

The seven hundred and seven second meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, December 8, 2021

Commissioners present were: Genzel, Reichert, Evans, 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-absent

A motion was made by Evans and 2<sup>nd</sup> by Grady to accept the minutes of the previous meeting.

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

Chief's Report: Chief Millisky reported that we had one firefighter injured at a recent training drill but he is recovering well. The chief also provided updates regarding upcoming training, holiday parades and the township tree lighting as well as the incentive checks being distributed, the Camden County Chiefs meeting and the possibility of replacing Active 911. Chief Millisky also noted that we have started our 4<sup>th</sup> Year of the SAFER Grant and that 2 masks were pulled after the live burn training.

Administrator's Report: Administrator Robb reviewed the attached agenda and added that GTFD #3 has agreed to evenly split the \$36,000.00 Shared Service funds in their proposed budget between Districts 2 & 4 as compensation for the response of Squad 88 to all calls in District 3 from 6:00am till 6:00pm, seven days per week.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Absent

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reported that the Fire Prevention Office is now being run by Capt. Giambri and that FO Young had everything pretty well caught up. The Township has asked for all of our records on Harrys Tires hoping to recoup some of the money the district has fined the business.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm Evans reviewed the report provided by Capt. Procopio noting that the flood lights from 821 are in and will be installed and that the pump and ladder testing has been completed. Comm. Evans also noted that Tower 824 is still out of service as we are awaiting the pivot pin therefore the tower testing will need to be cancelled.

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

Group Report: "E" Training, Personnel, Office (G. Genzel) None

Old Business: A motion was made by Evans and 2<sup>nd</sup> by Grady to approve the joint Admin Policy 21-002 regarding Covid-19.

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

A motion was made by Evans and 2<sup>nd</sup> by Grady to approve the adjusted cost of the Employee Assistance Program thru Cooper University Hospital to encompass coverage for 36 members, (11 over the 25 allotted for each district). The updated cost will be \$2,080.00 versus the originally approved \$1,750.

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

New Business: A motion was made by Evans and 2<sup>nd</sup> by Grady to approve the bills presented for payment this evening in the amount of \$59,964.48.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert to accept the receipts presented this evening in the amount of \$2,034.20.

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

A Resolution was made by Genzel and 2<sup>nd</sup> by Grady to approve Resolution 21-031 authorizing payment of the LOSAP contributions as outlined to Lincoln Financial in the amount of \$24,451.37

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

A Resolution was made by Grady and 2<sup>nd</sup> by Reichert to authorize the purchase of 3 Unication Voice Pagers from Tactical Public Safety of West Berlin, NJ in the amount of \$2,090.00

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

A motion was made by Evans and 2<sup>nd</sup> by Grady authorizing the purchase of 12 lengths of Fire Equip Combat Master Flow 1 ¾ hose for the low quote cost of \$3,342.00 from Mid Atlantic Fire and Air of Laurel Springs, NJ.

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

A motion was made by Evans and 2<sup>nd</sup> by Grady approving the shift change location effective 1/1/22 to the Blackwood Clementon Road station.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert to approved the following proposed budget changes; PFRS contribution increase from \$190,833 to \$194,319; Other Revenue increase to include the \$18,000.00 to be paid by GTFD #3 for Shared Service Program costs and Unrestricted Funds to be reduced from \$230,502 to \$215,988.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert to open the floor to the public for the 2<sup>nd</sup> reading of the budget. The record reflects that there were no questions or concerns by the public.

Good of the District: FF Piepsowski questioned the equipment status of the reserve engine and was assured that the engine is nearly fully equipped with all the necessary hose, airpaks and radios.

FF Dromgoole thanked the Board for offering the Cooper Employee Assistance Program noting that it is a great program. Comm. Evans thanked FF Dromgoole for his assistance with the injured firefighter and Chairman Genzel expressed his appreciation for the retirement luncheon of FO Young.

A motion was made by Grady and 2<sup>nd</sup> by Genzel to go in to closed session to discuss ongoing personnel issues at 8:12pm.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert to go back into open session at 8:31 pm

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

The personnel issues are still pending and no decisions were made.

