

The seven hundred and seventy seventh meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, May 11, 2022.

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

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 2<sup>nd</sup> 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 on the Oak Avenue fire commenting that the crews put a good stop on the fire. The purchase of the new treadmill with the SAFER funds from 2021 has been approved as well as 4 classes and some job shirts. A discussion was held regarding monetary awards for the top five duty crew workers and will also purchase two sets of gear.

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

Solicitor's Report: Absent

Group Report: "A" Building Maintenance, Park (K. Donahue) Chairman Genzel requested that Comm. Donahue conduct an inspection of the parking lot noting that he noticed quite a few large cracks. Comm. Evans suggested reaching out to the township Public Works Department.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Commissioner Reichert provided updates on the inspections conducted since the last meeting as well as thanking Capt. Giambri and Admin Robb for their assistance in compiling the Fire Prevention report for Comm. Donahue.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm Evans reported that Capt. Procopio is keeping up with the routine maintenance of both the apparatus and station noting that the fuel gauge for the rescue is corrected and the cutters on Squad 88 are out of service. A discussion was held regarding the need to repair the valve used to turn the park sprinkler system on and off. The valve has sunk and is currently inaccessible. An estimate to correct this issue was \$2,200.00. The Board will look into possibly moving the valve and housing out of the concrete and onto the lawn for easier access moving forward.

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

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel's items will be discussed in closed session as they deal with personnel.

Old Business: None

New Business: A motion was made by Donahue and 2<sup>nd</sup> by Grady to approve the bills presented for payment this evening in the amount of \$65,002.37.

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

A motion was made by Donahue and 2<sup>nd</sup> by Grady to accept the receipts presented this evening in the amount of \$9,730.62

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

A motion was made by Genzel and 2<sup>nd</sup> by Evans to approve Joint Administrative Policy 21-001 for Shared Reserve Engine 88.

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

A Resolution 22-018 was made Memorializing the fire districts to contract with the volunteer fire company or companies for the purpose of extinguishing fires and the supervision and control of such.

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

A motion was made by Grady and 2<sup>nd</sup> by Evans to approve a uniform order from Action Uniforms of Pleasantville, NJ in the amount of \$2,305.00.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert to approve a t-shirt order from G & M Printwear of Gloucester City, NJ in the amount of \$1,513.50.

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

Good of the District: None

A motion was made by Genzel and 2<sup>nd</sup> by Donahue to go into closed session to discuss personnel issues at 7:55pm

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

During closed session personnel issues were discussed and remain pending.

A motion was made by Reichert and 2<sup>nd</sup> by Evans to go back into open session at 8:24pm.

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

There being no other business a motion was made by Reichert and 2<sup>nd</sup> by Grady to adjourn at 8:42pm. All in favor, motion carried.

Read and approved:

Chairman:

*George H. Genzel*

Submitted:

Clerk:

*Marion C. Cobb*

Date:

6/8/22

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – 5/11/2022

---

1. Shared Service Program:

- a. The updated Leave Time Policy is still pending.
- b. The pitted chrome plated fittings on Squad 88 have been replaced by Kochek at no cost to the districts.
- c. Payment in the amount of \$2,765.53 has been received from District #4 for 1<sup>st</sup> Quarter 2022 Shared Service costs, per the breakdown provided at last month's meeting.
- d. Payment in the amount of \$4,500.00 has been received from Fire District #3 for 1<sup>st</sup> quarter 2022 Shared Service Costs.
- e. The Joint Ops Committee discussed the installation of a dash camera in Squad 88. All are in favor of a forward-facing camera, opinions regarding the inward facing camera and audio are mixed. An updated quote has been obtained and discussions to convert the D2 Camera Policy to a joint policy are ongoing.

