

The seven hundred and seventy-sixth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, April 13, 2022 at 7:00pm.

Commissioners present were: Genzel, Reichert, Evans, Donahue and Grady. Also in attendance was Administrator Robb and Chief Millisky.

Chairman Genzel opened the meeting at 7:00 pm with the flag salute and acknowledgement of the meeting being held in accordance with the Open Public Meeting Act and having been 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 provided updates on the Officer's meeting, Station 83 personnel requesting to participate in ride alongs with Squad 88 and joint training. Chief Millisky also reported that he met with 8101 regarding the SAFER Grant money that was leftover which will be utilized for jackets for SAFER personnel and a treadmill. Comm. Grady questioned if the money was allowed to be utilized for exercise equipment and Chief Millisky acknowledged that it does meet the criteria for an approved purchase. Comm. Reichert questioned the Chief regarding overnight duty crews and if they would be started again.

Administrator's Report: Admin Robb reviewed the attached agenda. Comm. Reichert initiated a discussion regarding the reserve engine and the time frame the Board should be permitted to review any joint policy.

Solicitor's Report: Absent

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that the boiler system is back up and running and thanked Capt. Procopio and FF Foley.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the Fire Prevention report submitted by Capt. Giambri outlining the inspection activity in the previous month noting that as of May 1, 2022 smoke detector / CO inspections will be in person again in lieu of Self Certification Affidavits. Comm. Reichert also reported that the Gloucester Township Day planning and preparations are underway.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed Capt. Procopio's station and apparatus maintenance report providing updates on 828, R82, TL82, SQ88 and the station.

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 2nd by Grady to approve the updated cost sharing addendum to the Interlocal Agreement with District 4 regarding the agreement to share all costs for reserve Engine 822.

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

New Business: A motion was made by Donahue and 2nd by Reichert to approve the bills presented for payment this evening in the amount of \$98,775.65.

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 \$453,296.33

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

A Resolution was made by Donahue and 2nd by Evans to accept the auditor's report of 2020 acknowledging that all have read and reviewed the report.

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 corrective action plan of the audit noting that there were no deficiencies or need for a corrective action plan.

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

Good of the District: Comm. Evans provided updates on the truck committee meeting noting that the delivery times as well as the costs just keep increasing and that we can expect to pay somewhere in the area of 1.5 to 2 million for the apparatus and lead times being about 20 months. The suggestion was made to look into possibly getting a bond for the truck as the time nears.

FF Piepszowski thanked the Board and the Chief for allowing he and Lt. D. Dromgoole to attend the FDIC convention later this month.

There being no other business a motion was made by Reichert and 2nd by Evans to adjourn at 8:03pm. All in favor, motion carried.

Read and approved:

Chairman: George H. Genzel

Submitted:

Clerk: Manuella Roberts

Date: 5/11/22

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – 4/13/2022

1. Shared Service Program:

- a. The shared reserve engine policy is still under review. We are also in the final stages of an update to the Leave Time Policy that was created in 2019. Our goal is to have both policies ready for review by the Boards at their May meetings.
- b. It was recently discovered that some of the new fittings on Squad 88 are pitted. As coordinated by Bill Bates of MES, one of the fittings has been returned to Kocheck, the manufacturer, for examination. We've requested replacement of all purchased fittings due to the apparent defect. Their reply is pending.
- c. Invoices totaling \$2,765.53 have been forwarded to District #4 for 1st Quarter 2022 Shared Service costs, per the following breakdown:
 - i. Fuel - \$906.20
 - ii. Overtime Costs - \$390.96
 - iii. C Platoon Supervision - \$1,953.93
 - iv. Squad 88 Equipment - \$296.36
- d. An invoice in the amount of \$4,500.00 has been forwarded to Fire District #3 for 1st quarter 2022 Shared Service Costs.

2. We're in the early stages of revising the policy which details the creation of policies. The updated policy will incorporate the process for creation, identification, approval, communication and storage of policies.

3. Attached for the Board's review is an updated Interlocal Agreement Cost Sharing Addendum, with language added regarding the shared use of Engine 822. **If the Board is in agreement, request a Motion Chairman Genzel and Secretary Donahue to sign the addendum on behalf of the Board.**

4. Personnel / Training:

- a. Captain Giambri, FF Knight and FF Lindell have completed the CCRETC Fire Officer II program. Final test results are pending.
- b. The Rodgers Group Supervision and Leadership course is scheduled for Saturday, June 25th and Sunday, June 26th at our station. We have a full class of twenty-five registered students, which includes seven (7) members of our department. The remaining registered students are from District 4 / Blackwood Fire Company, Blenheim Fire Company, and the Camden City Fire Department. The total cost for the class is \$3,950.00, of which \$2,800.00 will be paid by the outside department attendees, leaving a balance of \$1,150.00 to be paid by our district.
- c. I am working with Chief Cipriano to schedule a Traffic Incident Management training class, also to be held at our station. There will be no charge for the training, and the class will be available to any first responders interested in attending .

- d. As previously approved by the Board, Lt. Dromgoole and FF Piepszowski will be attending the Fire Department Instructor's Conference in Indianapolis, In. from Sunday, April 24th to Saturday, April 30th.
5. As approved by the Board, a letter was sent to Donna M. Robinson Taylor, Chairperson of the Camden County Board of Elections on March 2, 2022, requesting assistance with reducing our annual election costs, which have increased 142% since 2017. No reply has been received to date. Marianne also attempted to contact John Schmidt of the County Clerk's Office over a week ago, also with no reply.
6. The FEMA Covid grant application has been submitted. Total requested reimbursement is \$10,273.68 for overtime costs, and \$3,254.12 for PPE and cleaning materials, for a total of \$13,527.80. Thanks to Marianne for her assistance in providing the supporting documentation for the material purchases.
7. I spoke with a representative of Associated Building Specialties today and learned that the materials for our new lobby doors have finally been delivered. He is going to check with their scheduler and let me know when we can expect the doors to be installed. As previously communicated, the card reader and control panel have already been installed by Security Lock and CCTV.
8. As approved by Commissioner Donahue, the fireman's statue in the memorial garden is being cleaned and refurbished by John Giannotti of Giannotti Studios, Haddonfield, NJ for \$1,250.00. The process was started on Monday and is expected to be completed today or tomorrow.
9. The 2020 Audit has finally been completed, and an e-mailed version was forwarded to the Board for review on Monday, pending receipt of the printed copies. As noted, the audit resulted in three minor discussion points but no formal findings. **Request Adoption of attached Resolution 22-17, 2020 Audit Review and Certification. Also request a Motion to approved the attached Corrective Action Plan, which notes that the audit contained no formal findings and that no corrective actions are required. Also attached for the noted signatures are the following documents:**
 - a. Local Authorities Group Affidavit Form – all Board members
 - b. Synopsis of Report of Audit – Commissioner Donahue
 - c. Resolution 22-17 – Commissioner Donahue

The completed audit, synopsis and associated documents will be shared / advertised as required.

10. I've been in contact with representatives of the Township of Gloucester regarding an update to the Fire District information posted on the township website. The update was prompted by ongoing confusion caused by conflicts between information posted on the township site and practices of each fire district, particularly as it pertains to smoke and carbon monoxide inspections. The new format will have a brief paragraph explaining the structure of the township fire departments, specifically that the township is served by six separate fire districts and five separate volunteer fire companies. There will then be a link to the township tax office site that will identify the correct fire districts for the address in question. The last section will have links to each fire district and fire company website to assist residents with contacting the correct district / fire company. This change was approved by representatives of each fire district.