

The seven hundred and sixty fifth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, April 14, 2021

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.

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

Chief's Report: Chief Millisky reported on the recent Officers meeting and that all records are up to date and in the shared folder. There is a live burn on April 19. Comm. Donahue questioned how the drill with Stratford FD went-which the chief replied it went well. Comm. Reichert complimented on the excellent handling of the training program by Capt. Gant.

Administrator's Report: Admin. Robb reviewed the attached agenda. A discussion was held regarding certifying a list of candidates for future consideration and Chairman Genzel questioned the parameters of a career firefighter making a transfer and what the process would be for that scenario. Discussion was continued in closed session.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that the mansard on the main station is complete and that the LED hi-hat lights are all on a timer. We are waiting for the painter to paint the shop to match the main station.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the report submitted by FO Young noting that a cover was purchased for the fire prevention trailer. Comm. Reichert also reported that he attended 2 classes on the management of LEA and Fire Official Inspections stressing that there is a lot of responsibility on the inspectors and that he wanted to compliment our inspectors.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed FF Procopio's report.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady questioned Chief Millisky regarding the cradle of the tower and if the firefighters were following procedure. Chief Millisky reported that there was no spotter in play but there is a proximity light and that Capt. Gant met with both firefighters to re-train them.

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel reported that his items will be handled in closed session as they have to do with personnel.

Old Business: Comm. Evans provided updates on a business in our district with ongoing violations and an upcoming court date.

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 \$89,925.40.

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 \$446,046.32

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

A motion was made by Reichert and 2nd by Evans to approve the adoption of Policy 21-001, developed jointly by Chief Millisky (82) and Chief Cipriano (84) regarding and replacing all previous policies and emails on COVID-19, including the Joint Continuity of Operations plan created in the early stages of the pandemic.

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

A Resolution (21-07) was made by Evans and 2nd by Reichert for the state contract purchase of Paratech Air Bag Equipment from Continental Fire and Safety in the amount of \$8,042.70, with \$4,021.00 to be paid by Fire District #2.

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

A Resolution (21-08) was made by Evans and 2nd by Reichert for the purchase of Paratech Stabilization Struts in the amount of \$4,062.20, with \$2,031.10 to be paid by Fire District #2.

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

A motion was made by Evans and 2nd by Reichert approving the purchase of 5 Streamlight Vulcan LED lanterns, an Anslu 30 lb Metal-X extinguisher, a 20 lb Amerex ABC extinguisher, a CMC Advantage Stokes Basket and 3 Fire Hooks Unlimited 6' Roof Hooks from Continental Fire and Safety of Hamilton NJ for a total cost of \$2,851, with \$1,425.50 to be paid by Fire District #2.

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

A motion was made by Evans and 2nd by Reichert approving the purchase of rope and accessories, a Scott Air Bottle Tool Adapter, 9 cases of black 12" by 12" Turtle Tile and 25 12" edge pieces from Mid Atlantic Fire & Air of Laurel Springs, NJ for a total cost of \$3,975.80, with \$1,987.90 to be paid by Fire District #2.

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

A Resolution (21-09) was made by Evans and 2nd by Grady approving the removal of 21 SCBA cylinders from inventory and donation of same to the 9/11 Fund, Inc.

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

A motion was made by Donahue and 2nd by Reichert authorizing payment to Liberi Fence, LLC of Sicklerville, NJ for the purchase and installation of a security fence in the old EMS building on Stetser Avenue in preparation for the future storage of E822 in the building.

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

A motion was made by Grady and 2nd by Reichert to approve Janine Young as teller for the 2021 Annual Fire District Election being held on Tuesday, April 20th.

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

Good of the Company Comm. Reichert reported that for the 20 -year anniversary of 9/11 he has requested an FDNY apparatus take part in our annual 9/11 ceremony.

A motion was made by Genzel and 2nd by Reichert to go into closed session at 8:29pm to discuss personnel issues.

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

The Board discussed personnel issues during closed session-no decisions were made.

A motion was made by Reichert and 2nd by Grady to go back into open session at 8:45pm.

