

# Board of Fire Commissioners

Gloucester Township Fire District Six  
1946 Williamstown Road  
Erial, NJ 08081  
(856) 435-0700

<i>Chairman</i>	<i>Vice Chairman</i>	<i>Treasurer</i>	<i>Secretary</i>	<i>Commissioner</i>
George L. Brown	Brian Robinson	Steven M. Funkhouser	George W. Flinn	Derek Grier

## **Minutes for Regular Meeting** **May 25, 2023**

### **Flag Salute**

### **Call to Order**

Public meeting call to order at 18:39 hours.

**Sunshine Law** - In accordance with the New Jersey Sunshine Law, section 5 of the Open Public Meetings Act, Chapter 231 P.L. 1975, this meeting is open to the public. The public portion will follow the regular business of the Board. Notice of this meeting was posted on the Fire District bulletin board designed for that purpose.

### **Roll Call**

GRIER	EXCUSED
ROBINSON	PRESENT
FLINN	EXCUSED
FUNKHOUSER	PRESENT
BROWN	PRESENT

Also present: Chief Brown, Solicitor Carlamere, Administrative Clerk Evans

### **Presentation of Minutes**

Comm. Brown said there are two corrections of the 4/27/23 minutes. 1) Page 4 background check for volunteer, is still outstanding. He has to sign form. 2) Section under Fire Chief Adm., the third paragraph it says "Fire Chief Brown presented the data and cost analysis on Squad 86." I would like the exact dollars that we read in the meeting added there so they're easy to find if this comes up in the future. If we can do that, then the minutes are ok.

Sol.Carlamere: So the motion is to amend and approve as amended.

Comm. Brown said yes.

*Motion made by Comm. Funkhouser, seconded by Comm. Robinson to amend and approve the April 27, 2023 minutes.*

### **Roll Call Vote**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA

### **Correspondence**

Adm.Cl.Evans said all have been distributed.

### **Treasurer's Report**

Commissioner Funkhouser read the Treasurer's Report into the record; the opening balance in the William Penn General Account was \$2,629,052.86. William Penn Payroll account balance was \$35,017.06. Bills attached for approval totaled \$99,520.76.

*Motion made by Commissioner Robinson, seconded by Comm. Funkhouser to accept the Treasurer's Report as read and monthly bill list. Motion carried.*

### **ROLL CALL VOTE**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA

### **COMMITTEE REPORTS**

#### **COMMISSIONER BROWN:**

The work for the new hospital grade antennas will start next week, the WIFI. New hardware and a new vendor to support them. There will be a number to call for issues. It's the first step in the phone project which will begin happening in two weeks. The installer works for a company he started. He's a fireman in Blackwood, he's got a FOB to let himself in the building at night, his name is Ryan Meehl . We specked out 5 to save money, installed in the ceilings. It will not get in the way of the roof project.

We need to reach out to Lowes in June for Fire Prevention if that's what we're going to do.

No new members this month, there will be two next month.

#### **COMMISSIONER ROBINSON:**

Will ask to go into Closed Session on a personnel matter, nothing further to report.

#### **COMMISSIONER FUNKHOUSER:**

Refer to the Chief's Report.

We're going into Closed Session on the roof report for an update.

The backup generator is being reviewed and access to the building for security should there be a power outage and generator failure.

The fire department parking lot was discussed with unauthorized vehicles being parked there. The parking lot is for Fire District and Firefighter business only, period. If you're out there you'll get a warning, do it again it will be towed. Put up signs for it.

*Motion made by Comm. Funkhouser, seconded by Comm. Robinson to ban vehicles in the parking lot except for Fire District, Fire Department personnel and our operations that have business to do with this building.*

**COMMISSIONER FLINN:**

n/a

**COMMISSIONER GRIER:**

Chief Brown said the parts have arrived at Campbell's, we are a top priority.

Squad 86 out of service due to a leak issue in the rear axle.

Thanks to all personnel for handling PEOSH reported issues. He asks to be aware of the OSHA requirements going forward and thanked Chief Brown for taking care of the issues before going through a surprise inspection.

The new Contract for the Volunteers is available and the details will be reviewed.

A discussion ensued of authorizing a Fire District P-Card for the Captain.

*Motion made by Comm. Robinson, seconded by Comm. Funkhouser to approve adding a P-Card for the current Captain.*

**ROLL CALL VOTE**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA

**FIRE CHIEF/ADMINISTRATOR'S REPORT:**

Fire Chief Brown presented the Fire Chief/Administrator's Report. The complete report is on file.

A check was received from the Gloucester Township Relief Association on behalf of the Gloucester Township Fireman's Assoc. What should we do with the check made out to Erial Fire Company? Sol. Carlamere said it's an organization that's now defunct and that amount accumulated over many years. It was divided between the six districts?

The Treasurer for the Firemen's Relief Assn., separate entity, brought the check to us.

Sol. Carlamere said to endorse it and for deposit to the Fire District. It goes into your surplus for next year. It can be utilized in the Recruitment and Retention fund for volunteers next year. If it goes into your General Account, it ends up being a reserve and will go into your surplus. You identify or trace that "X" amount of dollars, where it came from, went into surplus reserve, then next year's budget you move the check amount for that purpose.

Chief Brown said to bolster the line item amount that was in the 2023 budget for Recruitment and Retention by the \$4,900 and change. Thank you.

*Motion made by Comm. Robinson, seconded by Comm. Funkhouser to do that.*

**ROLL CALL VOTE**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA

Chief Brown said the per diem Clerk and Inspector will be in Closed Session.

*Motion made by Comm. Funkhouser, seconded by Comm. Robinson to accept the Chief's Report.*

**ROLL CALL VOTE**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA

**SOLICITOR REPORT**

Sol.Carlamere said he has nothing to report.

**RESOLUTIONS**

Adm.Cl. Evans said no Resolutions.

**OLD BUSINESS**

Comm. Brown already reported on the computers and the antennas, so we'll move on.

**NEW BUSINESS--NONE**

None.

**PUBLIC COMMENT**

None.

**CLOSED SESSION**

*Motion made by Commissioner Funkhouser, seconded by Comm. Robinson to go into Closed Session for three Personnel issues at 19:15 hours.*

**ROLL CALL VOTE**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA

**RETURN TO PUBLIC SESSION – 20:16 hours**

Comm. Brown said there were a couple items resolved in Closed Session.

Chief Brown said the first item, per diem Clerk job posting will be announced for hours to be determined by the Administrator and Administrative Clerk at a rate of \$18 per hour.

*Motion made by Comm. Robinson, seconded by Comm. Funkhouser to approve the per diem amount for the Clerk of \$18 per hour.*

**ROLL CALL VOTE**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA

Chief Brown said the announcement will be posted pending the approval from Comm. Robinson for a per diem Fire Inspector, the hours to be determined by the Chief and Fire Official at a rate of \$17 per hour.

**ROLL CALL VOTE**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA

Comm. Brown said that's it. The other items have not been resolved.

*Motion by Commissioner Funkhouser, seconded by Commissioner Robinson to adjourn the meeting at 20:18 hours.*

**ROLL CALL VOTE**

GRIER	n/a
ROBINSON	YEA
FLINN	n/a
FUNKHOUSER	YEA
BROWN	YEA