

The seven hundred and eighty sixth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, February 8, 2023

Commissioners present were: Genzel, Reichert, Evans, Donahue and Grady Also present were Administrator Robb and Solicitor Carlamere.

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 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-yes

Chief's Report: Absent

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

Solicitor's Report: None

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

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the Fire Prevention Report submitted by Fire Official Young and provided updates on the Lakeview accessibility issues and the agreement with the management company to rectify the island problem for the apparatus. Comm. Reichert also reported that the State report has been submitted and that FF Lindell is currently attending an 80-hour IAAI Fire Investigation Class in Burlington County.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the monthly station and apparatus maintenance report submitted by Capt. Procopio making sure to credit Capt. Procopio for performing many of the routine maintenance and repairs in house rather than sending out to vendors therefore saving the district a substantial amount of money as recently evidenced with the station generator having him replace the air filters and battery.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady reported that the insurance roster is in the process of being updated and we are looking into ways to save some money on the insurance policies.

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

Old Business: A Resolution 23-05 was made by Evans and 2<sup>nd</sup> by Grady authorizing award of contract for purchase of a fire truck to Pierce Manufacturing pursuant to the proposal submitted.

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

A Resolution 23-06 authorizing award of contract relative to fire truck financing to TD Bank, Mount Laurel, NJ as the lowest bid for financing.

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

A motion was made by Evans and 2<sup>nd</sup> by Grady authorizing the sale of the 1998 Seagrave tower ladder with an asking price of \$125,000.00 and availability date of September 1, 2023.

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

A Resolution 23-07 was made by Evans and 2<sup>nd</sup> by Grady authorizing application to the Local Finance Board pursuant to NJSA 40A:5A-6 relative to the purchase of a new tower ladder and to appear before the board at their March 8<sup>th</sup> meeting.

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

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 \$66,269.93.

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 \$8,955.93.

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

A Resolution 23-09 was made by Grady and 2<sup>nd</sup> by Reichert authorizing a memorandum of understanding with Gloucester Township Fire District #4 in applying for a 2022 Regional Assistance to Firefighters Grant. GTFD #4 would be lead.

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

A Resolution 23-08 was made by Grady and 2<sup>nd</sup> by Reichert authorizing the purchase of 15 Motorola APX radio batteries from Wireless Communications of West Berlin under state contract at a cost of \$1,278.00

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

A motion was made by Grady and 2<sup>nd</sup> by Evans approving Administrative Policy 23-01 pertaining to apparatus cameras.

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

A motion was made by Donahue and 2<sup>nd</sup> by Evans accepting the low contract bid by VJ's Landscaping for park maintenance at a cost of \$5,565.00

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

A motion was made by Genzel and 2<sup>nd</sup> by Reichert to authorize Janine Young as a teller for the annual Fire District Election to be held Saturday, February 18<sup>th</sup> from 2:00 pm till completion.

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

Good of the District: Comm. Reichert reported that the Courier Post is amending the pricing for the ad of the budget synopsis. Comm. Grady suggested that we advise GTFD #4 that we will be moving forward with the inter-governmental transfer of a firefighter and invite one of their board members to participate in the interview process. Comm. Evans reported that in regard to selling the boat; providing the price is under the \$2,650.00 threshold we do not have to employ the sealed bid process.

There being no other business a motion was made by Evans and 2<sup>nd</sup> by Reichert to adjourn at 7:38pm. All in favor, motion carried.