There being no other business a motion was made by Evans and 2<sup>nd</sup> by Grady to suspend the meeting until Wednesday, December 29<sup>th</sup> at 10:00am.

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

A motion was made by Genzel and 2<sup>nd</sup> by Grady to open the continuation meeting at 10:03 am on Wednesday, December 29<sup>th</sup>, 2021.

Commissioners present were Genzel, Reichert, Grady and Donahue. Comm. Evans was absent.

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

Also in attendance was Administrator Robb.

Administrator Robb reviewed the attached agenda and discussed the Emergency Medical Services with AMR and the Mayor's emergency meeting to address the problem. Admin Robb also mentioned that the SAFER Grant opens on 1/4/22 and that he plans to apply for a grant to fund the prospective new hire if approved by the board. If awarded, the grant will cover the salary and benefits for 3 years with no applicant match.

A Resolution was made by Grady and 2<sup>nd</sup> by Reichert to approve Resolution 21-032 regarding Squad 88 responses to Fire District #3.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert to approve the Administrator's employment contract for January 1, 2022 thru December 31, 2023.

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

Resolution 21-033 was made by Grady and 2<sup>nd</sup> by Reichert to authorize the purchase of 4 pair of Globe Supralite leather boots under state contract from Continental Fire and Safety at a cost of \$1,983.00

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert to approve the purchase of 16 Hex Armor Rescue Gloves and 6 Fire Dex H41 Interceptor hoods from Municipal Emergency Services of Poughkeepsie, NJ for the low quote cost of \$1,518.00.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert authorizing the purchase of 11 Pair of Dragon Fire Firefighting gloves and 10 Gemtor harnesses from Continental Fire and Safety of Hamilton NJ for the low quote cost of \$3,370.00.

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

A motion was made by Donahue and 2<sup>nd</sup> by Reichert to establish accounts payable for items received in 2021 but paid for in 2022.

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

A motion was made by Donahue and 2<sup>nd</sup> by Grady to establish encumbrances for items ordered/approved in 2021 but receive and paid for in 2022.

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

A motion was made by Donahue and 2<sup>nd</sup> by Reichert to approved payment of the bills presented this morning in the amount of \$57,214.02.

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

A motion was made by Donahue and 2<sup>nd</sup> by Reichert to accept receipts in the amount of \$443,644.00.

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

A motion was made by Donahue and 2<sup>nd</sup> by Reichert to cancel unexpended balances at the close of 2021.

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

A motion was made by Donahue and 2<sup>nd</sup> by Grady to perform line-item transfers as per the schedule.

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

A motion was made by Genzel and 2<sup>nd</sup> by Grady to go into closed session at 10:30 am to discuss personnel issues.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert to go back in to open session at 11:32.

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

Personnel issues still pending and no decisions made by the Board.

There being no other business a motion was made by Grady and 2<sup>nd</sup> by Donahue to adjourn at 11:35am All in favor, motion carried.

Read and approved:

Chairman: *George H. Genzel*

Submitted:

Clerk: *Marion C. Robb*

Date: *Jan 12, 2022*

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – 12/7/2021

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1. Shared Service Program:

- a. Representatives of Districts 2, 3 and 4 met at the Blenheim Fire Station on Monday, November 29<sup>th</sup> at 7:00 pm. During the meeting D3 Commissioner Tom Jowett confirmed that D3 has placed \$36,000 in their 2022 budget for participation in our Career Staff Shared Services program. As a result of discussion, it was decided that D3 will pay D2 and D4 \$4,500 per quarter, resulting in an annual payment of \$18,000 to each district. In exchange, D3 has asked to have Squad 88 respond on all Station 83 responses between the hours of 6am to 6pm, 7 days per week. A Memorandum of Agreement to formalize the agreement is pending.
- b. Development of a Joint Policy for use of the shared reserve engine is still pending.
- c. The meeting with D4 to discuss matters of mutual concern is confirmed for January 4<sup>th</sup>, 2022 at 7:00 pm at our station.
- d. As authorized by Joint General Order 21-002, the survey of department member's Covid-19 vaccination status has been completed, and the results have been reported to the D2 Commissioners, Chief Millisky and D4 Commissioner John Vannoni. The results memo listed totals only, no names.

