

The Board of Fire Commissioners, Gloucester Township Fire District # 4 held a Regular Meeting on Wednesday August 16, 2017 in the office of the Board of Fire Commissioners, 14 W. Central Avenue, Blackwood, NJ. This meeting has been properly advertised according to the State of New Jersey Sunshine Laws.

ROLL CALL

Commissioner McCann (here) Commissioner Stout (here)
Commissioner R. Jones (here) Commissioner M. Jones (here)
Commissioner Vannoni (here)

Attendees: Captain F. Reiss, Fire Official P. Urso, Solicitor D. Carlamere, Assistant Chief M. Coucoules

Motion by Commissioner McCann, second by Commissioner Stout to approve the Regular Meeting minutes of July 19, 2017. All in favor, motion carries.

Motion by Commissioner Stout, second by Commissioner McCann to approve the Workshop meeting minutes of August 2, 2017. All in favor, motion carries.

COMMISSIONER REPORTS

Commissioner R. Jones reported Ladder 844 is up at KME it has a bad cylinder, and it will undergo its 250 hour service. He said going up we had a problem with E-Z Pass, Captain Reiss is still working on it. The fuel keys for the apparatus are in the trucks. David Honey is now an active firefighter.

Commissioner R. Jones asked Assistant Chief Coucoules what the status was of Matt Davis, as he has not received anything from the Chief concerning his status.

Assistant Chief Coucoules said his 6 month probation is complete, and he will let the Chief know that he has to advise Commissioner R. Jones.

Commissioner McCann reported that in reference to safety, it has been 293 days since our last accident, and 61 days since our last injury. There is a Safety Meeting on August 23 at 7:00.

Commissioner Stout had nothing.

Commissioner M. Jones said on the sprinkler system at Blackwood Road, he as well as Fire Official Urso met with the Fire Sub Code Official today and he has changed his mind as to how he wants to classify our building. He now wants to classify it as a commercial building, and therefore we will have to sprinkle the entire building. It will now have to go out to bid.

Solicitor Carlamere said you need to pass a motion, appointing a committee, or giving the ok for someone to proceed with the process, specks etc.

Commissioner McCann said do we have specifications for someone to go on?

Commissioner Vannoni said they have to increase the size of the main coming into the building, as well as sprinkler the entire building.

Motion by Commissioner R. Jones, second by Commissioner Stout to have Commissioner M. Jones start the bidding process. All in favor, motion carries.

Commissioner McCann stated that we put \$35,000.00 into that line item in 2016, and another \$35,000.00 into it in 2017, so we have a total of \$70,000.00.

Commissioner Vannoni stated it sounds from the reports that this will come in well under that figure.

Commissioner Stout asked as this process is taking place, can we reach out to the water company to see how much they will charge us per month for the water.

There was a discussion on the line item, and how long the bid process will take. Also, who will draw up the specifications for the job was discussed.

Commissioner Vannoni wanted to know if it would be possible for the bids to be done by the workshop on September 6, 2017.

Solicitor Carlamere said you should have drawings so that everyone is on the same page when they bid such as number of sprinkler heads, etc. He doesn't think 3 weeks is time enough for all of that to take place.

Commissioner McCann stated that if they bids come in, we will need time to review them.

Commissioner Vannoni said it would be more realistic to say we could accept the bids by our September meeting which is in 5 weeks.

There was a discussion on the bid process, and it was determined that if feasible, we would have the bids by the second week in September, and then the Board could review them and possible award the bid by the regular meeting in September.

Commissioner Vannoni had nothing.

CORROSPONDENCE

Commissioner Vannoni said they have been notified by Congressman Norcross's office that Fire District # 4 has been awarded a Safer Grant. He said it will be discussed in Old Business.

He also stated that we received a Certified List from Civil Service, that will aid us in the hiring process should the Board chose to accept the grant.

CLERKS REPORT

The Clerk wanted to bring the Board up to speed on the document, the boxes that are currently in the office. The ARTEMIS System that the State of New Jersey has for the disposal of documents, and which she had been working with for the past week to get set up, has finally determined that we cannot use the system. At this time, the system cannot differentiate between us, and the Township of Gloucester, so the old way of disposal will have to be used. That means we will have to fill out the old forms, send them to State and ask permission for the disposal of the documents. The supervisor she spoke to said she would send her forms.

