

# **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** **September 25, 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 18:30 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 Robinson, seconded by Commissioner Flinn 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 \$3,128,215.04. Payroll account balance was \$45,549.28. Bills attached for approval totaled \$137,848.56. Total amount for approval is \$137,848.56.

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

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

**COMMITTEE REPORTS**

**COMMISSIONER BROWN**

Legal Liaison – We would like to welcome our new Solicitor, Geoff Stark. Our agreement is with the firm not with the individual, so we do not need to swear him in. Mr. Stark has been a member of Capehart Scatchard Attorneys at Law for 5 years and has been practicing law for over 15 years.

Fire Prevention is on October 11<sup>th</sup> from 1PM to 4PM at the Fire House.

**COMMISSIONER ROBINSON**

Defer to the Chief's Report. Request closed session.

**COMMISSIONER FUNKHOUSER**

Defer to the Chief's Report.

Service contract proposal from Vaughan Comfort Services is \$150 per unit per year for 7 units plus the two hot water heaters, which will keep us under the quote threshold to have to go out for bid for the service contract.

Motion made by Commissioner Flinn, seconded by Commissioner Funkhouser to enter into the service agreement with Vaughan Comfort Services. Motion carried.

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

**COMMISSIONER FLINN**

Nothing to report.

Employee medical benefits. We found three potential companies that other departments are happy with that we would like to obtain quotes from. The chief will obtain quotes and have them for the next meeting if he is approved to do so.

Motion made by Commissioner Robinson, seconded by Commissioner Flinn to authorize the chief to obtain quotes for employee medical benefits. Motion carried.

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

In the 2024 audit it was discovered that when choosing a broker we will need to go out for bid, which was never done here in the past we just always used Hardenbergh.

**COMMISSIONER HAINES**

Defer to the Chief’s Report.

**FIRE CHIEF/ADMINISTRATOR'S REPORT**

Report has been submitted.

Thank you to the district for your support with the camera project.

Response times are still improving.

Windows 10 support is over in October, so we got a 6-page plan on how to make the necessary upgrades to keep us compliant. The funds are in the budget, so we will work with the network administrator to start these upgrades.

I would like to thank Commissioner Haines and Commissioner Robinson for their time this past Monday in meeting with the sales representative of Pierce Manufacturing to go over the game plan for Fire Apparatus.

I did get correspondence from Atlantic City Electric about changing our rate class, so I will investigate it.

I also got correspondence from Aqua that our water pipes may contain lead. We do have a filtration system in place.

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**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT**

None

*Motion made by Commissioner Flinn to enter Closed Session. Motion seconded by Commissioner Funkhouser at 18:52 hours.*

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

**RETURN TO PUBLIC SESSION—19:13 HOURS**

*Motion made by Commissioner Flinn to come out of Closed Session. Motion seconded by Commissioner Robinson at 19:13 hours.*

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

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

R-30-25: RESOLUTION APPROVING PART TIME EMPLOYEE

Motion made by Commissioner Flinn, seconded by Commissioner Funkhouser to accept the Resolution R-30-25. Motion carried.

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

R-31-25: RESOLUTION APPROVING NEW JR. VOLUNTEER MEMBER

Motion made by Commissioner Flinn, seconded by Commissioner Haines to accept the Resolution R-31-25. Motion carried.

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

R-32-25: RESOLUTION APPROVING NEW CIVILIAN VOLUNTEER

Motion made by Commissioner Flinn, seconded by Commissioner Robinson to accept the Resolution R-32-25. Motion carried.

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

R-33-25: RESOLUTION APPROVING NEW VOLUNTEER MEMBER

Motion made by Commissioner Robinson, seconded by Commissioner Flinn to accept the Resolution R-33-25. Motion carried.

**ROLL CALL VOTE**

HAINES	YEA
ROBINSON	YEA
FLINN	YEA
FUNKHOUSER	YEA
BROWN	YEA

*Motion by Commissioner Flinn and seconded by Commissioner Robinson to adjourn meeting at 19:16 hours. Motion Carried.*