

# 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** **October 26, 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 18:39 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 Funkhouser, seconded by Commissioner Robinson to accept the previous month's Regular Meeting Minutes.

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

### **CORRESPONDENCE**

All has been distributed and is on file.

### **TREASURER'S REPORT**

Commissioner Funkhouser read the Treasurer's Report into the record; the opening balance in the general account was \$3,079, 734.96. Payroll account balance was \$30,701.50. Bills attached for approval totaled \$117, 047.26. Total amount for approval is \$117,047.26.

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

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

### **COMMITTEE REPORTS**

#### **COMMISSIONER BROWN**

Budget: telephones and key fob system shall be tied to Commissioner responsible for computer services in 2024--Commissioner Brown.

Thank you to those who came out for Fire Prevention.

IAFF Contract to be discussed.

Appropriate ordinance for parking lot has been adopted by Council. Discussion about parking lot signs to prohibit unauthorized parking. Commissioner Robinson will contact GTPW in reference to appropriate signage and verbiage.

Motion made by Commissioner Flinn to approve Commissioner Robinson for above duties. Motion seconded by Commissioner Robinson.

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

No other legal liaison items or new members.

## **COMMISSIONER ROBINSON**

Motion by Commissioner Robinson to suspend balance of normal business for Firefighter Awards.

Recognition given to Full Time staff by Chief Brown for their efforts in assisting to set up for the events of the day.

Firefighter Nicholas Zizzamia was awarded Firefighter of the Year Award for 2022.

Firefighter Bryan Koneful was awarded the Member of the Year Award for 2022.

Firefighter Jessy Baxley was awarded the Inaugural Rookie of the Year Award for 2022.

## **Resumption of Normal Business.**

### **ROLL CALL VOTE**

GRIER	PRESENT
ROBINSON	PRESENT
FLINN	PRESENT
FUNKHOUSER	PRESENT
BROWN	PRESENT

## **COMMISSIONER FUNKHOUSER**

Balance of comments are covered in Chief's Report.

Roof to go out to bid following week. Letter from Norman Rodgers of CES on file. Roof work will commence on March 4, 2024.

Awaiting vendor to fix broken glass on door in Engine Bay leading to the bunk room.

## **COMMISSIONER FLINN**

Nothing to report. Commissioner Brown had questions on Insurance. District will likely seek additional insurance bids outside of Hardenburgh recommendations.

## **COMMISSIONER GRIER**

Corrected for the record that the item listed as "Aerial Hours" on maintenance records from Campbell's is actually PTO hours.

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

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

Correspondence received from District 5 in regards to Fill In Pay. District 5 requests we match our rate to \$18/hr. Motion Made by Commissioner Robinson, seconded by Commissioner Flinn to raise the Fill In Pay rate to \$18/hour effective January 1, 2024.

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

Chief has been supplementing staffing with Fill In Employees to keep staffing at 4 personnel as much as possible during Full Time Shifts.

*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.

**RESOLUTIONS**

R: 27-23: *Resolution setting compensation for members of the Board of Fire Commissioners, Fire District 6.*

Motion made by Commissioner Funkhouser, second by Commissioner Flinn to accept the Resolution.

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

## **OLD BUSINESS**

Chief/Administrator Brown was able to clearly identify that the backup UPS was the factor in causing network outages.

For 2021 audit, auditors made note in reference to deficiencies in regards to accounting practices and internal controls regarding the Fire Official's line items. In addition, invoices were kept on a thumb drive. There was no Accounts Receivable created for Invoices due to business for annual Business invoices for inspections. This has since been rectified. There is at least one business that has paid for a Non-Life Hazard Inspection, but it were not conducted. Motion made by Commissioner Funkhouser, seconded by Commissioner Grier, that any business that paid an invoice for Inspection in a prior year, but did not have an inspection, would receive a credit on future inspections. Fire Official shall compile a list of any and all affected businesses that this is applicable to.

## **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 19:18 hours.*

## **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHouser	YEA
BROWN	YEA

## **RETURN TO PUBLIC SESSION--19:45 HOURS**

## **ROLL CALL OF COMMISSIONERS PRESENT**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHouser	YEA
BROWN	YEA

**One item remains unresolved.**

**Resolved items include:**

*Motion made to no longer employ a Deputy Clerk, made by Commissioner Flinn, seconded by Commissioner Robinson.*

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Board wishes to establish a committee on Staffing. Committee will consist of Commissioner Robinson and Commissioner Grier with the Chief/Administrator. Motion by Commissioner Flinn, seconded by Commissioner Grier.*

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion made by Commissioner Flinn seconded by Commissioner Robinson directing Administrator and Administrative Clerk to correct Paid Time Off accrual issue for FF Jason Stott and FF Thomas Kenny. This was an accrual issue that relates to their date of hire. The corrected time will be for the 2022 and 2023 years.*

**ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion by Commissioner Flinn and seconded by Commissioner Funkhouser to adjourn meeting at 19:49 hours. Motion Carried.*