

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

**Meeting Held:** April 28, 2022  
**Meeting Place:** Board Office  
**Meeting Called to Order:** 6:34pm  
**Members of Board Present:** **Chairman** – George Brown  
**Vice Chairman** – Brian Robinson  
**Treasurer** – Steven Funkhouser, excused  
**Secretary** – George Flinn  
**Commissioner** – Derek Grier  
**Administrative Clerk** – Renee Evans, excused  
**Clerk** – Kathleen Crockett  
**Solicitor** – David Carlamere, excused

**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.

**Roll call Commissioners:**

Comms. Brown, Robinson, Flinn and Grier present. Comm. Funkhouser is excused.

**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. Grier. Roll call vote, all yes.

**Correspondence** – Kathleen Crockett

**Cl.Crockett:** It's been distributed.

**Treasurer's Report** – Steven Funkhouser

William Penn General Account	2,477,604.27
William Penn Payroll Account	20,405.73
Expenditures: April 28, 2022	238,627.08

TOTAL AMOUNT FOR APPROVAL	238,627.08
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Motion made by Comm. Flinn, seconded by Comm. Grier to approve the Treasurer's Report as read.  
Roll call vote, all yes.

**COMMITTEE REPORTS**

**Budget Co-Commissioner** – George Brown

No report.

**Computer Services** – George Brown

**Comm. Brown:** The printer copier in the Commissioner's office...Jan got an estimate from HP to repair it. The wanted \$695, and the part that we need is under \$20. So somebody is going to become a computer repair person. I have three sources for a part that I've got to look at tonight to see which one it is, so that shows what's going on. A new one is \$2,400 and that one is not old enough to replace yet so we'll go for the \$19 part.

**Fire Prevention** – George Brown

No report.

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

**Comm. Brown:** The IAFF contracts...do you want to discuss the proposed change or do you want to do that later as New Business? (Call Back Program)

**Comm. Robinson:** Sure. In your packet you'll see the current wording for the employee contract as far as recall, and then you'll see what's noted as new. The Chief, Deputy Chief and I met, they're the experts so I deferred pretty much everything. I think they're short, sweet and to the point on when the guys can come back, so the new rules would read:

"When an employee is recalled to duty, they shall be entitled to compensation at their overtime rate for all hours worked, with a minimum compensation of one (1) hour. Time beyond initial 1 hour worked when recalled to duty, or when continuous with a regular shift will be calculated in 15 minute intervals. Recalled to duty shall include: training and drills not connected during regularly scheduled hours, Working Fire Box, All Hands, Multiple Alarms and Rescue Assignments or at the discretion of the Chief or Deputy Chief within Fire District #6 or any other Fire District authorized by the BOFC. For an employee to be eligible for overtime, a firefighter must respond and report to the Incident Commander prior to the event being declared under control."

**Comm. Brown:** Have you discussed that with Adam yet?

**Comm. Robinson:** Not here, I'll give him this.

**Comm. Brown:** So we'll have a resolution to accept that unless anybody's got any questions.

**Dep.Chief Brown:** Just to highlight for the record, the only changes are on page 9, Article 9, Section E of the Collective Bargaining Agreement. The only changes are, there are adds in there an earlier response for the firebox specifies multiple alarms and is at the discretionary measure of the Chief himself as necessary. One of the things that was not discussed in the public session the last time this came up was about the extra alarms. We identified the fact that it could be possible that a working firebox or all hands transmission get missed and go to a second alarm on something that we obviously would want them to come back, so just to make sure that language is very clear.

**Comm. Brown:** OK, so my intent here Adam is not to put any pressure on you, but we're going to approve that and then you can discuss it with the members or whatever you need to do on your side, so I'm not asking for a response right now. If you come back and say next month that we're good with it, then we'll amend the contract and it will go into effect, OK?

**Ff. Craig:** OK, sounds good.

Motion made by Comm. Flinn, seconded by Comm. Robinson to accept the call back program change as read.  
Roll call vote, all yes.

