

The seven hundred and forty fifth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, August 14, 2019.

Commissioners present were: Genzel, Evans, Donahue and Grady. Also in attendance were Solicitor Dave Carlamere, Administrator Robb and Chief Millisky.

Chairman Genzel opened the meeting at 7:30 pm with the flag salute and acknowledgement of the meeting being held in accordance with the Open Public Meeting Act.

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

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

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

Chief's Report: Chief Millisky reported that the department had a nice turn out for National Night Out. Duty crews are doing well and are participating in additional training while on the duty. A total of 33 calls have occurred during Friday night duty crew hours year to date. The Chief acknowledged the great stop on the 29 Lamp Post Lane fire. The department has 7 members currently enrolled in FF1 training. The Chief also commented that we are looking for an old bucket to participate in the 325<sup>th</sup> Anniversary of the Bucket Brigade.

Administrator's Report: Administrator Robb reviewed items on the attached agenda.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue inquired if any repairs were being made to the numerous broken tiles in the Engine room before the Fire Prevention Open House, noting that it could be a safety hazard and also noted a globe light out at the back entrance to the banquet hall.

Group Report: "B" Fire Prevention, EMS (J. Reichert) In the absence of Comm. Reichert, Chairman Genzel reviewed the Fire Prevention Report provided by FO Young.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reported that the proximity switch on the tower has still not been replaced stating that the company had a changeover of personnel and apologized that it was somehow lost in the mix. FF Procopio accomplished all the regular routine maintenance and replacements of the station and apparatus.

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

Group Report: "E" Training, Personnel, Office (G. Genzel) Chairman Genzel advised that his items regarding personnel will be discussed in closed session

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 \$102,387.21.

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

A motion was made by Donahue and 2<sup>nd</sup> by Evans to accept the receipts presented this evening in the amount of \$52,323.92.

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

A motion was made by Grady and 2<sup>nd</sup> by Evans to approve the expenditure of \$230.00 to acquire the training license to allow for the Digital Combustion computer program to be accessed in the fire department meeting room.

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

A motion was made by Evans and 2<sup>nd</sup> by Grady to authorize the purchase and installation of new carpet for the Chief/Administrator's office by Nationwide Carpet, Sicklerville NJ in the amount of \$698.26

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

Old Business: A motion was made by Evans and 2<sup>nd</sup> by Grady to approve Joint Admin Policies 19-004 and 19-005 pertaining to Engine 88 Out Of Service and Kelly Time.

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

Good of the District: FO Young complimented the staff for the Lamp Post Lane fire noting they did a great job. FO Young also provided an update of the Harry's Tires situation stating that it is currently at a standstill and that channels are being followed through the State FM Office etc. FO Young advised the Board that FM84 has acquired a Fire Prevention trailer that they are attempting to rehab for use by our township departments alleviating the hassle and inconvenience of the current trailer maintained by the Red Cross. FO Young mentioned the district possibly making a donation to assist outfitting the trailer, such as a smoke machine etc. noting it would be under \$1,000.00 and utilizing money from the Fire Prevention budget.

A motion was made by Chairman Genzel and 2<sup>nd</sup> by Commissioner Donahue to go into closed session to discuss personnel issues at 8:08 pm.

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

A motion was made by Evans and 2<sup>nd</sup> by Grady to go back into open session at 8:38pm.

The personnel/labor issues are still pending.

There being no other business a motion was made by Evans and 2<sup>nd</sup> by Donahue to adjourn at 8:40pm. All in favor, motion carried.