TREASURERS REPORT

Motion by Commissioner Stout, second by Commissioner M. Jones to pay the bills in the amount of \$13,900.87. All in favor, motion carries.

Commissioner Vannoni questioned what the Community Card was used for, and after the Clerk looked it up it was for parking blocks as well as Square Space for the GTFD4 web site.

Commissioner Stout asked why there was money out of line item 5045-03, and Commissioner M. Jones said that was his mistake.

FIRE OFFICIALS REPORT

Attached.

CHIEFS REPORT

Attached.

PRESIDENTS REPORT

None

CAPTAINS REPORT

Attached.

Assistant Chief Coucoules stated after the reports that they have a returning member Chris Burlap who was a previous member. He asked the Board if they would consider accepting the application under the condition that the third signature on the application would be required. He will bring it up under New Business.

Commissioner McCann was assured that the application for Lennerman has gotten the required signatures.

Motion by Commissioner M. Jones, second by Commissioner Stout to accept all reports as read. All in favor, motion carries.

OLD BUSINESS

Commissioner Vannoni reported that the Board has been awarded a Safer Grant for the year 2016, and the Board must decide if we are going to accept that grant.

Commissioner McCann asked how long the grant was for.

Commissioner Vannoni Stated it was for 3 years, with 75% the first and second year, and 35 % the third.

Commissioner McCann wanted to know how much it was going to cost the Board.

Commissioner Vannoni replied that in the first year, with the figures he is going to give taking into account the highest healthcare costs, the Board would receive \$ 59,962.41 from the grant, and it would cost the Board \$24,093.97. That would be repeated the second year as well.

Commissioner McCann said the third year that would be reversed.

Commissioner Vannoni said it may go up slightly due to step increases. He went on to say that if the person who was hired was single, the cost of the healthcare would be drastically reduced. He stated again, the numbers represent a person who is married and would need healthcare for the entire family.

Commissioner Stout said the \$24, 000.00 would be for the first full year.

Commissioner Vannoni relied yes.

Commissioner Stout said the second year would be higher because of the step increase.

Commissioner McCann said it would not be that much.

Commissioner Vannoni said it would be \$1500.00

Commissioner Vannoni said that the \$151,000.00 is for the 3 years.

Commissioner McCann asked if with the last grant, did we find the government paid its share of the clothing budgeted for a new employee.

Clerk Fini replied the grant does not cover clothing or overtime. They are 2 things we cannot submit for reimbursement. She said those figures have been taken out of the equation.

Commissioner McCann said taxes are included.

Clerk Fini replied yes, they have been added also.

Captain Reiss added that he was sort of audited during the application process, and they asked why our figures for 2016 exceeded our figures for 2016, and he said it was because with the first grant we were unsure what we could and could not include, so this time we made sure that we included everything that we could be reimbursed for. He also added that in the 2012 grant, we actually got an extra 3 months, because if there is money left over, they will let you continue to ask for reimbursement for a period of time, and at that time it was 3 months that the grant was extended for.

Clerk Fini said when figuring out the figures for the grant, she figured the most expensive family plan the State has to offer, and of course that will change if the person we happen to hire is single, and chooses a different healthcare plan, but she had to base the figures on the most expensive.

Commissioner McCann asked when we have to accept this by.

Captain Reiss said September 9th. The Clerk confirmed.

Commissioner McCann said so this is our last public meeting before that date.

It was confirmed it is.

Commissioner McCann wanted to know if the grant application is private, and he asked the rest of the Board if they received a copy of it. He said he would like a copy.

Captain Reiss stated that you cannot print a copy until the grant has been accepted and approved by FEMA, which it just was approved when we were told about the award.

Commissioner Stout asked Commissioner Vannoni if he had figured out what the salaries will cost the Board next year, as he had asked him for this before. He asked him if he knows what the economic impact will be for next year, for the new hire as well as the current employees.

Clerk Fini handed Commissioner Stout a copy of the 2018 salaries and benefits, and told him that the figures were based on this year as we cannot figure healthcare costs and what the new contact will be for 2018.