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

**Comm. Brown:** Any new volunteers Chris?

**Dep.Chief Brown:** No. We do have the last member who was approved Shane Flinn, as far as I know has successfully completed all his midterm testing requirements at the Academy. He has exactly 6 class sessions remaining.

**Legal Liaison – George Brown**

**Comm. Brown:** Just a note that Mr. Carlamere will be getting some surgery done in the month of May. He's not here tonight because he's going for some testing tomorrow and will probably be out towards the end of May for a week or two. So in the interim if somebody wants to stay at a Holiday Inn one night just let me know so we can handle those legal matters.

**Budget Co-Commissioner – Brian Robinson**

**Comm. Robinson:** I have nothing. I'm going to request we go into Closed Session for a short personnel matter.

**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. Brown:** Comm. Funkhouser is out. I spoke to him today. His wife has actually had her first good day since her surgery, which was positive. He called me when he went out, and he's effectively we can say he's on family medical leave and leave it at that for HIPPA reasons or what not.

But he called me and asked me if I could help him out with the roof contract and I said I will do what I can. I have read the contract, nobody had any changes other than myself, so we can go through this pretty quickly and my plan is, unless anybody has any other questions, there is an issue here on the amounts, which I have to look in his file when the meeting is over, but this will just move it down the field so hopefully we can approve it in May or we'll have a Special Meeting before then. So if we could, I'll just take you through it. So what I have in hand here is the document that he wanted to give me but it's in word format and it's called a red line document and it shows what we want to change in the agreement. And I'm not really certain, this is really Mr. Carlamere's area, but at least to show you that we're trying to move it along. So whenever you're going to make a change it calls out what the change is and where it is, so we don't have to go through the whole document. The first one is on page 3, which was the payment. There is nowhere where it limits the payments to work completed. It just says there will be two payments, so they can do 10% and then ask for 50% of the money, then we'd have to chase them for the other 40% of the work. Normally the payments are tied to a percentage of completion in construction jobs and it should be in here I believe, but I'm not an attorney, so we want to add that. There are questions on page 5, section 3. There was some confusion about the last document because there were two documents handed out to the Board. One had handwritten corrections on it, the other did not, so we wanted to get that straightened out. He was asking for 30%...either 15% or 30% increase in cost to the engineering firm, which for a one year difference between the original one and this current one, I objected to that level of increase. It's inconsistent. I know there is a cost of living going around, but it's not 30%, so we wanted to get him to fix that price. I have to look at Comm. Funkhouser's documents to get the correct numbers to make sure that they are right in here, so I'll do that after the meeting. There is one other one, but the contingency which is in section...

**Dep. Chief Brown:** Page 6.

**Comm. Brown:** Yes. When you look at the bar in the left hand column, it says there's an edit made to the document. There is a 15% contingency, but it doesn't say what that is based on. Is it based on the \$280,000 estimate, or if we get a bid of \$200,000 to do the work because if it's not stated then you've got grounds for a dispute. It's his document so he'll have the upper hand in resolution. So I want that stated if it's 15% based on the bid amount. In 2-3 review the bids, the way that that reads is, they accept the lowest bid, so if only one person bids then we have to accept that and that's not the way we want it. If there is an insufficient number of bids, then we have the right to throw them all out and re-bid or do nothing, but we don't have to accept the lowest bid or the only bid. So those were the ones that I had. I have to again look at the numbers. I called Steve to ask if he remembered what he discussed with him, and I could tell he had things on his mind and said the file is on my desk. I'll look at that and see if it's consistent with what's in here. The next move would be if the Board agrees that we want those changes in there, then I'll go back to him and say you've got to make these changes for us to go to the next phase. If he says yep I'll accept all of them, then he's got to give me another document which I'll proof read then we'll move to the next step. Any questions?

**Comm. Flinn:** He's asking for a 30% increase to oversee the job because it's been a year?

**Comm. Brown:** Yeah.

**Comm. Flinn:** So do his employees make more money, does it cost more to oversee the job now? It's crazy.

**Comm. Brown:** No, \$695 for a \$19 part is crazy.

**Comm. Flinn:** I agree, but a 30% increase to just oversee a job...he's not providing the materials, we're already paying for that.

