

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

Meeting Held: July 28, 2022
Meeting Place: Board Office
Meeting Called to Order: 6:32pm
Members of Board Present:

Chairman – George Brown
Vice Chairman – Brian Robinson, excused
Treasurer – Steven Funkhouser, late
Secretary – George Flinn
Commissioner – Derek Grier
Administrative Clerk – Renee Evans
Solicitor – 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.

Roll call Commissioners:

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

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

Correspondence – Renee Evans

Adm.Cl.Evans: All have been distributed.

Treasurer's Report – Derek Grier

William Penn General Account	2,557,410.71
William Penn Payroll Account	41,426.28
Expenditures July 28, 2022	142,046.25
 TOTAL AMOUNT FOR APPROVAL	 142,046.25

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

Comm. Brown: Let the record show that Comm. Funkhouser has entered the meeting.

COMMITTEE REPORTS

Budget Co-Commissioner – George Brown

Comm. Brown: Nothing to report as of yet.

Computer Services – George Brown

Comm. Brown: The Deputy Chief did some research for me on State contracts relative to what we need for the wireless installation in the building. There was nothing in there, so I've lost that as a possible source of information, we'll keep looking.

Fire Prevention – George Brown

Comm. Brown: Nothing to report on my side. Chief anything?

Chief Brezee: It's ongoing, I should be meeting with them next week.

IAFF Contracts Co-Commissioner – George Brown

Comm. Brown: Did you happen to get a chance to look for that language today? It was late I know.

Sol.Carlamere: Basically, if I can assist you with that...

Comm. Brown: Yeah if you can, you can just repeat what he said, I was in the car, so that's regarding getting closure on the call back overtime. I was not able to find one in the District, I did not have one in my records. Mr. Carlamere said he would help us out with the language so we can get that closed. So tonight before he goes if he could dictate that to the Clerk we can get that typed up and finished.

Legal Liaison – George Brown

Comm. Brown: Nothing to report.

Liaison to the District Volunteers – Chris Brown

Dep.Chief Brown: As a matter of fact we have a handful, they are not able to be here this evening. We have two personnel who needed background and physicals. Jessica Baxley and Justin Harrison are new volunteers. They are all the way through the process and we're seeking approval from the Board for them. Also we have somebody coming to us who is already a certified firefighter and seeking approval for him pending a physical, that would be Matthew Buckhoffer. It was also decided the background check would be waived due to the fact he has employment as a full time officer. The physical I believe is in two weeks.

Comm. Brown: OK, so a motion to approve those three candidates, you want to say their names one more time.

Dep.Chief Brown: Yes, Jessica Baxley, Justin Harrison and Matthew Buckhoffer.

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

Dep.Chief Brown: We'll have two more for you at the next meeting also.

Comm. Brown: Alright...growing, growing, growing.

Budget Co-Commissioner – Brian Robinson

Comm. Brown: Comm. Robinson is not here. Did we get a report from him?

Adm.Cl.Evans: No.

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: In regards to the roof, the contract has been turned into the Engineering Co. and I have yet to hear back from him, but they said as soon as they get the paperwork and all finished up then they'll get started. They'll come out in person and taking a sample section of the roof, cut out 4 sections of the roof to see if there is heavy damage to the roof area then onward and upward with the roof. We're waiting to hear from them.

Comm. Brown: I told Norm that they really shouldn't really start until after National Night Out because we didn't want any equipment staged or debris around and they know it would be after that. So if you haven't heard from them that it's a problem.

Comm. Funkhouser: I wasn't expecting to hear from them. I knew that he said the next step would be the cutting of the roof if he would let me know when that is taking place. In regards to the roof, I called the Red Cross and we're going to cancel any blood drives for this year due to the roof situation, so we're not going to have any more Red Cross this year but we will be following up after the roof is put on.

The Chief's Report stated that we need a lawn mower. I was out there yesterday and took a look at it, so we need a new lawnmower and the other one needs to have repairs. Other than that, we're moving along.

Comm. Brown: OK, I've got a question, there is something for sale in the parking lot. Is that ours or is that somebody else's?

Chief Brezee: I believe it's Mr. Reese's.

Building Maintenance & Grounds – continued

Comm. Funkhouser: Yeah, I think it is too. I've checked on it, but that's the second or third trailer that's been out there and that camper is still there. I don't have a problem with the camper sitting there, but the trailer and stuff I'm not for that at all.

Chief Brezee: I'll check with him. I've told Paul, no sale signs in the parking lot.

Comm. Brown: My concern is the implication might be that it's an old piece of our equipment and if somebody buys it then somebody gets hurt on it, next thing you know we'll be giving it to Mr. Carlamere. I'd like to avoid that.

Comm. Funkhouser: OK, we'll work on that one.

Comm. Brown: OK, thank you.

Sol. Carlamere: Also, people come in and out of your parking lot to look at it and somebody's injured it's the District's liability.

Comm. Brown: I just imagined the skate boarders trying to push it down the street while they're skateboarding.

Comm. Funkhouser: We've been pretty good with skateboarders.

Comm. Brown: Anything else?

Comm. Funkhouser: That's it.

Communications – Steve Funkhouser

No report.

