

The seven hundred and eighty eighth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, April 12, 2023

Commissioners present were: Genzel, Reichert, 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-absent, Grady-yes, Donahue-yes

A motion was made by Grady and 2nd by Reichert to accept the minutes of the previous meeting.

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

Chief's Report: Chief Millisky started by thanking the board for allowing him to attend the Staff & Command Training, noting how informative and state of the art the presentations were. Chief Millisky also reported that the FD met with the cub scouts along with their parents and provided an overview of the apparatus and station, noting that hopefully this exposure will bring us some future firefighters when they are older. There was a good showing for the relief meeting that was held in station, and the Chief thanked the members regarding the recent fire in Station 85's local and on Oak Avenue in our local on Easter. FF Peipzowski has been nominated to the American Legion as our volunteer of the year-there will be a ceremony on April 21st. The funeral mass for past chief Jeff Pfeiffer of Deptford is tomorrow and we have a crew attending with an engine.

Commissioner Evans has arrived for the meeting.

Administrator's Report: Administrator Robb reviewed the attached agenda adding that late this afternoon he obtained a quote from Safety Matters, (E-Safety training program) for renewing for just a 3-month period in lieu of a full year to allow us time to research options for a better fit for online training. Admin Robb requested that if the Board is in agreement to please make a motion voiding the payment to Safety Matters that has already been presented for approval tonight and approving the payment for the 3-month program of \$525.00 instead. This motion would have an impact on the financial reports as provided this evening.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Nothing other than commenting that the budget report appears to have been corrected by the accountant.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the Fire Prevention report submitted by FO Young noting that FF Lindell has been out on a few investigations with FO Young and he anticipates him writing a few reports to gain some additional experience in that area. FO Young also discovered a new business on Harmon Drive that is operating out of its intended usage and is in communication with the township regarding the ongoing.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the Apparatus & Station report submitted by Capt. Procopio. In regards to selling the tower ladder (TL82) Comm. Grady questioned if there were any parts specifically for that piece of apparatus that could also be part of the sale to remove them from our inventory. The general consensus was that there are probably not any usable parts on hand considering the age of the apparatus

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

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel reported that his topic will be discussed in closed session as it deals with personnel matters.

Old Business: None

New Business: A motion was made by Donahue and 2nd by Grady to approve the bills presented for payment this evening in the amount of \$131,346.85 noting that this amount may change with regard to the Safety Matters payment should a motion be approved for the 3 month subscription versus the full year.

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 \$22,849.59

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

A motion was made by Donahue and 2nd by Grady approving the change to the Safety Matters payment to reflect a 3-month subscription at \$525.00 in lieu of one year which will affect the amount of bills approved and the budget reports provided.

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

A motion was made by Genzel and 2nd by Donahue to authorize the purchase of 3 desktop computers (Procopio, Ritz & Young) from Dell Technologies of Round Rock Texas in the amount of \$4,181.33, provided that Administrator Robb attempts to secure a 2nd quote since the purchase is over the quote threshold. The challenge of same was noted given that the purchase is being made directly from Dell Technologies and that all station computer equipment is manufactured by Dell.

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

A motion was made by Genzel and 2nd by Reichert to approve the purchase of a Sierra Wireless MP70 Modem with a 5-year warranty, Triband Antenna and programming from Wireless Communications for a cost of \$1,479.00 as well as the purchase of a cell plan from Verizon Wireless at \$37.93 per month for the Fire Marshal's vehicle.

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

A motion was made by Genzel and 2nd by Evans to authorize the acceptance of Michael McLaughlin of Laurel Springs as a Junior Firefighter contingent upon completion of a background check to confirm suitability for membership.

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

A motion was made by Grady and 2nd by Reichert in favor of non-renewal of the Squad 88 Connectivity Bundle at \$79.00 per camera per year. This would be contingent upon GFTD 4 also agreeing to not renew.

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

Good of the District: Comm. Evans commented that the volunteers and career staff all worked well together at the Oak Avenue fire and that it was a good job by all.

Comm. Reichert reported that he appreciates Administrator Robb always considering the finances of the district and looking to where we can save money.

A motion was made by Reichert and 2nd by Donahue to go into closed session at 7:56 pm to discuss personnel matters.

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

A motion was made by Evans and 2nd by Reichert to go back into open session at 8:35pm.

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

Topics discussed in closed session remain pending.

There being no other business a motion was made by Grady and 2nd by Evans to adjourn at 8:41pm. All in favor, motion carried.

