

**Board of Fire Commissioners  
GLOUCESTER TOWNSHIP FIRE DISTRICT 6  
Monthly Meeting Minutes**

<b>Meeting Held:</b>	February 23, 2023
<b>Meeting Place:</b>	Board Office
<b>Meeting Called to Order:</b>	6:38pm
<b>Members of Board Present:</b>	<b>Chairman</b> – George Brown <b>Vice Chairman</b> – Brian Robinson <b>Treasurer</b> – Steven Funkhouser <b>Secretary</b> – George Flinn <b>Commissioner</b> – Derek Grier <b>Administrative Clerk</b> – Renee Evans <b>Solicitor</b> – David Carlamere

**Salute the Flag**

**The Sunshine Law** – George Brown: In accordance with the NJ Sunshine Law this meeting is open to the public. The public portion will follow the regular business of the Board. We're going to suspend the regular business of the Board in order to swear-in the new Chief.

**Roll call Commissioners:** Comms. Robinson, Flinn, Funkhouser and Brown present. Comm. Grier will arrive later.

**Comm. Robinson:** The first order of business I'd like to make a motion to the Board to promote Christopher Brown to the position of Chief.

Motion made by Comm. Robinson, seconded by Comm. Flinn. Roll call vote, Comms. Robinson, Flinn and Funkhouser yes. Comm. Brown abstained.

Sol. Carlamere swore-in Christopher Brown to position of Chief for GTFD6. (applause)

**F.A.C. Brown:** Would Ffs. Baxley and Harrison please come forth. The first act officially sworn-in as Chief, the vehicle doesn't run without people. I'm absolutely flattered and honored to look around the room to see so many people from many places and in orientation had an opportunity to work with, Capt. Kramer right there on Facetime and his family here. I thank you all so much for coming. It's important. Two of the other folks to get sworn-in tonight is Ff. Jessie Baxley, Ff. Justin Harrison who has not only recently completed their time at the CC Fire Academy. With our organization like so many others, they had a probationary time within the organization. While testing out and understanding our S.O.G.'s, policies and how we operate ...Solicitor...

Sol.Carlamere swore-in Ffs. Baxley and Harrison. (applause)

**Comm. Brown:** We have cake and coffee for everybody, so the Board would like to adjourn so everybody can have some cake and walk around talk to each other and congratulate the new Firefighters and the Chief.

Motion made by Comm. Flinn, seconded by Comm. Robinson. Roll call vote, all yes at 6:43pm

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**Open Session**

**Comm. Brown:** Alright, the social portion of the meeting is over, we'll go with the regular Board business. Roll call Commissioners at 7:06pm. Comms. Robinson, Flinn, Funkhouser and Brown present. Comm. Grier is excused.

**Comm. Brown:** Coincidentally, we've always done our re-org as long as I've been here, which is way too long before the 3 years, we've had our re-org at this meeting, the last one of February. So I think we want to take care of the re-org issues first in order to make what we're going to do.

**Sol.Carlamere:** So basically, as the Commissioners are all aware, the uniqueness of this election where you had one individual who submitted a petition, regardless of the oath at the time the petitions are signed to take the office during the course of the election itself, the individual submitted his declining to take the position,

Open Session, continued

communicated with my office, communicated with the Board of Elections as well as the District Clerk here. When he made that decision, fortunately he made that decision after the vote-by-mail was already out and the ballots already printed, so the Board of Elections made the determination that he couldn't change anything without delaying the Election. But it's clear you had two candidates running, one candidate declined during the course of the Election, it doesn't stop votes that are already cast, so the course of the Election then goes unopposed by one candidate. If you have three candidates, it might have been a question as to where the voters would have gone if he had resigned early enough, but that's not the case here. So I think the case is clear that the campaign was successful by Mr. Brown, and I've given that opinion to the Clerk here as well as to the candidate. OK?

**Comm. Brown:** OK, so I've got to get sworn-in so we can do the next step which is the re-org. I can't do that if I'm not sworn-in.

Sol.Carlamere swore-in George Brown as Fire Commissioner of GTFD6. (applause)  
(Comm. Grier entered the meeting)

**Comm. Brown:** So does anybody want to change their responsibilities from what they had?

**Comm. Robinson:** I believe there was a discussion of adding one so Comm. Flinn's will now be overseeing the Office of the Fire Marshal.

**Comm. Brown:** Yes. Do you have any problem with that?

**Comm. Flinn:** I got it.

**Comm. Brown:** Anybody else have a problem with that. Otherwise, we're all in agreement we're going to keep whatever we had responsibilities for?