2. Personnel:

- a. A total of six (6) responses have been received to the certification of the New Jersey Civil Service Commission Firefighter list. Only three of the respondents are township residents. Based on the decision to fund the position for only six months in 2022, I have delayed moving forward with the selection process. As there is no indication that the state will be running a Firefighter test anytime soon, it appears likely that we'll be dealing with the same list in the spring. If approved, I would prefer to restart the process in time to make a decision before the current certification's expiration date of April 25, 2022.

3. At the November meeting the Board passed a Motion authorizing a one-year Employee Assistance Program contract with Cooper University Healthcare at a cost of \$3,500.00, to be shared evenly with District 4. A closer review of our eligible employees revealed the total number to be 36, which is 11 employees over the base price maximum. Cooper University charges \$30.00 per year for each covered employee over the base maximum. This will raise our annual cost from \$1,750 to \$2,080. **Request a Motion authorizing the increased payment.**

4. Equipment:

- a. The suction units approved for purchase at last month's meeting have been received and will be placed in service soon. Thanks to Captain Giambri for coordinating the project, and to FF D. Dromgoole for assisting with training members on the new units.
- b. **Request approval of the attached Resolution 21-030 for the purchase of three (3) Unication Voice Pagers from Tactical Public Safety of West Berlin, NJ for \$2,090.10.**

- c. To date, thirty of our air cylinders have been hydro tested, and an additional ten (10) cylinders are pending return from the vendor. This will complete the hydro testing for this year, leaving the remaining thirty-eight (38) for testing next year.
5. **Request approval of the attached Resolution 21-031 to certify the 2020-2021 LOSAP Year Points List and authorizing payment of \$24,451.37 to Lincoln Financial for deposit in the participating member's accounts.**
  6. Per Commissioner Donahue, the replacement of the office lobby doors will be funded from the 2021 Building Maintenance account. Approval for the project has been received from the Board of Trustees, and the Board Motioned to approved the purchase at last month's meeting. I forwarded the signed Quote to the vendor yesterday, and will update every one of the anticipated installation date once received from the vendor.
  7. The new cameras for the engine room, approved at last month's meeting, have been installed by the vendor.
  8. **Request a Motion to approve Joint Administrative Policy 21-002, Covid-19.** The policy was drafted and approved in March of this year by Chairman Genzel, D4 Commissioner John Vannoni and Chiefs Millisky and Cipriano. Due to an oversight on my part, the policy was never formally approved by the full Board.
  9. The Board was previously provided with a copy of a letter received from IAFF President Keith Kemery noting that the majority of the career firefighters are in favor of changing the shift change location from our station to the District 4 station on Blackwood-Clementon Road (9 yes, 1 no, 4 abstained). The topic was discussed at the last Joint Ops meeting and approved by the group, with only one no vote. **If the Board agrees with the change, request a Motion approving same, effective January 1, 2022.**
  10. As a result of the annual hose testing on November 18<sup>th</sup>, we lost a number of hose lengths, the majority of which is 1 ¾" hose. Commissioner Evans and Chief Millisky have decided to purchase twelve (12) new lengths of 1 ¾" hose of the same type recently placed in service on Squad 88. Nine of the lengths will replace the hose on one of the E82 hose reels, and the other will be used to replace the failed hose for the RE 88 apartment pack. **Request a Motion authorizing the purchase of twelve (12) lengths of Fire-Equip Combat Master Flow 1 ¾" hose for the low quote cost of \$3,342.00 from Mid-Atlantic Fire and Air of Laurel Springs, New Jersey.**
  11. Our annual pump and ground ladder testing was completed on November 30<sup>th</sup>. Fortunately, all passed without issue. Thanks to Captain Procopio for coordinating and preparing the rigs for both the hose and pump testing.
  12. The agreement by D3 to contribute financially to our Shared Services Program has required an amendment to the budget introduced at the Special Meeting on November 16<sup>th</sup>. The proposed amendments have been properly advertised. A minor amendment is also necessitated by a correction to the 2022 Employer payment to the PFRS. **Request a Motion authorizing the following amendments to the proposed 2022 Operating Budget; Account 6511-05 PFRS Operations increase from \$190,833 to \$194,319; Other Revenue – add \$18,000 from Fire District 3 for Shared Service Program costs; Other Revenue: Unrestricted Funds – reduce from \$230,502 to \$215,988.** Adoption motion to follow.

