

The seven hundred and ninety sixth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, December 13<sup>th</sup> 2023.

Commissioners present were: Genzel, Reichert, Evans 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-absent

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

Chief's Report: Chief Millisky reported updates on the Christmas parades and meetings attended noting an active shooter drill to be held on January 12<sup>th</sup>. Applications have been submitted for a Life Saving Award for Squad 88, there have been some box changes involving Station 82 and Station 81 may be interested in supporting the Squad 88 program.

Administrator's Report: Administrator Robb reviewed the attached agenda adding that the GTPD has requested that the reserve engine be moved out of the EMS building.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Absent Commissioner Grady will give financial report and budget.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the Fire Prevention Bureau report supplied by FM Young noting that all of the apartment complexes are caught up for inspection except Lakeview and we are still working towards a modification to the access road for better access for the apparatus. Comm. Reichert also mentioned some new businesses and a planned apartment complex on Hider Lane.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the Apparatus and Station maintenance report supplied by Capt. Procopio noting updates and repairs to the apparatus, the new TL82 status along with building maintenance and upgrades performed.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady opened a discussion regarding firefighters that are not qualified anymore and the direction to be taken regarding perks of membership. Regarding a particular member that has not been active at all in any type of company activities, Chief Millisky is in favor of removing him from the rolls. Solicitor Carlamere will research options available.

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel will have his topics discussed in closed session as they deal with personnel matters.

Old Business: None

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New Business: A motion was made by Grady and 2<sup>nd</sup> by Reichert to approve the bills presented for payment this evening in the amount of \$157,060.98.

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

A motion was made by and 2<sup>nd</sup> by to accept the receipts presented this evening in the amount of \$509,972.53

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

Commissioner Grady then proceeded to provide the first reading of the proposed operating budget of the District for 2024.

A motion was made by Grady and 2<sup>nd</sup> by Evans to approve the proposed budget for submission.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert authorizing the Chairman Genzel and Secretary Donahue to sign the Interlocal Agreement on behalf of the district.

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

A motion was made by Evans and 2<sup>nd</sup> by Grady approving payment to Fire Y& Safety Sales and Services of S. Plainfield NJ for requested change orders of the new TL82 in the amount of \$4,740.00 per attached invoice.

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

A Resolution 23-32 was made by Evans and 2<sup>nd</sup> by Grady authorizing the purchase of the following items for the new TL82:

- i. **Resolution 23-32 for the purchase of four (4) Motorola APX Vehicle Chargers and one (1) Antenna from Wireless Communications of W. Berlin, NJ for the state contract amount of \$1,285.20**
- ii. **Purchase of plastic Turtle Tile (compartment floor linings) from Dival Safety and Supplies of Buffalo, NY in the amount of \$1,327.50**
- iii. **Purchase of Pak-Lok equipment mounts from Continental Fire and Safety of Hamilton, NJ in the amount of \$1,806.00.**
- iv. **Purchase of a Fast Board from Municipal Emergency Services of Pennsauken, NJ in the amount of \$2,567.00 (lowest of five quotes)**
- v. **Purchase of a Hurst SC 358 E3 eDraulic combi-tool with battery and charger in the amount of \$16,450.00 (sole supplier)**

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert authorizing the programming of 44 portable and 10 mobile radios by Wireless communications of W. Berlin NJ in the amount of \$1,200.00

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert to approve the correction action plan mandated by the 2022 audit noting that the corrective action is needed.

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

A Resolution 23-33 was made by Evans and 2<sup>nd</sup> by Grady acknowledging receipt and review of the 2022 audit and signing of the group affidavit.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert approving the purchase of various uniform items from Action Uniform per attached quote at a cost of \$4,785.00

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

A Resolution 23-34 was made by Grady and 2<sup>nd</sup> by Reichert approving the LOSAP certification of disbursements and payment in the amount of \$19,707.85 to Lincoln Financial Services.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert authorizing the purchase of 2 Mustang Ice Rescue suits and 3 Cairns 1044 helmets from Witmer Public Safety Group of Coatesville, PA for the low quote cost of \$2,904.36.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert authorizing the purchase of nozzles and appliances from Witmer Public Safety for the low quote amount of \$2,078.12 to be split with GTFD #4 resulting in a payout of \$1,039.06 for district 2.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert authorizing the upgrade of the LED Safety Traffic signs by National Highway Products of Millville, NJ at a cost of \$2,446.72

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert authorizing the move of the reserve engine to GTFD #4 Blackwood Clementon Road station.

