

The eight hundred and fourth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, August 14, 2024.

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

Vice Chairman Evans 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: Genzel-absent Reichert-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.

Reichert-abstain, Evans-yes, Grady-yes, Donahue-yes

Chief's Report: Chief Millisky reported that National Night Out went well and that the response to the Millbridge fire was good; at the 10 minute mark there were 51 firefighters in the manpower pool. Some safety issues were addressed at this fire call. The CAD system update will be going live on September 24<sup>th</sup> the fire company officers continue to train on the program. The Chief also reported that he will be attending the NJ State Firemen's Convention in September and on vacation in August leaving Asst. Chief Haines in charge. The meeting with GTFD #3 went well with a good presentation by the Chief. GTFD #3 will get back to us after their monthly Board meeting in September. The out-of-date hydrants from NJ American Water are in the process of being updated with the hydrant at Somerdale Road and Charles Road already completed.

Administrator's Report: Vice Chairman Evans reviewed the attached agenda provided by Administrator Robb noting that the shared services program meeting has been rescheduled until Thursday, August 22<sup>nd</sup>.

Solicitor's Report: None-absent

Group Report: "A" Building Maintenance, Park (K. Donahue) A discussion was held regarding an incident at the fireman's park involving a AAA tow truck driver riding on the grass to remove a broken-down vehicle. Admin Robb will review the camera footage of the incident. Capt. Procopio contacted AAA regarding the incident and the necessary forms have been submitted. Damage to the sprinkler system is unknown at this time.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the monthly fire prevention report provided by FO Young noting that the Fire Prevention Open House was reported as Monday, October 14<sup>th</sup> (corrected date is Monday, October 7<sup>th</sup>) we will not host the magic show like last year. Comm. Reichert also provided updates on fire hydrants that are buried in weeds, specifically at Bee's Lane noting the water department advised that upkeep is the responsibility of the home owner and we are discussing a lunch with a firefighter program with the schools but this would need to be scheduled individually with the schools to be visited.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the Station and Apparatus maintenance report submitted by Capt. Procopio noting that the new chief's vehicle has been painted and the striping will match the tower. The cascade system is out of service awaiting parts for repair along with various other routine maintenance and repairs of the station and apparatus.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady reported that NJ American Water Company is working on the outdated hydrants within the district identifying priority hydrants. The remainder will be replaced at a rate of 4 to 5 per month.

Group Report: "E" Training, Personnel, Office (G. Genzel) No report-absent

Old Business: Chairman Genzel, Comm. Donahue, Comm. Grady and chief Millisky attended a meeting with GTFD #3 pertaining to funding contributions to assist with costs of District 2 providing emergency services to their district. GTFD #3 will provide a response after their September board meeting. ~~2851~~

New Business: A motion was made by Donahue and 2<sup>nd</sup> by Reichert to approve the bills presented for payment this evening in the amount of \$108,141.80

Reichert-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Donahue and 2<sup>nd</sup> by to Evans to accept the receipts presented this evening in the amount of \$14,103.47.

Reichert-yes, Evans-yes, Grady-yes, Donahue-yes

A Resolution (24-23) was made by Evans and 2<sup>nd</sup> by Reichert to authorize the purchase of a Panasonic CF33 Toughbook Computer from Wireless Communications of W. Berlin NJ for the state contract price of \$4,500.00.

Reichert-yes, Evans-yes, Grady-yes, Donahue-yes

A Resolution (24-24) was made by Evans & 2<sup>nd</sup> by Donahue in favor of eliminating the need for claimant certifications in all but limited circumstances.

Reichert-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2<sup>nd</sup> by Grady mandating that all career firefighters and career fire officers will be required to maintain annual EMS certification in CPR/AED, First Aid, Bleeding Control, and Oxygen Administration. This will require approximately 8 hours of training per year to be conducted during work hours and compensated per the labor agreement.

Reichert-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2<sup>nd</sup> by Donahue authorizing the purchase of the following items from the listed vendors for the quoted low prices (shipping costs not included).

Six (6) Princeton Tec Aqua Strobe LED lights, two (2) Fire Hooks Unltd. Hold the Padlock Vice Grips, two (2) NSR SAR Dry Suits, and one (1) Sensit HXG-3P Gas Meter from Continental Fire and Safety of Hamilton, NJ for a total cost of \$2,562.60 (\$1,281.30 per district).

Four (4) Team Wendy SAR Backcountry Helmets and four (4) NRS Co-Pilot Knives from Municipal Emergency Services of Poughkeepsie, NY for a total cost of \$1,285.44 (\$642.70 per district).

Two (2) Mustang Ice Rescue Suits, six (6) Fox 40 Safety Whistles, and one (1) MSA Altair 5X Deluxe 5 Gas Meter from Witmer Public Safety Group of Coatesville, Pa. for a total cost of \$4,432.77 (\$2,216.38 per district).

Reichert-yes, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Evans and 2<sup>nd</sup> by Donahue to approve the \$74.25 cash received from Sims Metal in Deptford NJ For the scrapped tig welder to be deposited into the Petty Cash fund and noted in QB as such.

Reichert-yes, Evans-yes, Grady-yes, Donahue-yes

The Board has decided to notify GTFD #4 that GTFD #2 is willing to discuss reasons for a battalion Chief. Commissioner Reichert has agreed to be on the committee with Commissioners Evans & Grady will serve as back-ups should the need arise for conflicting events. The Board is awaiting notification from IADD local 3249 regarding contract negotiations and budget planning will start shortly in preparing the 2025 annual fire district budget

Good of the District: Assistant Chief Haines requested some clarification of the incentive program monies to be paid to members and the year the changes would be effective-which is 2025. Capt. Knight questioned what can be expected if GTFD #3 rejects the proposal and was advised by the Board that at this point we just have to wait and see what the counter offer would be.