Commissioner Stout said before he would approve this grant, he would have to sit down and figure out all the numbers to see , and we already have an economic impact as we have to budget a full year for the employee we hired this year. He said he would like to sit down and figure out some figures, so he could get it in his mind whether we can afford it or not.

Solicitor Carlamere said you would have to schedule a Special Meeting.

Commissioner McCann said he tried to do it, and he looked at last year budget. He said we need \$10,000.00 for the uniforms that we talked about, \$24,500.00 in overtime costs to keep up to this year's rate, we will save \$18,000.00 if we do not hire an Administrator if that comes out of the budget. These are additional costs not included in this year's budget, and the overtime does not include a 5th person. Add \$5,000.00 for the new hire for the fourth quarter, and are we going to put \$10,000.00 into the new truck fund, as we did last year. He said he just gave us somethings to consider, and it is up and down.

Commissioner Vannoni said he can comment on the overtime, as this will cut back on the overtime significantly, as long as we do not increase our minimum staffing from 3 to 4. He stated even if we had a catastrophic injury that lasted for months, we would still be able to cover on a regular basis. So we would not have to increase that line item.

Commissioner Vannoni said we applied for this grant in February, and the Board has had since then to do an economic impact study, and if the Commissioners have not taken the opportunity to do that in the last 7 months, he thinks now is a little too late at this point, and he would feel comfortable approving it tonight, as we have had months to plan for this.

Commissioner Stout told Commissioner Vannoni that he just gave him the figures tonight.

Commissioner Vannoni told Commissioner Stout that he had the contract, and he is the Treasurer.....

Commissioner M. Jones said he is going to put it out there and see if it goes anywhere.

Motion by Commissioner M. Jones, second by Commissioner R. Jones to accept the Safer Grant for 2016.

ROLL CALL

Commissioner McCann (No)	Commissioner Stout (No)
Commissioner R. Jones (Yes)	Commissioner M. Jones (Yes)
Commissioner Vannoni (Yes)	

Commissioner Vannoni stated in preparation for this he had asked for a Certified Civil Service List, which he has received. He said the interested applicants must have the letters of intention back by August 23, 2017. At this time he would like to ask the Board to assign a committee to review the applications, and to make a recommendation to the Board, as far as who should be hired.

Motion by Commissioner R. Jones, second by Commissioner M. Jones, to establish the Committee of R. Jones and D. Vannoni to review the applications, and make a recommendation to the Board. All in favor, motion carries.

Commissioner Vannoni said the lease renewal is ongoing.

Commissioner McCann said he had one question, he asked when the estimated hire date would be.

Commissioner Vannoni said he would like to see the beginning of October as the start date, whatever lines up with payroll.

Commissioner McCann asked how we are going to fund this unexpected hire, and what line item will it come out of.

Commissioner Vannoni said the overtime and substitutes line item.

Commissioner McCann asked doesn't the retroactive pay come out of that line item.

Commissioner Vannoni informed him that there will be no retroactive pay coming out of 2017 budget, as the contract will not be renewed until 2018, and the past contract renewal retroactive came out of the 2016 budget.

Commissioner McCann said the line item has been used for overtime.

Commissioner Vannoni said he will have a more definitive answer to that question, and he will figure that out, before he asks the Board to vote on hiring a new person.

Commissioner Stout said along that line, everyone knows the last 2 months of the year, line items can be adjusted, but one thing we cannot do is to go over the total budget. That can't happen.

Commissioner Vannoni said he will throw this out to you, just to keep in mind before budget time, and Commissioner Stout, don't set the building on fire, there are rules that allow us to raise the budget more than 2 percent. He thinks that one of the exceptions maybe the FEMA grant of \$150,000.00, and with the proper documentation maybe one way we could do that, with the understanding of why we need to increase our staffing. Just for consideration.

Commissioner Stout said to Commissioner Vannoni maybe he would consider accompanying him and Commissioner McCann to the Fire District Convention this year, and stated he would be a good spokesperson, and there are people there from the DCA who may be able to tell you the best way to go about it, if that is what you decide to do.

Commissioner Vannoni said we may not have to, but this is an option and this is not a normal occurrence, it is not something that happens every year.