2. Policies:

- a. Joint Administrative Policy 21-001 for Shared Reserve Engine 88 is attached and was forwarded to the Board via e-mail earlier today. **Request a Motion to approve the policy.**
- b. The updated Leave Time Joint Policy is still pending.
- c. As noted at last month's meeting, I am working with D4 representatives on the development of a joint policy to identify the process for creation, identification, approval, communication and storage of joint policies. A need has been identified for a platform to store both joint and single district policies. D4 and GT Police currently use Power DMS for this purpose. To our knowledge, this is the only software specifically designed for the stated purpose. I've spoken with the Power DMS representative, who said we can share the D4 program, which would effectively cut the cost in half. D4 is also interested in a shared agreement, and the package they purchase permits up to sixty-nine users. Adding an additional 10 users would add only \$200.00 to the total cost. D4 purchased a three-year contract, which runs from September 1<sup>st</sup> to August 31<sup>st</sup> of each year, at the listed costs:
  - i. Year 1 - \$5,224.00
  - ii. Year 2 - \$6,584.00
  - iii. Year 3 - \$7,680.00

This information is for discussion purposes only at this time. While the cost is a concern, I believe the program would provide a number of benefits to the department.

- d. In preparation for creation of a Joint Disciplinary Policy, I drafted the attached Resolution to authorize members of Chews Volunteer Fire Company #1 to respond to fires and other emergency incidents on behalf of the Board. Solicitor Carlamere reviewed the Resolution and approved the language. He also noted that a similar

Resolution was drafted by the Fire District many years ago, but agreed it would be beneficial to draft an updated version. At his suggestion I added the word "Memorializing" to the header to indicate that we're updating a past practice rather than creating a new one. **Request approval of the Resolution.**

3. The updated Interlocal Agreement Cost Sharing Addendum approved by the board at last month's meeting has also been approved by District #4, and fully signed copies have been distributed to all concerned.
4. **Personnel / Training:**
  - a. The FOII test results for Captain Giambri, FF Knight and FF Lindell are still pending.
  - b. Payments for the D4 and D3 members registered for the Supervision and Leadership classes on Saturday, June 25<sup>th</sup> and Sunday, June 26<sup>th</sup> have been received. Payment for the registered Camden City FD members is still pending.
  - c. A date for the Traffic Incident Management training class with D4 is still pending.
  - d. Lt. Dromgoole and FF Piepszowski attended the Fire Department Instructor's Conference in Indianapolis, In. last month. Both said the training and information obtained was extremely valuable, and they are looking forward to sharing their newly gained knowledge with other department members.
5. We have still not received responses to the letter sent on March 2, 2022 to Donna M. Robinson Taylor, Chairperson of the Camden County Board of Elections, or to the voice mail message left for Deputy Camden County Clerk John Schmidt late last month to request assistance with reducing our annual election costs. I called the Camden County Clerk's Office this morning and spoke to Ann Marie, who suggested I send an e-mail to John Schmid and to copy Joe Ripa. The e-mail was forwarded as suggested this afternoon, and the Board members were copied. I will let you know if a response is received.
6. I'm pleased to report that our FEMA Covid grant application was approved in the amount of \$13,527.80. The electronic fund transfer is still pending.
7. The new lobby doors have been installed, painted and the lock hardware installed. Installation of a counter in the lobby and transfer of the Smoke / Co Inspection paperwork will be coordinated with Captain Procopio. Also pending is a discussion of the possible purchase and installation of an Airphone for communication and remote door release between the lobby and office(s). I will research options and costs and advise the Board of my findings. The doors will remain on the current schedule until the details of the new process are worked out.
8. As previously approved, the fireman's statue in the memorial garden has been cleaned and refurbished by John Giannotti of Giannotti Studios. Photos of the restored statue were previously shared with all.
9. All requirements for the completed 2020 Audit have been completed, and we are now working with Bowman and Company on the 2021 fiscal year audit.
10. The requested update to the fire prevention information on the township website is still pending.
11. Our current firefighter certification list was obtained from NJ Civil Service on November 21, 2021 and expired on April 25, 2022. I will be closing out the list with civil service, and we will have to request an updated certification at the appropriate time. I spoke with Keith Kemery today, and he advised that the first round of SAFER grant awards should be released late this month or

early next month. By law, all of the funds must be expended by the end of the fiscal year, which is September 30<sup>th</sup>.

12. The annual OSHA required inspection of the shop lift has been completed.
13. **Request a Motion to approve a uniform order from Action Uniforms of Pleasantville, NJ in the amount of \$2,305.00**
14. **Request a Motion to authorize a t-shirt order from G&M Printwear of Gloucester City, NJ in the amount of \$1,513.50.**

**Closed Session:**

Personnel