

The seven hundred and fifty fourth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held virtually by Zoom video conferencing on Wednesday, June 10<sup>th</sup>, 2020 in accordance with all current guidelines and regulations as set forth during COVID19 pandemic

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

Chairman Genzel opened the meeting at 7:34 pm with acknowledgement of the meeting being held in accordance with the Open Public Meeting Act.

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

Chief's Report: Chief Millisky thanked the members of the fire department for the responses during the storms, especially while still being under COVID19 restrictions. The Chief provided updates on COVID19 change to Level 3 noting that an outside drill is planned for Monday June 15<sup>th</sup> with a limited amount of people as mandated by the state. The Chief also mentioned that the fire academies will be opening up again for students pending completion of FFI and FF2. The Chief wanted to publicly thank FF Piepszowski and his crew for cleaning up the parking lot prior to staging the GTPD for a scheduled event. October 19<sup>th</sup> has been reserved for a live burn training.

Administrator's Report: Administrator Robb reviewed the attached agenda outlining the action items and soliciting any questions on the background information provided.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) Comm. Donahue reported that the park electrical service repair and replacement of outlets as needed and FF Procopio advised that the storm damaged soffit for the building is in a holding pattern awaiting insurance input/approval and that the tar paper is just a temporary fix.

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reported that Fire Districts 2,4 & 5 have all agreed to resume business fire prevention inspections starting the first week of July. Residential smoke certificate inspections will continue under Self Certifying Affidavit following the State of NJ and will revisit a start date for physical inspections in September. Comm. Reichert also advised that typically next month is when FO Young starts ordering Fire Prevention Open House items and that it is his understanding that National Night Out will also be held that same week but is typically on a Tuesday night.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reported on the repairs and upgrades completed by FF Procopio throughout the month at the both the station and on the apparatus.

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

Group Report: "E" Training, Personnel, Office (G. Genzel) None

New Business: A motion was made by Donahue and 2<sup>nd</sup> by Genzel to approve the bills presented for payment this evening in the amount of \$56,430.17.

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

A motion was made by Donahue and 2<sup>nd</sup> by Reichert to accept the receipts presented this evening in the amount of \$430,462.01.

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

A motion was made by Grady and 2<sup>nd</sup> by Reichert to approve the purchase of a replacement server from Dell Technologies in the amount of \$3,786.43.

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

A Resolution was made by Evans and 2<sup>nd</sup> by Grady to remove obsolete Hurst Equipment identified on Resolution 20-21.

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

A Resolution was made by Evans and 2<sup>nd</sup> by Reichert to remove obsolete PPE as identified on Resolution 20-22.

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

A Resolution was made by Evans and 2<sup>nd</sup> by Reichert to authorize award of contract Relative to the purchase of Fire Truck to Pierce Manufacturing per their submitted proposal and the Shared Service Agreement with GTFD #4.

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

A Resolution was made by Evans and 2<sup>nd</sup> by Reichert authorizing Attorney Richard M. Braslow to submit the application to the Local finance Board on behalf of the fire districts. Resolution 20-20.

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

A motion was made by Evans and 2<sup>nd</sup> by Reichert supporting the selection by GTFD #4 of US Bancorp for the Engine 88 apparatus purchase financing with an 8 year term.

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

A motion was made by Donahue and 2<sup>nd</sup> by Evans adopting Policy 20-01 regarding building access.

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

Old Business: None

Good of the District: Administrator Robb commented that one of the Medics made it a point to compliment Platoon A and specifically FF Procopio for their professionalism on a recent call on Cedar Creek Avenue. He mentioned that not only was the crew very professional and helpful but they also anticipated the needs of the medics which greatly improved the efficiency of the call. Comm. Evans also wanted to express his appreciation as the Gloucester Township OEM Representative by relaying praise from both the GTPD and our residents for the department's professional handling of the multitude of calls during the recent storm.

There being no other business a motion was made by Grady and 2<sup>nd</sup> by Reichert to adjourn at 8:06pm. All in favor, motion carried.

In closing Chairman Genzel stated that he wished everyone well and that he looks forward to the time we can all attend a regular open public meeting.

Read and approved:

Chairman: George H. Genzel

Submitted:

Clerk: Marianne C. Robb

Date: July 8, 2020

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: June Remote Meeting (Zoom) – 6/10/2020