EMIS / 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. Grier: The Chief reported in his report some vehicle maintenance on the Engine. The starter and the batteries are being replaced and fixed. The Squad, I did talk to a resource about the Squad, and put some calls in to see if we can escalate it to the holding company Spartan too see if they...

Comm. Brown: OK, you might want to stop there because that's a closed session item of sorts and just leave it at that unless you want to go into Closed Session.

Comm. Funkhouser: Do you want to go into Closed Session in regards to that?

Comm. Grier: I'll stop.

Comm. Funkhouser: OK.

Comm. Grier: Utility 86 I've authorized the repairs on that, the check engine light and inspection. The rest I'll leave to the Chief's Report.

Fire Department Equipment – Derek Grier

No report.

Fire Department Operations – Derek Grier

No report.

Training – Derek Grier

No report.

Chief – Michael Brezee

Chief Brezee: My report has been submitted and nothing else.

Comm. Brown: I did note the date of November 30th. Do you want to tell everybody?

Chief Brezee: I just found out, I thought you guys knew. But Renee did tell me a letter did come to the Board with no date on it. I had filed my paperwork to retire, November 30th will be my last day. December 1st is my official retirement date. Then I'm on an airplane to Key West.

Comm. Flinn: You need to keep following up with them because they'll forget you.

Chief Brezee: Renee has already has it on her calendar and the day she has to start filing paperwork with them.

That's all they sent me is a letter stating that...

Comm. Flinn: Yeah, with no date on it.

Chief Brezee: Everything is good to go, the Board has been advised 60 days prior to my retirement is the date she has to start.

Comm. Flinn: They have to approve it at their last meeting before your retirement and sometimes those meetings get cancelled.

Chief Brezee: My buddy just told me there is a thing online I can watch to see if my name comes up.

Comm. Brown: OK.

Solicitor – David Carlamere

Sol.Carlamere: On the bargaining unit amendment that you're talking about, are all the Commissioners familiar with the terms?

Comm. Brown: Yeah.

Sol.Carlamere: So has there been a motion to approve it?

Comm. Brown: Yes there has been.

Sol.Carlamere: So that's passed?

Comm. Brown: That's passed.

Sol.Carlamere: So it's just a matter of doing a format.

Comm. Brown: After the meeting, Adam and the Deputy Chief or Chief whoever can come up here and we can hammer that thing out and get it typed and closed, that would be wonderful. And I think rather than go back and forth one more time, let's get it done tonight.

Sol.Carlamere: But the Commissioners have already voted on it?

Comm. Brown: We already voted on what the language of the amendment should be, I just need the form.

Sol.Carlamere: Yeah, I'll need the particulars and then I can draft it and submit it in for signing. Other than that, I have nothing to report.

Comm. Brown: OK.

Resolutions – Renee Evans

Comm. Brown: Any Resolutions?

Adm.Cl.Evans: No.

Old Business – George Brown

1) Computer Room/Officers Room projects

Comm. Brown: Those 3 PC's, depending on the weather tomorrow, I'll come up and my employee Bob to see if we can get those running tomorrow with the printer. We're not going to wait until we get all the rest of the building done if we can use the existing wires so I'll need to talk to you, Deputy Chief, about naming connections. If we can do that tonight just in case you're on a call tomorrow or...

Dep.Chief Brown: I'll be here tomorrow.

Comm. Brown: OK, because I can just tell him to see you, it won't be that long just get them up and running and get some instructions done. All the other items we have talked about in terms of Old Business in the Commissioners Reports tonight, no sense in repeating that.

Old Business – continued

- 2) What to do with Support Vehicle 869
- 3) Apparatus boom leaking - update
- 4) Roof update
- 5) Call back program
- 6) New phone system for the building

New Business – George Brown

Comm. Brown: I have one New Business item. Jeff Bowley who has been the District's CPA since Rich Allen retired notified me two weeks ago that his firm will not be doing Fire Districts any more effective with the July close. I called around, I called Bowman who is our Auditor because I wanted to get somebody right away, and using them is the first point of reference to cut a lot of nonsense out of it. They gave me the name of the gentleman who does District's 1, 2 & 4, Vince Passarella. He's in Glendora. I spoke to the Auditor who gave me his name at length and she recommended him through the quality of his work. I called him up, had a conversation with him. I was most concerned and I had an in depth conversation with him about confidentiality of our information and the other District's information and he was right on board with that. I asked him where he went to school and he said LaSalle, so he got hired. If the Board wants to appoint him he's fully qualified, he's got an MBA and does the other Districts, there is not much pickings out there to be honest with you. So I'd like to recommend two things. One, I spoke to him about price. He'll finish out the year at our budgeted amounts which is good, we don't have to worry about any cost overruns, and he would like to come and present himself to the Board next month and I told him I would let him know after the meeting tonight what was the Board's position. So I'd like a motion to accept Vince Passarella to be the new District CPA.

Motion made by Comm. Flinn, seconded by Comm. Funkhouser to accept Vince Passarella to be the new District CPA. Roll call vote, all yes.

Comm. Brown: That's all I have.

Closed Session – George Brown

n/a

Public Portion – George Brown

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

Adjourn – George Brown

Motion made by Comm. Flinn, seconded by Comm. Grier to adjourn the meeting at 6:49pm.
Roll call vote, all yes.