**Sol.Carlamere:** So it probably include the position of Chairman, Vice Chair, Secretary and Treasurer.

**Comm. Brown:** Yes...

**Sol.Carlamere:** So there should be a motion made that the Administrative office...Chairman, Vice Chairman, Secretary, Treasurer and Commissioner remain unchanged.

Motion made by Comm. Grier, seconded by Comm. Flinn. Roll call vote, all yes.

**Comm. Brown:** So we're also going to keep these Committee responsibilities that are on the Agenda. I'm willing to give up Pensions if anybody wants to take them, inside joke. So next is the resolutions, correct, which is going to be by title.

**Sol.Carlamere:** You can read them by title and do them all by consent unless anyone wants to pull anyone of the appointments for discussion. You can read them down see if anybody wants to pull out the Resolutions for Appointments.

**Comm. Brown:** **R-05-23** Resolution Schedule Board Meeting Dates for 2023 and initial 2024.

**R-06-23** Resolution to Adopt the Cash Management Plan for GTFD6 fiscal year 2023  
Resolutions of Appointment fiscal year 2023:

**R-07-23** Attorney – David F. Carlamere, Esquire

**R-08-23** Accountant – Vincent Passarella, CPA

**R-09-23** Auditor – Bowman & Company

**R-10-23** Deposit of Funds – William Penn Bank

Legal Notices – Central Record Courier Post & Philadelphia Inquirer

**R-11-23** Dental Care Provider – Delta Dental of NJ

**R-12-23** Medical Provider – US HealthWorks and Interstate Mobile

**R-13-23** Award of State Contracts – Per N.J.S.A. 40A:11-12

**Sol.Carlamere:** Unless anyone wants to pull any out, you can vote on them as consent for all Resolution for **R-05-23 through R-13-23**.

Motion made by Comm. Flinn, seconded by Comm. Grier. Roll call vote, all yes.

**Sol.Carlamere:** I'd like to thank the Board for my re-appointment in representing the Board. Thank you.

Comm. Brown: **R-14-23** Appointment of Fund Commissioner to the Joint Responder Insurance Fund –  
Chief Brown

Motion made by Comm. Flinn, seconded by Comm. Grier. Roll call vote, all yes.

**Comm. Brown:** Any others? (hearing none) OK, so that's all the Resolutions and the Re-Organization done. So we'll go to Committee Reports.

**Minutes of the previous meeting** - Motion to accept the previous month's minutes as they are available to the public upon request.

Motion made by Comm. Robinson, seconded by Comm. Flinn. Roll call vote, all yes.

**Correspondence** – Renee Evans

**Adm.Cl.Evans:** All has been distributed.

**Treasurer's Report** – Steven Funkhouser

William Penn General Account	3,059,880.11
William Penn Payroll Account	44,582.25
Expenditures 02/23/23	59,046.79
 TOTAL AMOUNT FOR APPROVAL	 59,046.79

Motion made by Comm. Flinn, seconded by Comm. Grier to approve the Treasurer's Report as read.  
Roll call vote, all yes.

**COMMITTEE REPORTS**

**Liaison to the District Volunteers** – Chris Brown

No report.

**Budget Co-Commissioner** – George Brown

No report.

**Computer Services** – George Brown

No report.

**Fire Prevention** – George Brown

No report.

**IAFF Contracts Co-Commissioner** – George Brown

No report.

**Legal Liaison** – George Brown

No report.

**Budget Co-Commissioner** – Brian Robinson

No report.

**IAFF Contracts Co-Commissioner** – Brian Robinson

No report.

**Personnel / Administration** – Brian Robinson

No report.

**Personnel / Operations** – Brian Robinson

No report.

**Building Maintenance & Grounds** – Steve Funkhouser

**Comm. Funkhouser:** Only thing I have is from Consulting Engineering Services, I received on January 23<sup>rd</sup> a two page letter from them. They wanted to see if we wanted to phase in our 2 payments for the roof repairs. It's my opinion that we're just going to pay them out in full. I don't know if they thought we were going to be short of funds I think, so they thought maybe we could do a two payment billing on that. But we're going to stick with paying in full. Once I let them know, they're going to continue working on the plans, specifications and all the

**Building Maintenance & Grounds – continued**

other items they have to work on, construction and the bidding process has to be completed by them yet. So I will be giving them a call tomorrow and letting them know we're going to continue on with where we are now.

**Comm. Brier:** Have the rates changed any?

**Comm. Funkhouser:** Not that I'm aware of. Actually has gone down a little bit from what the letter said.

Other than that, I defer to the Chief's report in regards to any Uniforms or inventory. That's all I have to report.

