

The eight hundred and fourteenth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, September 10, 2025.

Commissioners present were: Reichert, Evans, Donahue and Grady Also present was Administrator Robb

Vice-Chairman Evans 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-absent, Evans-yes, Grady-yes, Donahue-yes

A motion was made by Donahue and 2<sup>nd</sup> by Reichert to accept the minutes of the previous meeting.

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

Chief's Report: In the absence of the Chief and Chairman Genzel, Vice Chairman Evans reviewed the report submitted by the chief.

Administrator's Report: Admin Robb reviewed the attached agenda.

Solicitor's Report: Not in attendance

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

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the report submitted by FM Young outlining the productivity of the fire prevention bureau, noting that the fire prevention program that was provided to Glen Landing school went very well. Comm. Reichert specifically thanked Capt. Comisky and B Platoon for their assistance with the program.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans reported that he is in receipt of some quotes & specifications for the new Squad with includes some changes that are out of our control, noting that the committee will meet to review everything in the near future.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (L. Grady) Comm. Grady reported that he, Admin Robb and Chief Haines met with a representative of VFIS Insurance for a periodic audit of fire department operations on September 9, 2025. Comm. Grady noted that some good recommendations were brought to light, especially regarding the benefits of two cameras within the driver/officer cabin offering a 360\* view.

Group Report: "E" Training, Personnel, Office (G. Genzel) Vice Chairman Evans reported that the Board will go into closed session to discuss personnel issues.

Old Business: Comm. Reichert reported that the Fire Prevention Open House is back on and will be held on Monday, October 6<sup>th</sup> from 7:00 pm till 9:00 pm

A motion was made by Grady and 2<sup>nd</sup> by Reichert to approve the updated Joint Administrative Policy 19-003 V8 pertaining to FO and FF deployment with additional language in Appendix B regarding job responsibilities for the D4 Career Chief, the D2 Deputy Fire Marshal and the D2 Assistant Mechanic positions.

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

A motion was made by Donahue and 2<sup>nd</sup> by Grady to approve the recently signed agreement with the Chews Volunteer Fire Company #1 regarding access to the Unifi app that controls the station Wi-Fi system.

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

New Business: A motion was made by Donahue and 2<sup>nd</sup> by Reichert to approve the bills presented for payment this evening in the amount of \$80,070.97.

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

A motion was made by Donahue and 2<sup>nd</sup> by Grady to accept the receipts presented this evening in the amount of \$18,591.78.

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

A motion was made by Reichert and 2<sup>nd</sup> by Grady to approve the written response to GTFD #3 rejecting their counter offer of compensation for Squad 88 providing fire protection services to their district, and authorizing Chairman Genzel to sign the letter on behalf of the Board.

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

Admin Robb will forward the signed letter to GTFD#4 for discussion and hopeful approval at their meeting next week.

A motion was made by Evans and 2<sup>nd</sup> by Donahue to approved Junior FF Liam Hengst pending successful completion of a pre-membership physical/drug test.

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

A motion was made by Grady and 2<sup>nd</sup> by Evans to approve the purchase of 55 short sleeve and 28 long sleeve t-shirts from G&M Printwear of Gloucester City, NJ in the amount of \$1,093.00.

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

A motion was made by Grady and 2<sup>nd</sup> by Evans to approve the purchase of 55 baseball hats, 25 knit caps, 48 pair of white dress gloves & 25 black badge mourning bands from Action Uniform of Pleasantville, NJ in the amount of \$2,115.00.

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

A motion was made by Reichert and 2<sup>nd</sup> by Grady approving the concept of hiring 2 additional career firefighters for each district which would involve exceeding the 2% cap increase of the budget.

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

Good of the District: Comm. Reichert addressed his concern regarding notations on run reports that units were recalled prior to responding, when in fact there are times when the correct notation should be that there was insufficient staffing to respond. That led to a discussion regarding the need to capture data regarding instances when a unit is dispatched but does not respond due to lack of staffing and potential methods to accomplish same. Comm. Reichert asked how he could access the First Due database to view reports. Admin Robb said he would be happy to provide credentials to access the system if asked. Comm Reichert also noted that he feels the board needs to hire additional career firefighters to account for the declining availability of volunteer firefighters.

