

The seven hundred and ninety third meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, September 13, 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

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-yes, Grady-yes, Donahue-yes

Chief's Report: Chief Millisky provided updates on the Officers areas of responsibilities which are posted, the NJ State Parade and the County Chief's meeting on September 21. The Chief mentioned that Station 86 is looking for per diem firefighters but no one was interested. In addition, Station 81 has requested participation by a few of the fire districts to combine manpower for marine rescue calls. Again, no one was interested.

Administrator's Report: Admin Robb reviewed the attached agenda

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm Donahue reported that we are starting the budget process for FY-24 and asked that everyone with input please gather necessary amounts and for Admin Robb to contact GTFD #3 confirming their contributions to the shared services program and if we will be contacting GTFD #1 again requesting funding.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reported that 59 Maple Avenue will probably be torn down due to the fire damage. The Fire Prevention programs are up and running. This year Children of America will be visiting the station with approximately 16 kids. Comm. Reichert also noted that the mini golf property typically utilized for the Gloucester Township Day fireworks may not be sold as previously reported.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the monthly truck and building maintenance report submitted by Capt. Procopio providing updates on Squad 88, TL 82 build and other repairs and maintenance on the apparatus and station.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady commented on the excessively high NJ American Water Co bill just received. Comm. Grady noted the high bill is a result of the recently repaired irrigation system leak, and that we plan to see if NJ American will agree to reduce the bill in light of the leak. Payment of the bill is pending the results of the inquiry.

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

Old Business: Comm. Grady questioned the Board members on any updates regarding the captains responding to calls in the command car and was advised that the policy is still being formulated. A discussion was held regarding the "all hands" calls and if the career staff are still qualified on the other apparatus if they are reporting for an all-hands call. A discussion was also held on the parameters of a 50/50 shared employee firefighter between GTFD 2 and GTFD 4.

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 \$74,553.22.

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 \$497,774.50

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

A motion was made by Donahue and 2nd by Reichert to approve the emergency repairs to the irrigations system by George Coulter Plumbing in the amount of \$3,445.00. It is noted that due to the urgency of the situation there are no additional competing bids.

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

A motion was made by Evans and 2nd by Reichert authorizing the purchase of (3) 100' lengths of Key 5" hose from Continental Fire & Safety for the low quote price of \$2,972.00 which is within the confines of the amount budgeted for hose purchases this year.

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

A motion was made by Genzel and 2nd by Evans to approve the services of Summit Benefit Consultants of Moorestown, NJ to conduct the mandated GASB-75 Dental Plan Actuarial Valuation at a cost of \$1,500.00

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

A Resolution 23-27 was made by Grady and 2nd by Evans authorizing the purchase of 15 Motorola portable radio batteries from Wireless Communications of W. Berlin NJ for the state contract price of \$1,278.00. Anticipated delivery would be early 2024.

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

A motion was made by Evans and 2nd by Reichert approving payment of the annual hose testing invoice from Fire Department Testing Services of Franklinville, NJ in the amount of \$1,484.44.

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

A discussion was held regarding a request from the Fire Department trustees for the board to contribute to the purchase of a stair climber for the gym at a cost of \$6,299.00. The administrator was directed to contact the trustees to determine the amount the fire department is requesting. The fire company will also be advised that the purchase amount is over the quote threshold, so at least two quotes will be needed if the board is to assist with the purchase. Captain Procopio noted that he is a fire company trustee and has no knowledge of the planned purchase or request for board funding.

Good of the District: None

There being no other business a motion was made by Reichert and 2nd by Evans to adjourn at 8:05pm. All in favor, motion carried.

Read and approved:

Chairman: *George H. Sengel*

Submitted:

Clerk: *Marion C. Rabb*

Date: *10/11/23*

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE Meeting – September 13, 2023

1. Shared Service Program:

- a. The next meeting of the Shared Services Committee is scheduled for Thursday, September 21st at our station at 7:00 pm.
- b. A meeting between Chairman Genzel and D4 Commissioner Vannoni to determine the feasibility of sharing the cost of the fifth firefighter for the C Platoon is still pending.
- c. I recently forwarded to the Board a link to a Lexipol hosted webinar which discussed a recent survey of over 2,000 firefighters regarding staffing and stress. The results tracked closely with the recent survey of our career staff and I encourage the Board to take an hour to view the webinar. The webinar panel consisted of three career/combination department fire chiefs, and a lot of the topics discussed are of potential value to our operation.
- d. Joint Operating Guidelines 23-001 PPE, and 23-003 Riding Assignments, approved at last month's meeting, have been communicated to all personnel. The PPE policy took effect on September 1st, while the Riding Position Policy will not take effect until January 1, 2024.
- e. The career staff has requested the opportunity to meet as a group four times per year to facilitate open lines of communication and coordination of effort between the platoons. The meetings would be limited to 2 hours each and compensation would be in the form of comp time. Scheduling of the meetings would rotate between each platoon's work days, which would limit individual comp hours to a maximum of 9 hours per year. The topic has been discussed and endorsed by the Shared Service Committee members.

2. Equipment:

- a. **Request adoption of attached Resolution 23-27, authorizing the purchase of fifteen (15) Motorola portable radio batteries from Wireless Communication of W. Berlin, NJ for the state contract price of \$1,278.00.** The purchase is consistent with our four-year battery replacement program, with delivery expected in early 2024.

3. New TL82 Purchase

- a. In production – completion is still expected in mid-October.