There being no other business a motion was made by Donahue and 2<sup>nd</sup> by Reichert to adjourn at 7:55pm. All in favor, motion carried.

Read and approved:

vice-Chairman: 

Submitted:

Clerk: 

Date: 9/11/24

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – August 14, 2024

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1. Shared Service Program:

- a. The July meeting was cancelled. The next meeting is tentatively scheduled for Thursday, August 15, 2024 at 7:00 pm at Station 82.
- b. **Request a Motion that effective January 1, 2025, all fire district #2 career fire officers and firefighters will be required to maintain annual EMS certification in CPR/AED, First Aid, Bleeding Control and Oxygen Administration. The certifications will require approximately 8 hours of training annually, to be conducted during work hours and compensated per the labor agreement.** D4 has already approved for their employees.
- c. Captain Procopio continues to work on forming a truck committee for the future replacement of Squad 88.
- d. Updated Policy 19-003 is in effect and has been communicated to all personnel.
- e. Payment for the 2<sup>nd</sup> quarter shared services programs with Fire District 3 and Fire District 4 have been received.
- f. Quotes have been obtained from four vendors for the 2024 budgeted equipment for Squad 88. **Request a Motion to approve the purchase of the following items from the listed vendors for the quoted low prices (shipping costs not included).**
  - i. **Six (6) Princeton Tec Aqua Strobe LED lights, two (2) Fire Hooks Unltd. Hold the Padlock Vice Grips, two (2) NSR SAR Dry Suits, and one (1) Sensit HXG-3P Gas Meter from Continental Fire and Safety of Hamilton, NJ for a total cost of \$2,562.60 (\$1,281.30 per district).**
  - ii. **Four (4) Team Wendy SAR Backcountry Helmets and four (4) NRS Co-Pilot Knives from Municipal Emergency Services of Poughkeepsie, NY for a total cost of \$1,285.44 (\$642.70 per district).**
  - iii. **Two (2) Mustang Ice Rescue Suits, six (6) Fox 40 Safety Whistles, and one (1) MSA Altair 5X Deluxe 5 Gas Meter from Witmer Public Safety Group of Coatesville, Pa. for a total cost of \$4,432.77 (\$2,216.38 per district).**
- g. The meeting between representatives of D2, D3 and D4 was held on Thursday August 8, 2024 at Station 83. As shown in Chief Millisky's PPT presentation that's been shared with the board, the expected compensation to continue the shared services agreement through 2025 is \$83,748.00, to be shared equally between districts 2 and 4.
- h. I have advised D4 representatives that D2 has agreed to engage in discussions regarding the possible addition of a career Fire Chief or Battalion Chief. **They have asked that we appoint two commissioners to serve on a sub-committee to jointly discuss the possibility.**

2. **Request adoption of attached Resolution 24-23, authorizing the purchase of a Panasonic CF33 Toughbook Computer from Wireless Communications of W. Berlin, NJ for the state contract price of \$4,590.00.**
3. New Jersey American Water Company has already replaced the hydrant in front of Mother Goose Day Care, and has committed to replacing three or four of the sixty-five Jones Snap hydrants per month until all are replaced. Thanks again to Asst. Chief Haines and the volunteer staff for providing the information to get this project started.
4. February 24, 2024 Crash:
  - a. The damaged steps have been replaced – replacement of the carport and parking lot seal coating are pending.
5. New Chief's Vehicle:
  - a. Vehicle has been painted, upfitting equipment is ordered.
6. Thanks to the Board for permitting use of the shop truck to assist with the Ben to the Shore charity bike ride on Sunday, July 21<sup>st</sup>., and to Lt. Comisky and his wife, Lindy, for their assistance during the ride.
7. We are still awaiting the IAFF Local 3249 successor contract proposal.
8. The First Due software training, to be presented by retired Chief Mike Hall and I, is scheduled for Monday, August 26<sup>th</sup> at 7:30 pm.
9. We are still awaiting the 2023 audit from Bowman and Company.
10. The Dell desktop computer approved for purchase at last month's meeting has been received and is pending installation by our IT vendor.
11. As communicated via e-mail, on July 10, 2024, the New Jersey Division of Local Government Services issued Local Finance Notice 2024-11, noting that they will be focusing on the proper handling of volunteer incentives during the 2025 budget year. After reviewing the Division of Taxation notices provided, I consulted with Vince Passarella, the fire district accountant. Mr. Passarella said to be compliant with IRS Regulations for the 2025 fiscal year, we will need to move the volunteer incentive account from the Operating Expenses section of the budget to the Salary and Wages section. We will also need to pay the incentives through Paychex, with appropriate state and federal taxes withheld. Per the Volunteer Responder Incentive Program Act, the first \$700 in annual payment is tax-exempt. No other changes are required.
12. As previously approved by the board, Captain Procopio scrapped the obsolete tig welder at Sims Metal in Deptford, NJ on July 31, 2024, resulting in a payment of \$74.25. Barring any objections, the income will be entered in Quickbooks and used to replenish the Petty Cash Fund.
13. Katherine Hess of Bowman and Company recently alerted us to a provision in New Jersey Local Government Services Local Finance Notice 2018-13, which gives local units the discretion to establish by Resolution the circumstances under which claimant certifications (vouchers) are required. Obtaining signatures on vouchers has always been viewed as unnecessary bureaucratic red tape, and this notice gives us an opportunity to eliminate them in most cases.  
**Request approval of attached Resolution 24-24 which eliminates the need for claimant certifications in all but limited circumstances.** If approved, I set the effective date as September 12, 2024 to provide time for us to develop an alternate internal form to assign charges to the proper budget account.