

The eight hundred and third meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, July 10<sup>th</sup>, 2024.

Commissioners present were: Reichert, Evans, Donahue and Grady. Also present were Chief Millisky, Administrator Robb and Solicitor Carlamere.

Vice Chairman Evans opened the meeting at 7:01 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, Evans-yes, Grady-yes, Donahue-yes

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

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

Chief's Report: Chief Millisky reported that a meeting was held between the officers of Station 82 and Station 84 to discuss various topics including duty crews, training and responses/command. Additional topics discussed by the Chief included the officers report on outdated NJ American Water hydrants and the need for updating system flags per the county including residents on oxygen etc. Vice Chairman Evans suggested checking with the GTPD to see if they have a current list of district system flags. The county will be holding training on the new reporting system and the Chief is looking for a 2<sup>nd</sup> person to attend on July 22, 2024. Admin. Robb offered to attend if no line officers are available.

Administrator's Report: Admin Robb reviewed the attached agenda. Admin Robb thanked Asst. Chief Haines and the volunteer firefighters who assisted with the survey of NJ American Water Company hydrants with Jones Snap Fittings. Admin Robb said he plans to attempt an in-person meeting with NJ American Water officials to discuss replacement of the obsolete Jones Snap fittings. In response to a question by Comm Reichert, Admin Robb said the training for CPR/AED, Bleeding Control and first Aid/O2 Administration should be able to be completed in an eight-hour day.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that now that Captain Procopio will be moving back to dayshift schedule and will be overseeing the completion of the building projects from the accident earlier this year, noting that the steps are completed and the car port repairs and parking lot sealing will be scheduled.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the Fire Prevention Bureau report provided by FO Young, noting the delay in the apartment complex inspections due to the extreme heat and that the township fire marshals will be meeting again to discuss inspection fees and the need to get more in line with the state fees. Comm. Reichert also noted that the Matteo building exit upgrades mandated by the township and FO Young have been accomplished.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reviewed the apparatus and building maintenance report provided by Capt. Procopio providing updates on the Chevy Tahoe Chief's vehicle painting and the lighting package on order. Capt. Procopio also advised of a recent issue with the TL-82 bucket leveling system. He corrected the issue and did not find any obvious reasons, but will keep an eye on it for recurrence.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady thanked Asst. Chief Haines and the members who diligently performed the hydrant survey identifying 65 New Jersey American Water hydrants just in our district that are outdated and in need of upgrading for the safety of our residents and school students.

Group Report: "E" Training, Personnel, Office (G. Genzel) Absent – no report

Old Business: None

New Business: A motion was made by Donahue and 2<sup>nd</sup> by Grady to approve the bills presented for payment this evening in the amount of \$121,401.38

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

A motion was made by Donahue and 2<sup>nd</sup> by Grady to accept the receipts presented this evening in the amount of \$13,098.95

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert to approve the use of 829 on Sunday July 21<sup>st</sup> as a support vehicle for the Ben to Shore fundraising bike ride benefitting the Families Behind the Badge Children's Foundation, noting that Chief Millisky and Admin Robb are both participating in the ride as part of the Berlin Fire Company team.

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

A motion was made by Grady and 2<sup>nd</sup> by Donahue approving the updates to Joint Admin Policy 19-003 pertaining to Fire Officer and Firefighter Deployment.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert authorizing the purchase of one Dell Optiplex Small Form Factor 7020 desktop computer from Dell Industries in the amount of \$1,093.04 as part of the established computer replacement program.

Good of the District: Comm. Donahue requested Chief Millisky provide an update at the August meeting on member recruitment and retention. Comm. Grady commented that we are in need of a masterplan for apparatus, chief/battalion chief etc., noting that these are all very costly expenditures and stressing the need to plan ahead with ideas and strategies. Comm. Evans expressed his gratitude for the crew that responded Friday to the calls while Squad 88 was tied up on another call.

There being no other business a motion was made by Reichert and 2<sup>nd</sup> by Grady to adjourn at 7:34pm. All in favor, motion carried.

