

The seven hundred and sixty eighth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, September 8th, 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 accept the minutes of the previous meeting.

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

Chief's Report: Chief Millisky provided updates on upcoming training, HazMat meeting/training, Station 83's request for day time duty crews and an additional building being acquired for training prior to demolition. Comm. Reichert opened a discussion regarding having approved fire department photos of activities posted on our department website. Comm. Reichert also mentioned he is not opposed to handling this himself but would need guidance on the process.

Administrator's Report: Admin Robb reviewed the attached agenda. There were lengthy discussions held on a number of the topics which are addressed under new and old business where decisions will be made.

Solicitor's Report: None

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

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reported that he has met several times with FO Young regarding the Fire Prevention Program and annual Fire Prevention Open House and also provided an update on a local business and ongoing violations.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the report provided by FF Procopio outlining repairs and maintenance on both the apparatus and station.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady opened a discussion regarding the department policy of members utilizing the department vehicles vs apparatus and the age requirements. Comm. Grady suggested possibly using years of driving experience rather than age.

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel will be providing his report in closed session as it pertains to personnel issues.

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 \$25,421.62

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

A motion was made by Donahue and 2nd by Evans to accept the receipts presented this evening in the amount of \$452,888.64.

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

Old Business: A discussion was held regarding t-shirts and availability of promotion candidates/lists.

A motion was made by Evans and 2nd by Reichert approving the revised Cost Sharing Agreement for Engine 822 as a reserve unit with GTFD#4.

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

New Business: A motion was made by Evans and 2nd by Reichert to approve the endorsement of Policy Guideline 21-01 regarding use of the utility vehicles for training and official departmental errands by members between the age of 18 and 21.

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 a Hurst R421E2 eDraulic ram package from MES or the state contract price of \$8,716.00 for Squad 88, with the cost to be shared equally with Fire District #4. The cost to our district will be \$4,358.00.

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

A motion was made by Grady and 2nd by Reichert in favor of updating the career fire fighter's t-shirts to reflect the Squad 88 patch in lieu of Station 82 and Station 84 in order to maintain uniformity. Any further changes will be addressed at a later date.

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

The Board agreed to continue researching all angles of the promotional testing/eligibility certificates with regards to GTFD#4 as well.

Good of the District: None

A motion was made by Reichert and 2nd by Evans to go into closed session at 9:37 pm.

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

The Board discussed various personnel issues without making any decisions as yet.

A motion was made by Evans and 2nd by Reichert to go back into open session at 9:58pm.

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

There being no other business a motion was made Reichert by and 2nd by Donahue to adjourn at 9:59 pm. All in favor, motion carried.

Read and approved:

Chairman:

George B. Genzel

Submitted:

Clerk:

Marvin C. Cobb

Date: Oct 5, 2021.

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: September Meeting – 9/8/2021

1. Shared Service Program:

- a. Drafting of the letter to Fire District #3 outlining the position of Fire Districts 2 and 4 regarding possible participation in our 24-hour staffing shared services program is still pending.
- b. The Squad 88 Housing Ceremony was held on August 13th 2021. The event was well attended and a success by all accounts. The total cost of \$1,534.32 was shared equally with District 4 and IAFF Local 3249, with each paying \$511.34. Thanks to the Board for your support of this event.
- c. Per the Motion approved at last meeting to share Engine 822 as a reserve with District 4, attached for the Board's review and approval is a revised Cost Sharing Agreement. Development of a policy for use of the engine is pending.
- d. There was discussion at the Joint Ops meeting to standardize the career staff uniforms in light of the shared services program. The group expressed interest in moving in that direction, understanding that it will need to be presented in phases for approval due to cost and other concerns. The group agreed to request approval at this time for a new t-shirt design, with the Squad 88 door seal on the front and Squad 88 on the back.
- e. There has been informal contact with the New Jersey Civil Service Commission regarding the possible merger of the hiring and promotion lists for Fire Districts 2 and 4. If District 2 agrees to the concept, and assuming the civil service commission agrees to the merger, District 4 plans to postpone their Captain's Promotional Exam scheduled for this year so that eligible members from both districts can take the test next year. There are currently no eligible members on either District's list for Fire Captain. Any promotion(s) made prior to the posting of a new list would have to be provisional, and the appointed member would have to score in the top three on the list to be made permanent.
- f. As a result of the decision to share Engine 822 as a reserve, there is no longer a need to purchase additional hose or appliances for Squad 88. Therefore, the remaining \$9,678.00 of budgeted equipment money is now available for requested Squad 88 equipment that was placed on hold pending the hose decision. The Joint Ops Committee has approved the purchase of additional items for the Squad, including a Hurst eDraulic ram. **Request a Motion to authorize the purchase of a Hurst R421E2 eDraulic ram package from MES for \$8,716.00, of which \$4,358.00 will be paid by District 2.** MES is the only local authorized Hurst dealer, so it's not possible to obtain a competing quote. The remaining items on the list are below the quote threshold.