---

1. Joint Apparatus Purchase / Lease:

- a. On May 12, 2020, Attorney Rich Braslow sent the Engine 88 and Squad 84 Financing Bid requests to eleven (11) financial institutions on behalf of Fire District #4. Five (5) bids were returned and opened in the District #4 Fire Commission Office on Friday, May 29, 2020. The submitted bid packages were reviewed by the commissioners of Fire Districts #2 and #4, along with Attorney Braslow. It was unanimously agreed that the bid submitted by US Bancorp Government Leasing and Finance of Annandale, New Jersey quoted the lowest rates. The commissioners of both districts have also expressed interest in selecting an 8 year term for the Engine 88 Lease Purchase, with an interest rate of 1.7921%, and annual payments of \$47,599.80 per district. The first payment will be due in 2021, 12 months after the loan closing date, and the last payment will be due in 2028. **Request a Motion supporting the selection by Fire District #4 of US Bancorp for the Engine 88 financing, with an 8 year term.**
  - b. **Request the Board adopt the attached Resolution Authorizing Award of Contract Relative to Purchase of Fire Truck to Pierce Manufacturing per their submitted proposal.** Per our Shared Service Agreement, the cost of the apparatus will be shared evenly with Fire District #4.
  - c. With input from both districts, Attorney Braslow has prepared an application to the Local Finance Board for state approval for the purchase and financing of the new Engine 88. The application also requests permission for the purchase of a second fire truck to be funded solely by District #4. **Request the board adopt the attached Resolution authorizing Attorney Rich Braslow to submit the application to the Local Finance Board on behalf of the fire districts. Secretary Donahue will also be asked to sign a Certification that the application information is true to the best of his knowledge and belief.**
  - d. Fire District #4 is planning to adopt the same Resolutions at a Special Meeting this evening, along with a Resolution to award the financing bid to US Bancorp.
  - e. Attorney Braslow plans to submit the completed application to the Local Finance Board prior to the June 17<sup>th</sup> deadline for the July 8<sup>th</sup> meeting. If a positive finding is issued by the Local Finance Board on that date, District #4 will have the authority to sign the contracts for the financing and the apparatus purchase.
2. The Fire District computer server was purchased in 2013 and is due for replacement. **Request a Motion authorizing the purchase of a replacement server from Dell Technologies for \$3,786.43.** The cost is within the amount budgeted for the purchase.
  3. Attached is proposed Policy 20-01 regarding Building Access. The policy was drafted with input from Chief Millisky, President Koehler, the Board of Trustees, and Commissioner Donahue. The policy was also previously sent to all Commissioners for review. **Request a Motion to formally adopt the policy.**
  4. **Request the Board adopt attached Resolutions 20-21, Removal of Obsolete Hurst Equipment, and 20-22, Removal of Obsolete PPE.**

5. FEMA Grant Updates:
  - a. Regional R&R SAFER Grant: Payment in the amount of \$476.00 has been received from Fire District #1 as reimbursement of Firefighters M. Dromgoole and T. Jenkinson pre-entry physicals. Reimbursement in the amount of \$6,200.00 for PPE for the same firefighters is pending.
  - b. Knight SAFER Grant – final reimbursement was received in April of 2019. The grant has been formally closed out with FEMA.
  - c. Regional AFG SCBA grant – full FEMA reimbursement was received in early 2018. The grant has been formally closed out with FEMA.
6. Our application to join the Houston-Galveston Cooperative Purchasing Program (H-GAC) has been formally approved.
7. The Policy Prohibiting Discrimination in the Workplace that was formally adopted by the Board last month has been e-mailed to all department members. The policy has also been posted to the eSafety site, with a requirement for members to read and electronically acknowledge the policy by June 30<sup>th</sup>. Department employees / representatives not on the eSafety system have been provided with printed forms to acknowledge receipt and understanding of the policy. With the Board's permission, mandatory supervisor training will be scheduled once the pandemic restrictions are lifted.
8. The meeting with participating township departments to discuss future participation in the Haz-Mat 8 program has been delayed by the Covid-19 pandemic. Commissioner Evans has expressed plans to schedule the meeting once the meeting restrictions are lifted.
9. Payments in the amount of \$1,100.75 have been received from Fire District #1 and Fire District #4 for reimbursement of their share of the recent cascade system repair and annual service contract. Reimbursement from Runnemedede Fire Department is still pending. I've been in contact with Chief Moriarty, and he is addressing the issue.
10. As previously reported, the April 30, 2020, windstorm dislodged three of the metal sheets that cover the front mansard of the station. The damage to the roof has already been repaired and reimbursement has been received from the insurance company. The fire company has also reimbursed the fire district for the \$500.00 deductible. A quote was recently received from Tortorice Contractors of Sewell, New Jersey for replacement of the mansard panels on the entire building at a cost of \$64,309.00. Per the Tortorice representative, he is unable to match the panels due to age, and replacement of the entire mansard covering is the only option to return the building to its pre-damage appearance. The estimate was forwarded to our insurance company late last week. An adjuster from Paladin Adjustment Group LLC, working on behalf of our insurance carrier, visited the station today to gather information relative to the claim.
11. Chief Millisky notified department members yesterday that we have moved from Level 2 to Level 3 of the Joint Continuity of Operations Plan. Restrictions on crew sizes, participation by Junior and Probationary Members, training and gym use have been relaxed. All other restrictions remain in place.
12. The annual calibration of the department's fit test machine has been completed.