Read and approved:

Vice-Chairman: 

Submitted:

Clerk: 

Date: 8/10/24

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE Meeting – July 10, 2024

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1. Shared Service Program:
  - a. Minutes of the last meeting were forwarded. The next meeting is scheduled for Thursday, July 18, 2024 at 7:00 pm at Station 82.
  - b. Research continues on the cost and logistics of annual CPR/AED, First Aid, Bleeding Control and Oxygen Administration training.
  - c. Captain Procopio is working on the activation of a truck committee for the future replacement of Squad 88.
  - d. Captain Giambri has been cleared by his personal physician to return to duty on Monday, July 8<sup>th</sup>. He has an appointment with the fire district's Concentra physician for a Fitness for Duty examination. Assuming he is cleared by the district doctor he will return to duty on the same date. Captain Procopio's temporary transfer will end on Sunday, July 7<sup>th</sup>.
  - e. **Request a Motion to approve updated Joint Administrative Policy 19-003 FO and FF Deployment.** The updated policy was previously forwarded to the board for review, and changes / corrections noted by Commissioner Donahue have been incorporated.
  - f. An invoice in the amount of \$5,000.00 has been forwarded to District 3 for 2<sup>nd</sup> quarter shared service costs.
  - g. Per the listed breakdown, invoices have been forwarded to District 4 for reconciliation of 2<sup>nd</sup> quarter Squad 88 Shared Services costs, with a balance owed to D2 in the amount of \$2,896.82:
    - i. Fuel – D2 owes D4 \$1,340.81
    - ii. Career Staff OT – D2 owes D4 \$1,739.43
    - iii. C Platoon Supervision – D4 owes D2 \$1,514.89
    - iv. Maintenance and Equipment – D4 owes D2 \$4,462.17
2. The volunteer staff is conducting a survey of NJ American Water Company hydrants in our local to identify the number and location of hydrants with Jones Snap fittings. Once the survey is completed, I will contact water company representatives to discuss our findings.
3. February 24, 2024 Crash:
  - a. Insurance payment for replacement of the damaged carport has been received, replacement is pending.
  - b. The damaged steps have been replaced.
4. New Chief's Vehicle:
  - a. As approved at the July meeting, the emergency lighting and other upfitting equipment has been ordered by Captain Procopio, and the vehicle is currently at Auto Images being painted.

5. Chief Millisky and I are planning to participate in the Ben to the Shore bike ride on Sunday, July 21<sup>st</sup>. The ride is a fundraiser for the Families Behind the Badge Foundation, a 501c3 organization that assists families of police, fire and EMS personnel killed or seriously injured in the line of duty. We are riding with the Berlin Fire Company Team, which has requested assistance with support vehicles. A couple of the fire company members are interested in assisting. **Request a Motion to authorize the use of Utility 829 on the day of the ride.** If approved, the vehicle will be used to transport bicycles from Berlin Fire Company to the ride location, return of bicycles to the fire house after the ride, and support to team riders during the ride.
6. Captain Procopio has advised that a successor contract proposal is nearly complete. Once ready, he will request a meeting with the fire district negotiators to review the proposal.
7. In furtherance of the project to train the volunteer staff on NFIRS report entries, I am working with Retired Chief Hall on a training presentation for use of the First Due software.
8. It does not appear that efforts by the CCG Premium Recovery Group to recover possibly overpaid worker's compensation insurance funds from the Benchmark Insurance Company will be successful. The overpayment was discovered during an audit of the 2020-2021 audit year, however, Benchmark is claiming that challenges must be made within three years.
9. Information continues to be forwarded to Bowman and Company for the 2023 audit. Since we are no longer using the state for health benefits, we will need to obtain our own GASB-75 report for medical benefits when the 2024 audit is conducted next year. By adding the healthcare insurance to the actuarial report, our current cost of \$1,500 every other year for dental will rise to \$2,700 every other year for dental and health insurance.
10. A meeting between representatives of D2, D3 and D4 is scheduled for Thursday, August 8<sup>th</sup> at 7:00pm at Station 83 to discuss renewal of the shared services agreement for the 2025 calendar year. D2 and D4 representatives will meet on Thursday, July 11<sup>th</sup> at 7:00pm to prepare for the August 8<sup>th</sup> meeting. D2 will be represented by Chairman Genzel, Commissioner Donahue, Chief Millisky and me.
11. It appears the chronic accidental alarm activations at the Blackwood Falls Apartments has been solved, as there has only been one activated alarm system dispatch since June 13<sup>th</sup>.
12. I have advised D4 representatives that D2 is interested in discussions regarding the possible addition of a career Fire Chief or Battalion Chief.
13. **Request a Motion to approve the purchase of a Dell Optiplex Small Form Factor 7020 desktop computer from Dell Industries in the amount of \$1,093.04.** If approved the computer will be assigned to the Fire Prevention Clerk per our established computer replacement program.