2. Personnel:

- a. The Board members have been copied on a letter submitted by Captain Young regarding his intention to retire on December 1st. Our auditor has advised that the Board is

required to charge any retirement payouts to the budget in the year which the retirement takes places, regardless of when the money is actually paid out. Retiring employees are also responsible for the full tax liability in the year of retirement. In light of this information, Captain Young has requested his full payment this year. Request a Closed Session discussion regarding the upcoming personnel decisions that will result from Captain Young's retirement.

- b. We've received an Eligible / Failure roster from the Civil Service Commission yesterday indicating that Provisional Mechanic / UFD Procopio is eligible for promotion to the position. I am awaiting a response from civil service to determine if any further action is required on our part.
 - c. The retirement luncheon for Captain Adomanis is scheduled for Friday, September 17th at 11:00 am. The shadow box has been ordered, and Marianne is working on the food arrangements. I'm hoping all Commissions will be able to attend.
3. TL82 is scheduled to go to Seagrave Sales and Service on Monday, September 27th, for replacement of the damaged cradle. As previously reported, reimbursement for the majority of the cost has been received from our insurance carrier.
4. Delivery of the approved Toughbook computers for E82 and R82 is still pending.
5. I'm awaiting a date from our computer vendor to place the new desktop computers for Chief Millisky and Captain Giambri in service, and to download new Quickbooks software that was purchased for my and Marianne's computers. The current software is 2014 version and is no longer supported.
6. Our annual 9/11 Remembrance Ceremony is being held this Saturday at 8:00 am. Given the significance of the 20th anniversary, we've invited a number of civic organizations and are expecting a large turnout. Thanks to Commissioner Reichert for his assistance with planning this year's event.
7. A question recently arose regarding the eligible age for department drivers. Operating Guideline 07-07 sets the minimum age as 21, however, the policy does not mention the utility vehicles. Attached is Operational Guideline 21-01, prepared by Chief Millisky with input from myself and Commissioner Evans that permits use of the utility vehicles for non-emergency use, such as training and official departmental errands by members between the age of 18 and 21. The minimum age for operating any department vehicle in emergency response mode will remain at 21. The policy is consistent with our insurance carrier policy, which sets the minimum driving age as 18. **Request a Motion to adopt to endorse the policy presented by Chief Millisky.**
8. We've received our annual state supplemental fire services grant in the amount of \$7,473.45. Per the grant requirements, the funds can only be used for the purchase of firefighting equipment. I will work with Chief Millisky and Commissioner Evans to identify the items to be purchased.
9. Chief Millisky has obtained permission from the owner of the vacant house at 1640 Chews-Landing Road (across from the firehouse, on the Laurel Lawnmower property) to use the property for training prior to demolition. At the request of the owner, I've obtained from our insurance carrier a Certificate of Liability Insurance, listing them as an additional insured.

Closed Session:

- 1. Captain Young retirement / Captain position / Fire Official position / New Hire**
- 2. Current Civil Service list closeout**