Read and approved:

Chairman: Seay Senzel

Submitted:

Clerk: Marianne Robb

Date: 3/8/23

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE Workshop – 2/8/2023

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1. Shared Service Program:

- a. The next meeting of the Shared Services Committee is scheduled for February 16, 2023 at 7:00 pm at Station 84 – Central Avenue.
- b. The 4<sup>th</sup> quarter Squad 88 shared services payment of \$4,500.00 has been received from D3, and the 4<sup>th</sup> quarter Squad 88 shared services payment of \$2,722.29 has been received from D4.
- c. **Request the Board adopt attached Resolution 23-09 approving participation in a Regional AFG Grant Application for replacement of the D2 and D4 Portable Radios, with an agreement to pay the required 10% applicant match of approximately \$14,290.28 if the grant is awarded, agree that D4 will serve as the lead agency for the grant, and authorize the proper officers to sign the attached MOU on behalf of the district.**
- d. **Request a Motion to approve the previously distributed Joint Administrative Policy 23-001 Apparatus Cameras.** If approved by D2, the policy will be reviewed and hopefully approved by D4 at their meeting next week, after which the camera will be activated.

2. Personnel

- a. Firefighter Lindell is currently attending the IAAI 80 hour Arson Investigation class at the Burlington County Fire Academy. The class runs through Friday, February 17<sup>th</sup>.
- b. As discussed at the workshop last night, I have begun the hiring process for the vacant A Platoon firefighter position via the New Jersey Civil Service Intergovernmental Transfer process. I will keep the Board apprised of the progress.

3. Equipment:

- a. **Request the Board adopt attached Resolution 23-08, authorizing the purchase of fifteen (15) Motorola APX Portable Radio batteries from Wireless Communications of W. Berlin, NJ for the state contract cost of \$1,278.00.**

4. New TL82 Purchase

- a. **Request the Board adopt attached Resolution #23-05 Authorizing Award of Contract for Purchase of a Fire Truck to Pierce Manufacturing to provide a fire truck per the proposal submitted, contingent upon Local Finance Board positive findings.**
- b. The bids for lease-purchase financing of the new tower ladder were opened on Friday, February 3, 2023. The bids have been reviewed by Attorney Rich Braslow and the Board of Fire Commissioners, and all are in agreement that TD Bank has provided the low bid. Per discussion at last night's workshop, the Board has decided to select the 10 year term with the Option A interest rate of 3.46%, with the first payment due 12 months after loan closing. **Request the Board adopt attached Resolution 23-06 Authorizing Award of Contract to TD Bank of Mount Laurel, NJ for Financing a Lease with Option to purchase**

**a Fire Truck, per the aforementioned conditions, contingent upon Local Finance Board approval.**

- c. **Request the Board adopt attached Resolution #23-07, Authorizing Application to the Local Finance Board for the purchase of a new Tower Ladder.** If approved, the goal is to submit the application by the February 15, 2023 deadline for placement on the agenda for the March 8, 2023 meeting.
  - d. Per discussion at last night's workshop, the Board is not willing to accept the amount offered by Fire and Safety Sales and Service for the trade-in of the existing TL82, and prefers to attempt to sell the vehicle on its own. **Request the Board approve a Motion Authorizing the Sale of the 1998 Seagrave Tower Ladder per New Jersey State Guidelines for sale of government owned property, with a minimum bid of \$125,000.00, and an available date of September 1, 2023.**
5. Budget and Election:
- a. All necessary documents have been forwarded to the Division of Local Government Services for the 2023 Operating Budget. Final approval is still pending, but no issues are expected. The budget synopsis has also been advertised as required.
  - b. The only petition received for the Commission vacancy was submitted by incumbent Commissioner Grady. The petition has been reviewed and confirmed to be in order, to include the ten registered district voter signature requirement.
  - c. Fire Prevention Clerk Marianne Robb has completed all necessary arrangements for the election on Saturday, February 18, 2023.
6. **Request a Motion to approve the hiring of Janine Young as a Teller for the February 18<sup>th</sup> election, with the salary consistent with past practice.**
7. Quotes for 2023 lawn care have been received from VJ Landscaping of Blackwood, NJ in the amount of \$5,565.00 and from T&M Landscaping of Sewell, NJ in the amount of \$5775.00. **Request a Motion to approve awarding the contract for 2023 lawn care to VJ's Landscaping of Blackwood, NJ.**