

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	James Haines

MINUTES FOR REGULAR MEETING **October 23, 2025**

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 18:31 hours.

FLAG SALUTE

ROLL CALL

HAINES	PRESENT
ROBINSON	PRESENT
FLINN	PRESENT
FUNKHOUSER	PRESENT
BROWN	PRESENT

Also present: Chief Brown, Administrative Clerk Evans

PRESENTATION OF MINUTES

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

ROLL CALL VOTE

HAINES	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 \$2,954,116.27. Payroll account balance was \$27,309.03. Bills attached for approval totaled \$182,465.67. Total amount for approval is \$182,465.67.

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

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

COMMITTEE REPORTS

COMMISSIONER BROWN

The budget schedule was passed out by the District Administrator. Schedule some time before the next meeting to know who is doing what.

Fire Prevention – The chief has a meeting next Tuesday night with the other Fire Chiefs in Gloucester Township. If there is not an agreement with all the fire departments to do a combined fire prevention, then we should not have one.

Computers – I got the proposals that I signed and approved for the administrator to start moving forward to replace the remainder of the computers for the upgrade. It is all in the budget.

Legal Liaison – Nothing

No new volunteers

COMMISSIONER ROBINSON

Nothing at this point

COMMISSIONER FUNKHOUSER

Nothing at this point

COMMISSIONER FLINN

Nothing at this point

COMMISSIONER HAINES

Defer to the Chief's Report.

FIRE CHIEF/ADMINISTRATOR'S REPORT

Report has been submitted.

I will be sending out emails by tomorrow to each commissioner to set up a time to meet and go over your budgets. We are doing a little better than last year.

2024 Audit – We thought we had everything submitted, but they did ask for something else which we submitted. So, we should receive our audit soon, with one small finding.

Everyone was handed two documents: one, operating guideline revision procedure and second, the district policy revision procedure. We need to get these documents in place and approved.

Motion made by Commissioner Robinson, seconded by Commissioner Flinn to approve the operating guideline revision procedure and district policy revision procedure. Motion carried.

ROLL CALL VOTE

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

I would like to see certain training for certain things.

Fire prevention – I appreciate what our people have done. We have hosted schools, girl scouts, and visited schools.

We are restricted in how we utilize the remaining roofing funds. We cannot apply that to general funds since it came out of restricted funds. I have made an inquiry about using that money to replace the sealing tiles that have water damage from the roof leaking.

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

ROLL CALL VOTE

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

SOLICITOR REPORT

Nothing to Report

RESOLUTIONS

R-34-25: RESOLUTION TO ESTABLISH COMPENSATION FOR THE MEMBERS OF THE BOARD OF FIRE COMMISSIONERS

Motion made by Commissioner Robinson, seconded by Commissioner Flinn to accept the Resolution R-34-25. Motion carried.

ROLL CALL VOTE

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

OLD BUSINESS

None

NEW BUSINESS

District Policy Update, which has not been updated since 2017.

Motion made by Commissioner Flinn, seconded by Commissioner Robinson to approve the updated District Policy. Motion carried.

ROLL CALL VOTE

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

PUBLIC COMMENT

None

Motion made by Commissioner Funkhouser to enter Closed Session. Motion seconded by Commissioner Flinn at 18:47 hours.

ROLL CALL VOTE

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

RETURN TO PUBLIC SESSION—18:53 HOURS

Motion made by Commissioner Flinn to come out of Closed Session. Motion seconded by Commissioner Robinson at 18:53 hours.

ROLL CALL VOTE

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

During the closed session we discussed some issues of Personnel, which have not been resolved.

Motion by Commissioner Flinn and seconded by Commissioner Robinson to adjourn meeting at 18:54 hours. Motion Carried.