

The seven hundred and ninety seventh meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, January 10, 2024

Commissioners present were: Genzel, 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.

With the approval of Chairman Genzel, a brief ceremony was held for the promotions of Acting Captain Nicholas Procopio and Firefighter Richard Knight to the rank of Fire Captain, with Solicitor Carlamere delivering the Oath of Office.

A motion was made by Grady and 2<sup>nd</sup> by Evans to take a short recess for promotional photos and socializing with invited guests.

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

A motion was made by Donahue and 2<sup>nd</sup> by Grady to resume the meeting at 7:50pm.

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

A motion was made by Donahue and 2<sup>nd</sup> by Grady to accept the minutes of the previous meeting.

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

Chief's Report: Chief Millisky reported that the holiday activities were represented well by department personnel and provided updates to boxes. The seating assignment & boards are all in place and the 2024 officer line ups are being submitted to county.

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 tonight will be the second reading of the proposed budget and noted the amended amount to be raised by taxation as \$2,294,606.92 as per Melissa Ford's recommendation after review of the budget proposal submission.

Group Report: "B" Fire Prevention, EMS (J. Reichert) In the absence of Comm. Riechert, Fire Marshal Young reviewed his monthly report on fire prevention inspections, updates and smoke detector inspections.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the apparatus and station maintenance report submitted by Capt. Procopio noting updates of the new TL82 and station repairs and maintenance.

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

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

Old Business: A motion was made by Evans and 2<sup>nd</sup> by Grady to approve the updated Joint Administrative Policy 22-001 Shared Reserve Engine.

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

A motion was made by Evans & 2<sup>nd</sup> by Grady to approve the Updated Addendum A1 to the D2/D4 24/7 Career Staff Coverage Interlocal Agreement and the Substitute Checklist and to authorize Chairman Genzel & Comm. Donahue to sign the agreement on behalf of the district.

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

New Business: A motion was made by Donahue and 2<sup>nd</sup> by Evans to approve the bills presented for payment this evening in the amount of \$74,411.50.

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

A motion was made by and 2<sup>nd</sup> by to accept the receipts presented this evening in the amount of \$5,604.85

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

A Resolution (24-01) was made by Donahue and 2<sup>nd</sup> by Grady to amend the proposed 2024 budget amount to be raised by taxation from \$2,150,205.25 to \$2,294,606.92 as well as removing \$144,401.67 from Capital Appropriations offset with Restricted Funds resulting in 2024 Total Capital appropriations of \$100,000.00

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

Comm Donahue provided the 2<sup>nd</sup> reading of the proposed 2024 operating budget and a motion was made by Donahue and 2<sup>nd</sup> by Evans with the total appropriations of \$2,524,889.37 with the amount to be raised by taxation \$2,294,606.92.

Time was allowed for any public questions or comments, of which there were none.

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

A Resolution (24-02) was made by Donahue and 2<sup>nd</sup> by Grady to establish a temporary budget in the amount of \$429,071.00 which is 14% of the total 2023 appropriations.

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

A motion was made by Grady and 2<sup>nd</sup> by Donahue for the district to absorb the \$6,067.36 shortage in health care monies resulting from a 2023 payroll error.

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

Good of the District: FM Young offered his kudos to the Board on their handling of the promotions and administration. Comm Evans reminded all that the fire district election is on Saturday, February 17<sup>th</sup> from 2:00pm till 9:00- pm.

A motion was made by Evans and 2<sup>nd</sup> by Donahue to go into closed session at 8:18 pm to discuss personnel issues.

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

Items discussed in closed session are still pending.

A motion was made by Evans and 2<sup>nd</sup> by Donahue to go back into open session at 8:30 pm.

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

Chairman Genzel reported that he attended the GTFD 1 meeting and provided copies of administrative documents outlining Squad 88 costs, noting positive indications of possible future cooperation.

There being no other business, a motion was made by Evans and 2<sup>nd</sup> by Donahue to adjourn at 8:32pm. All in favor, motion carried.