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

There being no other business a motion was made by Reichert and 2nd by Evans to adjourn at 8:46pm All in favor, motion carried.

Read and approved:

Chairman:

Greg A. Genzel

Submitted:

Clerk:

Martine E. Ross

Date:

5/12/21

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: April Meeting – 4/14/2021

1. Shared Service Program:

- a. As requested, I sent separate e-mails to District 1 and District 3 representatives requesting separate meetings to be attended by two commissioners from each district and myself to continue our shared services discussions. I also forwarded to each district a copy of the minutes from our February 11th meeting. District 3 Chairman Stires has advised via Commissioner Jowett that he is not interested in meeting again, but would accept a letter explaining whatever we're requesting for him to share with the District 3 commissioners. The e-mail to District 1 was just sent on April 12th and their response is pending.
- b. The Joint Ops Committee last met on 18th and the minutes were shared with all. The next meeting is scheduled for tomorrow at 7:00pm at Station 84 or remotely.
- c. Attached for the Board's review and approval is an updated version of Joint Administrative Policy 21-001, developed by Chiefs Millisky and Cipriano. The updated policy replaces all previous Covid related policies and e-mails, including the Joint Continuity of Operations Plan that was created in the early stages of the pandemic. **Request a Motion authorizing adoption of the policy.**
- d. Personnel:
 - i. District 4 has approved the hiring of Michael J. Ricciardelli as a career firefighter, and plans to assign him to the B Platoon. Chairman Genzel and Captain Young participated in the interview process.
 - ii. To account for the staffing imbalance created by the extended Sick Leave of Captain Adomanis, FF Knight was transferred from the A Platoon to the C Platoon, effective March 21, 2021.
 - iii. I plan to ask permission from the Board at next month's meeting to certify the top 20 candidates on the Civil Service Firefighter list. This will be the first step in the process to identify the best candidate to fill the vacancy resulting from the expected retirement of Captain Adomanis later this year. The list will be valid for 6 months from the date of certification.
- e. As previously approved, I am coordinating the purchases of equipment for the new Squad 88. The purchasing process started with a list of requested equipment by the Truck Committee, followed by review and approval by the Chiefs and Apparatus Commissioners from each district. All costs will be shared equally by the districts, either through direct billing of ½ the cost from the vendor or via invoicing from our district to District 4 for their share of the cost. The group agreed to set aside \$25,000 for the purchase of hose, nozzles and appliances, pending determination of the District 4 AFG grant, resulting in a starting balance of \$35,000. I have been tracking the cost of purchases / approved equipment to ensure we do not exceed this limit. The new radio and MDC approved at last month's meeting have been ordered and are pending delivery. Other items that did not meet the quote threshold have also been ordered. Authorization is requested for the following additional purchases, which have been approved by the aforementioned representatives (the items are either state contract or represent the lower of three quotes obtained for each of the items per the attached spreadsheet):
 - i. **Request approval of Resolution 21-007 for the purchase of Paratech Air Bag Equipment from Continental Fire and Safety in the amount of \$8,042.70, of which \$4,021.35 will be paid by our district.**
 - ii. **Request approval of Resolution 21-008 for the purchase of Paratech Stabilization Struts in the amount of \$4,062.20, of which \$2,031.10 will be paid by our district.**