Read and approved:

Chairman: George H. Genzel

Submitted:

Clerk: Marianne C. Robb

Date: May 10, 2023

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE Meeting – 4/12/2023

1. Shared Service Program:

- a. The next meeting of the Shared Services Committee is scheduled for April 20, 2023 at 7:00 pm at Station 84.
- b. The 1st quarter 2023 Squad 88 shared services invoices have been forwarded to District 4. Per the following breakdown, D4 owes us at total of \$587.23:
 - i. Fuel – D2 owes D4 \$1,241.38
 - ii. Career Staff OT – D2 owes D4 \$339.90
 - iii. C Pltn Supervision – D4 owes D2 \$2,168.51
- c. The 1st Quarter 2023 Squad 88 Shared Services invoice for \$4,725.00 has been forwarded to District 3.
- d. District 4 has submitted an application for a FEMA SAFER Grant totaling \$383,979.00 to fund the salary and benefits of a firefighter for three years. If awarded and accepted, the grant would bring us to our staffing goal of 15 firefighters (5 per platoon). A meeting between Chairman Genzel and D4 Commissioner Vannoni is pending to determine the feasibility of sharing the cost of the firefighter after the grant expires.
- e. The couplings on RE88's 1 3/4" hose have been changed from storz to screw couplings, at a cost of \$659.85 per district. The E82 1 3/4" hose couplings were previously changed, so all of our 1 3/4" hose now has screw couplings.

2. Personnel

- a. As the Board is aware, the background investigation of career firefighter candidate Paul Wolf Jr. has been completed and shared with the Board. An interview of Mr. Wolf was conducted on April 4th, and an offer of employment was tendered, contingent upon successful completion of a pre-employment physical / drug screen and psychological examination. Assuming successful completion of the aforementioned tests, FF Wolf will be transferred to our department from Runnemede Borough via a New Jersey Civil Service Commission Intergovernmental Transfer Program, with a tentative hire date of Monday, May 8, 2023.

3. Equipment:

- a. The new ID card printer approved for purchase at last month's meeting has been received and is in service.

4. New TL82 Purchase

- a. The contract for the new TL82 has been signed, and the truck is tentatively scheduled for completion on September 20th. As approved at the April 4th Special Meeting, payment in the amount of \$1,139,671.86 has been paid to Fire and Safety Services from the TD Equipment Financing Lease / Purchase escrow account for payment of the chassis and aerial device, resulting in a savings of \$33,000.00 on the cost of the truck.

- b. Tower Ladder 82 has been advertised for sale on social media, in the Courier Post and the Pennsylvania Fireman Journal via sealed bids to be opened on Tuesday, May 9th at 10:00 am, with an asking price of \$125,000, and an availability date on or after September 1, 2023. Several inquiries have been received to date, and one department has traveled to the station to view the truck. At least one other visit is pending.
5. Now that the 2021 Fiscal Year Audit is finally complete, an Engagement Letter has been signed with Bowman and Company for the 2022 Fiscal Year Audit, which is expected to start soon.
6. The stackable washer/dryer unit approved at last month's meeting was ordered by Captain Procopio and delivered last week, with the cost shared by the fire district and the fire company. Installation is expected in the near future.
7. We're still awaiting contact from the Southern New Jersey Health Insurance Fund to discuss the next steps in our exploration of changing health care providers. As previously communicated, they have approved us to join the group at a claimed savings of 7% versus state health insurance benefit costs.
8. We were notified by Tricomm Communications that they will no longer service our Avaya phone system because it has reached its End of Life. On April 4th, Captain Procopio and I met with a representative of On-Line Communications of New Jersey to review our phone system and discuss options. The representative said parts for our system are still available, and he doesn't recommend any changes at the present time.
9. Payment in the amount of \$18,320.21 has been received from VFIS Insurance for repairs to E82 as a result of the collision with a fire hydrant on February 1, 2023. Captain Procopio has notified the repair facility, Lee's Emergency Equipment of Tuckerton, New Jersey, and the representative will notify us when the parts are received and truck can be brought there for repair.
10. **Request a Motion to authorize the purchase of three (3) desktop computers (Procopio, Ritz, Young) and one laptop computer (meeting room), for \$4,181.33 from Dell Technologies of Round Rock, Texas. Funds for the purchase were included in the 2023 budget.**
11. In December of 2022 we purchased a new Toughbook MDC and dock for the FM vehicle. To allow the FM to access the necessary information from the vehicle, we need to purchase a modem and a data plan. **Request a Motion to authorize the purchase of a Sierra Wireless MP70 Modem with a 5-year warranty, Triband Antenna and programming from Wireless Communications of W. Berlin, NJ for a total cost of \$1,479.00, and the purchase of a cell plan from Verizon Wireless at a cost of \$37.93 / month.**
12. **Request a Motion to authorize the acceptance of Michael McLaughlin of Spring Hill Drive in Laurel Springs, New Jersey as a Junior Firefighter, contingent upon completion of a background check to confirm suitability for membership.**
13. Per my e-mail, a group of township fire department representatives are exploring the policy-writing services provided by Lexipol, with the goal of possibly having the township departments share the costs of their services, resulting in a comprehensive package of township-wide policies. Any requested expenditures would be for the 2024 fiscal year budget. We are also looking into the online training platform offered by Lexipol in place of eSafety.

14. The annual fee of \$79.00 for the Squad 88 Connectivity Bundle is due in May. The package allows for the downloading of camera images via the station wi-fi system. If the service is desired for other department apparatus cameras, the cost would be \$79.00 per camera per year. With the Board's approval, I suggest we not renew the service. In instances where the camera images are needed, we are able to remove the SD card and download any needed images without incurring an annual cost. If approved by the Board, I will discuss with the D4 representatives to confirm they are in agreement.

Closed Session:

Personnel issue