The eight hundred and eighteenth meeting of the Board of Fire Commissioners, District #2, Gloucester Township was held in the Chews Landing Fire Station on Wednesday, March 11, 2026

Commissioners present were: Reichert, Evans and Donahue Also present were Chief Haines, Administrator Robb and Solicitor Carlamere.

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-no, Evans-yes, Millisky-no, Donahue-yes

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

Prior to the start of regular business Vice Chairman Evans reviewed the departments for each commissioner requesting that each commissioner maintain their current positions and departments as outlined below. Newly elected Commissioner Millisky with be responsible for former Commissioner Grady's departments.

Chairman-	Genzel
Vice Chairman-	Evans
Secretary/Treasurer	Donahue

Commissioner Donahue	Department A-Building Maintenance and Park
Commissioner Reichert	Department B-Fire Prevention & EMS
Commissioner Evans	Department C-Apparatus & Equipment
Commissioner Millisky	Department D-Insurance, Hydrants, Uniforms & Radios
Chairman Genzel	Department E-Personnel, Training & Office

A motion was made by Reichert & 2nd by Donahue to maintain Board positions and departments as outlined.

Roll Call: Reichert-yes Evans – yes Donahue-yes

A Resolution was made by Evans and 2nd by Reichert to approve the annual appointments as outlined below.

Fire Official	Kenneth P. Young
Fire Inspectors	Nicholas Giambri, Nicholas Procopio, Nicholas Ritz, Richard Knight, Robert Lindell, Daniel Foley & Paul Wolf
Solicitor	David F. Carlamere, Esq.
Certified Public Accountant	Passarella Smarra
Auditor	Bowman & Company
Engineering	Remington & Vernick
Banking	TD Bank
Legal Advertising	Courier Post
Insurance Broker	Nottingham
Occupational Health	Concentra-US Healthworks & Interstate Mobile
Certifying Pension/Benefits	William J. Robb
Labor Attorney	Archer & Greiner
Apparatus, Shared Services And Consolidation Attorney	Richard Braslow

Roll Call: Reichert-yes Evans – yes Donahue-yes

A Resolution was made by Evans and 2nd by Reichert to hold regular meetings on the second Wednesday of each month 7:00pm and workshops, if needed, on the first Tuesday of each month at 7:00pm both being held at the Chews Landing Fire Station.

Roll Call: Reichert-yes Evans – yes Donahue-yes

Chief's Report: Chief Haines reported that 8 members are attending SAR training and that a lot of the USAR are being switched over to SAR. We have a live burn scheduled for April 11th and we had 3 members graduate from the fire academy; Matt Heim and Rose Tisiero FF2 and Ashlynn Klavins, FF1

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

Solicitor's Report: None

Group Report: "A" Building Maintenance, Park (K. Donahue) None

Group Report: "B" Fire Prevention, EMS (J. Reichert) Comm. Reichert reviewed the report submitted by FM Young noting there is still conversations about annual inspections of apartment complex individual apartments.

Group Report: "C" Apparatus & Equipment (R. Evans) Comm. Evans provided updates on the apparatus, the truck committee discussions and Squad 88.

Group Report: "D" Insurance, Hydrants, Radios & Uniforms (M. Millisky)-absent

Group Report: "E" Training, Personnel, Office (G. Genzel)-absent

Old Business: FM Young mentioned FF Matt Heim should be congratulated for making the Dean's List at CCIT.

A motion was made by Evans and 2nd by Reichert supporting the updated Mission Station preamble.

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

A motion was made by Evans and 2nd by Reichert to approve the agreement and to authorize Vice Chairman Evans and Commissioner Donahue to sign the agreement for SQ88 responses to GTFD #1 with a compensation of $41,625.00 ($20,812.50 to D2 and D4).

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

New Business: A motion was made by Donahue and 2nd by Reichert to approve the bills presented for payment this evening in the amount of $226,755.52

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

A motion was made by Donahue and 2nd by Evans to accept the receipts presented this evening in the amount of $601,649.94

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

Comm. Reichert questioned why there has been no progress on accommodations for a kitchen noting that Capt. Procopio has provided a design utilizing a portion of the banquet hall months ago. Chief Haines replied that the fire department had shot down that plan as they did not want to lose the income the banquet hall generates for the fire department. Comm Reichert requested an audit of the fire department from President Ardecki.

A motion was made by Reichert and 2nd by Evans to approve the initiation of the process to hire two additional career firefighters, to include the creation of a Joint Hiring Committee with GTFD4.