**Comm. Brown:** I don't know, there have been so many numbers thrown around here in the last 4 months, I don't know if these numbers actually agree with the previous months minutes that we approved. Do you know that?

**Comm. Funkhouser:** No I don't. Am I supposed to know that? I just pay the bills...it goes along with the amount of money we have put in for the roof.

**Comm. Brown:** OK, but I don't know what we've actually approved. The numbers were not...

**Comm. Funkhouser:** We approved some for their company, that's it. That's all that we've approved for them to get started on the process. The bidding process.

**Comm. Brown:** Their company is not getting \$322,000.00.

**Comm. Funkhouser:** I don't know about that. Don't confuse me George. That's what the total is of what they're saying. The opinion of the roofing replacement is based on similar type projects and is \$322,000. Therefore the total opinion of construction cost is approximately \$381,700. So approximate total cost of the job is going to be \$381,000. That's what he's telling me.

**Comm. Brown:** But that's not the number we approved last time.

**Comm. Funkhouser:** Why do we keep approving numbers? We approved the money for the roof. What are you saying we're approving? I don't understand.

**Comm. Brown:** As I understand it, we approved initially an amount of money, then it went up. We never approved that it went up, then it went up again and we didn't approve that. We said for the budget, put in that amount of money. But this is a Capital project, and those incremental amounts need to be approved. You just can't say because now I got that, it was all previously approved by the Board? Do you follow me?

**Sol.Carlamere:** So this is your Engineer's estimate of what the cost is projected to be.

**Comm. Brown:** Correct, and it's not what we had last time, and I.....

**Comm. Funkhouser:** It's less.

**Comm. Brown:** Whether it's up or down I don't really care, but it should show in the minutes what we think it's going to be as of today.

**Comm. Funkhouser:** I can't get total numbers from this guy George. If you'd like to give him a call and see if we can get a final number on it...

**Comm. Brown:** You're not understanding, try again. We...

**Comm. Funkhouser:** I'm done...go ahead.

**Sol.Carlamere:** The Consulting Engineer firm that's putting together the project is also going to put together the bid package and oversee the process. Your projection is based on their experience and evaluation of the job saying the job construction cost is going to be in the area of \$381,700. So if that's the set price, and let's assume the letter which is dated January 23, 2023, his estimate is saying that bids should be in that range. So when they go out for bids, you're determination if bids are coming in greatly in excess of that, you're probably going to reject those and they go back out again or you have other funds. But right now, his projection as your professional is saying that's what he's projecting this contract should cost.

**Comm. Brown:** And the only thing I'm trying to point out to the Board, not for myself cause I'm not into roofing, but that's a different number than we previously voted on and said OK. So if anybody wants to say OK, which I would...it's a procedural amount...

**Comm. Flinn:** The budget amount is actually higher, it's a procedural thing. So we should approve contingent on this \$381,700 right now.

**Comm. Brown:** Right, and that's the number...

**Comm. Flinn:** And stick with it for bids for now...

**Comm. Funkhouser:** And that's what this letter stated, if you wanted to go with this, this is what we go with. If you want to do two payments this year and next year, that's what.....

**Comm. Flinn:** I make a motion to go with that \$381,700 for now.

Motion made by Comm. Flinn, seconded by Comm. Robinson.

**Comm. Funkhouser:** And again that letter might change.

**Comm. Brown:** OK, but all I'm saying is...

**Building Maintenance & Grounds – continued**

**Comm. Flinn:** We'll just vote on it again, that's all.

**Comm. Funkhouser:** So we have to vote every time we have a meeting?

**Comm. Brown:** Yeah, if the number changes. Not only have a meeting, but if it comes back in next month and it says no, it's actually going to be \$40,000 more, that has to be approved by the Board. That can't just be done by you or me or Derek or George...that's what these meetings are.

**Comm. Funkhouser:** I understand that.

**Comm. Brown:** So I'm just making sure that the minutes reflect that we now think it's going to cost us \$381,700. Roll call vote, all yes.

**Comm. Brown:** Anything else Comm. Funkhouser?

**Comm. Funkhouser:** Nope.

**Communications – Steve Funkhouser**

No report.

**EMS / Supplies & Equipment – Steve Funkhouser**

No report.

**Turn-Out Gear – Steve Funkhouser**

No report.

**Uniforms – Steve Funkhouser**

No report.

**Insurance – George Flinn**

No report.

**Sign – George Flinn**

No report.

**Water – George Flinn**

No report.

**Apparatus – Derek Grier**

**Comm. Brown:** Are you going to update us on the Old Business on the Squad repair?

**F.A.C. Brown:** That was included in the Chief's Report.

**Comm. Brown:** OK, I didn't see that there.

**Fire Department Equipment – Derek Grier**

No report.