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

A motion was made by Evans and 2<sup>nd</sup> by Grady approving the lease and payments of to the Chews Landing Fire Company for 2024 in the amount of \$17,062.50 per quarter.

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

Good of the District: Comm. Evans thanked the truck committee for the time and money saved in the process of purchasing the new TL82. Comm. Reichert congratulated all of the line officers including the newly elected Asst. Chief, Dave Haines.

A motion was made by Evans and 2<sup>nd</sup> by Grady to schedule a continuation meeting for Wednesday, December 27<sup>th</sup>, 2023 at 9:00am to conclude business for the calendar year.

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

A motion was made by Genzel and 2<sup>nd</sup> by Reichert to go into closed session at 8:04pm.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert to go back into open session at 8:32pm

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

There being no other business a motion was made by Evans and 2<sup>nd</sup> by Reichert to suspend the meeting at 8:34pm until Wednesday, December 27, 2023 at 9:00am. All in favor, motion carried.

Chairman Genzel opened the meeting 9:03 am on Wednesday, December 27<sup>th</sup>, 2023.

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

Administrator Robb reviewed the attached agenda.

A motion was made by Donahue and 2<sup>nd</sup> by Evans to approve payment of year end bills in the amount of \$31,059.93

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

A motion was made by Donahue and 2<sup>nd</sup> by Evans to accept receipts in the amount of \$66,727.32.

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

A motion was made by Genzel and 2<sup>nd</sup> by Evans to suspend the authority of the following members to serve as firefighters of GTFD #2 effective January 1, 2024 for the listed reasons and to cancel all insurance coverage. Noting that firefighting rights may be reinstated by Motion upon completion of required training/tasks.

- a. **Firefighter Thomas Mitchell Jr – failure to obtain Hazardous Materials Awareness and Operations Certification from the Division of Fire Safety, failure to complete FEMA I-800 training, per the NJDFS minimum requirements for New Jersey firefighters.**
- b. **Firefighter Allie Vincent – failure to complete FEMA I-200 training, per the minimum NJDFS minimum requirements for firefighters. Failure to complete her annual physical.**
- c. **Firefighter Carl Loudon – has not participated in district training or fire calls since February of 2021 due to non-district related medical leave.**

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

A motion was made by Grady and 2<sup>nd</sup> by Evans to approve the Administrator's contract as proposed with an amendment to sick leave payment .

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

A Resolution 23-35 was made by Grady and 2<sup>nd</sup> by Donahue to correct the LOSAP payment to Lincoln Financial for disbursement to individual accounts from \$19,707.85 to \$19,075.51 as provided by corrected LOSAP points report.

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

A motion was made by Genzel and 2<sup>nd</sup> by Donohue to establish accounts payable, cancel unexpended fund balances and to approve line item transfers per the schedule.

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

There being no other business, a motion was made by Evans and 2<sup>nd</sup> by Donahue to adjourn at 9:51am All in favor, motion carried.

Read and approved:

Chairman: *George H. Genzel*

Submitted:

Clerk: *Marlene Cobb*

Date: 1/10/24

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE Meeting – December 13, 2023

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1. Shared Service Program:

- a. The group met on December 7<sup>th</sup>, minutes are pending. Next meeting is scheduled for The next meeting is scheduled for Thursday, January 18<sup>th</sup> at 7:00 pm at Station 84.
- b. District 3 has offered to increase their contribution to the shared services program in 2024 from \$37,800 to \$40,000, resulting in a payment of \$20,000 to each district. All other details remain the same. **If the Board agrees, request a Motion to approve the Interlocal Agreement, and to authorize Chairman Genzel and Secretary Donahue to sign the agreement on behalf of the district.** If approved, the agreement will be forwarded to District 4 for discussion at their meeting next week.
- c. As approved at the November meeting, D4 Captain Reiss and D2 Captain Giambri are working on an application for funding from the State of New Jersey 2024 Fiscal Year American Rescue Grant. Their plan is to request funding of approximately \$53,000 for 14 sets of PPE. If awarded the D2 10% applicant share will be approximately \$2,650. The deadline for submission of the grant has been extended to December 21<sup>st</sup>.
- d. The following payments have been received:
  - i. From District 4: \$6,818.47 for 3<sup>rd</sup> Quarter Squad 88 Shared Services expenses, per the breakdown provided at last month's meeting, and \$1,942.00 for their share of the Fire Rescue 1 Online Training subscription.
  - ii. From District 3: \$4,725 for 3<sup>rd</sup> quarter Squad 88 shared services payment
- e. Gloucester Township Police Chief Harkins has advised representatives of our District and Fire District 4 that the police department is in need of additional storage space, and that Mayor Mayer authorized him to request the removal of the reserve engine from the EMS building. District 4 has offered to store the engine in the Blackwood Road station, alongside Squad 88. Chief Harkins is requesting a decision from the districts ASAP.

2. The revised Joint Overtime Policy approved at last month's meeting has been communicated to all affected personnel and is in effect.

3. New TL82 Purchase

- a. The inspection trip went well, with a few noted changes/corrections identified. All have reportedly been completed, and the truck is currently at Fire and Safety in S. Plainfield, NJ. The final payment for the truck in the amount of \$694,310.49, approved at the November meeting, was sent to Fire and Safety upon arrival of the truck at their facility.
- b. Upon receipt of the final payment, Fire and Safety forwarded the Certificate of Origin for the truck. I visited the Runnemede NJMVC office yesterday and titled and registered the truck to the fire district. The truck was also added to our insurance policy.
- c. The truck is expected to be available for delivery to our station sometime next week.

- d. During the truck build process and final inspection trip, the truck committee agreed to some minor changes / additions to the truck. **Request a Motion to authorize payment in the amount of \$4,740.00 to Fire and Safety Sales and Service of S. Plainfield, NJ to pay for the changes, per the attached itemized invoice.**
  - e. I will request disbursement of the remaining loan escrow funds of \$60,328.14 from TD Equipment financing in the near future. The funds will be deposited into the truck purchase account once received.
  - f. **Request Motions authorizing purchase of the following items for the new tower ladder:**
    - i. **Resolution 23-32 for the purchase of four (4) Motorola APX Vehicle Chargers and one (1) Antenna from Wireless Communications of W. Berlin, NJ for the state contract amount of \$1,285.20**
    - ii. **Purchase of plastic Turtle Tile (compartment floor linings) from Dival Safety and Supplies of Buffalo, NY in the amount of \$1,327.50**
    - iii. **Purchase of Pak-Lok equipment mounts from Continental Fire and Safety of Hamilton, NJ in the amount of \$1,806.00.**
    - iv. **Purchase of a Fast Board from Municipal Emergency Services of Pennsauken, NJ in the amount of \$2,567.00 (lowest of five quotes)**
    - v. **Purchase of a Hurst SC 358 E3 eDraulic combi-tool with battery and charger in the amount of \$16,450.00 (sole supplier) MES**
  - g. If approved, the cost for the above products plus the change order items, totaling \$28,175.70, will be charged to the truck purchase account.
  - h. Assuming approval of the above additional charges, the total cost of the new tower ladder will be \$1,862,158.05, which is \$337,841.95 less than the 2.2 million dollars approved by our taxpayers. Of the listed total, \$1,200,000 was paid via the TD Equipment finance loan, and \$662,185.05 was paid with budgeted fire district funds. The remaining \$37,81495 in the truck purchase account will be converted to restricted truck purchase funds at the end of the year for future capital expenditures.
4. All required documentation for the switch from the NJSHBP to the SNJHIF has been completed and forwarded to Connor Strong representatives. The most recent communication, received on December 4<sup>th</sup>, conformed that all required information has been forwarded and that we are on track for a 1/1/2024 implementation date. I reached out yesterday and today for an update but have not yet received a response.
  5. The portable and mobile radio aliases have been approved and we are just waiting for them to confirm the date for the programming. **Request a Motion to authorize the cost of \$1,200.00 for Wireless Communications of W. Berlin, NJ to program 44 portable and 10 mobile radios.**
  6. The 2022 fiscal year audit has been received from Bowman and Company and shared with all commissioners. I'm pleased to report there were no findings, and only a couple of minor discussion points. As required, the Audit of Synopsis has been advertised, and the annual audit has been posted to the fire district website. Request the following to formalize acceptance of the audit:

- d. During the truck build process and final inspection trip, the truck committee agreed to some minor changes / additions to the truck. **Request a Motion to authorize payment in the amount of \$4,740.00 to Fire and Safety Sales and Service of S. Plainfield, NJ to pay for the changes, per the attached itemized invoice.**
  - e. I will request disbursement of the remaining loan escrow funds of \$60,328.14 from TD Equipment financing in the near future. The funds will be deposited into the truck purchase account once received.
  - f. **Request Motions authorizing purchase of the following items for the new tower ladder:**
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    - iii. **Purchase of Pak-Lok equipment mounts from Continental Fire and Safety of Hamilton, NJ in the amount of \$1,806.00.**
    - iv. **Purchase of a Fast Board from Municipal Emergency Services of Pennsauken, NJ in the amount of \$2,567.00 (lowest of five quotes)**
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  - g. If approved, the cost for the above products plus the change order items, totaling \$28,175.70, will be charged to the truck purchase account.
  - h. Assuming approval of the above additional charges, the total cost of the new tower ladder will be \$1,862,158.05, which is \$337,841.95 less than the 2.2 million dollars approved by our taxpayers. Of the listed total, \$1,200,000 was paid via the TD Equipment finance loan, and \$662,185.05 was paid with budgeted fire district funds. The remaining \$37,81495 in the truck purchase account will be converted to restricted truck purchase funds at the end of the year for future capital expenditures.
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5. The portable and mobile radio aliases have been approved and we are just waiting for them to confirm the date for the programming. **Request a Motion to authorize the cost of \$1,200.00 for Wireless Communications of W. Berlin, NJ to program 44 portable and 10 mobile radios.**
6. The 2022 fiscal year audit has been received from Bowman and Company and shared with all commissioners. I'm pleased to report there were no findings, and only a couple of minor discussion points. As required, the Audit of Synopsis has been advertised, and the annual audit has been posted to the fire district website. Request the following to formalize acceptance of the audit:

- a. **A Motion to approve the Corrective Action Plan, noting that no corrective actions are needed.**
  - b. **Approval of attached Resolution 23-33 to acknowledge receipt and review of the audit and signing of the Group Affidavit Form.**
  - c. Some required audit forms have already been forwarded to the DCA as required by statute via the FAST portal, and the remaining forms will be uploaded in the near future.
7. Only two department members remain non-compliant with NJ Division of Fire Safety minimum firefighter certification requirements. One of the non-compliant members is on medical leave due to a non-department related injury. As previously authorized by the Board, I will recommend that the two members be notified that their authority to respond to fire calls or participate in training will be revoked as a January 1, 2024, pending completion of the required training.
8. **Request a Motion to authorize the purchase of numerous uniform items, as per the itemized quote, from Action Uniform of Pleasantville, NJ in the amount of \$4,785.00.**
9. **Request approval of attached Resolution 23-34 regarding certification of the November 1, 2022 to October 31, 2023 LOSAP report, and disbursement of funds totaling \$19,707.85 to Lincoln Financial for deposit into eligible member's accounts.**
10. **Request a Motion to purchase two Mustang Ice Rescue suits and three Cairns 1044 helmets from Witmer Public Safety Group of Coatesville, Pa for the low quote cost of \$2,904.36.**
11. **Request a Motion to authorize the purchase of nozzles and appliances from Witmer Public Safety for the low quote amount of \$2,078.12.** The purchase is for Squad 88 equipment, and the cost will be slip with District 4, resulting in a District 2 share of \$1,039.06.
12. A quote has been received from National highway Products of Millville, NJ for an upgrade to the traffic warning signs in front of the station. The upgrade would involve replacement of the signs and LED lighting with upgraded products, and the addition of LED lights to the sign poles. If the Board is in favor of the upgrade, **request a Motion to authorize the quote from National Highway Products in the amount of \$2,446.72.**
13. I believe the GT Council passed a Resolution at their Monday night meeting approving the 2024 Fire Commissioner Stipends. I've requested a copy from Township clerk Nancy Powers so I can forward it to the DCA.
14. First reading of budget. Total appropriations of \$2,524,889.37, with the total amount to be raised by taxation of \$2,150,205.25.