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

A motion was made by Reichert and 2nd by Donahue to approve payment not to exceed $4,000.00 in grant writer fees for the Regional AFG Grant.

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

A Resolution 26-04, was made by Donahue and 2nd by Evans authorizing and approving the Cash Management plan as presented.

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

A motion was made by Reichert and 2nd by Donahue for bullets 2 & 3 of the MOA for vacation sellback/carry over.

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

Good of the District: None

There being no other business a motion was made by and 2nd by to adjourn at All in favor, motion carried.

Read and approved: Vice Chairman: Roy W. Ev[illegible]

Submitted: Clerk: Marjorie Cobb.

Date: 4/8/2026

TO: Board of Fire Commissioners

From: Bill Robb – Administrator

RE: Meeting – March 11, 2026

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1. Shared Service Program / Interlocal Agreements:
   a. The last shared services committee meeting was held on Thursday, February 19th at 7:00pm at our station. Minutes are pending. The next meeting is scheduled for Thursday, March 19th at 7:00pm at Station 84.
   b. The Staffing and Consolidation sub-committee met on February 24th. In addition to the D2 and D4 representatives, the meeting was attended by D3 Chairman Tom Jowett and D3 Commissioner Jeff Reese. The discussion was positive, and the D3 representatives agreed to discuss the topic of consolidation at the next D3 meeting. Minutes of the meeting were e-mailed to the board.
      i. The meeting with GT Council member Ciri Castro is pending but will hopefully be scheduled in the near future.
      ii. I have obtained copies of the 2026 budgets for the township fire districts and plan to update the previously created spreadsheet in the near future.
   c. The Invoice for the remaining 2025 payment of $2,500.00 from D1 is still pending. The check they issued at their February meeting was apparently lost in the mail. Chairman Glass advised that a replacement check was approved at last night's meeting.
   d. D1 Chairman Ken Glass advised that D1 approved the Interlocal Agreement for Squad 88 responses to D1 from April 1, 2026 through December 31, 2026, in exchange for compensation of $41,625.00 ($20,812.50 each to D2 and D4). **Request a Motion to approve the agreement, and to authorize Vice Chairman Evans and Commissioner Donahue to sign the agreement on behalf of the fire district.**
   e. The Joint Awards and Commendations policy approved at the February meeting is in effect and has been communicated to all. I am working with GT Police representatives to obtain the necessary ribbons and certificate templates. Once that's completed, we can move forward with the January 2025 Ice Rescue awards.
   f. **Request a Motion to approve the initiation of the process to hire two additional career firefighters, to include the following:**
      i. **Certification of the top 25 candidates on the civil service firefighter list**
      ii. **Advertising for currently employed firefighters interested in an Intergovernmental transfer**
      iii. **Formation of a joint D2/D4 hiring committee comprised of one commissioner from each district, Chief Reiss, one of the three shift captains and Captain Procopio as the D2 shop steward, and myself.**
      iv. **Use of a joint D2/D4 application for interested candidates. The application previously used by our district is being used as the boilerplate, but has**

undergone a number of edits based on previous input from Labor Attorney Frattarelli.

v. If the motion is approved, request identification of the commissioner who will serve on the committee.

2. Once the hiring process details are addressed, I suggest a near-future discussion regarding proposed changes to our rank structure, to include creation of a deputy chief position, sharing of the chief and deputy chief positions with D4, and future plans for the D2 Administrator position. The Deputy Fire Chief exam will not take place until sometime in 2027, but the board has the option to make a provisional appointment at the time of your choosing.
   a. The board and Chief Haines have been provided with a memo noting that the Evesham Twsp. FD does not use per-diem firefighters. The memo also notes that while Evesham FD allows and encourages their volunteer firefighters to ride on career-staffed rigs, they do not use them to meet their minimum staffing standard.
3. The additional First Due data points created by Mike Hall, to include the No Driver designation, are in place. Chief Haines and I are completing the non-response reason blocks, and reports will be provided once a sufficient period of data is available.
4. There has been recent discussion by the township fire chiefs and the shared services committee to apply for a regional FEMA Assistance to Firefighter's Grant for replacement of our mobile and portable radios, all of which have reached the end of their service life. If awarded, each participating department will be responsible for payment of a 10% match of the funds awarded for their radios. The group has also discussed the use of a Grant Writer to prepare the application. Two quotes have currently been received; one from the grant writer used by D1 at a cost of $4,000.00 per district, and one from a grant writer known by Chief Reiss at a cost of $2,500.00 per district. I believe both costs assume participation by all six districts. FEMA reimbursement of grant writer costs for awarded applications is capped at $1,500, so any refund received will be minimal. Chief Haines advised today that it appears the chiefs will agree to use the lower cost grant writer. **Request a Motion to approve payment not to exceed $4,000.00 in grant writer fees for the Regional AFG application.**
5. The fire hose ordered in 2025 from Dival equipment wad delivered today. There is no other pending equipment from 2025.
6. Training:
   a. Firefighters Ritz and Wolf have been enrolled in the two-week IAAI Basic Fire Investigation class being held at the Camden County Fire Academy from March 23, 2026 to April 3, 2026.
   b. Captain Comisky, FF DiGuglielmo and FF Torres are scheduled to attend a hybrid FFII class in May at the CCRETC.
7. The request from the career staff in late 2024 for cooking facilities in the fire company lounge is still pending. Funds for the project have been placed in this year's budget, pending finalization and approval of a project plan. I recently requested an update from fire company representatives and was told they've been unable to schedule a meeting to discuss the project. Request the board decide on a preferred course of action from the below options for

