

The Board of Fire Commissioners, District #2, Gloucester Township held a workshop in the Chews Landing Fire Station on Tuesday, August 5, 2025.

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.

Roll Call: Genzel - Present Evans - Absent Reichert - Present Grady - Present Donahue - Present

Also in attendance was Administrator Robb and Chief Haines

The commissioners discussed the items on the agenda prepared by the administrator. Lengthy discussions were held regarding consolidation of the fire districts, volunteer firefighter membership criteria, volunteer in-house duty crews vs home-based response, and district server security concerns. Commissioner Donahue agreed to work with the fire company trustees regarding server security and report back to the board. Commissioners Donahue and Reichert agreed to serve on a committee with Chief Haines and two fire company members to discuss volunteer membership criteria. Commissioner Reichert also sought input from the commissioners regarding a decision to hold or cancel this year's fire prevention open house. Concerns cited were low attendance and cost.

A motion was made by Reichert and 2nd by Donahue to adjourn the workshop at 9:08pm.

All in favor, motion carried.

Submitted by Administrator Robb

Read and Approved:

Chairman: *Serge H. Genzel*
Clerk: *Marianne Robb*

Date: *8/13/2025*

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Workshop – August 5, 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. D4 hired FF Joseph Rodano Jr. and assigned him to the C Platoon effective Monday July 21, 2025. They're also planning to hire a firefighter from Winslow Twsp. FD in early September via an IGT.
 - c. The 2025 2nd Quarter invoice for Squad 88 Shared Service costs has been forwarded to D4 resulting in a balance owed to D2 of \$4,683.39, per the following breakdown:
 - i. Fuel (D2 owes D4) - \$902.65
 - ii. Career Staff Overtime (D4 owes D2) \$2,927.59
 - iii. C Platoon Supervision (D4 owes D2) - \$2,298.25
 - iv. Equipment and Maintenance (D4 owes D2) - \$360.20
 - d. Payment in the amount of \$7,500.00 has been received from D3 for 2nd quarter Squad 88 Interlocal Agreement costs.
 - e. 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. 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. This may require a referendum to exceed the 2% cap for our 2026 operating budget. Request to know if the board is in favor of this proposal so there is adequate time to prepare.
 - f. I have provided the board with 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.
 - g. Some commissioners have recently expressed support of consolidating some or all of the township fire districts. Request a discussion to determine if the majority of the D2 commissioners are in favor of exploring this option so a course of action can be determined.
 - h. D4 Chief Reiss has created a proposed Joint Duty Crew Interlocal Agreement for consideration by Fire Districts 1, 2, 3 and 4. He has been working with the department chiefs on a proposed plan to have the volunteer firefighters from each of the four departments work together to staff in-house duty crews
2. Captain Procopio remains off duty due to a work-related injury, but has been approved by the board for modified duty to attend truck committee meetings and other administrative tasks related to his department mechanic role. I will request a Motion at the August meeting to memorialize that decision. Captain Procopio is scheduled for a medical procedure on August

22nd, which is expected to be followed by a lengthy rehabilitation. Bi-Weekly Temporary Total disability payments in the amount of \$2,318.00 will be received from Technology Insurance Company until Captain Procopio is cleared for full duty.

- a. FF Foley will assist with necessary tasks within the scope of his training and experience, under the continued guidance and supervision of Captain Procopio.
3. FF Wolf has requested permission to attend a Fire Inspector Class hosted by the Salem County Fire Academy and to be held at the Mantua Fire Department during the month of September. I will request a Motion at next week's meeting to approve the request.
4. As approved by the board a recognition ceremony for Past Chief Millisky will be held in the banquet hall on Thursday, August 14, 2025 at 6:00 pm. The fire company has agreed to share the cost of the ceremony.
5. 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.
6. The Squad 88 equipment approved for purchase from MES at the July meeting has been received and turned over to the Squad 88 Captains. Delivery of the hose ordered from Dival is still pending.
7. 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.
8. The policy sub-committee, with input from the appropriate commissioners and personnel, are working on job responsibilities for the D2 Deputy Fire Marshal and Assistant Mechanic, and the D4 Career Fire Chief. The job responsibilities will be added to Appendix B of policy 19-003, which already lists the Daytime Captain job responsibilities. Once the policy is approved, myself and the appropriate commissioner(s) and personnel will meet with the D2 firefighters currently in those positions to ensure they understand the responsibilities and are willing to continue serving in the positions.
9. As it does not appear that the Ice Rescue Awards Committee plans to reconsider their initial decision, request that the committee determine a plan for obtaining and presenting the awards to the recipients.
10. A representative of the Heart of Heroes show visited the station recently to obtain drone footage of the station and dog park. We're still awaiting confirmation of the date for the episode to air.
11. Delivery of the new Panasonic CF-33 Toughbook computer for Squad 88 is pending.
12. 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 possible decisions before the budget planning season starts.
13. The contract with First Arriving app was signed shortly after the June meeting. I agreed to handle the integration of the First Due and Aladtec data, and both tasks have been completed. To my knowledge the platform is still in development. The Active 911 subscription expired July 31st and has not been renewed.

14. The wifi issue remains pending. As previously noted, I am of the opinion that anything which involves access and/or security of the fire district server should be under the control of the fire district's IT vendor. I note that there is a significant amount of sensitive data stored on the server, and the fire district has a legal obligation to ensure the information is properly protected.
15. Junior FF applicant Ajayden Perez successfully completed his pre-membership physical / drug screen. As approved by the board at the July meeting he has been accepted as a Junior Firefighter. The concerns involving new member applicant Eric Chester of Pennsauken, NJ have been resolved and he successfully passed his pre-membership physical / drug screen. Mr. Chester was approved for membership on July 29, 2025. Both new members have already completed FFI.
16. As previously noted, a policy for New Member Applicants was created by the board in 2016, with input and agreement from the Department Chief and Company President. The current department leadership has expressed interest in expanding the geographic boundaries for applicants to coincide with the fire company's proposal to transition from a point based membership system to one that is based on in-house duty crew service. In light of same, I suggest formation of a committee to discuss the new proposed model and to incorporate the agreed upon criteria into a written policy to ensure the board and the fire company are on the same page.