Read and approved: Chairman: Serge H. Genzel

Submitted: Clerk: Marianne C. Robb

Date: 9/11/19

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: August Meeting – 8/14/2019

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1. Engine 88 updates:

- a. The Joint Operations Committee met on Thursday, August 8<sup>th</sup>. The after action report of the topics discussed is pending. The committee decided that future meetings will be held on the 3<sup>rd</sup> Thursday of each month. The next meeting will be Thursday, September 19<sup>th</sup> at Station 84.
2. As the board members are aware, representatives of the New Jersey Division of Local Government Services attended our workshop last night. In addition to the information provided during the meeting, they offered their services to conduct an analysis of the township fire districts. There is no cost for the analysis and the results are not binding. Request the Commissioners decide if they are interested in participating in the analysis, in which case I will need to provide them with a number of documents.
3. I was also asked by one of the state representatives if I would distribute the document request list to the other township fire districts. I'm requesting the Board's permission to do so.
4. The portable radio bank charger and ten (10) portable radio batteries have been received. The charger will be placed in service in the near future.
5. The upgrade to the Digital Combustion computer simulation program has been received. The software can only be downloaded onto one computer, and Chief Millisky has requested we use the Officer's room computer so others will have access to the program. FF Knight has been asked to download the program and start working with it. If all works out, we will need to purchase a viewer license for the meeting room laptop for \$230.00.
6. As approved at last month's meeting, Firefighters Knight and Lindell are registered for the two day Paratech University Class in Brockton, Massachusetts on October 1<sup>st</sup> and 2<sup>nd</sup>. They will be departing on Monday, September 30<sup>th</sup> and returning on Thursday, October 3<sup>rd</sup>.
7. The additional furniture for the Clerk's Office has been ordered, and delivery is expected soon. Jonathan Mooney Painting has been notified of approval for him to paint the Chief / Administrator's Office, as approved at last month's meeting. **Request a Motion authorizing approval of the attached quote from Nationwide Carpet Contracting, Inc of Sicklerville, New Jersey for the purchase and installation of new carpet for the Chief / Administrator's Office for \$698.26.**
8. Payment in the amount of \$7,912.38 has been received from District 4 for the 2<sup>nd</sup> quarter 2019 Engine 88 program costs. Included in tonight's bills is payment to District 4 in the amount of \$1,289.70 for career staff overtime costs for the same quarter.
9. Payment in the amount of \$34,253.26 has been received from VFIS Insurance for the repair of Rescue 82. Per our policy, we are responsible for payment of the \$500.00 deductible. Beacon Auto Body of Pennsauken, New Jersey will be performing the repairs and have ordered the parts. FF Procopio will schedule the repair once the parts have been received.
10. The Chief's marking were removed from the 2010 Expedition yesterday and it was re-lettered to reflect its current assignment as the Battalion 82 vehicle. NFPA reflective striping was also added to the rear of the vehicle. Thanks to FF Procopio for coordinating the work with Fire Design LLC.

11. The shop lift was recently repaired and inspected by Specialty Automotive Equipment Company of Saddle Brook, New Jersey. Due to an issue with the anchor bolts, the lift had to be moved a few inches and secured with new bolts. Total cost for the work and inspection was \$600.00. The lift still has a minor fluid leak on one cylinder that is pending repair.
12. **Request the Board approve the attached Resolution concerning Joint Administrative Policies 19-004 (E88 OOS) and 19-005 (Kelly Time).** District 4 will hopefully adopt the same Resolution at their meeting next week.
13. Attached for the Board's review is a draft policy that was created to govern the use and review of the proposed apparatus cameras. The policy was previously e-mailed to all Board members for review. As it seems from previous conversations that all are in agreement with the purchase and installation of cameras, request a decision regarding whether an inward facing camera will be utilized and whether audio will be captured. The policy was written to include both features, but can be easily edited if the Board decides against them. We also need to decide which vehicles will first be equipped with cameras. E88 appears to be the logical choice due to call volume, however, that will require policy approval by District 4 and conversation with the Union to address any concerns they may have. With the board's approval, I will incorporate any requested changes to the draft policy, and then share it with all stakeholders for comment (career staff, volunteer staff, District 4).

**Closed Session:**

1. Brief meeting with FM Young
2. Captain's Position