

# 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
-----------------------------------	--	---	-------------------------------------	------------------------------------

## MINUTES FOR REGULAR MEETING June 27, 2024

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 18:32 hours.

### FLAG SALUTE

### ROLL CALL

GRIER	PRESENT
ROBINSON	PRESENT
FLINN	PRESENT
FUNKHOUSER	PRESENT
BROWN	PRESENT

Also present: Chief Brown, Administrative Clerk Evans, Solicitor Carmen Saginario, Deputy Chief Kramer

### PRESENTATION OF MINUTES

Motion made by Commissioner Grier, seconded by Commissioner Flinn to accept the previous month's 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 \$3,363,508.67. Payroll account balance was \$23,020.95. Bills attached for approval totaled \$62,627.90. Total amount for approval is \$62,627.90.

Motion made by Commissioner Flinn 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**

Computer Services: Ready to test next week, we will give notice before it happens.

Fire Prevention: We have started discussions of doing a joint fire prevention this year.

IAFF Contracts: Nothing

Legal Liaison: Mr. Solicitor Carmen Saginario – Nothing to Report

Liaison to the Fire Company: No new members.

#### **COMMISSIONER ROBINSON**

Nothing to report.

#### **COMMISSIONER FUNKHOUSER**

Defer to the Chief's Report

Building: The ice machine is up and running. Thank you to all that were involved in that. In regards to the roof we are waiting for the meeting on July 2<sup>nd</sup>. There are light bulbs out around the building that need to be fixed.

#### **COMMISSIONER FLINN**

Nothing to report.

#### **COMMISSIONER GRIER**

Squad 86 is back. There are a couple of small repairs that we are waiting on for equipment, so that will go back out temporarily. And we have placed an order to replace some batteries.

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

Report has been submitted.

Grant info: We originally applied for \$75,000, but there is an additional \$15,000 line in there bringing our total to \$90,000. I have issued correspondents to see what the additional \$15,000 is for. There are also about 30 pages of terms and conditions that I will be reviewing and forwarding to the solicitor to review before signing to accept the grant. One thing to note is that the grant is done on a reimbursement basis. Our current PPE vendor is guaranteeing delivery to 45 days.

Last week there was a joint operations meeting with District 4 through zoom.

We mentioned the July 2<sup>nd</sup> meeting between the project manager and the roofer.

Through close examination of the budget and correspondences with the accountant, auditor and DCA we have discovered some funds were not properly allocated in the budget for the roof and put in an unrestricted fund balance.

Contractor for the roof is looking at a start date of two months from now.

I want to thank the Fire Official and the Administrative Clerk for the progress that has been made in the bureau of Fire Prevention. We are in the process of moving our smoke inspections into First Due, which will give us the capability to email out certificates and does have an option to use a third party provider to take credit card payments.

Limited Access Highway Responses are governed by the state of NJ, but I am concerned with the safety of highway responses and the need for a contract with these agencies to respond. We need certain documents in order for our personnel to be covered under workers comp.

Motion made by Commissioner Grier, second by Commissioner Funkhouser to sign the contract for highway responses. Motion carried.

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

Requesting to promote Firefighter Matthew Buchhofer to Battalion Chief and to swear him in at next month's meeting.

Motion made by Commissioner Flinn, seconded by Commissioner Robinson to promote Matthew Buchhofer. Motion carried.

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

I will be sending a request to the Board to replace some gas meters that need to be replaced.

Motion made by Commissioner Flinn, seconded by Commissioner Grier to accept the Chiefs Report. Motion carried.

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

### **RESOLUTIONS**

None

### **OLD BUSINESS**

Vouchers needing signatures – As of 2018 the rules on vouchers have changed. Switch over to follow the new rules.

Parking lot – we need to put signs up and get a contract with a tow company; suggest the signs be printed in English and Spanish, but let them know in writing first

### **NEW BUSINESS-NONE**

### **PUBLIC COMMENT—NONE**

*Motion made by Commissioner Funkhouser to enter Closed Session. Motion seconded by Commissioner Flinn at 19:09 hours.*

### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA

FUNKHOUSER	YEA
BROWN	YEA

#### **RETURN TO PUBLIC SESSION—19:38 HOURS**

*Motion made by Commissioner Flinn to come out of Closed Session. Motion seconded by Commissioner Funkhouser at 19:38 hours.*

#### **ROLL CALL VOTE**

GRIER	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion by Commissioner Funkhouser and seconded by Commissioner Flinn to adjourn meeting at 19:39 hours. Motion Carried.*