

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

Meeting Held: October 27, 2022
Meeting Place: Board Office
Meeting Called to Order: 6:31pm
Members of Board Present: **Chairman** – George Brown
Vice Chairman – Brian Robinson
Treasurer – Steven Funkhouser
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:
All present.

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

Correspondence – Renee Evans
Adm.Cl.Evans: It's all been distributed.

Treasurer's Report – Steven Funkhouser

William Penn General Account	2,713,893.20
William Penn Payroll Account	16,895.04
Expenditures 10/27/22:	118,668.02
 TOTAL AMOUNT FOR APPROVAL	 118,668.02

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

COMMITTEE REPORTS

Budget Co-Commissioner – George Brown
Comm. Brown: Guess what time it is, and it's not trick or treat. It's budget time. Who is going to be the co-chairman on the budget this year?
Comm. Flinn: I nominate Derek.
Comm. Brown: Derek?
Comm. Grier: (nodded yes)
Comm. Brown: OK Derek, it will be you and I and I'll go over things with you. Have you gotten anything from Trenton on the budget schedule?
Adm.Cl.Evans: Not the schedule.

Computer Services – George Brown
Comm. Brown: Nothing to report.

Fire Prevention – George Brown

Comm. Brown: Chief, how did that go? I'm sorry I wasn't there.

Chief Brezee: The weather wasn't great, but we put good product out there and had a good time.

Comm. Robinson: Attendance was better than expected.

Chief Brezee: I attended several of them and talked to other Fire Official's, and everybody was low this year.

IAFF Contracts Co-Commissioner – George Brown

Comm. Brown: They're not due yet.

Legal Liaison – George Brown

Comm. Brown: Nothing.

Liaison to the District Volunteers – George Brown

Dep.Chief Brown: One of our new members who's under his probationary period completed Live Fire. I'm happy to report the same as last month, two recruits who are in the Fire Academy are making outstanding progress. I'm not at liberty to discuss their mid-term scores, but they offered it up to numerous members of the department that did ask them. They're doing very well. As a result of that you'll see in the Chief's Report a recommendation to have them fitted for uniforms so we have them here when they complete the Academy. They're down to their last six class days. There will be two days of Hazmat Awareness and Operations then Fire Suppression. So they're entering the home stretch. In addition we have three other applicants that are in various stages of the process, so good news to report.

Comm. Brown: Just a little tidbit. One of my employees, his daughter is getting married on Saturday. She ordered her dress about 9 months ago. It came in on Tuesday, and it was the wrong color. So you might want to make sure that they're going to give you the Class B's in the proper color.

Chief Brezee: Chris asked the salesman today how are we looking for turnaround time, and he said not good.

Dep.Chief Brown: All the more reason to start it early.

Budget Co-Commissioner – Brian Robinson

No report.

IAFF Contracts Co-Commissioner – Brian Robinson

No report.

Personnel / Administration – Brian Robinson

Comm. Robinson: It's public knowledge, Renee has moved forward in the Civil Service process that was tossed in our lap for her position. She applied, and it's closed, correct?

Adm.Cl.Evans: Yeah, they closed on the 22nd.

Comm. Robinson: We're going to give it a few days or a week or so and one of us will reach out and try and find out what comes next and if anybody else applied. If nobody else applied obviously it's done. But if anybody else did and they have to sit through a test, we don't know yet.

Comm. Brown: So is the test, how many fingers am I holding up?

Comm. Flinn: And when will they have that, 2092?

Comm. Funkhouser: It's a Civil Service test.

Comm. Brown: Alright, so we'll deal with that next month.

Comm. Robinson: I have nothing else other than the swearing-in this evening for the Administrator.

Comm. Brown: Would you like to do that now?

Comm. Robinson: Sure.

Sol.Carlamere swore-in Christopher Brown as Fire Administrator for Fire District 6.

(applause)

Comm. Brown: Anything else?

Comm. Robinson: No.

Personnel / Operations – Brian Robinson

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: I spoke to Norm Rogers yesterday in regards to the testing that they've done for the roof, and he told me that in approximately in two weeks we should have a result from the testing they've done and we should move on from there. I don't know how much more or less it will cost us. He said there was some more damage under the roof area so we'll have to see what the final results are from that.

Comm. Brown: And we're talking about the sub-decking in talking about damage?

Comm. Funkhouser: Talking about the roof itself and what they did. I wasn't here when they did sonar, radar...

Chief Brezee: Infrared.

Comm. Funkhouser: Some kind of thing in the building.

Comm. Brown: What does that do?

Chief Brezee: I wasn't here, Lt. Phillips handled it. They just told me they had to come here at night from 8-10 and do infrared testing on the roof. I know they did come. Lt. Phillips handled it while they were here, I'm not sure exactly. They shoot infrared at the roof and look for temperature differences.

Comm. Flinn: They look for rusty holes in the metal. It's a metal base.

Comm. Funkhouser: It's temperature change. If there's water build up underneath the roof it will change.

Comm. Brown: So it's a budget cap thing.

Comm. Funkhouser: So in a couple weeks we should hear. That's it under Building maintenance.

Communications – Steve Funkhouser

No report.

EMS / Supplies & Equipment – Steve Funkhouser

No report.

Turn-Out Gear – Steve Funkhouser

Comm. Funkhouser: The Chief mentioned that in regards to the new personnel needing new gear and uniforms, so I guess we're all squared away with the uniforms now, so that's all I have to report.