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – 12/29/2021

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1. Shared Service Program:
  - a. A draft MOA has been created and was shared with all three districts on December 20<sup>th</sup>. No feedback has been received. **Request the Board adopt the attached Resolution 21-32 to approve the agreement and authorize Chairman Genzel and Commissioner Donahue to sign the agreement on their behalf of the Board.**
  - b. Development of a Joint Policy for use of the shared reserve engine is still pending.
  - c. I notified the D4 representative that two of our commissioners are now unavailable to meet on January 4<sup>th</sup>. Their response is pending.
2. A proposed EAP contract was forwarded for signature last week by Cooper University Health Care. I requested a couple of title corrections but have not yet received the revised version. Once received, D4 Commissioner John Vannoni and I will sign and return it. The start date is still slated for January 1<sup>st</sup>.
3. **Personnel:**
  - a. FF Foley has registered for the spring semester Fire Inspector Program at the Camden County College. Most of the course is on-line so there will be minimal staffing impact.
  - b. **Request a Motion to approve the Administrator's Contract for the time frame of January 1, 2022 to December 31, 2023.**
4. **Equipment:**
  - a. **Request the Board adopt attached Resolution 21-033 for the purchase of four (4) pair of Globe leather fire boots from Continental Fire and Safety for the state contract cost of \$1,983.00**
  - b. **Request a Motion to authorize the purchase of sixteen (16) pair of Hex Armor Rescue Gloves and six (6) Fire Dex H41 Interceptor hoods from Municipal Emergency Services of Poughkeepsie, NY for the low quote cost of \$1,518.00.**
  - c. **Request a Motion authorizing the purchase of eleven (11) pair of Dragon Fire firefighting gloves, and ten (10) Gemtor harness from Continental Fire and Safety of Hamilton, New Jersey for the low quote cost of \$3,370.00.**
5. Payment of \$24,451.37 to Lincoln Financial for the 2020-2021 LOSAP year, as approved at the December 8<sup>th</sup> meeting, is included with today's bills.
6. The adopted 2022 Operating Budget has been forwarded to the state and is under review. Petitions for the position of Fire Commissioner for the 2022 election will be advertised and made available no later than January 8<sup>th</sup>.
7. The township's contracted EMS provider, American Medical Response, has provided notice to the township that they will be withdrawing from the contract to provide BLS service to the township. They are also suffering from critical staffing shortages which has affected their ability to provide staffed rigs in the township. At the request of Mayor Mayer, Chiefs Millisky and Cipriano have authorized the dispatch of an EMS engine to life-threatening calls for service in a

staffed ambulance is not available in Gloucester Township or Pine Hill. As of now, the agreement is scheduled to expire on Monday, January 2<sup>nd</sup>. There has also been a request from the Mayor to have qualified Firefighter/EMT's staff an ambulance owned and housed at the Pine Hill Fire Department. For career firefighters, the township proposed that the fire district pay their overtime salary, to be reimbursed by the township. Members of the volunteer staff who participate in the program would be paid \$20.00 per hour. A meeting was held at our station yesterday afternoon after the township meeting. In attendance were D4 Commissioners David and John Vannoni, D2 Chairman Genzel, Chief Millisky, Captains Procopio and Reiss and myself. Those in attendance were in unanimous agreement that the fire districts should not authorize any of our members, volunteer or career, to participate in the program in connection with their employment or membership in our departments.

8. The SAFER grant is scheduled to be announced on January 4<sup>th</sup>. With the permission of the Board, I will apply for funding for a firefighter to replace the position vacated when Captain Young retired. The grant provides full funding for three years, with no match. I do not think we qualify for an extension of the current grant, as extensions are intended to avoid layoffs.
9. Year-end motions.

Closed Session: Covid issue.