

# **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** **APRIL 27, 2023**

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.

### **CALL TO ORDER**

Public meeting call to order at 18:30 hours.

### **FLAG SALUTE**

### **ROLL CALL**

GRIER	PRESENT
ROBINSON	PRESENT
FLINN	PRESENT
FUNKHOUSER	PRESENT
BROWN	PRESENT

Also present: Chief Brown, Captain Kramer, Captain Schoonmaker, Lieutenant Phillips, Lieutenant Blevins, Solicitor Carlamere, Administrative Clerk Evans.

### **PRESENTATION OF MINUTES**

Motion by Commissioner Robinson, seconded by Commissioner Flinn to accept the previous month's Regular Meeting Minutes.

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

### **CORRESPONDENCE**

Administrative Clerk Evans stated letter in folders in reference to JIF membership. Letter will be discussed in Closed Session.

### **TREASURER'S REPORT**

Commissioner Funkhouser read the Treasurer's Report into the record; the opening balance in the general account was \$2,732, 381.66. Payroll account balance was \$33,879.07. Bills attached for approval totaled \$122,497.24.

Motion made by Commissioner Robinson to accept the Treasurer's Report, and monthly bill list. Motion seconded by Commissioner Grier. Motion carried.

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

### **COMMITTEE REPORTS**

#### **COMMISSIONER BROWN**

Budget process for 2024 needs to start. Each Commissioner will be responsible for their own segment of the budget. Commissioner Flinn suggested utilizing the Chief/Administrator to facilitate the process.

UPS backup for server is down. Looking at estimates to replace.

Meeting to be scheduled with representatives of Local Bargaining Unit for IAFF Contract.

Commissioner Robinson also noted that the Administrative Clerk's contract is also due for renewal. Further noted that FF Craig is 1 of 1 on the Captain's List for promotion.

#### **COMMISSIONER ROBINSON**

Additional items covered in the Chief/Administrator report and noted as such. Balance of previous remarks concluded Commissioner Robinson's report.

#### **COMMISSIONER FUNKHOUSER**

Defers report to Chief's report, balance of items are to be discussed in Closed Session.

Door repairs to the building complete, still need to be painted.

#### **COMMISSIONER FLINN**

Nothing to report.

## **COMMISSIONER GRIER**

Invoices for repairs through Campbell's have been corrected and resolved. Defers to Chief's Report for balance.

Commissioner Brown raised concern over the aerial hours for Squad 86 being close in total operating hours to the total number for engine hours. Concern over what impact this may have on future resale value of the apparatus. Chief directed to seek a potential cause. In addition, there were items that were not itemized on some of the invoices.

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

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

Additional revisions and new items including stack of policies and Directives for BOFC approval. Fire Prevention Night 10/12 from 7pm-9pm. Enumerated concerns over acquisition of new Utility vehicle due to availability of desired vehicle type. Discussion between Commissioners and Solicitor on process needed to get Utility vehicle approved for 2024 budget. Funds for purchase are already allocated in the Apparatus Fund, District is solely seeking authorization to spend funds that are already in savings. Due to the specific type of vehicle not currently being on State Contract, as well as supply chain factors and UAW strike, District seeking to increase amount to be spent up to \$150,000. District does not anticipate reaching this amount, but the total has been increased to allow for any future price increases since the vehicle may be over one year from delivery after being ordered.

*Motion made by Commissioner Robinson to approve dollar amount for Special Election not to exceed \$150,000. Seconded by Commissioner Flinn.*

## **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

Highlighted thanks to Captain Kramer and Administrative Aide Fisona on the reorganization of the Radio Room. Also highlighted increase in personnel taking training classes--notably Fire Instructor I. Secondary key box installed with manual key should there be a power failure and backup generator failure. This enables personnel to enter the building and manually raise the engine bay doors, as all exterior doors are controlled electronically. Thanks to Photographer Gruen who has been updating personnel photos for IDs and portraits. Highlighted savings in utilizing GTPW for general vehicle maintenance. A full chassis service under the previous vender was over \$1,900.00. The same service provided by GTPW cost approximately \$700.00--resulting in \$1,200.00 savings per apparatus.

Chief/Administrator presented Directives/Policies.

*Motion to approve Compliance Directive #23-001 made by Commissioner Robinson, seconded by Commissioner Flinn.*

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion by Commissioner Flinn to approve Compliance Directive #23-002, seconded by Commissioner Grier.*

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion to approve Compliance Directive #23-003 made by Commissioner Robinson, seconded by Commissioner Grier.*

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion to approve Section 11 of the SOGs--Uniform Policy, made by Commissioner Robinson, seconded by Commissioner Flinn. Question by Commissioner Flinn on whether or not the BOFC needs to approve SOGs. Board stated that it is currently in the Guidelines that Chiefs Orders or Directives are made permanent through presentation and BOFC Approval.*

**ROLL CALL VOTE**

GRIER	ABSTAIN
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion by Commissioner Grier to approve the Chief's Report. Motion seconded by Commissioner Robinson.*

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

**SOLICITOR REPORT**

Nothing to report. Wanted to circle back to purchasing question which is contained in 40A:14-84. Voting shall be done via Special Election with 10 days notice, posted in 5 public places during the hours of 6p-9p. Question in regards to actual voting hours and ballots.

**No new Resolutions.**

**OLD BUSINESS**

No resolution on what was causing periodic power outages at building. Awaiting corrected invoice from Independent Alarm. Administrative Clerk directed to pay only the service charge for repairs conducted, not any monthly service fee.

*Motion made authorizing Administrative Clerk to pay amount for services performed, but not recurring monthly service contract fees made by Commissioner Flinn, seconded by Commissioner Funkhouser.*

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

**NEW BUSINESS--NONE**

**PUBLIC COMMENT--NONE**

*Motion made by Commissioner Funkhouser to enter Closed Session. Motion seconded by Commissioner Flinn at 19:11 hours.*

**ROLL CALL VOTE**

GRIER	YEA
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ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

## **RETURN TO PUBLIC SESSION--20:02 HOURS**

### **ROLL CALL OF COMMISSIONERS PRESENT**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

**Some items remain unresolved.**

**Resolved items include:**

*Motion for Chief/Administrator to provide JIF notice of right to not renew with the JIF, motion made by Commissioner Flinn, seconded by Commissioner Grier.*

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion to approve purchase of lockers for upstairs to match those existing, recognizing that the manufacturer is a sole source provider for that item made by Commissioner Flinn, seconded by Commissioner Funkhouser.*

### **ROLL CALL VOTE**

GRIER	ABSTAIN
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion made to notify CES to continue with bidding process for the roof repairs. Motion made by Commissioner Flinn, seconded by Commissioner Robinson.*

### **ROLL CALL VOTE**

GRIER	ABSTAIN
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion made to spend up to \$2500 for parking lot signs, and for Commissioner Robinson to contact the Gloucester Township Police Department in regards to unauthorized vehicles parking in the lot made by Commissioner Grier, seconded by Commissioner Flinn.*

**ROLL CALL VOTE**

GRIER	ABSTAIN
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion by Commissioner Flinn and seconded by Commissioner Grier to adjourn meeting at 20:07 hours. Motion Carried.*