

The seven hundred and eighty seventh meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, March 8<sup>th</sup>, 2023

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

At the direction of Chairman Genzel, Board Solicitor David Carlamere delivered the oath of office to newly re-elected Commissioner Lawrence W. Grady for another 3-year term.

A motion was made by Grady and 2<sup>nd</sup> by Reichert to maintain the positions previously held by the Board members of Chairman- Genzel, Vice Chairman- Evans and Secretary Treasurer- Donahue.

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

A motion was made by Reichert and 2<sup>nd</sup> by Evans to maintain department head positions as were previously held:

Dept. A-	Building Maintenance & Park	Commissioner Donahue
Dept. B	Fire Prevention & EMS	Commissioner Reichert
Dept. C	Apparatus & Equipment	Commissioner Evans
Dept. D	Insurance, Hydrants, Uniforms & Radios	Commissioner Grady
Dept. E	Personnel, Training & Office	Chairman Genzel

A Resolution was made by Genzel and 2<sup>nd</sup> by Reichert appointing the following appointments and positions:

Fire Official	Kenneth P. Young
Fire Inspectors	Daniel Foley, Nicholas Giambri, Rick Knight, Robert Lindell, Nicholas Procopio & Nicholas Ritz
Solicitor	David F. Carlamere, Esq.
Certified Public Accountant	Passarella & Smarra
Auditor	Bowman & Company
Engineering	Remington & Vernick
Banking	TD Bank
Legal Advertising	Courier Post
Insurance Broker	Nottingham Insurance
Occupational Health Providers	Concentra & Interstate Mobile
Certifying Officer Pensions/Benefits	William J. Robb
Labor Attorney	Archer & Greiner
Fire Prevention Clerk	Marianne E. Robb

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

A Resolution was made by Reichert and 2<sup>nd</sup> by Evans to hold regular meetings on the 2<sup>nd</sup> Wednesday of each month at 7:00pm and the workshop meetings on the 1<sup>st</sup> Tuesday of each month at 7:00pm at the Chews Landing Fire Station.

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 accept the minutes of the previous meeting.

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

Chief's Report: None

Administrator's Report: Admin Robb reviewed the attached agenda adding that Capt. Giambri has acquired a network extender from Verizon which should improve cell phone coverage in the building and that FF Molly Dromgoole has submitted her resignation letter.

Solicitor's Report: None

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

Group Report: "B" Fire Prevention, EMS (J. Reichert) None

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed Capt. Procopio's monthly apparatus and station maintenance report and expressed his gratitude to Capt. Procopio and Admin Robb for their continuing efforts with the apparatus purchase and sale.

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

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

Old Business: Comm. Grady questioned the Board members on if and when the shift changes would move back to Station 82 as they are currently done at Station 84 BCR. There was also some discussion about concerns regarding the hiring of an additional firefighter for C Platoon which would entail the sharing of employment costs and benefits between GTFD and GTFD 4 noting that all costs would be split 50/50.

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 \$70,436.21

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 to accept the receipts presented this evening in the amount of \$561,507.31

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

A Resolution 23-10 was made by Donahue and 2<sup>nd</sup> by Reichert acknowledging receipt and review of the 2021 Annual Audit.

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 authorize the purchase of 2 Unication G-5 pagers from Tactical Public Safety of West Berlin, NJ at a cost of \$1,746.46

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 authorize the purchase of an Alpha Card Pro 500 ID Card printer from AlphaCard of Chicago, IL at a cost of \$1,927.00

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

A motion was made by Genzel and 2<sup>nd</sup> by Donahue authorizing the purchase of a stackable washer and dryer unit at a cost not to exceed \$1,250.00.

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

Good of the District: None

A motion was made by Evans and 2<sup>nd</sup> by Genzel to go into closed session at 7:45pm to discuss personnel issues.

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

A motion was made to go back into open session by Reichert and 2<sup>nd</sup> by Donahue at 8:27pm.

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

During closed session the board discussed personnel issues that remain pending.

There being no other business a motion was made by Reichert and 2<sup>nd</sup> by Donahue to adjourn at 8:30pm. All in favor, motion carried.

Read and approved:

Chairman: George Genzel

Submitted:

Clerk: Maricela P. P. P.

