

The eight hundred and thirteenth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, August 13, 2025

Commissioners present were: Genzel, Reichert, Evans, Donahue and Grady Also present were Chief Haines, 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-yes, Genzel-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, Genzel-yes, Evans-yes, Grady-yes, Donahue-yes

Chief's Report: Chief Haines reported on a fire incident on July 18<sup>th</sup> in Somerdale's local and a garage fire on July 28<sup>th</sup> noting what a good job the crews did in saving the house. Chief Haines also reported that we have three members currently in FF1 training and thanked all involved with funeral services for life member Fred Koehler. August 5<sup>th</sup> is National Night Out and we have a ladder and an engine participating in the events. The training on August 4<sup>th</sup> with Bob Hill has been postponed until August 25<sup>th</sup>. Chief Haines also reported that Capt. Gant will be in charge of the department while Chief Haines is out of town from September 10<sup>th</sup> to September 14<sup>th</sup>.

Administrator's Report: Admin Robb reviewed the attached agenda outlining particular points of interest and elaborating on some items.

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) No report

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reported that FF Wolf is attending Fire Inspector Training to obtain his inspector's certificate. The Board has decided to not host Fire Prevention Open House this year citing the amount of work, cost of the event and dwindling attendance. Comm. Reichert advised that we are looking into alternative programs to engage the school programs or possible doing a joint event with another district. Past Chief Millisky commented that maybe the district could just cut back on the Fire Prevention Open House and Chief Haines stated that the members would be willing to help out with what they could to limit the cost.

Group Report: "C" Apparatus & Equipment (R. Evans) Commissioner Evans reported on the ongoing issues with the outriggers on TL82 noting that while waiting for the repairs, everyone should be vigilant on resetting as needed.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) No report

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

Old Business: A Resolution was made by Evans and 2<sup>nd</sup> by Reichert approving Resolution 25-23 for the Board to enter into an Interlocal Agreement with Districts 1, 3 & 4 for In-house Duty Crews as well as authorizing Chairman Genzel and Commissioner Donahue to sign the agreement on behalf of the Fire District.

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 \$96,574.59

A motion was made by Donahue and 2<sup>nd</sup> by Grady to accept the receipts presented this evening in the amount of \$610,210.73

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 to approve updated Administrative Policy 20-2, Version 2, Prohibiting Discrimination in the Workplace.

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

A motion was made by Genzel and 2<sup>nd</sup> by Evans to memorialize the Board’s decision to allow Captain Procopio to engage in modified work duty, consisting of attendance at truck committee meetings and administrative oversight of apparatus and building maintenance and repairs provided his duties are consistent with his medical limitations and do not impact the payments received from Technology Insurance Company.

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

A motion was made by Reichert and 2<sup>nd</sup> by Grady authorizing FF Wolf to attend a 96-hour Fire Inspector Class hosted by the Salem County Fire Academy being held at the Mantua Township Fire Department during the month of September.

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 to authorize the Administrator to forward the proposed agreement with any suggested edits to the Board of Trustees regarding the ongoing Wi-Fi issues that are still pending.

Commissioner Donahue requested to hold off on any motions regarding a plan for increased staffing pending the budget prep which will start next month.

A discussion will be held between the Commissioners, Chief Haines and FF Piepszowski representing the fire department members at the September workshop to discuss edits to the in-house duty crew policy as well as new member applicants.

Good of the District: FF Jenkinson reported that we are waiting on First Arriving to finalize some items and provided updates as to how to adjust services at a later date by just submitting a service ticket noting that he is unsure if there is a cost for this service later. FF Comisky stated that he believes there is no additional costs to amend our services only if it’s a complete re-build of the system. FF Jenkinson clarified that First Arriving will not interfere with personal cell phones it is just a matter of adding the app to your phone.

There being no other business a motion was made by Reichert and 2<sup>nd</sup> by Evans to adjourn at 7:48 pm. All in favor, motion carried.

Read and approved:

Chairman: *Seamus H. Genzel*

Submitted:

Clerk: *Manuella Corbett*

Date: *Sept 10, 2025*

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – August 13, 2025

---

1. Shared Services / Interlocal Agreement Programs:
  - a. The next meeting is scheduled for Thursday, August 21, 2025 at 7:00pm at Station 82. Minutes of the July meeting have been distributed.
  - b. The 2025 2<sup>nd</sup> Quarter invoice for Squad 88 Shared Service costs has been forwarded to D4, resulting in a revised balance owed to D2 of \$4,468.11. Attached is a breakdown of expenses, revised since the workshop based on updated D4 salary rates.
  - c. Payment in the amount of \$7,500.00 has been received from D3 for 2<sup>nd</sup> quarter Squad 88 Interlocal Agreement costs.
  - d. As a result of discussions between representatives of D2 and D4, the board has been provided with a tentative hiring proposal to raise the staffing level for each of the Squad 88 platoons to five firefighters by the end of 2026. This would meet the staffing goal set in 2018 but never accomplished. The plan would require our district to hire one firefighter for the A Platoon, and to share with D4 the cost of one firefighter for the C Platoon, unless the board decides to fund both firefighters. This may require a referendum to exceed the 2% cap for our 2026 operating budget. **To allow for proper time to plan for the hires and referendum request a Motion in support of the staffing plan.**
  - e. Attached for the board's information and review are updated D1 and D3 compensation figures for the use of Squad 88 in 2026. Based on the preliminary figures and pending approval by D2 and D4, the requested compensation from D1 will be \$76,960.00, and the requested compensation from D3 will be \$88,566.00. We only have a very small sampling of call volume for D1, so their cost may change as additional information becomes available. Copies of the expense worksheet is provided for review.
  - f. The next meeting of the D2/D4 consolidation sub-committee is scheduled for Monday, August 18<sup>th</sup> at 9:00 am. The D2 representatives are Chairman Genzel and Commissioner Evans.
  - g. **Request approval of Resolution 25-023, authorizing the Board to enter into an Interlocal Agreement with Fire Districts 1, 3 and 4 for In-House Duty Crews, and to authorize Chairman Genzel and Commissioner Donahue to sign the agreement on behalf of the Fire District.**
2. **Request a Motion to approve the updated Administrative Policy 20-2 V2, Discrimination in the Workplace.** The minor proposed updates are based on input from Bob Hill, along with updated labor contract terminology.
3. Captain Procopio remains off duty due to a work-related injury, and bi-weekly temporary total disability payments in the amount of \$2,318.00 are being received from Technology Insurance Company until Captain Procopio is cleared for full duty.
4. **Request a Motion to memorialize the board's decision to allow Captain Procopio to engage in modified work duty, consisting of attendance at truck committee meetings and administrative**

**oversight of apparatus and building maintenance and repairs, provided his duties are consistent with his medical limitations and do not impact the payments received from Technology Insurance Company.**

- a. FF Foley is assisting with necessary maintenance and repair tasks within the scope of his training and experience, under the continued guidance and supervision of Captain Procopio.
5. **Request a Motion to authorize FF Wolf to attend a 96 hour Fire Inspector Class hosted by the Salem County Fire Academy, to be held at the Mantua Township Fire Department during the month of September, per the attached training notice.**
6. As approved by the board, a recognition ceremony for Past Chief Millisky will be held in the banquet hall tomorrow night at 6:00 pm. The fire company has agreed to share the cost of the ceremony.
7. As approved at the July meeting, two sets of PPE (coat and pants) and three pair of boots have been ordered from Continental Fire and Safety. So far one pair of boots has been received.
8. Delivery of the Squad 88 hose ordered from Dival is still pending.
9. The seven (7) items of PPE sent to Redline Gear cleaning have been repaired and returned and are back in service. Pending approval from the board, funding will be requested for the 2026 budget to again engage the services of Redline Gear Cleaning.
10. The policy sub-committee anticipates completion of the job responsibilities for the D2 Deputy Fire Marshal and Assistant Mechanic positions, and the D4 Career Fire Chief in time for submission to the boards for approval at their September meetings.
11. I've e-mailed the Ice Rescue Awards Committee for input on the language for the recommended awards, along with their thoughts on the timing and issuance of the awards. I will advise the board of the results. We are still awaiting confirmation of the air date for the Heart of Heroes episode highlighting the rescue.
12. Delivery of the new Panasonic CF-33 Toughbook computer for Squad 88 is pending, and approval for repair of the current Squad 88 MDC has been provided. Once the new MDC is received the repaired MDC will be assigned to RE88.
13. Late last year members of the career staff submitted a request for installation of cooking facilities in the fire company lounge. It was acknowledged that the project would require trustee approval and possible cost sharing. Captain Procopio is aware of the topic and has conducted some preliminary research of possible options and costs. I'm noting this on the agenda to hopefully provide time for discussion and a decision prior to budget planning season.
14. The contract with First Arriving app was signed shortly after the June meeting and development is in process. I agreed to handle the integration of the First Due and Aladtec data, with both tasks completed / in process. The Active 911 subscription expired on July 31<sup>st</sup> and has not been renewed.
15. The wifi issue remains pending. Today I forwarded to the board a proposal for an agreement between the Board of Fire Commissioners and the Fire Company Board of Trustees to hopefully resolve the matter. **Request a Motion to authorize me to forward the proposed agreement, with any suggested edits, to the Board of Trustees for their review.**
16. New members Jayden Perez (Junior FF until October) and Eric Chester have been accepted into the company. Both have prior FF experience and are FFI certified. The background investigation of New Member Applicant Christian Farrell, a resident of Fairways Apartments has also been

completed and is pending approval by Chief Haines and President Ardecki and completion of his pre-entry physical / drug screen. Mr. Farrell does not have any firefighting experience.

17. Recommend a discussion between the Board, Chief Haines and fire company representatives at the September workshop regarding possible edits to the In-House Duty Crew policy, along with the policy on New Member Applicants.
18. On August 5<sup>th</sup> a vendor installed a HAAS unit in the new Chief 82 vehicle. The unit and subscription were funded via a grant from the Delaware Valley Regional Planning Commission (DVRPC). The devices transmit a signal to WAZE users alerting them to the presence of an emergency vehicle along their route of travel. We now have the devices in Squad 88, Engine 82, Rescue 82, the chief's vehicle and the duty car. The units in Squad 88 and TL82, along with 5 years subscriptions were provided by Pierce, while the others are funded by the DVRPC grant.