Admin Robb also reminded all that the annual 9/11 Remembrance Memorial is tomorrow morning at 7:00 am.

There being no other business a motion was made by Evans and 2<sup>nd</sup> by Grady to go into closed session at 8:15pm.

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

Motion by Donahue, 2<sup>nd</sup> by Evans to end closed session at 8:48pm.

Roll Call: Genzel: Absent Evans: Yes Reichert: Yes Donahue: Yes Grady: Yes

Motion by Donahue, 2<sup>nd</sup> by Grady to note the letter of complaint from the fire company was reviewed, with the board concluding that even if the alleged behavior were proven true it would not violate any fire district policies, and no further action is planned.

Roll Call: Genzel: Absent Evans: Yes Reichert: Abstain Donahue: Yes Grady: Yes

A second personnel matter discussed in closed session remains pending.

A discussion was held regarding the proposed Qualifications for Non-Local Members policy. The board discussed accepting applications from untrained applicants who reside within a 3 miles radius of the station, with all other applicants required to be compliant with minimum New Jersey Division of Fire Safety firefighter requirements. The Board also discussed that newly accepted DFS certified members would be required to serve a minimum of three months with the company and participate in a minimum of twelve credit duty crews before being eligible to serve on stipend duty crews. Administrator Robb was directed to edit the draft policy and distribute to all concerned for further discussion.

Motion by Donahue, 2<sup>nd</sup> by Grady to adjourn at 9:35 pm. Motion Carried

Read and approved:

vice - Chairman: Raymond W. Grady

Submitted:

Clerk: Manuella C. Robb

Date: 10/08/2025

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – September 10, 2025

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1. Shared Services / Interlocal Agreement Programs:

- a. The next meeting of the Shared Services Committee is scheduled for Thursday, September 18, 2025 at 7:00pm at Station 84. Minutes of the August meeting have been distributed.
- b. The 2025 2<sup>nd</sup> Quarter payment for Squad 88 Shared Service costs in the amount of \$4,468.11 has been received from D4.
- c. The D2/D4 Consolidation / Staffing Sub-Committee has met twice, and the minutes have been forwarded to the board. The committee recommends that the boards each consider hiring two firefighters in 2026, which will allow us to finally meet our 2018 staffing goal of five firefighters per platoon and, most importantly, increase our minimum staffing from three to four firefighters. The board has also been provided with an article highlighting the benefits of four vs three firefighter staffing, along with the estimated cost of the new hires and the approximate 9% budget increase to fund the new hires. I also consulted with Attorney Rich Braslow regarding the process to request voter approval to exceed the 2% cap should the board agree to include the new hire funding in the budget. The next scheduled sub-committee meeting is Tuesday, September 16<sup>th</sup> at 9:00 am.
- d. The 2026 Squad 88 Interlocal Agreement compensation amounts have been forwarded to District 1 (\$55,500.00) and District 3 (\$83,500.00). The chairman of each district acknowledged receipt of the documents and said the proposal would be discussed at their September meetings. I advised the chairmen that representatives of D2 and D4 are willing to meet with them to discuss the topic if requested. D3 subsequently responded with an offer of \$61,800.00 (a 3% / \$1,800.00 increase) for 2026. The board has been provided with a proposed written response rejecting the offer, noting it was made clear last year that D2 and D4 would expect full compensation for 2026. **If the Board agrees, request a Motion to approve the response and authorize Chairman Genzel to sign the letter on behalf of the Board.** If D2 approves the motion I will forward the letter to D4 for requested approval and signature. I have also reached out to Attorney Rich Braslow for written legal advice should we be unable to reach an agreement.
- e. The In-House Duty Crew Interlocal Agreement, approved and signed by our district last month has been forwarded to Chief Reiss. IAFF Local 3249 President Kemery has been in contact with a representative of Local Government Services, who offered her assistance in drafting an agreement that will potentially make us eligible for LEAP grant funding to assist with the cost of the program. The grant could potentially provide two years of funding for the stipends, and five years of related costs such as apparatus wear and tear, fuel and PPE. D4 Commissioner J. Vannoni is going to instruct Chief Reiss to speak with the LGS representative prior to moving forward with the program.