Date: 4/12/23

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE Meeting – 3/8/2023

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1. Shared Service Program:

- a. The next meeting of the Shared Services Committee is scheduled for March 16, 2023 at 7:00 pm at our station.
- 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. The Regional AFG Grant Application for new portable radios, discussed and approved at the February meeting, has been submitted by District #4.
- d. Joint Administrative Policy 23-001 Apparatus Cameras has been approved by both districts and communicated to all personnel, and the Squad 88 camera was activated on March 2<sup>nd</sup>.
- e. Squad 88 was involved in a minor collision with a parked civilian vehicle on February 21, 2023. There were no injuries, and the minor damage to Squad 88 was repaired by Captain Procopio and FF Foley. A claim has been filed with VFIS by District 4 regarding the damage to the civilian vehicle. The crash was investigated by the Gloucester Township Police Department, and an internal review is being conducted by Safety Officer Evans.
- f. District 4 is working on a FEMA SAFER Grant application to fund the hiring of an additional firefighter to bring the C Platoon staffing to five firefighters. If awarded, the grant would provide 100% funding for salary and benefits for three years. D4 is hoping for an agreement from our district to agree to fund ½ of the cost of the firefighter upon expiration of the SAFER Grant, noting that absent an agreement from this district they will probably not accept the grant if awarded.

2. Personnel

- a. Congratulations to Firefighter Lindell on successful completion of the IAAI 80-hour Arson Investigation class at the Burlington County Fire Academy.
- b. The hiring process for the A Platoon firefighter position is moving forward. The Gloucester Township Police Department has completed their background investigation, and the Ronin and Associates background investigation is in progress. Contact has also been made with the firefighter's current employer, and they have agreed to cooperate with the transfer. The targeted start date is early May.

3. Equipment:

- a. The order for the fifteen portable radio batteries approved at last month's meeting has been placed with Wireless Communications.
- b. **Request a Motion to authorize the purchase of two (2) Unication G5 pagers from Tactical Public Safety of W. Berlin, NJ for \$1,746.46.**

- c. The ID Card Printer is not working properly, and multiple in-house attempts to repair it have been unsuccessful. The manufacturer does not recommend sending it to them for repair due to the age of the printer. **Request a Motion to authorize the purchase of an Alphacard Pro 550 ID Card Printer from Alpha Card of Chicago, IL for \$1,927.00.**
  - d. Marine 82 and the trailer were sold on February 21, 2023 for \$1,900.00 to King Marine of Sewell, New Jersey. The funds from the sale have been deposited into the General Fund.
4. New TL82 Purchase
  - a. The Local Finance Board hearing was held this morning at 10:30 am, and resulted in a positive finding. Per Attorney Rich Braslow, no other approvals are needed to issue a Purchase Order to Pierce Manufacturing and to sign the contract with TD Equipment Financing, as both contracts were approved at the February meeting, contingent on Local Finance Board approval.
  - b. As authorized by the Board at the February meeting, the current Tower Ladder 82 has been advertised for sale via sealed bids to be opened on Tuesday, May 9<sup>th</sup> at 10:00 am, with an asking price of \$125,000, and an availability date on or after September 1, 2023. The sale has been advertised in the Courier Post, on the Fire District website, and on social media. A half page ad has also been purchased for the March edition of the Pennsylvania Fireman publication. Seven (7) inquiries have been received to date, to include a scheduled Saturday visit by a company from Elkton, Md.
5. Budget and Election:
  - a. The budget passed with 489 Yes votes and 157 No votes, and Commission Grady was re-elected to a three-year term with a total of 638 votes.
6. The 2021 Audit is finally complete, and copies were distributed to all Board members last week. **Request the Board adopt Resolution 23-10 to acknowledge receipt and review of the report of audit for the year ending December 31, 2021, specifically the section entitled "Schedule of Findings and Recommendations."** Upon adoption of the Resolution and the required Group Affidavit signatures, the audit and associated documents will be forwarded to the Local Finance Board via the FAST portal. Copies of the audit have / will also be forwarded to the GT Municipal Clerk and Accountant Vince Passarella, and posted to the Fire District website. A copy of the Audit Synopsis will also be published in the Courier Post, per Local Finance Board requirements.
7. Captain Procopio has suggested the purchase and installation of a stackable washer/dryer unit, to be installed by the career staff in the laundry room for use in laundering bunk room bedding material, with the cost split between the fire company and the Board. **Request a Motion to authorize the purchase, at a cost not to exceed \$1,250.00.**
8. The CCG Premium Recovery Group has completed their audit of our Workers Compensation Insurance payments and did not find any overpayments by the Board. Per the contract signed in December, payment to the group would only have been required if overpayments were found.

9. The Southern New Jersey Health Insurance Fund has completed their review of our state health benefits program claims experience, and has determined that we're eligible to join their fund. They also claim an initial cost savings of 7%. They are in the process of notifying the other districts which expressed interest in the program (GT Fire District #4, Pine Hill and Washington Township Fire Districts), after which they will contact us to discuss the next steps.
10. We were notified by Tricomm Communications that they will no longer service our Avaya phone system because it has reached its End of Life. They will still assist us with any software issue, and provided us with the contact information for another company which still services the Avaya hardware. I am in the process of scheduling a meeting with them to discuss our options going forward.

CLOSED SESSION: Personnel Issues