

Board of Fire Commissioners, Fire District No1.

Township of Gloucester, County of Camden

P.O. Box 38, Glendora, New Jersey 08029

FireDistrict1@glotwpfd1.comcastbiz.net

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General Info

- Date & Time: July 8, 2025, 6:59 PM – approx. 7:31 PM (1940 seconds)
- Meeting Location: Glendora Fire Company (District 1)
- Attendees:
 - Chairperson: Commissioner Glass
 - Board Members: Commissioners Murphy, Steiner, Semple, Minner; Solicitor; Fire Chief Woods; Fire Official (Murphy reported)

Agenda Items:

- Item 1: Compliance, Roll Call, and Prior Minutes
 - Moment of silence observed for Idaho firefighters.
 - Open Public Meetings Act notice confirmed (Carrier Post, Jan 14, 2025; bulletin board posting).
 - Roll call taken; quorum present.
 - Prior minutes approved with one correction to Treasurer's report: vendor payment name corrected from "Red Flag Design" to "Joe Calce."
- Item 2: Communications and Budget/Referendum Use
 - Outgoing: Discussion with NJ DCA regarding referendum funds exceeding levy cap.
 - Guidance: In the first year, funds must be used as specified (stipend line). After year one, funds may be reallocated within the overall cap via year-end transfer.
 - Duty crew daytime line (5340) tracking approx. \$5,000/month; \$25,100 spent to date; monitoring for remaining 6 months. Any additional \$5,000 request to be decided at year-end based on available funds.
- Item 3: Fire Chief's Report
 - Personnel: New member James Fisher passed physical; membership action requested.
 - Equipment: Motorola parts received. Two used 2216 Scott SCBA bottles donated by Ball Fire Equipment. Two gear liners received and correct.
 - Vehicles: Chief's vehicle received four new tires (Tire Corral).
 - Uniforms: District T-shirts needed; ordered from All Geared Up.
 - Duty Crew: 19 daytime, 16 nighttime shifts covered in the period.
 - Grants: SAFER grant submitted (staffing).
 - SCBA Fit Testing: Proposal to approve Interstate Mobile fit testing at \$45 per person; all members without current-year physical require testing.
 - Insurance/JIF: Meeting held with JIF rep (Don) on required policies and compliance items (e.g., DL checks, defensive driving/EVOC documentation).
 - Inter-District Alliance: Preliminary plan among Districts 8-1 (Glendora), 8-2 (Chews), 8-3 (Blenheim), and 8-4 (Blackwood) to share duty crews and coverage (target 42–48 hours/week across North end). Concept includes Glendora and Blenheim funding duty crews and receiving 8-8 coverage without separate payment. A new MOA among the four districts is being prepared for August; chairperson signature required upon board approval. District 1 (of seven total districts in township) is not participating in this MOA.
 - Records/Office: Plan to relocate all personnel files to this building; begin purging old fire reports per state retention schedules. Exploring digitization for new records via Office 365 cloud and external backup; full archive digitization not feasible now. Copier limitations currently hinder scanning.
- Item 4: Fire Official's Report (July 2025)
 - Activity: 6 inspections, 9 re-inspections, 1 complaint inspection, 1 follow-up, 5 smoke inspections; 15 violations issued; 2 meetings; 2 training classes; 52 man-hours.
 - Businesses: One new barbershop opened (July 1); Sports Outlet paid last month but is closing; Dollhouse also closing.

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- IT Upgrade: Fire Official computer updated to Windows 11. Existing copier unsupported (no Win11 driver); prints unavailable though copy/fax works.
- Replacement Options:
 - Repossessed MFP: \$1,785 (62k copies) + service.
 - New MFP: \$2,795 + service.
 - Xerox B235 (printer/copier/scanner/fax): \$469.74 purchase, service plan at \$0.17 per page (covers toner/parts/labor). Network printing supported; Wi-Fi via network. Estimated low monthly volume; Xerox deemed reliable.
- Item 5: Insurance
 - All policies renewed June 1.
 - Forms on file for additions and death notifications.
 - JIF/Compliance follow-ups: Driver's license checks for all drivers, including commissioners; consider defensive driving or EVOC/SIVO certifications and provide proofs to insurer.
- Item 6: Treasurer's Report
 - Revenues: Interest \$374; Smoke alarms \$260; Non-life hazard inspections \$460; Total current receipts \$723.74.
 - Certificates of Deposit Interest: \$731 and \$1,399 received.
 - Bills: \$21,471.01.
 - Duty crew payments summary (Jan-Jun) provided (labeling to be adjusted).
 - Motion to pay bills carried by roll call.
- Item 7: Deferred Business – Township Vehicle Maintenance/Fuel
 - Update pending from Township (Tom Curtis/Mike Jones/Ms. Coyle) on maintenance program details: mechanic hourly rates vs. shop rates, priority handling, and fuel program with driver-specific or generic codes. Meeting to be scheduled; awaiting email with breakdown.
- Item 8: New Business and Motions
 - Membership: Motion to accept James Fisher as a member approved.
 - SCBA Fit Testing: Approved at \$45 per person with Interstate Mobile.
 - District T-Shirts: Purchase from All Geared Up approved by roll call.
 - Inter-District MOA: Board approved participation in MOA among Districts 8-1, 8-2, 8-3, 8-4 to share members/duty crews; chair authorized to sign upon finalization.
 - Copier/Printer: Approved purchase of Xerox B235 for \$469.74 and service at \$0.17 per page; noted cost-effectiveness over other options.
 - Internet/IT: Comcast upgrade completed due to Windows 11 router security incompatibility; increased from 35 Mbps to 500 Mbps with new all-in-one modem/router. Additional \$57/month. Internet now stable.
- Item 9: Public Comment and Adjournment
 - No public present. Meeting adjourned upon motion and second.