Solicitor Carlamere said he wanted the Board to be aware that there is legislation that would allow the Fire Districts to move their elections from February to November, and the budget would not be voted on as long as it stays within the cap restrictions. He said they are allowing for more flexibility, so while you maybe hearing about this at the convention. He said he has not reviewed all the legislation.

Commissioner McCann stated he wanted to still discuss the overtime issue. He told Commissioner Vannoni that he had brought it to the Boards attention at the Workshop and he asked if the Board has made any in roads on the overtime. He looked at the overtime from the last profit and loss, and this profit and loss, he can see that we haven't. He said if we continue at \$6,000.00 a month, we have to say to ourselves we got into a program with the fill in's and we did not research it very well, and that is over and done with and we have learned our lesson from that. He knows the Board is anxious to hire a fifth guy, so we can be equal with Chews, and we could enter into a program with them that was presented by Captain Reiss. There would be 24 hour coverage 6 or 7 days a week, and a caveat of that was that anytime a career person was off, a career person had first right of refusal, and if there were no career staff available, then the volunteers would be used. But now we may be getting into a program, where that may double, going from 3 to possibly 4 or 5, he forgets what his exact figure were. He stated the Board must be very cautious, before entering into a program, and we must look to see how that overtime will affect us. We have to be very careful before we get to that step.

Commissioner Vannoni said understood. And to answer that question the injured firefighter is back to full duty, so the overtime should be a lot less at this point. Hopefully we will not have another issue with that again.

Commissioner McCann said now we have Fire Prevention month.

Commissioner Vannoni said if we hire someone prior to Fire Prevention month, there will not be any overtime, or minimal.

Commissioner R. Jones asked Assistant Chief Coucoules about the spread sheet for the SCBA qualifications. He said he asked the Chief for it a month and a half ago, but he still does not have it.

Assistant Chief Coucoules said he will let the Chief know.

Commissioner McCann asked Fire Official Urso if there has been any resolution to the fire lane situation. He said he has a solution. Anytime anyone says to the Fire Official, or calls the office to complain about a lane violation, we will have them call the police department. Instead of us hiding the fault, and our Fire Official getting into trouble, we will pass it up the scale to them, and have them take the blame.

Fire Official Urso said he agrees, but he had the PD calling him about Fire Lane violations.

Commissioner McCann said if there was a call about a violation, and you passed it to the PD and they did nothing, then there was an injury or a death, wont that relive you from some of the liability.

Fire Official Urso said not really, because the PD cannot enforce it either. No one in Gloucester Township can enforce it. He said you have Shop Rite on Blackwood Clementon Road who will not sign off on allowing the PD to come in and enforce parking violations. But then you have complexes, where they would sign off, and then it would be enforceable.

Commissioner Vannoni said the ordinance the PD uses is 8135, parking between lines. They do not enforce Fire Lane violations and it has to be agreed on by the property owners.

Commissioner McCann said to Fire Official Urso, his next idea, how are we doing with the agreement with Fire District # 6 and the backup situation.

Captain Riess said he wrote the draft, and he thought he sent it to Chairman Vannoni. Chairman Vannoni did not receive it, so Captain Riess will send it to him.

Commissioner McCann thought that getting the reports prior to the meeting was a great idea. He then realized that the reports do not have to read, since the Board now has copies of them.

Commissioner Vannoni wanted to remind the Board that Fire District # 4 has been a victim of the fire lane violations as there was a crash at Cherrywood Plaza involving a tractor trailer delivery truck that was parked illegally in the fire lane and resulted in damage to the tower ladder.

Commissioner McCann asked Commissioner R. Jones if he had the accident report of the injury to the firefighter on the West Lake Avenue call.

Commissioner R. Jones said yes.

Commissioner McCann asked for a copy of the report, as the Chairman of the Safety Committee he would like to be able to make recommendations to the firefighters as well as the career staff to prevent injuries like this from happening again.

Commissioner Vannoni said he thinks if the Board members would like a copy that would be

fine, but if members of the Safety Committee wanted copies, then they must be redacted.

Commissioner McCann said FF Spain talks about transparency, well the report was supposed to be presented to the Board at last month's meeting, but Captain Reiss was on vacation. He said would like to make a motion to accept the report.

Commissioner Vannoni said we did that already.

Commissioner McCann said he will go back through the minutes and to see if the Board did, and he will also go back in the minutes to see if the Board did vote to apply for the Safer Grant. He said we all red the minutes, so I guess it will be there.

