

The seven hundred and seventy third meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, January 12, 2022.

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 7:32 pm with the flag salute and acknowledgement of the meeting being held in accordance with the Open Public Meeting Act and advertised as such.

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-yes, Grady-yes, Donahue-yes

Chief's Report: Chief Millisky reported that FF Jenkins is still out from his injury and is expected to return on 2/1/22. The annual installation of officers' banquet has been rescheduled due to COVID and there is a County Chief's Zoom meeting this upcoming Thursday. An Officers meeting will be scheduled later this month and the SAFER Grant duty crew's incentive has been updated to \$75.00 from \$50.00 in order to utilize all of the funding provided. FF Kline is certified as a FFI through the State of NJ and the blue light permits have been submitted. The Relief Association paperwork is being worked on.

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

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue thanked FF Procopio for his diligence in snowplowing the station lots and Admin Robb for his efforts working on the budget noting that he is very appreciative. Comm. Donahue will motion for a temporary budget to be established under new business.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert met with Capt. Giambri and reported that he is settling in with the fire official duties. Comm. Reichert also reported that all life hazard reports are done and that he will have a report for the next meeting. Also noted was that A Platoon has been assisting with inspections when available.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the Station and Apparatus maintenance report submitted by Capt. Procopio outlining the various maintenance and repairs completed this month.

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

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

Old Business: Comm. Evans stated that he plans to schedule a truck committee meeting in the near future.

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 \$73,733.44.

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 \$625.25.

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

Resolution 22-01 was made by Donahue and 2nd by Grady to adopt a temporary budget in the amount of \$304,914.96 while awaiting voter approval on February 19, 2022.

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

A Resolution 22-02 was made by Donahue and 2nd by Genzel to approve the budget amendment to modify the fund balance for the proposed budget.

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

A motion was made by Evans and 2nd by Donahue to approve the newly created Department Photographer Policy as an appendix to Administrative Policy 20-5 Digital Imaging.

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

Comm. Grady suggested the computer in the Commissioner's Office be utilized for the photographer. A discussion was held regarding scheduling a meeting with GTFD #4 in April but has been tabled until the February meeting with a proposed meeting date of May 3, 2022.

A motion was made by Grady and 2nd by Genzel to hold the public meeting to adopt the budget on Thursday, January 20, 2022 at 10:00 am which will include a closed session to discuss personnel issues.

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

Good of the District: None

A motion was made by Reichert and 2nd by Donahue to go into closed session at 8:04pm to discuss personnel issues.

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

A motion was made by Reichert and 2nd by Grady to go back into open session at 9:03pm

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

A motion was made by Evans and 2nd by Genzel to allow the Fire Prevention Clerk/non bargaining position to bank up to 100 hours of sick leave.

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 Grady to adjourn at 9:06pm All in favor motion carried.

Read and approved:

Chairman: Sevy H. Genzel

Submitted:

Clerk: Marianne Robb

Date: 2/9/22.

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – 1/12/2022

1. **Shared Service Program:**
 - a. The Interlocal Agreement between District 2, 3 and 4 has been signed by the representatives of all three fire districts. As per the agreement, Squad 88 has been added to all Station 83 calls between 6am and 6pm, seven days per week.
 - b. Development of a Joint Policy for use of the shared reserve engine is still pending.
 - c. I believe all who were in attendance at the Joint D2/D4 meeting last week felt the meeting was productive. I've been asked by District 4 to determine if this Board is willing to meet again during the week of April 4th to April 8th to discussion of matters of mutual concern.
2. The EAP contract with Cooper Health has been signed and took effect on January 1st. Two separate 90 minute supervisor training sessions have been scheduled for Monday, January 17th and Tuesday, January 18th, starting at 7:00 pm. Members of the Board are encouraged and invited to attend one of the sessions.
3. **Personnel:**
 - a. Captain Giambri and FF Lindell are currently attending an on-line Fire Officer I Program hosted by the CCRET. An online FO II class is being offered at the conclusion of the FO I Class, and Captain Giambri, FF Knight and FF Lindell are registered to attend.
4. **Equipment:**
 - a. The items approved for purchase in December have been ordered and are starting to arrive.
5. Petitions for the position of Fire Commissioner were made available and advertised on Monday, January 3rd, 2022, with a return deadline of Friday, January 21st at 4:00 pm. To date two petitions have been picked up and one has been returned.
6. Effective 8:00 am on Friday, December 31, 2021, the township secured the services of Inspira Health Network to provide BLS services to the township, with two staffed ambulances around the clock. The contract is on an interim basis pending receipt of proposed contracts for a three-year contract to provide BLS services to the township.
7. As expected, the 2021 FEMA SAFER grant application period opened on January 4th and closes on February 4th. As approved by the Board, I plan to submit an application requesting funding for the salary and benefits of the firefighter to be hired for the A Platoon vacancy. If awarded, the grant will cover the costs for three years with no applicant match.
8. Invoices totaling \$11,440.91 have been submitted to Fire District #4 for 2021 4th quarter shared service costs, per the following breakdown:
 - a. Fuel - \$1,083.13
 - b. Career Staff OT - \$2,209.28
 - c. C Platoon Supervision - \$2,001.40
 - d. Squad 88 Maintenance - \$146.10

e. Squad 88 Equipment - \$6,001.00

9. **Request the Board adopt attached Resolution 22-001 to approve a temporary budget of \$304,914.96, pending voter approval of the 2022 budget.**
10. **Request a Motion to approve the newly created Department Photographer Policy, which will be appended to Administrative Policy 20-5 - Digital Imaging. Also request approval of the revised Digital Imaging Policy, noting the Department Photographer Appendix.**
11. The DLGS review of our proposed budget has resulted in the need for an amendment, as the amount of Unrestricted Funds proposed exceeded our available funding. On the advice of their office, we used 2019, 2020 and 2021 Levy Cap funds in the amount of \$164,252, plus \$20,799 of Unrestricted Funds to balance the budget. The amount to be raised by taxation has changed from \$1,768,680 to \$1,999,542. **Request the Board adopt Resolution 22-002 to authorize the budget amendment.** If the amendment is approved, I will advertise it as required. We need to schedule a Special Meeting for the public hearing and approval of the amended budget at least three days after the advertisement, but not later than 28 days prior to the election (1/22/2022). If I forward the legal notice tomorrow it will likely be published on Monday, January 17th. Suggest we schedule the Special Meeting for Thursday, January 20th at 6:30 pm (the Joint Ops Committee Mtg is scheduled for the same date at 7:00 pm.).

Closed Session:

Covid Leave Time issue, Career staff Meeting Compensation, FP Clerk Sick Leave