- f. The board has been provided with Joint Administrative Policy 19-003 V8, FO and FF Deployment, with additional language in Appendix B regarding job responsibilities for the D4 Career Fire Chief, the D2 Deputy Fire Marshal and the D2 Assistant Mechanic positions. **Request a Motion to approve the policy.**
2. Updated Administrative Policy 20-2 V2, Discrimination in the Workplace, approved at the August meeting, has been distributed to all members and stored on the Company Share and Career Staff network drives. Bob Hill has also included references to the policy in his training presentation.
3. As approved by the board, FF Wolf is attending the 96-hour Fire Inspector Class at the Mantua Township Fire Department, and Captain Knight has been approved to attend a 40-hour Rope Rescue Class (Awareness, Operations and Technician) at the Camden County Regional Emergency Training Center from October 13, 2025 to October 17, 2025.
4. Delivery of the two sets of PPE (coat and pants), and two pair of boots ordered from Continental Fire and Safety, along with the Squad 88 hose ordered from Dival is pending.
5. Chief Haines has suggested that we issue the ice rescue awards at a monthly commission meeting, which I agree is our best option. Before we can do that, assistance is STILL needed from the committee regarding the form of awards (plaques, ribbons, letters, etc..) and the language for each. We are still awaiting confirmation of the air date for the Heart of Heroes episode highlighting the rescue. A reminder e-mail was sent to the committee and to Chief Haines and Past Chief Millisky today.
6. 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 into possible options and costs. I am noting this on the agenda to hopefully provide time for discussion and a decision prior to budget planning season.
7. The First Arriving representatives have advised that the system build is nearly complete, pending a couple of items to be provided by the fire company, and the invoice for payment in the amount of \$1,897.70 has been received. First Arriving representatives said the agreement to extend the start date for the contract was only for 90 days and was not based on our receipt of the hardware and software. The renewal date for the contract will be August of 2026, at an estimated cost of \$1,131.66.
8. **Request a Motion to approve the agreement with the Chews Volunteer Fire Company #1 regarding access to the Unifi app that controls the station wifi system.** The agreement has already been signed, so this motion is to formalize the board's approval.
9. The background investigation of New Member Applicant Christian Farrell, a resident of Fairways Apartments, is complete, and Mr. Farrell has been provided with a provisional offer of membership, pending successful completion of a pre-membership physical / drug screen. Mr. Farrell plans to schedule his physical upon his return later this month from an out-of-state vacation. An application for a resident of Richland, Atlantic County with prior firefighting experience is currently with the fire company investigating committee. **Request a Motion to approve the Junior Firefighter membership of Junior Firefighter Liam Hengst of the Cameron Circle Development, pending successful completion of a pre-membership physical / drug screen.** Mr. Hengst turned 16 last week, has served with the Blackwood Fire Company as a Cadet firefighter, and comes with a positive recommendation from Chief Reiss.

10. To my knowledge, progress has been made on changes to the Membership / In-House Duty Crew policies.
11. Payment from the district's group life insurance policy has been made to Carol Koehler as the beneficiary of Life Member Fred Koehler. The paperwork for payment of the LOSAP funds in Fred's account has been submitted to Lincoln Financial, with the disbursement of funds pending.
12. Chief Haines and I met with a representative of VFIS Insurance yesterday for completion of our periodic insurance survey. The recommendations are pending.
13. **Request a Motion to approve the purchase of fifty-five (55) short sleeve and twenty-eight (28) long sleeve t-shirts from G&M Printwear of Gloucester City, New Jersey in the amount of \$1,093.00.**
14. **Request a Motion to approve the purchase of fifty-five (55) baseball hats, twenty-five (25) knit caps, forty-eight (48) pair of white dress gloves and twenty-five (25) black badge mourning bands from Action Uniform of Pleasantville, New Jersey in the amount of \$2,115.00.**

Closed Session ?