Commissioner Vannoni said we voted to approve it based on his verbal report, and he said he would follow it up with a written report.

Commissioner Vannoni reported that at the Blackwood Fire Company meeting they voted on installing a new flag pole in front of the building, which will make the resident of Central Avenue who called to complain about the lack of a flag pole very happy.

NEW BUSINESS

Motion by Commissioner M. Jones, second by Commissioner McCann to approve the application for Chris Burlp, with the 6 month probationary period, and signatures of the investigative committee. All in favor, motion carries.

Commissioner R. Jones confirmed the application still needs one signature.

GOOD AND WELFARE

Commissioner Vannoni said at this time he would like to get his soap box out and state on the public record his feeling about an item in the Chiefs report, concerning Fire District # 4 providing mutual aid for almost all of Fire District # 3 calls. He would like to point out that this puts an undue burden on Fire District # 4, he thinks it is a back door way of Fire District # 3 getting career staff without the residents OF Fire District # 3 having to pay for it, and he thinks it further proves the disjointed fire service, and unfair taxes in Gloucester Township, which in turn puts an unfair tax burden on the residents of Fire District # 4. With that being said, it is not legal to deny mutual aid, but he wanted his opinion put on the record.

COMMENTS FROM THE FLOOR

FF W. Spain wanted to thank the Board for getting the dress uniforms for the Fire Company. He asked if the ladies were included in it, the auxiliary.

Assistant Chief Coucoules replied they were not.

Commissioner R. Jones stated they are a separate entity.

Assistant Chief Coucoules said they are not a part of the Fire Company, they have their own by-laws, and own uniforms also.

Commissioner Vannoni said the Board does not finance the auxiliary, nor have they ever been asked to purchase uniforms for the auxiliary, so the point is mute.

FF Spain asked Commissioner McCann if he had been provided a copy of the grant, and Commissioner McCann replied that he was promised a copy by Commissioner Vannoni.

Commissioner Vannoni tried to explain to FF Spain that a copy of the grant cannot be printed until it is accepted by FEMA, which just occurred, and he will now provide the Board with copies.

FF Spain said if it doesn't look right, or smell right it isn't right.

Commissioner Vannoni told him to call the Federal Government.

Solicitor Carlamere explained to FF Spain that the format for the grant is normally done by one person and submitted, and it is not something the Board reviews before it is submitted, and Captain Reiss was given the authority to apply and submit the application for the grant.

Commissioner Vannoni repeated that the grant application is done online, and until FEMA approves the application, the application cannot be printed. It was just approved, so now we can print a copy for all the Board members.

Solicitor Carlamere said that no Fire District reviews the application before it is submitted, that is just how the procedure goes.

Captain Reiss said he is speaking as a representative of Local 3249, and last week he attended a Fire District # 2 Board of Fire Commissioner Meeting, and although those minutes are not currently available, he spoke on the floor concerning the shared services with Fire District # 4, and he is paraphrasing the said they are looking forward to meeting with Fire District # 4, and Chairman Genzel stated specifically that he is merely waiting for a list of dates from Fire District # 4 for meeting dates.

He addressed Commissioner McCann and his comments on the shred services agreement. When that agreement was drafted, the staffing that was in that proposal was at 10, 9

firefighters to call out the staff schedule and a 10th to be available for office and fire prevention duties. At the time, the strength of the District was at 9 firefighters, plus Fire District # 2 Administrator, if you chose to count him. In the year and a half since that proposal was made, the Fire Districts will now be at 11 firefighters, and if you include the Administrator, that would be 12 firefighters. At that time, overtime would be an issue, because we would be back filling positions all the time. We have evolved in the year and a half to almost solving that problem. Although there will still be a need at times for overtime, we have closed that gap, by the hiring of the additional firefighters.

Commissioner McCann asked if the minimal staffing on that proposal 4 or 3.

Captain Reiss replied 3. He added that he has been questioned by several as to why the Local 3249 would make a proposal for a minimum staffing of 3, when NFPA etc. all state that minimum staffing should be 4. He said his response is that we know what our Budget can afford, and we did not want to put a proposal out that was going to tax the Fire District. We have now reached a number where we are comfortable with the 3 minimum staffing, and we have got over the hump as far as the shared services. He added he was asked by Commissioner Evans concerning our Safer Grant, and now with this hire both Districts are neck and neck as far as staffing.

