

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

Meeting Held: April 23, 2015
Meeting Place: Board Office
Meeting Called to Order: 6:30 pm
Members of Board Present: **Chairman** – George Brown
Vice Chairman – Joseph Chew
Treasurer – Richard Annacone
Secretary – George Flinn
Commissioner – Steven Funkhouser
Administrative Clerk – Jeanette Cottone
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:

Comms. Annacone, Flinn, Funkhouser and Brown present. Comm. Chew will be late.

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. Annacone, seconded by Comm. Funkhouser. Roll call vote, all yes.

Correspondence – Jeanette Cottone

Adm.Ci.Cottone: Correspondence has been distributed.

Treasurer's Report – Rich Annacone

Audubon General Account	1,273,082.18
Audubon Payroll Account	31,070.67
Expenditures: 04/23/15	137,613.78

TOTAL AMOUNT FOR APPROVAL 137,613.78

Motion made by Comm. Flinn, seconded by Comm. Funkhouser to pay the bills.
Roll call vote, all yes.

COMMITTEE REPORTS

Computer Services – George Brown

No report.

Legal Liaison – George Brown

Comm. Brown: We might as well cover the acceptance of the Audit report at this point, having read the Audit.

Adm.Ci.Cottone: The 2014 Audit.

Comm. Brown: I'd like to accept the Audit.

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

Sol.Carlamere: You should have your minutes reflect for the purpose of the public that's here that the Audit was a good Audit with no recommendations or findings by the Auditor.

Comm. Brown: That's correct, and I'd like to thank the Clerk, this is I think the 8th or 9th year, I'm losing track, that we've had a perfect Audit. It reflects all the time that she puts into her job day in and day out so thank you very much.

Adm.Ci.Cottone: You're welcome. Thank you.

Comm. Brown: P-Card. One of the recommendations in the Audit was that we get rid of the Lowes card we use currently to buy the things that we need to maintain the station and what not. I found out there

Legal Liaison – continued

is a program called a P-Card, which stands for purchase card, which is approved by the Department of Community Services. I filled out an application, sent in three years' worth of financials and I'm waiting to hear if it will be accepted. The way it will work is the cards will be assigned to individuals and if there are any shenanigans that go on, they'll be able to point to the person who had the card. It was decided that the cards will go to the Chief, the Deputy Chief, myself, the Clerk and Comm. Funkhouser. We can add others if necessary later on. Those cards can be restricted if we want in terms of the monthly amount of the balance, what vendors it can be used at etc. So we'll get into that once we are accepted. But I'd like to amend the banking or...I forget what the exact term is.

Sol. Carlamere: You can do a resolution authorizing participation in the purchase card and authorized signing of the agreement.

Comm. Brown: OK. But I think we also have to amend our...

Adm.Ci.Cottone: The financial agreement for the District.

Comm. Brown: The banking statement, the one we wrote on...

Sol.Carlamere: Your re-organization resolution for your depository. You want to include whoever supplies the card.

Comm. Brown: Yes, I know who that bank is if you want to do that right now.

Sol.Carlamere: You can do that.

Comm. Brown: So that will be Bank of America, they will be the vendor. So we need to add them.

Comm. Annacone: Question on that. Does the P-Card go to most vendors, or how does it work.

Comm. Brown: It depends on how we want to restrict it. The intent behind the cards is to get away from one which is floating around to assign some accountability to someone. Throughout the State they're used for example for people who have to travel, and they put their travel expenses on there. You can use it for anything. It's going to be a VISA card, but through the Administration the portal will be able...

Comm. Annacone: OK, so if we go to Lowes they'll take it.

Comm. Brown: Right.

Comm. Annacone: OK.

Comm. Brown: I also found out in this discovery research that there are certain vendors that we will get additional discounts by using it. At Lowes for example, we're getting an additional 5%. And also the card will provide cash back to the District, just like you get on the Discover card where they give you so much money back. Whatever we spend on this card will come back to us reducing our cost. So the only question that I have that hasn't been resolved yet is whether or not we can put the new truck on it or not.

Chief Brezee: He's already done the math too.

Comm. Brown: 3% on \$775,000. I'll take it. Anyway, can we have a resolution to accept Bank of America for the P-Card.

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

Comm. Brown: That's all for me.

Fire Prevention – George Brown

No report.

Liaison to the District Volunteers – George Brown

No report.

IAFF Contracts Co-Commissioner – George Brown

No report.

Apparatus – Joe Chew

No report.

Budget Co-Commissioner – Joe Chew

No report.

Fire Department Equipment – Joe Chew

No report.

Fire Department Operations – Joe Chew

No report.

Training – Joe Chew

No report.

Budget Co-Commissioner – Rich Annacone

No report.

IAFF Contracts Co-Commissioner – Rich Annacone

No report.

Personnel / Administration – Rich Annacone

No report.

Personnel / Operations – Rich Annacone

No report.

Insurance – George Flinn

No report.

Sign – George Flinn

Comm. Brown: The sign is out. I reported it to the vendor.

Water – George Flinn

No report.

Photographer – George Flinn

No report.

Communications – Steve Funkhouser

Comm. Funkhouser: There are a few things in the Chief's report that he's reported on. We had a problem with 866's radios and its being taken care of.

EMS / Supplies & Equipment – Steve Funkhouser

Comm. Funkhouser: It's been ordered.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: We're going to meet with Mayor Conley for a walk-through of their station. That's all I have to report.

Turn-Out Gear – Steve Funkhouser

No report.

