DEPTFORD FIRE DISTRICT NO. 1

Public Meeting Minutes – August 5, 2020

(Held Via Teleconference Due to COVID-19 Crisis)

Attendees:

* Commissioners: Michael White, George Frank (arrived late) Robert Shaeirs, Raymond MacKay; Joseph Nilsen (Absent)
* Fire District Solicitor: Peter L. Frattarelli, Esq.
* Public: Richard Thomas, Mike Barbato

Motion to Approve Minutes of June 3, 2020 Public Meeting: Deferred as Minutes not yet available

Motion to go into Public Comment/Agenda-Related Only:

* Motion made by Comm White; motion seconded by Comm. MacKay
* Approved by 3-0 vote
* No public comments received

Motion to close Public Comment/Agenda-Related Only:

* Motion made by Comm White; motion seconded by Comm. Shaeirs
* Approved by 3-0 vote

Resolution No. 2020-28: To Enter Into An Agreement With Gloucester County For Receipt of Audio Recorder

* Solicitor Comment: Resolution was reviewed for legal compliance and acceptable agreement; do need to attach Exhibit listing actual equipment being received from County
* Motion made by Comm White; motion seconded by Comm. MacKay
* Approved by 4-0 vote

Commissioners Items (from Michael White):

1. Bid package for purchase of Command Vehicles picked up by 13 bidders
2. Fire District employees (Donna S. and Christine S.) are working remotely again, at home, due to recent COVID spike. They have been assigned to work remotely until end of August 2020. They have been stopping at Fire Admin Bldg daily to retrieve equipment or paperwork.
3. At present time, one employee of the Fire Marshall’s Office is available and doing fire inspection/fire marshal’s office work; remainder are currently absent
4. New E-One vehicle (Ladder Truck) update on delivery:
	1. Fire District is waiting on E-One to come back with drawings for Pipe Pulls.
	2. Fire District is also waiting on barn doors design to be approved by E-One’s engineers.
	3. According to Rick Thomas, per conversation with Wes Saltz of E-One, Rick advised Wes that if the waiting time for engineers’ approval was more than two weeks, Fire District wants vehicle returned to possession of Fire District to allow for member training on vehicle.
	4. All other requested corrections and repairs have now been completed, with exception of Pipe Pulls and Stokes Door.
5. Fire District needs to adopt an updated Written Hazard Communications Plan:
	1. Per Rick Thomas, an updated version of this Plan was sent to Commissioner White for review, and he is reviewing
	2. Comm. White commented that a person needs to be designated for the position of Program Coordinator for that Plan.

Battalion Chiefs Report:

1. Rick Thomas asked for COVID-19 update from Commissioners:
	1. Per Comm White, each station should now have sprayers for cleaning solution, and career staff is to be cleaning three times per week
	2. Per Rick Thomas: cleaning solution label indicates it is corrosive to diamond plates and he notices some corrosion on those plates; reminded everyone that solution needs to be wiped off of all metal after cleaning; Comm White will check with Dept Township re corrosive nature of solution
	3. Per Comm White, Dept Township gave 200 medical masks to Fire District, to be used when Np-95 masks are not required
	4. Comm White noted that rubber gloves were supposed to be received from Gloucester County, but were not; Rick Thomas noted that should have been included along with Tyvek suits, spray bottles and wipes, which adjacent towns received
	5. Comm Frank reminded everyone that these materials should not be left in the open at stations
2. COVID policy in quarantine:
	1. Comm white stated that if volunteer members have immediate family members in household who test positive for COVID, then those need to be disclosed so that volunteer can be instructed to quarantine; to date, have had three such situations among career staff and 1 among volunteers
	2. Commissioners ask Solicitor to prepare COVID policies relating to (a) need to self quarantine in compliance with State of New Jersey travel advisory; (b) need to advise Fire District if household family members test positive for COVID; (c) emphasize need for social distancing where possible on response calls
	3. Solicitor noted that Fire District cannot control how fire station social clubs handle COVID, but we can direct how volunteer members while on duty can act
3. Per Mike Barbato, Fire Police asked for:
	1. electrical outlet to plug in electrical flare outside of vehicle; and
	2. Polo shorts for fire police
	3. Commr White requested that fire police provide design logo for polo shorts and Commissioners will review
4. Comm White ordered 250 cloth, Navy Blue masks with Deptford Fire Dept logo, which are expected to arrive next week each member will receive one mask

Fire Marshall Report: Not available

Research & Development Committee Report: None

Motion to approve bills – Resolution No. 2020-27 (full copy available upon request):

* Motion made by Comm White; motion seconded by Comm. Mackay
* Approved by 4-0 vote

Treasurers Report (presented by Comm. McKay) – Account Balances:

* Checking Republic Bank: $1,608,932
* Payroll Republic Bank: $99,310
* Money Market SJ Credit Union: $1,678,283 (retirement portion: $930,000)
* Motion made to approve Treasurers Report (By Comm. White); Seconded by Comm. Frank)
* Approved by 4-0 vote

Motion to go into Public Comment/General Topics:

* Motion made by Comm White; motion seconded by Comm. Shaiers
* Approved by 4-0 vote
* No public comment

Motion to close Public Comment/General Topics:

* Motion made by Comm White; motion seconded by Comm. Frank
* Approved by 4-0 vote

Motion to go into Executive Session

* Read by Peter L. Frattarelli, Esq. Solicitor [Full Resolution available upon request]
* Topics for executive session:

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| Advice on third-party subpoena received and response thereto |
| Advice re emergency response funding ordinance with Township |
| Update on E-One / vendor dispute negotiations |
| Advice on employee discipline  |

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* FURTHER RESOLVED that the Board of Fire Commissioners 🗹 **will**/ 🞎 **will not** return to open session to conduct business at the conclusion of the executive session
* Motion made (Comm White); motion seconded (Comm Mackay)
* Approved by 4-0 voice vote

[Executive Session held – Public attendees excused]

After return to open session (following Motion to Return to Open Session, made during Executive Session:

Motion to Adjourn Public Meeting:

* Motion made (Comm White); motion seconded (Comm Mackay)
* Approved by 4-0 voice vote

[Meeting Adjourned at approx. 8:30 p.m.]

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