Motion by Commissioner R. Jones, second by Commissioner Stout to go into closed session to discuss personnel. All in favor, motion carries.

Meeting was called back to order.

ROLL CALL

Commissioner McCann (here) Commissioner Stout (here)
Commissioner R. Jones (here) Commissioner R. Jones (here)

Commissioner Vannoni said the Board discussed a letter the Board received prior to the Workshop accusing a Commissioner of improper conduct. The issue was discussed during the closed session, and it was determined that there was not any improper conduct by the Commissioner, however there was one misstep in the chain that was discussed and rectified. There is a policy by the Chief, that explains the steps, and there will be no action by the Board.

Solicitor Carlamere said the content of the policy will be followed.

Commissioner Vannoni said yes.

With no further business to discuss.

Motion by Commissioner R. Jones, second by Commissioner M. Jones to adjourn. All in favor, motion carries.

DATED: August 16, 2017

BY: _____
Ernest R. Jones, Secretary



GLOUCESTER TOWNSHIP FIRE DISTRICT 4
BUREAU OF FIRE PREVENTION
14 WEST CENTRAL AVENUE
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FIRE MARSHAL'S REPORT

August 1st, 2017 – August 31st, 2017

- Fire Prevention materials have been delivered.
- School Fire prevention programs have been scheduled and a copy of the schedule has been posted.
- Continued progress with the Blackwood-Clementon Road firehouse sprinkler project, waiting on paperwork to be able to go out to bid.

	Month	YTD
Periodic Inspections	13	188
Re-inspections/Extensions	6	47
Fire Prevention Demonstrations/ Public Education/ Public Relations	0	5
Drills / Continuing Education/Service Training Completed	3	18
Fire Safety Permits Issued	0	2
Complaints/Follow-Ups	0	4
Smoke / Carbon Monoxide Detector Inspections	19	132
Meetings Attended	1	4
Investigations	0	4
Fire Lane Violations	0	0

Respectfully Submitted,

Peter J. Urso

Fire Marshal

GLOUCESTER TOWNSHIP
FIRE DISTRICT #4

FIRE CAPTAIN MONTHLY REPORT – AUGUST 2017

TO: GTFD 4

FROM: Frank P. Reiss, Fire Captain

DATE: 9/20/17

Staffing:

The minimum staffing and fill in program is ongoing. There was a decrease in minimum staffing overtime and fill in shifts this period.

Per incident and per apparatus staffing has remained consistent and response times to location have slightly increased since the last period, but are still under 5 minutes. Below you will find a summary of incidents that occurred during the normal UFD work period where minimum staffing is in place. Only full size apparatus were accounted for in these statistics.

UFD Minimum staffing shifts: 5

Fill in shifts: 2

Time Period	Total Incidents	Total Responders	SCBA FF's	Apparatus Responses
AUGUST 2017	13	59	58	12

Avg. Time to Location	Avg. # SCBA FF's per incident	Avg. # Apparatus per incident	Avg. # SCBA FF's per Apparatus
4.85 minutes	5.38	.92	4.83

Notes: One incident did not warrant an apparatus response as FF Woods called in an MVC while using 849, only BLS was requested. The addition of mutual aid to more of 83's incidents, has not, in my opinion, caused a dramatic spike in call volume.

Significant Incidents:

1. Incident #402, working vehicle fire on E. Lake Ave.

Training:

1. 5 training sessions were documented during the month of August. Water Rescue Refresher (including p.m. of boat motor), Rope Systems x2, Haz Mat, and annual Blood Borne Pathogens/Right to Know refresher.

Documents:

1. Safer Grant.
2. Ongoing work to complete a MOA for fire inspector/investigator services with other districts.
3. Still awaiting access to Power DMS to post a department survey.

News:

1. We have received a 2016 FEMA Safer Grant this month.
2. Ongoing discussions regarding shared services are ongoing.
3. Contact discussions are also ongoing.

Respectfully Submitted,

FRANK P. REISS

Frank P Reiss
Fire Captain-GTFD4