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE Continuation Meeting – December 27, 2023

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1. Shared Service Program:

- a. The next meeting is scheduled for Thursday, January 18<sup>th</sup> at 7:00 pm at Station 84.
- b. D2 and D4 have agreed to the D3 offer of \$40,000 compensation in exchange for Squad 88 continuing to respond on all D3 calls between the hours of 6:00 am and 6:00 pm, seven days per week, and both districts have signed the Interlocal Agreement. D3 is scheduled to sign the agreement this week.
- c. Captains Reiss and Giambri submitted the application for the State of New Jersey 2024 Fiscal Year American Rescue Grant. The application is for \$58,200 in funds for 14 sets of PPE, with a 10% applicant match. If awarded, the D2 applicant match will be \$2,910.00.
- d. As approved at the December meeting, RE88 has been relocated to the Blackwood-Clementon Road station.

2. New TL82 Purchase

- a. The new truck was picked up at Fire and Safety Sales and Service on Thursday, December 21<sup>st</sup> by Commissioner Evans and Captain Procopio and transported to our station. Captain Procopio will coordinate the scheduling of the factory training and the myriad of tasks required to prepare the rig for service.
  - b. The request for disbursement of the remaining loan escrow funds of \$60,328.14 has been submitted to TD Equipment financing, with payment expected in the near future.
3. Orders for all items approved for purchase at the December meeting have been placed, with a number of items already received. The representative of National Highway Products of Millville, NJ has been notified of the approval for the sign upgrades. Work is expected to be completed sometime in January.
4. The switch from the NJSHBP to the SNJHIF will take place on January 1, 2024. To my knowledge, all required coverage information has been provided to our employees by the Connor Strong representative.
5. The portable and mobile radio aliases have been approved and we are just waiting for a date from Wireless Communications to perform the programming.
6. **Request a Motion to suspend the authority of the following members to serve as firefighters for Fire District #2, effective January 1, 2024, for the listed reasons, and to cancel all insurance coverage. Firefighting rights may be reinstated by Motion upon completion of required training / tasks:**
- a. **Firefighter Thomas Mitchell Jr – failure to obtain Hazardous Materials Awareness and Operations Certification from the Division of Fire Safety, failure to complete FEMA I-800 training, per the NJDFS minimum requirements for New Jersey firefighters.**

- b. **Firefighter Allie Vincent – failure to complete FEMA I-200 training, per the minimum NJDFS minimum requirements for firefighters. Failure to complete her annual physical.**
  - c. **Firefighter Carl Loudon – has not participated in district training or fire calls since February of 2021 due to non-district related medical leave.**
- 7. **Request approval of attached Resolution 23-35, correcting the total LOSAP funds to be disbursed to Lincoln Financial from \$19,707.85 to \$19,075.51. A corrected LOSAP Points report is also attached.**
- 8. The 2024 Operating Budget, along with all supporting documents, has been forwarded to the Department of Community Affairs for review and approval. Assuming DCA approval, the public hearing of the Approved Budget will take place at our meeting on January 10, 2024.
- 9. **Request a Motion to approve the Fire District Administrator’s contract for the period of January 1, 2024 to December 31, 2025.**
- 10. **End of year meeting motions.**