**Fire Department Operations – Derek Grier**

No report.

**Training – Derek Grier**

No report.

**Fire Administrator/Chief – Christopher Brown**

**F.A.C. Brown:** Submitted. A modification to that was that one of the issues we are having, not us but it ends up being us, is the supply chains back in October we ordered batteries and were originally told they were supposed to be in 10 days ago, they are not here. I contacted the vendor again today, they did provide me the official sheet that shows they've been delayed till mid-May. It's a difficult process with the authorized vendors but it will definitely weigh considerably in the future decisions of products and processes when it comes to new vendors.

**Comm. Brown:** OK. Anything else? (hearing none)

**Solicitor – David Carlamere**

**Sol.Carlamere:** Nothing to report.

**Resolutions – Renee Evans**

**Comm. Brown:** Resolutions...we've done all those.

**Old Business – George Brown**

1) Election Results

**Comm. Brown:** We talked about those.

2) Computer Room/Officer's Room project

**Comm. Brown:** I can get on that again since I'm going to be here again.

3) Apparatus boom leak – update

**Comm. Brown:** We've updated that.

4) Roof – update

**Comm. Brown:** We've updated that.

5) New phone system for the building

**Comm. Brown:** The wireless phone system is part of the Computer Room Project, so it's still open.

**New Business – George Brown**

**Comm. Funkhouser:** Under New Business in regards to the roof, I had the cable company out here and they're going to be moving the cable from the roof area which was one of the items they asked to remove from the roof. They're moving them over to here and running underground connected to the building here, so they're going to be taking care of it.

**Comm. Brown:** And that's Comcast, right?

**Comm. Funkhouser:** Yes.

**Comm. Brown:** Is there any anticipated outage while they're doing that?

**Comm. Funkhouser:** He didn't say. I'm pretty sure there will be. He did say we'd have to call them back up to reboot it or whatever. So after they install the line we have to call them back up to finish the lines inside the building. This is the outside line they're starting first.

**Comm. Brown:** And who's doing the inside line?

**Comm. Funkhouser:** Xfinity.

**Comm. Brown:** So they should be doing both then?

**Comm. Funkhouser:** Yes.

**Comm. Brown:** Alright, thank you.

**F.A.C. Brown:** A notation on that, the new RMS, a lot of the process we have around here, we are strictly dependent on their connection. The Fire Inspection, the Fire Official, some of the things the District Clerk has to do, if it's going to be on a day where we'll be without connectivity for the balance of the day, we'll figure out some work arounds that's all that is.

**Public Portion – George Brown**

**Comm. Brown:** If you'd like to say anything to the Board, stand up, state your name and address. (hearing none)

**Closed Session – George Brown**

**Comm. Robinson:** Can we go into Closed Session for a very brief session.

**Comm. Brown:** OK.

**Sol.Carlamere:** Is it Personnel?

**Comm. Robinson:** Yes sir.

Motion made by Comm. Flinn, seconded by Comm. Grier at 7:28pm. Roll call vote, all yes.

**Comm. Brown:** Let the record show the Board has come out of Closed Session at 7:46pm.

Roll call Commissioners, all present.

**Closed Session – continued**

**Comm. Brown: R – 15 – 23** Two items discussed in Closed Session.

**CS – 99**

The first was, the Board had put some money in the budget for a Project Manager to report to us on the progress of the roof construction. Comm. Grier has found someone else. We had one person that we already had in mind, and we're going to talk to whoever Comm. Grier's person is.

Motion made by Comm. Flinn, seconded by Comm. Robinson that we talk to those two individuals and get this hammered out. And they decide who they're going to appoint. I don't think we got to wait another month do we?

**Sol. Carlamere:** I think it should come back with their recommendation to the Board. You're not yet near ready for this contract with CES yet anyway unfortunately, so I would think that should come back because you're looking to hire someone on a part-time temporary basis that has that one responsibility to the Board.

**Comm. Brown:** Yeah we need to know, the cost might be different.

Roll call vote, all yes.

**CS – 100**

**Comm. Flinn:** I make a motion that we sign the Chief's contract also.

Motion made by Comm. Flinn, seconded by Comm. Robinson to sign the Chief's contract.

Roll call vote, Comms. Flinn, Funkhouser, Robinson, Grier yes. Comm. Brown abstained.

**Adjourn – George Brown**

Motion made by Comm. Robinson, seconded by Comm. Flinn to adjourn the meeting at 7:48pm.

Roll call vote, all yes.

**Comm. Brown:** Thank you everyone for coming tonight. Have a piece of cake, take some for the kids.