

# Board of Fire Commissioners

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

<i>Chairman</i> George L. Brown	<i>Vice Chairman</i> Brian Robinson	<i>Treasurer</i> Steven M. Funkhouser	<i>Secretary</i> George W. Flinn	<i>Commissioner</i> Derek Grier
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## Minutes for Regular Meeting June 22, 2023

### Flag Salute

### Call to Order

Public meeting call to order at 18:30 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	PRESENT
ROBINSON	PRESENT
FLINN	PRESENT
FUNKHOUSER	PRESENT
BROWN	PRESENT

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

### Presentation of Minutes

*Motion made by Comm. Flinn, seconded by Comm. Grier to approve the previous month's minutes as they are available to the public upon request.*

### Roll Call Vote

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

### Correspondence

Adm.Cl.Evans said all have been distributed.

### Treasurer's Report

**Comm. Funkhouser** read the Treasurer's Report into the record. The opening balance in the William Penn General Account is \$2,962,804.61  
William Penn Payroll account balance is \$29,866.69  
Expenditures for June 22, 2023 are \$83,732.97  
Bills attached for approval totaled \$83,732.97

*Motion made by Comm. Robinson, seconded by Comm. Flinn to approve the Treasurer's Report as read and monthly bill list.*

### ROLL CALL VOTE

GRIER	YES
ROBINSON	YES
FLINN	YES
FUNKHOUSER	YES
BROWN	YES

### COMMITTEE REPORTS

#### **COMMISSIONER BROWN:**

Under computer services, those blue things up in the air are our new wireless. We hope to have it by next week. Verizon has been programming, and should see new phones by the end of next month finally.

Anything on Fire Prevention Chief? Chief Brown said no, not yet.

Liaison to the Fire Company? Maybe we should change that to Liaison to the Volunteers. Nothing to report.

#### **COMMISSIONER ROBINSON:**

Anything under Personnel was covered in the Administrator's report.

#### **COMMISSIONER FUNKHOUSER:**

Under the parking lot, I personally handed a letter to all residents in the area and explained the situation. If you notice there aren't any more vehicles in the parking lot. I will post signs also.

A company was here to fix the doors and engine bay door has been fixed. Also need approval on a quote for \$4,893 to get doors replaced or fixed.

The Solicitor said we need quotes not bids if it's over \$2,600. Try to get at least two quotes.

Put on the record your attempt to get them. If the Board feels they want to move on this for urgency to get it done, you can approve it subject to another quote not coming in for less. Individual projects like this if you don't already have him set in place you have to get quotes.

If you attempt to get another one and they can't or don't respond, all you do is certify that.

Or if they do and it's higher, there's a motion tonight to approve this one subject to your quotes, you don't get delayed.

**Comm. Brown** has a question. Are these doors going to require paint and who's doing that?

**Comm. Funkhouser** said they're metal doors, I don't know. Getting the doors fixed is priority.

**Comm. Brown** said he's bringing it up to have a provision for them to be painted if they're not, and approve that at this time so when they get hung they get painted.

**COMMMISSIONER FUNKHOUSER continued:**

**Comm. Grier** asked if there is a quote to paint the Chief's office?

**Comm. Brown** asked to add another \$500 to the for paint of the doors if needed.

*Motion made by Comm. Flinn, seconded by Comm. Robinson to fix the doors subject to a second quote. If the second quote is not available or we do not get it, we go with the quote we have, and...*

*Motion made by Comm. Flinn, seconded by Comm. Robinson to add an extra amount of \$500 for Chief's office and \$500 for doors for paint.*

**ROLL CALL VOTE**

GRIER	YES
ROBINSON	YES
FLINN	YES
FUNKHOUSER	YES
BROWN	YES

**Comm. Funkhouser** said a problem with a/c units had to be repaired and it's fixed.

**Comm. Brown** asked if the vendor before is still the same?

**Comm. Funkhouser** said no, the repairs were done by our new vendor A.M. Botte.

**Comm. Funkhouser** received a quote for \$785 to repair the lighting in the old Chief's office.

*Motion made by Comm. Robinson, seconded by Comm. Flinn to approve the quote for the old Chief's office electrical work for \$785.00.*

**ROLL CALL VOTE**

GRIER	YES
ROBINSON	YES
FLINN	YES
FUNKHOUSER	YES
BROWN	YES

**Comm. Funkhouser** said that's all for now, we will discuss the roof issue in Closed Session.

**COMMISSIONER FLINN:**

**Comm. Flinn** said he has nothing. He spoke to the Fire Official today and said the State expects reports from Life Hazard software we don't have, nor do we have the training for it. Unfortunately the State doesn't have the software nor are they trained yet either. He was concerned about that.