4. As noted at the August meeting, the quote from the Southern New Jersey Health Insurance Fund (SNJHIF) revealed significantly lower savings than expected. This resulted in extensive discussion with Connor Strong representatives and all stakeholders. In the meantime, the state announced 2024 rate increases of 5.8% for healthcare plans and 19.9% for prescription drug plans, resulting in an aggregated increase of 7.3%. The 2024 rates quoted by SNJHIF are reportedly 7% lower than the SHBP. Based on preliminary analysis, our total 2024 savings if we switch from the SHBP to the SNJHIF would be approximately \$24,000. I believe additional analysis is needed to confirm these numbers, and suggest we delay any decisions until we

receive a formal quote from the SNJHIF and have an opportunity to thoroughly evaluate the numbers.

5. Plans for the reprogramming of the D2 and D4 portable radios is still pending but expected to be scheduled in the near future. In response to a question posed at the August meeting, the quote obtained from Wireless Communication last year for the programming of D2 portables was \$700.00.
6. New member Applicant Samuel Rodriguez completed his pre-membership requirements and was approved for membership with the Chews Volunteer Fire Company #1 as a Probationary Firefighter on August 17, 2023. Another application was received last week from Michael Gennarelli of Knoll Drive, with the background investigation underway.
7. We continue to provide requested information to the Bowman and Company auditor for the 2022 fiscal year audit. Consistent with the 2020 and 2021 fiscal year audits, we are required to have a GASB-75 audit conducted of our dental insurance. **Request a Motion to engage the services of Summit Benefit Consultants of Moorestown, New Jersey to conduct the audit at a cost of \$1,500.00.**
8. The project to ensure compliance with NJ Division of Fire Safety minimum firefighter certification continues. Twenty-one of our members are now fully compliant, and seven members are missing on or two certifications. I'm hoping that we will be fully compliant by year end.
9. As approved by the Board at last month's meeting, I participated in a 3 ½ hour seminar on Social Media issues, hosted by Chief / Attorney Curt Varone. The webinar was mostly a review of material presented in a webinar attended by me and several department members in 2021. The good news is that the information presented was consistent with the contents of our recently adopted joint Social Networking policy.
 - a. In accordance with our recently adopted policy, and with the Board's permission, I'd like to request from Chief Millisky and President Ardecki a list of all approved fire department social media platforms (web pages, Facebook, Twitter, etc), along with the site host and members with administrative rights. This will allow the Board to review the sites to ensure compliance with the policy, along with the necessary information to address any issues that may arise in the future.
10. In accordance with our ongoing security camera upgrade program, and with the approval of Commissioner Donahue, three of the exterior station security cameras have been upgraded to 8mp cameras. The work was performed by Security Lock and CCTV of Blackwood, New Jersey at a cost of \$960.00.
11. We recently received from the NJ Civil Service Commission a Certification of Eligibles For Appointment to the position of Civilian Fire Official, dated August 24, 2023, with Kenneth Young listed as the only eligible candidate. Per civil service rules, Mr. Young forwarded to Chairman Genzel on August 29, 2023 a letter expressing interest in the position. The certification was signed by Chairman Genzel on September 1, 2023, noting that Kenneth Young was appointed to the position effective August 28, 2023.
12. As noted by Captain Procopio, our annual hose testing was conducted on August 14, 2023 all of our tested hose passed. Testing of the hose on Squad and Reserve Engine 88 will be conducted

by D4 this year. **Request a Motion to approve payment of the annual hose testing invoice from Fire Department Testing Services of Franklinville, New Jersey in the amount of \$1,484.64.**

- a. After evaluating the test results and our hose inventory, Commissioner Evans, Captain Procopio and I decided it's in our best interest to start replacing some of our oldest 5" hose, which was purchased in the early 2000's. As a result, quotes were obtained from Dival Safety and Supplies of Laurel Springs, New Jersey and Continental Fire and Safety of Hamilton, New Jersey for three (3) 100' lengths of Key 5" hose. **Request a Motion authorizing the purchase of the hose from Continental Fire and Safety for the low quote price of \$2,972.00.** The cost is within the \$3,000 budgeted for hose purchases this year.
13. A few weeks ago, Captain Procopio noted a leak in the memorial garden lawn sprinkler system. We sought input and quotes from two plumbing contractors and a sprinkler repair company, which resulted in the theory that the leak was in the supply pipe running between the driveway shutoff valve and the backflow preventer located adjacent to the shop wall. With the approval of Commissioner Donahue, we contracted with George Coulter Plumbing and Heating, Inc. of West Berlin, New Jersey to abandon the underground line and to run a new sprinkler supply line inside the shop and to replace the backflow preventer, at a cost of \$2,195.00. After replacing the supply line, a leak in the main branch line, accompanied by a large sink hole was discovered in the area adjacent to the 9/11 memorial steel case. Due to the safety hazard created by the sink hole, and since Coulter Plumbing was already onsite, I authorized them to repair the branch line and fill the sink hole. This resulted in an additional cost of \$1,250.00, for a total of \$3,445.00. **Request a Motion to authorize payment of the invoice to George R. Coulter Plumbing and Heating, Inc. of W. Berlin, New Jersey in the amount of \$3,445.00.**
 - a. On a related topic, our water bill for the shop for the month of August is \$2,578.40, as compared to \$400 to \$600 for prior months. We plan to attempt to negotiate a lower payment with American Water Company, and the results will be reported once known.
 14. Attached is a quote obtained by the Chews Volunteer Fire Company #1 from Fitness Factory.com of Forest Park, Illinois for the purchase of a Jacobs Ladder X stair climber for \$6,299.00. The quote was provided by Trustee Kevin Pozniewski, who said the stair climber is intended to supplement the gym equipment, and that the fire company would like to know if the Board is willing to share the cost for the purchase.
 15. As noted by Commissioner Donahue, we are starting the 2024 budget planning process, with the preliminary figures to be discussed during the October workshop.