**Comm. Brown:** Agreed, that's why we challenged it. Does anybody have anything else? I would like to have a resolution to go back to the contractor and say you've got to accept these in order to move forward, and if you don't, we'll going to go someplace else, OK?

Motion made by Comm. Robinson, seconded by Comm. Grier to make the changes that are in the document. Roll call vote, all yes.

### **Insurance – George Flinn**

**Comm. Flinn:** On the new insurance for renewal is a \$42 increase for the year, I already signed off on it.

**Comm. Brown:** Is that all policies, or which?

**Cl.Crockett:** That's for the Accident and Sick.

**Insurance – continued**

**Comm. Brown:** OK, so we don't have the impact yet on the Umbrella or General Liability Policy?

**Comm. Flinn:** That's not here yet.

**Comm. Brown:** That one's going to go up.

**Comm. Flinn:** Yeah, I'm sure. I was happy with \$42.

**Cl.Crockett:** Once the Group Life roster is complete, then they'll give us the premium on the group life policy.

**Comm. Flinn:** And you're going to work on that you said?

**Cl.Crockett:** Yes, it just came in by email today.

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

**Comm. Flinn:** No that's it.

**Sign – George Flinn**

No report.

**Water – George Flinn**

No report.

**Apparatus – Derek Grier**

**Comm. Grier:** I defer to the Chief's Report, but I was trying to get ahold of him to discuss 869 so I will do that before the next meeting.

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

**Fire Department Equipment – Derek Grier**

No report.

**Fire Department Operations – Derek Grier**

No report.

**Training – Derek Grier**

No report.

**Communications – Steve Funkhouser**

No report.

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

No report.

**Turn-Out Gear – Steve Funkhouser**

No report.

**Uniforms – Steve Funkhouser**

No report.

**Chief – Michael Brezee**

**Comm. Brown:** Chief's Report. (the Chief is not here this evening)

Motion made by Comm. Robinson, seconded by Comm. Flinn to accept the Chief's Report. Roll call vote, all yes.

**Solicitor – David Carlamere**

**Comm. Brown:** The Solicitor is not here. (excused)

**Resolutions – Kathleen Crockett**

**Comm. Brown:** No Resolutions.

**Old Business – George Brown**

1) Computer Room project/Officer's Office project.

**Comm. Brown:** There is stuff going on, you'll see some changes this month coming.

2) What to do with Support Vehicle 869

**Comm. Brown:** No update on that.

3) Apparatus boom leaking – update

**Comm. Brown:** We're going to talk about that in Closed Session.

4) Roof update

**Comm. Brown:** I've given that to you.

5) Call Back Program.

**Comm. Brown:** That's been addressed.

6) New Phone System

**Comm. Brown:** That will be addressed next month. I'm putting the same system in my building. I want to make sure it really works before I put it in here. Because if I put a bad system in my building, the only person I have to holler at is me. If I put it in here then all of you are going to holler at me, so I'm not going to risk that.

7) New Phone System

**Comm. Brown:** I gave you the copy machine update on the lid, we'll get that fixed, we're going to fix it ourselves.

8) Update of 2021 Website for Audit (minutes/resolutions)

**Comm. Brown:** The website's almost done. That's it for Old Business.

**New Business – George Brown**

**Comm. Brown:** Does anyone have New Business? (hearing none)

**Public Portion – George Brown**

**Comm. Brown:** Public Portion? (hearing none)

**Closed Session – George Brown**

**Comm. Brown:** We'll go into Closed Session.

**Comm. Robinson:** I'm going to ask that the Deputy Chief to sit in as the proposed future Business Administrator.

Motion made by Comm. Flinn, seconded by Comm. Grier to discuss several personnel matters.

Roll call vote, all yes at 6:52pm.

**Comm. Brown:** OK, it's 7:13pm. Let the record show we've come out of Closed Session. The issues have not been resolved, so therefore we can't discuss them.

Roll call, all present.

**Adjourn – George Brown**

Motion made by Comm. Flinn, seconded by Comm. Grier to adjourn the meeting at 7:14pm.

Roll call vote, all yes.