- iii. **Request a Motion authorizing the purchase of five (5) Streamlight Vulcan LED lanterns, an Ansul 30 lb. Metal-X extinguisher, a 20 lb. Amerex ABC extinguisher, a CMC Advantage Stokes Basket, and three (3) Fire Hooks Unlimited 6' Roof Hooks from Continental Fire and Safety of Hamilton, NJ for a total cost of \$2,851.00, of which \$1,425.50 will be paid by our district.**
 - iv. **Request a Motion authorizing the purchase of rope and accessories, a Scott Air Bottle Tool Adapter, nine (9) cases of black 12" x 12" Turtle Tile and twenty-five (25) 12" edge pieces from Mid-Atlantic Fire and Air of Laurel Springs, NJ for a total cost of \$3,975.80, of which \$1,987.90 will be paid by our district.**
2. As approved at last month's meeting, I have notified the New Jersey Civil Service Commission of the provisional promotion of FF Nicholas Procopio to the position of Mechanic / UFD.
3. As approved at last month's meeting I have assigned departmental e-mail addresses to Asst. Chief Scott, Captains Gant and Haines and Lieutenants Christiansen and Wyatt. Bundling our existing 22 licenses, adding the five new users to the same group, and committing to a two-year contract with Comcast enabled us to add the new users without any additional cost to the district.
4. As a result of DOT mandated SCBA cylinder life cycle requirements, nineteen (19) SCBA cylinders were removed from service last month. We also have two cylinders that were previously removed from service for the same reason. **Request approval of Resolution 21-009 authorizing the cylinders to be removed from inventory and donated to The 9/11 Fund, Inc.**
5. As requested by the Board of Fire Commissioners, the GT Public Works Department had a security fence installed at the old ambulance building on Stetser Avenue to separate the Engine 822 storage bay from the rest of the building. **Request a Motion authorizing payment of an invoice from Liberi Fence, LLC of Sicklerville, NJ for the purchase and installation of the fence for \$2,380.00.**
6. The insurance company funded repair of the mansard was completed last week. Thanks to Mechanic / UFD Nick Procopio for overseeing and coordinating the project.
7. As the Board is aware, the annual Fire District election is scheduled for Tuesday, April 20, 2021 from 2pm to 9pm. Incumbent commissioners Genzel and Evans are each running unopposed for three- year terms, and voters will be asked to approve the annual budget of 2,177,964, of which 1,768,680 is to be raised by taxation. All required statutory requirements for advertisement of the election and budget have been met.
8. As approved by the Board, the TD Bank credit card account has been created, with Chairman Genzel and Fire Prevention Clerk Marianne Robb as authorized users. Thanks to Marianne Robb for handling all of the details in setting up the account, and to Chairman Genzel for his assistance.
9. At last month's meeting, the Board of Fire Commissioners approved the creation of a truck committee to develop a plan for the replacement of TL82. The Board approved the request and suggested use of the existing truck committee. After the meeting I researched the standing committee and realized it's been three years since it was created, and noted the purpose of the committee was to discuss development of a plan between Districts 2 and 4 for future apparatus purchases. Given the passage of time since that committee was created, and the different focus for this committee I suggest the department consider development of a new committee rather than using the 2018 committee. I've discussed this with Chief Millisky and Apparatus Commissioner Evans and both are in agreement with the suggestion.
10. Our 2021 Worker's Compensation policy has been renewed, with the annual cost rising slightly from \$46,022 to \$46,117. Subsequent to the renewal, we received a recommendation from our insurance broker to raise our coverage limits from \$100,000/\$500,000/\$100,000 to the standard coverage of \$500,000 in each category, for a nominal annual cost increase of \$447.00. With the approval of Commissioner Grady, I authorized the suggested increase in coverage.
11. Invoices for the 2021 1st Quarter Shared Services costs in the amount of \$4,499.93 have been forwarded to District 4, per the following breakdown:

- a. Fuel: \$705.84
- b. Substitutes: \$170.00
- c. Career Staff Overtime: -\$2,193.66
- d. C Platoon Supervision: \$1,900.25
- e. Maintenance: \$317.50
- f. E822 Depreciation: \$3,600.00

12. We have received our quarterly tax levy payment of \$442,000 from the Township of Gloucester.
13. Firefighter Tashon Peoples was dismissed from the fire company due to lack of activity effective October 1, 2020. Since that time, numerous attempts have been made to contact him for the return of department-owned equipment, including a pager, fob, station and dress uniforms. The attempts have included e-mails, phone calls, text messages, certified and standard mailings. Mr. Peoples has not responded to any of the attempts to contact him. Request consultation with Solicitor Carlamere for potential legal remedies to secure return of the equipment.
14. After last month's closed session discussion of a possible career staff Covid-related leave policy based on the vaccination status of the firefighters, I conducted additional research on the topic. Based on the research, I do not believe it's in the Board's best interest to adopt the policy at this time. I will be happy to discuss the details of my findings in closed session if deemed necessary.