet with Public works representatives the week of the March 22nd to discuss the details. Any suggestions from Board members are welcome, to include attending the meeting with me if interested.
9. I appreciate the Boards approval for me to attend the FLSA webinar hosted by Chief Varone last month. The webinar was very informative.
10. I've registered for two free webinars hosted by the NJ Division of Pensions and Benefits. One is a 2-hour webinar on March 25th that provides instruction on completion of the Report of Contributions, which is the electronic pension contributions report that I'm required to submit quarterly. The other is a 30-minute webinar on May 11th that addresses employer responsibility for retiring members enrolled in the Police and Fire Pension System.
11. We're still awaiting a start date for the mansard repair.
12. The availability of Petitions for Fire Commissioner was announced on February 18, 2021, with a statutory return deadline of March 22, 2021. The availability has been advertised in the Courier Post, posted at the station and on the fire district website. To date two petitions have been picked up and one has been returned.
13. TD Bank has approved a fire district credit card account. Chairman Genzel is the authorized account representative, and Fire Prevention Clerk Marianne Robb is an authorized user. We will be receiving two cards, both of which will be kept in the fire district safe. The account will be set up for monthly auto-pay from the Fire District General Account, which will avoid the accrual of interest fees.
14. Informal conversations have been held in the past couple of years regarding the future plan for TL82. The consensus was to address the issue after the new Engine 88 purchase was addressed. Now that most of the E88 discussions and details have been finalized I believe it would be appropriate for the Board to appoint a committee to discuss replacement of the rig. The current apparatus is 23 years old and has suffered a number of mechanical issues over the past couple of years. FF Procopio has previously stated his opinion that the truck is in need of replacement.