**Chief Brown** said they're hoping to get it by the end of the summer.

**Comm. Flinn** said the idea is to get the inspection software and reporting software under one blanket and it hasn't happened yet.

**Comm. Brown** said he's on record that there is a problem and the Board acknowledges that.

**Chief Brown** mentioned inspections, re-inspections and businesses on the Fire Official's report.

**Comm. Brown** asked if can correct his statement if it's appropriate? These were not new businesses to the District, these were business's found that have been here for a while?

**Chief Brown** said a few have been in existence that were not inspected in recent fashion and a couple are places that were change overs.

**Comm. Flinn** said he believes one was 1974 the last time it was inspected.

**Comm. Brown** said to keep a running track of that because it's adding to the Fire Official's workload more than what we understood. He's asked for some help and we can justify that if we keep track of this.

**COMMISSIONER FLINN, continued:**

**Chief Brown** added all schools in our District have been inspected, and the new Fire Official has rearranged business inspections to his new system.

**COMMISSIONER GRIER:**

**Comm. Grier** has nothing to report. One issue for Closed Session, and I rely on the Chief's report as far as the Squad goes.

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

**Chief Brown** said his report has been submitted.

*Motion made by Comm. Flinn, seconded by Comm. Grier to accept the Chief's Report.  
Motion carried.*

**ROLL CALL VOTE**

GRIER	YES
ROBINSON	YES
FLINN	YES
FUNKHOUSER	YES
BROWN	YES

**SOLICITOR REPORT**

**Sol. Carlamere** said he has nothing to report.

**OLD BUSINESS**

**Comm. Brown** reports that the wireless system and the phones are resolved. We're getting an update on the roof, and talk about the Squad in Closed.

**Comm. Funkhouser** said he and the Chief met with the technician (from GenServe) to repair the generator and he said it could run forever. Repairs need to be made based on problems in the building. Also need regular manual inspections to ensure proper maintenance. The quote to repair is \$5,592.50. This is the company that services our generator all the time. Should I still get another quote?

**Sol. Carlamere** asked if he is somebody you affirm or appoint from here or have a contract?

**Chief Brown** said you mean by Resolution, no. He's just been used for many years.

**Comm. Flinn** said JSR Generators is another.

**Sol. Carlamere** said if you ask for quotes in the beginning of the year for someone that will maintain certain equipment through the course of the year and you appoint somebody, then you don't have to go out for quotes. The best course is to attempt another quote and see if one is higher, then don't worry about it. Then for the new year, search out who your service providers are going to be and get him approved.

**NEW BUSINESS**

**Comm. Brown** asked any New Business? (hearing none)

**PUBLIC COMMENT**

**Comm. Brown** asked any Public Comment? (hearing none)

**CLOSED SESSION** *Motion made by Comm. Flinn, seconded by Comm. Grier to go into Closed Session to discuss personnel and the roof contract at 18:55 hours. Motion carried.*

**ROLL CALL VOTE**

GRIER	YES
ROBINSON	YES
FLINN	YES
FUNKHOUSER	YES
BROWN	YES

CS – 105      Roof contract issues

CS – 106      Personnel matter

**RETURN TO PUBLIC SESSION 19:20 HOURS**

**Comm. Brown** said during Closed Session we discussed the meeting that happened today with the engineering firm representing the District and the roof. Comm. Funkhouser, would you like to recap that?

**Comm. Funkhouser** said he doesn't know how much we discuss with the public in regards to the materials and things for the roof we're dealing with.

**Comm. Brown** said we were looking at an alternate type of materials before the bids went out based on the recommendation that we got from the project manager. The consensus today was that the alternate materials may last a little longer but require a higher set of skills to install, so we would be rolling the dice on whether or not we could ensure we would get those from the contractor. End of discussion. Agreed? (hearing no objection)

*Motion made by Comm. Flinn, seconded by Comm. Robinson that everything can go out at this point for bid, all the loose issues except for a few railing OSHA things have been resolved. They're not going to hold up the major portion of the contract for those railing issues. Motion carried.*

**Comm. Grier** questioned do we go out for bid upon approval?

**Comm. Flinn** said after the Solicitor reviews.

**ROLL CALL VOTE**

GRIER	YES
ROBINSON	YES
FLINN	YES
FUNKHOUSER	YES
BROWN	YES

**ADJOURN**

*Motion by Commissioner Flinn and seconded by Commissioner Robinson to adjourn meeting at 19:23 hours. Motion Carried.*

**ROLL CALL VOTE**

GRIER	YES
ROBINSON	YES
FLINN	YES
FUNKHOUSER	YES
BROWN	YES