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

Read and approved:

Chairman: *Seamus Genzel*

Submitted:

Clerk: *Marianne Cobb*

Date: 2/14/24

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE Meeting – January 10, 2024

---

1. Shared Service Program:
  - a. Minutes of the December 7<sup>th</sup> meeting have been forwarded. The next meeting is scheduled for Thursday, January 18<sup>th</sup> at 7:00 pm at Station 84.
  - b. The Interlocal Agreement for Squad 88 responses to District 3 has been approved and signed by all representatives. Per the agreement, District 3 will pay \$20,000.00 to District 2 and \$20,000.00 to District 4 for the continued response of Squad 88 to all District 3 calls between the hours of 6:00 am and 6:00 pm, seven days a week. The funds will be paid in four quarterly payments of \$5,000 each.
  - c. Per the below listed breakdown, invoices have been shared between us and District 4 for 4<sup>th</sup> Quarter Squad 88 costs, resulting in a total of \$519.44 owed to District 4: us owning District 4 District The following payments have been received:
    - i. Fuel (D2 owes D4): \$1,380.37
    - ii. Substitutes (D4 owes D2): \$100.00
    - iii. Career Staff OT (D2 owes D4): \$755.61
    - iv. C Platoon Supervision (D4 owes D2): \$2,063.01
    - v. Maintenance / Equipment (D2 owes D4): \$526.47
  - d. The invoice for 4<sup>th</sup> quarter Squad 88 Shared Services costs in the amount of \$4,725.00 has been forwarded to District 3. Payment is pending.
2. **Request a Motion to approve the updated Joint Administrative Police 22-001 Shared Reserve Engine.** The primary revision was removal of the requirement for the truck to be fueled at Station 82. The policy was approved by D4 at their meeting on December 20, 2023.
3. As previously reported, I recently discovered a payroll error which resulted in the underpayment of healthcare contributions by the career staff for 2023 in the amount of \$6,067.36. I discussed the issue with Auditor Catherine Hess, who said it is totally within the discretion of the Board to either arrange for repayment of the funds or to write it off as a good-faith error. If the Board decides to request repayment of the funds, I request that the repayment be spread out over the course of the 2024 fiscal year. **Request a Motion to document the Board's decision.**
4. **Request a Motion to approve the Updated Addendum A1 to the D2/D4 24/7 Career Staff Coverage Interlocal Agreement, and the Substitute Checklist, and to authorize Chairman Genzel and Commissioner Donahue to sign the agreement on behalf of the District.** The addendum was approved and signed by the D4 reps on December 20, 2023.
5. New TL82 Purchase
  - a. The truck has been delivered, and Captain Procopio is coordinating all tasks related to placing the truck in service, to include training, equipment mounting, and lettering / striping.

- b. The final escrow payment of \$60,328.14, along with an interest payment of \$4,829.15, has been received from TD Equipment Financing and deposited in the truck purchase account.
6. The switch from the NJSHBP to the SNJHIF took effect on January 1, 2024. Minor issues with ID card mailings and name corrections have been forwarded to the SNJHIF representatives and all appear to have been addressed.
7. We're still awaiting a date from Wireless Communications for the programming of the portable and mobile radio aliases.
8. As approved by the Board at the December 27<sup>th</sup> meeting, the authority of the following members of Chews Volunteer Fire Company #1 to serve as firefighters for the district has been suspended, effective January 1, 2024: Thomas Mitchell Jr, Carl Loudon, and Allie Vincent. Each member and the line officers have been advised.
9. **Request the Board adopt attached Resolution 24-01 to amend the Proposed 2024 Fiscal Year Budget as follows:**
  - a. **Changed the amount to be raised by taxation from \$2,150,205.25 to \$2,294,606.92**
  - b. **Removed \$144,401.67 from Capital Appropriations offset with Restricted Funds, resulting in 2024 Total Capital Appropriations of \$100,000.00.**
10. **Request the Board adopt attached Resolution 24-02 to create a temporary budget in the amount of \$429,071.00, which is 14% of the total 2023 appropriations.** If approved, the temporary budget will remain in effect until the results of the February 17<sup>th</sup> public election are known.
11. Second reading of budget and public comment: Total appropriations of \$2,524,889.37, with the total amount to be raised by taxation of \$2,294,606.92.

Closed Session