

The eight hundred and seventh meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, November 13th, 2024

Commissioners present were: Genzel, 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-absent, Genzel-yes, Evans-absent, Grady-yes, Donahue-yes

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

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

Chief's Report: Chief Millisky reported that incentive checks have been disbursed to the members, the County Chief's meeting is being held tomorrow night and himself, FF Pozniowski and LT Comisky are attending the Overcoming Leadership Challenges seminar on Saturday. Upcoming holiday parades are posted.

Administrator's Report: Admin Robb reviewed the attached agenda. A lengthy discussion was held regarding fire department hall workers being compensated by the fire department for working hall rentals and also getting credit for fire calls that they are unable to attend and accruing LOSAP points as well. The Bord decided that credit for fire calls should be covered by a fire company policy. Chief Millisky to work on same.

Solicitor's Report: None. Solicitor Carlamere left the meeting at 7:30pm due to another engagement.

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm Donahue reported that the Board is preparing the 2025 operating budget and commented on the LED lighting project noted in the Administrator's report as well as Capt. Procopio's report.

Group Report: "B" Fire Prevention, EMS (J. Reichert)) Chairman Genzel reviewed the report submitted by FM Young outlining the productivity of the fire prevention bureau as far as inspections, smoke detector inspections, the 5 County FM conference being held December 5th and revenue.

Group Report: "C" Apparatus & Equipment (R. Evans) Admin Robb read the report submitted by Capt. Procopio, which provided updates on the new chief's vehicle, repairs to both the apparatus and station and upcoming projects and testing. Capt. Procopio also noted that all Hurst tools have been inspected, preventative maintenance has been completed, and pump testing and ground ladders were tested and passed. The new shop burglar alarm panel has been installed and is operational.

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

Group Report: "E" Training, Personnel, Office (G. Genzel) No report and no closed session.

Old Business: Asst. Chief Haines reported that the new tower ladder had its first working fire the previous night in Pine Hill.

New Business: A motion was made by Donahue and 2nd by Grady to approve the bills presented for payment this evening in the amount of \$126,107.35

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

A motion was made by Donahue and 2nd by Grady to accept the receipts presented this evening in the amount of \$25,644.56

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

A motion was made by Genzel and 2nd by Grady to approve the letter of counter offer to GTFD #3 regarding shared services for 2025 for \$60,000.00 (\$30,000 each to District #2 and District #4).

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

A Resolution, 24-30 was made by Genzel and 2nd by Donahue affirming that all members of the board have reviewed the audit, specifically the section entitled "Schedule of Findings and Recommendations" and signed the Group Affidavit attesting to same.

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

A motion was made by Genzel and 2nd by Grady to the approve Junior Firefighter application of Matthew Heim, (17 y/o) contingent on successful completion of a pre-membership physical and drug screen.

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

A Resolution, 24-29 was made by Genzel and 2nd by Grady authorizing Administrator Robb as authorized purchasing agent to approve monthly payments to AmTrust Financial (Workers Compensation Insurance) and TD Bank NA (district credit card) when invoices/billings are received with payment due prior to the next public meeting of the Board, to avoid cancellation of the insurance policy and interest accrual on the credit card.

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

Good of the District: Chief Millisky commented that the fire company has discussed possible changes to the LOSAP program points accrual schedule. Administrator Robb mentioned that minor changes to the plan can be made via Resolution by the Board, but major changes require voter approval.

There being no other business a motion was made by Genzel and 2nd by Donahue to adjourn at 8:26pm. All in favor, motion carried.

Read and approved:

Chairman: George H. Genzel

Submitted:

Clerk: _____

Date: _____

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – November 13, 2024

1. Shared Service Program:

- a. The last meeting was held on Thursday, October 17, 2024 – minutes were distributed. Next meeting is scheduled for Thursday, November 21st at 7:00pm at Station 84.
 - b. Training for the A and C Platoons has been completed, along with six members of the volunteer staff. Training for the B Platoon is scheduled for this Saturday. Thanks to the volunteer staff for providing an in-house crew to cover Squad 88 calls during the training. It's been learned that the Stop the Bleed training does not expire, and the First Aid and CPR certifications are good for two years. Therefore, the next round of training is not due until 2026.
 - c. Discussion regarding a date for the public vote for replacement of Squad 88 will be an agenda item for next week's shared service committee meeting. I will advise the board of the committee's recommendation at the December meeting. Suggest consideration be given to forming a truck committee to discuss future plans for Rescue and Engine 82.
 - d. Updated policy 19-003 V6 FO and FF Deployment, approved by both boards last month, has been distributed and is in effect.
 - e. The 3rd quarter 2024 shared services payment of \$5,000.00 has been received from District 3. I was advised by D3 Chairman Tom Jowett last week that D3 is offering to raise their compensation to \$45,000 for 2025. This is far below the requested \$83,000, and individual commissioners have advised that the amount is not sufficient to renew the D2, D3, D4 Interlocal Agreement for 2025. **Request a Motion to approve the attached letter to D3, advising that the districts do not plan to renew the Interlocal Agreement unless D3 agrees to pay a minimum of \$60,000 for 2025, to be split evenly between D2 and D4.** If the Motion is approved, I will ask Chairman Genzel to sign the letter on behalf of District 2, after which I will forward the document to District 4 for Chairman David Vannoni's signature.
 - f. The 3rd quarter 2024 Squad 88 shared services payment in the amount of \$1,363.99 has been received from D4, per the breakdown provided at last month's meeting.
 - g. No update on the discussions with D4 regarding the possible addition of a career Fire Chief or Battalion Chief.
 - h. Subscription to the Curt Varone and Brad Pinsky Must Have Policies service has been approved by both districts. The contract is pending.
2. The new TL82 MDC has been received and turned over to Captain Giambri for programming.
 3. The new Chief's vehicle is lettered, and upfitting by Captain Procopio continues.
 4. The completed 2023 audit has been received from Bowman and Company and distributed to all commissioners. I'm pleased to report that the audit resulted in no formal findings, and want to thank the Fire Prevention Clerk for her efforts throughout the year. The documents requiring

signatures have been presented to the Board, and the Fire Prevention Clerk and I will ensure that copies of the audit and related documents are shared, advertised and uploaded to the state FAST portal as required. **Request approval of attached Resolution 24-30, affirming that all members of the board have reviewed the audit, specifically the section entitled "Schedule of Findings and Recommendations" and signed the Group Affidavit attesting to same.**

5. As approved at last month's meeting, the order for the two (2) Scott 4.5 30-year, 30-minute air cylinders has been placed with MES.
6. The new panel for the shop burglar alarm, approved at the September meeting, has been installed.
7. The order for the two sets of D2 PPE has been placed, with an expected delivery in mid-December.
8. On November 1st, District 4 placed the order for the fourteen (14) sets of PPE to be funded by the American Rescue Grant. Seven (7) of the sets will be issued to the D2 career firefighters, and seven (7) sets will be issued to D4 Fitting for the American Rescue Grant PPE is complete, and D4 is expected to place the order soon. As approved at last month's meeting, two members of the D2 volunteer staff have also been fitted for new PPE and the order has been placed.
9. The last two members of the volunteer staff have scheduled their physicals with Interstate Mobile for later this month, and the last career firefighter physical is scheduled for tomorrow.
10. As of now it appears we will have sufficient funds in this year's budget for the purchase of the new office printer/scanner/copier that was discussed at last month's meeting. The state contract purchase cost will be \$6,545.93, and our annual maintenance cost for the new machine will be reduced from the current cost of \$617.00 to approximately \$100.00. I'll request a Resolution to approve the purchase at the December meeting, providing we don't incur any major expenses between now and then.
11. **Request a Motion to provisionally approve the Junior Firefighter membership of Matthew Heim, a 17-year-old resident of Chatham Drive. His membership is contingent on successful completion of a pre-membership physical and drug screen, scheduled for November 20th.**
12. Discrepancies between the billing cycles of TD Bank NA (fire district credit card) and AmTrust Financial (worker's compensation insurer) has resulted in occasional late fees and suspension of our credit card. Auditor Catherine Hess alerted us to a statute which allows the board to authorize me by resolution to approve payments to the listed institutions between meetings, provided the payments are reported at the next scheduled meeting. **If the board is in agreement, request approval of the attached Resolution.**
13. Firefighters Ritz and Lindell took the New Jersey Civil Service Commission Fire Captain's oral exam on November 6th. The results of the testing are not expected until early next year.
14. It was recently discovered that members working the banquet hall have been receiving credit for fire calls that occur during their work hours. I've discussed this with Chief Millisky and Commissioner Evans, and neither feel the practice to be appropriate. I plan to work with Chief Millisky on a policy to memorialize our fire call credit practices to hopefully avoid any misunderstandings in the future. Once drafted, I will forward the policy to the board for review and discussion.

15. The attached final 2023-2024 LOSAP year points report was posted on November 1st. The LOSAP statute requires the report to be displayed for 30 days to allow for any challenges. Barring any unexpected changes, I will present a Motion at the December meeting to approve payment of \$17,284.89 to Lincoln Financial for deposit into the listed member's LOSAP accounts.
16. The annual check of member's driver's licenses was recently completed with no issues found.
17. Work on the 2025 budget continues.