presentation to the board of trustees so we can hopefully move forward with this project. Two options have been discussed:

   a. Addition of a stove, hood and counter in the area next to the soda machine, currently occupied by a trophy case
   b. Construction of a wall in the banquet hall to create space for eating facilities and storage. This plan would reduce the size of the existing banquet hall space by approximately 50%.

8. Volunteer Staff Changes:
   a. Applicants:
      i. Cameron Hoffman (Richland, NJ) – pre-membership physical was completed on November 11th. Clearance is still pending.
   b. Status Changes:
      i. Brittney Dudley was dismissed by the fire company effective February 1, 2026
      ii. Jayden Perez is on Military Leave from February 14, 2026 to July 26, 2026.
9. The changes recommended after the September 9th meeting with a VFIS representative are still in process.
10. Budget and Election:
    a. Congratulations to Past Chief Millisky on his election to the board for a three-year term. Per statute, his term took effect at 12:00 noon on Tuesday, March 3, 2026. today, and he is scheduled to be sworn-in by Solicitor Carlamere tonight. Thanks again to outgoing Commissioner Grady for his years of service to the board and his professional stewardship of fire district operations.
    b. The D2 and D4 budgets both passed, as did our respective referendums to hire two additional firefighters per district.
    c. The election and budget results have been communicated as required.
    d. This year's cost for the printing and mailing of the Vote By Mail ballots through Color Source is $7,718.00.
11. The recently created Administrative Policy 26-1, Fire District Cash Management Plan, has been reviewed and approved by our auditor, and was also forwarded to the board for review with no concerns cited. **Request approval of attached Resolution 26-04, Fire District Cash Management Plan.**
12. The state has revised the public notice advertising law, and now permits Public Notices to be posted on fire district websites in lieu of advertising in a newspaper. However, districts are required to post notices in a local newspaper twice a month through the end of the year advising residents of the location where the notices can be found. The deadline for compliance is May, and I will ensure the necessary actions are taken prior to the deadline.
13. The board previously approved joint Mission, Vision and Value statements to be shared by Fire District 2, Fire District 4, Chews Volunteer Fire Company #1, and Blackwood Volunteer Fire Company. Subsequent to the approval there was suggestion to add a preamble identifying each of the aforementioned entities. **Request a Motion to approve the updated version with the preamble.**

14. The board was previously provided with a copy of an MOA to the collective negotiation's agreement between IAFF Local 3249 and Gloucester Township Fire District #2 regarding vacation carry-over / sell-back time. **Request a Motion to approve the MOA, and to authorize Vice-Chairman Evans to sign the agreement on behalf of the district.**
15. Fire and Safety Sales and Service has provided a quote in the amount of $1,218,187.98 each for the new Squad 82 and the new Squad 88. We are awaiting receipt of a quote in Houston-Galveston Cooperative Purchasing Agreement (HGAC) format, along with an Agreement of Purchase from Fire and Safety. Once those documents are received, they will be reviewed by Attorney Braslow and the truck committees. Once that process is complete, I will request approval via motions to sign the Agreement to Purchase for Squad 82, and to agree to split the cost of the new Squad 88 with fire district 4. Per salesman Scott Estelow, delivery times are currently running 44 months from the time orders are placed, noting the time has been trending downward.