

The seven hundred and seventy first meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, November 10th, 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

A motion was made by Grady and 2nd by Reichert to approve the minutes of the previous meetings.

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

Chief's Report: Chief Millisky reported that there is a live burn scheduled for Monday night and requested the use of the ladder for the holiday parades.

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

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that the first reading of the proposed 2022 budget will be done at the Special meeting next week. The second reading will be done at the December meeting noting that we are still awaiting information on the pensions for input into the budget.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed Fire Official Young's report outlining the inspections and smoke certifications accomplished this month. Also noting that tonight is FO Youngs last meeting prior to his retirement on December 1, 2021. Comm. Reichert thanked FO Young for his professional and dedicated service to the district.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed FF. Procopio's report providing updates on the apparatus and station maintenance and services performed

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady reported that some of hydrants in the Glen Oaks development are in the process of being replaced and at some locations there are two hydrants.

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel reported that his items will be discussed in closed session.

Old Business: A Motion was made by Evans and 2nd by Reichert to approve the EAP Program contract with Cooper Hospital to be shared jointly with GTFD #4 at a cost of \$1,750.00 per district for the first 25 members covered.

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

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 \$49,647.63.

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 \$11,259.52.

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

A motion was made by Evans and 2nd by Reichert to approve the purchase of 2 Suction Units from VE Ralph and Son for \$1,153.40 replacing the units on E82 which are obsolete and parts are no longer available.

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

A motion was made by Grady and 2nd by Evans to approve the purchase of 3 Unication Voice Pagers from Tactical Public Safety of West Berlin NJ for \$2,090.10.

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

A motion was made by Donahue and 2nd by Reichert to approve the purchase and installation of two new interior doors to increase security in the office area. This phase would be the first of the project and the Board will seek approval of the BMOC to share the cost of \$2,595.00.

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

A motion was made Evans and 2nd by Reichert to approve General Order 21-001 (Squad 88 Equipment placement), Joint Operating Guideline 21-001 (Plymovent System), Joint Operating Guideline 21-002 (Apparatus Backing) and Joint Administrative Policy 21-003 (Overtime Assignments)

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

A motion was made by Grady and 2nd by Reichert authorizing the formulation of a Joint Policy by GTFD #2 , GTFD #4 and approved by IAFF Local 3249 pertaining to department members preparing a methodology for confidentially gathering individual COVID-19 vaccination status in order to follow CDC guidelines in the event someone is identified as a close contact of a COVID-19 patient.

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

A motion was made by Reichert and 2nd by Donahue authorizing the purchase of two 4MP turret cameras from Security 21 of Deptford NJ at a cost of \$1,258 which includes labor and material. They will replace two of the older cameras in the engine room per the ongoing upgrade project.

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

Good of the District: Mosiondz commented on the Employee Assistance Program and also thanked FO Young for his dedicated and professional service to the department and district.

A motion was made by Genzel and 2nd by Evans to go into closed session to discuss personnel issues at 8:08 pm.

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

During closed session the Board discussed ongoing personnel issues and the Administrator's 2022/2023 contract. All issues still pending with the exception of A Platoon personnel moves.

A motion was made by Reichert and 2nd by Donahue to go back into open session at 8:55pm.

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

A motion was made by Reichert and 2nd by Evans to provisionally promote FF Procopio to Captain effective 11/23/21 at 0800 hours assigned to A Platoon. FF Ritz to Assistant A Platoon Supervisor effective the same date.

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

A motion was made by Reichert and 2nd by Evans to advertise a special meeting on November 16th at 7:pm for budget discussion and introduction.

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 9:05pm All in favor, motion carried.

Read and approved:

Chairman: George H. Genzel

Submitted:

Clerk: Marion C. Cobb

Date: 12/8/21

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – 11/10/2021

1. Shared Service Program:

- a. As communicated to the D2 and D4 commissioners on Monday, D3 Commissioner Jowett said that D3 is planning to place \$36,000 in their 2022 budget for participation in our Shared Services Agreement. The details have not been finalized, but it appears that in exchange for the funds they will request that Squad 88 respond on all D3 Monday to Friday calls between the hours of 6am and 6pm. The next recommended step is a meeting between representatives of all three Boards and the Chiefs to work out the details and prepare a Memorandum of Agreement. If the Board agrees, I will coordinate the meeting. Please advise who will represent D2
- b. Development of a Joint Policy for use of the shared reserve engine is still pending.
- c. **Request a Motion to approve the following joint policies, which were previously provided to the Board for review:**
 - i. General Order 21-001 regarding Squad 88 equipment placement
 - ii. Joint Operating Guideline 21-001 - Plymovent System
 - iii. Joint Operating Guideline 21-002 – Apparatus Backing
 - iv. Joint Administrative Policy 21-003 – Overtime Assignments
- d. D4 has agreed to meet with our Board on January 4th, 2022 to discuss matters of mutual interest. They're requesting to start the meeting at 7:00 pm at 84 Central Avenue. Upon the board's approval I will advertise the meeting.
- e. Representatives of both D2 and D4 Boards, along with IAFF Local 3249 are in agreement to request that members of both departments, to include career, volunteer and administrative staff provide us with their Covid-19 vaccination status. The information will be necessary to follow CDC guidelines in the event someone is identified as a close contact of a Covid-19 patient. **Request a Motion authorizing us to request the information from the department members identified above, and for the Administrator to prepare a Joint Policy with D4 identifying the methodology for gathering the information and the secure manner in which it will be stored and used.**

2. Personnel:

- a. As of today, four (4) responses have been received to the New Jersey Civil Service Commission Firefighter list. Two of the four candidates are residents of Gloucester Township, and both are current FFI certified volunteer firefighters in the township. With the Board's permission I would like to move forward with the selection process with the two township resident candidates only.
- b. Firefighters Procopio, Knight and Foley attended both days of a two day Supervision and Leadership Class presented by the Rodgers Group and sponsored by D4 this past weekend. Captain Giambri attended one day of the class. Topics covered were

Transition to Supervisor, Team Building, Elements of Leadership, Effective Communication and Ethics, Authority and Responsibility. With the Board's permission, I offered to coordinate the second two day class on the same topic in the spring of 2022.

- c. Captain Young's last shift will be on Monday, November 22nd, starting at 8:00 am in case anyone wants to stop by and wish him well. A Retirement Luncheon is planned for Friday, December 3rd, starting at 11:00 AM.
 - d. Required information has been forwarded to the Division of Fire Safety regarding the assignment of Captain Giambri as the Fire Official effective December 1, 2021.
3. **Request a Motion authorizing a one-year contract with Cooper University Health Care, effective January 1, 2022, at a cost of \$3,500.00 for an Employee Assistance Program. The contract and cost will be shared with D4, at a cost of \$1,750.00 per district.**
 4. **Equipment:**
 - a. **Request a Motion to approve the purchase of two (2) Suction Units from V.E. Ralph and Son, Inc for \$1,153.40.** The units will replace the obsolete suction units on E82 and R82 (parts no longer available).
 - b. **Request a Motion to authorize the purchase of three (3) Unication Voice Pagers from Tactical Public Safety of West Berlin, NJ for \$2,090.10.**
 - c. To date, twenty (20) of our air cylinders have been hydro tested. An additional 10-15 cylinders will be tested this year, with the remaining 30 bottles to be tested next year.
 5. A check in the amount of \$6,263.00 has been received from D4 for their share of the 3rd Quarter Shared Services Program costs. The breakdown was previously provided.
 6. The final 2020-2021 LOSAP points list has been posted. A Resolution will be presented at the December meeting to authorize payment of the annual funds to Lincoln Financial.
 7. Introduction of the 2022 Budget.
 8. A quote has been received from Associated Building Specialties of Blackwood, New Jersey for \$2,595.00 for the purchase and installation of two (2) new doors to replace the interior office lobby doors. This would be phase 1 of a project to increase security in the office area by having the inner doors fob controlled. Phase 2 will involve installation of the fob electronics. **Request a Motion authorizing the purchase, and a decision of whether the purchase will be funded from the building maintenance or BMOC account.** If the purchase is approved I will seek approval from the trustees and/or the BMOC committee for the project.
 9. **Request a Motion authorizing the purchase of two (2) 4MP turret cameras from Security 21 of Deptford, NJ at a cost of \$1,258, to include labor and materials.** The cameras will replace two of the older cameras in the engine room, per our ongoing upgrade project.

Closed Session:

1. A Platoon Captain's Position and Asst. Platoon Supervisor
2. Assignment of FM vehicle
3. A Platoon fire investigator
4. Fire Company situation