Uniforms – Steve Funkhouser

No report.

Insurance – George Flinn

Comm. Flinn: I think there's a new policy coming out, you'll handle that for JIF?

Fire Adm. Brown: Yes. The Chief provided me today the procedure from the MEL/JIF. I only got a chance to briefly look at it. That's the domestic violence policy for public employees. My understanding is that it's pretty much mandatory we accept it as is and to adopt it as our own. So I'll take a look at it and figure out the best way to format that and to dovetail into our existing policies and procedures, and save my comments for after the meeting on that.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Apparatus – Derek Grier

Comm. Grier: I'll defer 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 reports been submitted, nothing to add.

Motion made by Comm. Robinson, seconded by Comm. Flinn to accept the Chief's Report. Roll call vote, all yes.

Comm. Flinn: Chief, will this be your last meeting?

Chief Brezee: It possibly could be.

Comm. Flinn: I'll take that as a yes.

Chief Brezee: To give you an idea where I'm at, right now everybody in this room knows how close me and Chris have worked together over the last 9 years, and pretty much I've taken the stance that everything pretty much now is going to him. Requests for equipment, the day-to-day is slowly falling into his lap. Most of my time is spent trying to get through the inspections switch over from the old software to the new software. Every click is a learning experience.

Comm. Brown: Must be a Microsoft Product.

Fire Adm. Brown: Of Course.

Chief Brezee: So that's where a lot of my... quite frankly, I could've got hit by a bus yesterday and he could take it on the next day. There's nothing that we have to sit down and discuss. He knows everything I've done, I know everything he's done, so it's the Fire Marshal's area that I really have to make sure that I'm setting up the next guy to walk in and have a great idea where to take it and go from there. I've been the Fire Marshal for practically the last 25 years here. I don't need a lot of paper to know who my customers were if you will, the business owners, the people I've dealt with, I know them on a personal level. So I have to put that on paper or something so the new Fire Official coming in, he's going to know who he's talking to. So that's kind of where we're at. It's all positive. I'm excited to be retiring. I'm excited for Chris to take his chance. We all know he's got the energy, he's got the drive, and I think he's going to take you to great places.

Comm. Brown: Best of luck to you.

Chief Brezee: I've got all the time in the world to do whatever I want.

Comm. Brown: That's what I'm concerned about.

Comm. Flinn: The best day of the month will be the first of every month.

Solicitor – David Carlamere

Sol. Carlamere: Nothing to report.

Resolutions – Renee Evans

Adm.Cl.Evans: We do have a resolution. It's the one for the Commissioners compensation.

Comm. Brown: Ok, that's the annual retirement in lieu of?

Adm.Cl.Evans: It's the annual compensation to be approved for the budget.

Comm. Brown: OK, so it's next year's compensation.

Adm.Cl.Evans: Yes.

R-20-22 Resolution to Establish compensation for the members of Board of Fire Commissioners

The amounts are the same in 2023 as they are in 2022, which is \$4,800 for each of the Commissioners and that's it, no change.

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

Old Business – George Brown

1) Computer Room/Officer's Room project

The computer room is still coming along. We have the gentleman from Blackwood working on the wireless specifications for the building they're going to do first. It was delayed a couple months by trying to get some building prints. They were drawn in 1993 and they are pretty brittle. I was going to Federal Express the copies made and I decided they wouldn't make it probably, and we need those around for whatever we're going to

Old Business – continued

do. So he's been taking pictures on his camera and they're almost there as I understand it. So it is moving along very slowly, but moving along.

2) Apparatus boom leak – update

We're going to talk about the apparatus boom in Closed Session. **CS – 85**

3) Roof – update

We got an update on the roof earlier so we don't need anything more.

4) New phone system for the building

The new phone system is depending upon the wireless that I just discussed.

5) 2023 Budget

And we already talked about the 2023 budget start, so they're all the Old Business items.

New Business – George Brown

Comm. Brown: New Business? Anybody got anything to say? (hearing none)

Public Portion – George Brown

Comm. Brown: Public Portion? Anybody want to stand up and say anything? (hearing none)

Closed Session – George Brown

Motion made by Comm. Flinn, seconded by Comm. Robinson to go into Closed Session. Roll call vote, all yes.

Comm. Brown: Let the record show the Board has gone into Closed Session at 6:47pm.

Comm. Brown: Let the record show that the Board has come out of Closed Session at 7:14pm

Roll call Commissioners, all present.

Comm. Brown: During Closed Session there were several items discussed, some have not been resolved and will remain closed.

CS – 95 The one that was resolved is the need for a Resolution in order to hire a part time Fire Official, and the Resolution should read that: The Board authorized the hiring of a part-time Fire Official for an hourly rate between \$25 - \$30 an hour effective on November 15th. The intent is that he would come in and sit with the Chief in case there is anything that needs to be done...so there is a nice handover. That position needs to be approved by Trenton, so we're going to pass that information up to them tomorrow.

Sol.Carlamere: It's the intent to create it as a part-time paid position.

Comm. Flinn: Part-time Fire Official/Non UFD.

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

CS – 85 Hydraulic Leak in the Boom

Adjourn – George Brown

Motion made by Comm. Flinn, seconded by Comm. Robinson to adjourn the meeting at 7:16pm.

Roll call vote, all yes.

Comm. Brown: Thank you.