Uniforms – Steve Funkhouser

No report.

Chief – Michael Brezee

Chief Brezee: A report has been submitted. The only highlight would be that on Tuesday night we did our live burn at the Fire Academy, our first of hopefully two this year. It went real well. We had Station 62 and 84 accompany us. They enjoyed the training. We were the ones who set up the scenarios of how things will go. We got a lot of good comments back and had great attendance by our members. The only other thing is, I believe I'm complete of the smoke detector project at Forrest Meadows. I would ask that if you would put the word out there if I missed anybody to please give me a call.

Motion made by Comm. Annacone, seconded by Comm. Flinn to accept the Chief's report.

Roll call vote, all yes.

Solicitor – David Carlamere

Sol.Carlamere: I communicated with District 5 on the issue of the benefits for the transferring firefighter. They communicated with the Dept. of Community Affairs in Trenton. They indicate that they are not responsible to make a payment until February. So the responsibility for the payment, the way the system

Solicitor – continued

works would have been your payment for a month behind. So when they pay February, you're paying January.

Adm.Ci.Cottone: No, when you pay February, you're paying February's.

Sol. Carlamere: They're not responsible until one month has passed?

Adm.Ci.Cottone: They cannot put a new hire on for 30 days. In other words, John went there January 1st, they cannot put him on the State benefits until February 1st.

Sol.Carlamere: So they would not be paying any benefits is the position they take.

Comm. Brown: But that was not in the agreement that we signed and that the Union signed and everybody signed including District 5 that they would be responsible for January 1st.

Sol.Carlamere: The Board has to make a decision of what position that they want to take.

Comm. Brown: Sue them.

Comm. Funkhouser: It's in writing that they're responsible.

Sol.Carlamere: The understanding, the contract itself, or at least the one page transfer, doesn't say benefits.

Comm. Brown: It absolutely does, that they would be responsible for it.

Sol.Carlamere: But I think the verbiage communication back and forth was that you were responsible until December 31st, they're responsible for anything that accrues forward. So I think the meeting of the minds and the discussion on the transfer was that District 5 had the responsibility from January 1 forward.

Comm. Brown: Yes, we agree.

Comm. Annacone: We agree with that, they're saying no.

Sol.Carlamere: Right, they're disagreeing.

Comm. Annacone: What's the total amount we're talking about here?

Sol.Carlamere: I think it's clear that it's their responsibility, but right now they're...

Adm.Ci.Cottone: It is \$2,500...it's in the letter.

Sol.Carlamere: Of course you know if you're going to start litigation, I can't represent either side, it would be a conflict.

Comm. Annacone: Is \$2,500 worth litigating?

Sol.Carlamere: I think the responsibility, and I'll relay this to them, because that was the clear understanding that once he transferred January 1 it was their responsibility for everything from that day forward. The way the system works might be what's giving the confusion, and I'll bring that message back. My opinion to them and my opinion to you is that that was the understanding on the transfer.

Comm. Brown: And we were very explicit in our understanding of that for this very reason. So as far as I'm concerned, whatever it costs to go get our money, we should go get it. That's the way I feel.

Adm.Ci.Cottone: You can have a copy of the bill Dave that shows January 1st to January 31st.

Sol.Carlamere: Yeah, I'll need copies of your information then we can see what position to take.

Resolutions – Jeanette Cottone

Adm.Ci.Cottone: Nothing this evening, we did the Audit.

Old Business – George Brown

Comm. Brown: There was a discussion last month about having the Red Cross here. The solution to meet the concerns of the Chief and Comm. Funkhouser was to ask the Red Cross if they had a mobile vehicle which they did and they will be bringing that. They've been out, we had a visit from them last week. So we will have the blood drive here on May 22 between 1:30pm and 6:30pm. People can go into the website and pick a time slot that they would like to come in. When they come in, they won't have to wait in line. If the number of people signing up exceeds what they think they can handle that day, they will refer them to another blood drive and just be up front with them and say we're already booked. They're expectations are not real high, they hope to get 20 pints, so I don't think that's a giant amount. So we'll be ready for that, the Chief's going to work with them that day on where we are. That's all the Old Business. At this time, we can wait 3 minutes and see if Mr. Chew gets here or we can go to the public session.

Mr. Kibelstis: What was the date and time for the blood drive?

Comm. Brown: May 22nd, 1:30pm to 6:30pm. If you'd like, I will send you the link where people can go and register, and it has the announcement on there and what time slot they can take. If people walk in and the time slots are taken, they'll be asked to wait. If there are no time slots, they'll take them accordingly. So we're going to try and let people go to the website and pick a time slot and if it's full then it's full but they won't have to come out here...

Mr. Kibelstis: Would that be in flyer form that we can send to the property manager and she can send it out?

Comm. Brown: It is in flyer form. If you want to take one this evening, we can give you one to take with you. The flyer is also in the email that I will be sending you.

Mr. Kibelstis: OK. If you can give me the flyer because I have a Board of Trustees meeting right after this

Old Business – continued

meeting so I can bring that up to their attention.

Comm. Brown: OK, we'll give to you right after the meeting. Anything else? (hearing none)

New Business – George Brown

No report.

Public Portion – George Brown

Comm. Funkhouser: Has all of the public spoken their piece? (hearing none)

Closed Session – George Brown

n/a

Adjourn – George Brown

Motion made by Comm. Flinn, seconded by Comm. Annacone to adjourn the meeting at 6:44pm.

Roll call vote, all yes.