

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

Meeting Held: February 27, 2014
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, excused
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. Chew, Annacone, Funkhouser and Brown present. Comm. Flinn is excused.

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 to accept. Roll call vote, all yes.

Correspondence – Jeanette Cottone

Adm.CI.Cottone: It's been given out to the Commissioners as they came in.

Treasurer's Report – Rich Annacone

| | |
|-------------------------|--------------|
| Audubon General Account | 1,217,211.38 |
| Audubon Payroll Account | 9,937.66 |
| Expenditures 02/27/14 | 73,536.42 |

TOTAL AMOUNT FOR APPROVAL 73,536.42

Motion made by Comm. Chew, seconded by Comm. Funkhouser to accept the Treasurer's Report as read. Roll call vote, all yes.

COMMITTEE REPORTS

Computer Services – George Brown

No report.

Fire Prevention – George Brown

Comm. Brown: The Fire Prevention night has been determined by the Chief as stated in his report. It will be October 13, 2014 at Lowes assuming you can make that arrangement again.

IAFF Contracts Co-Commissioner – George Brown

No report.

Legal Liaison – George Brown

Comm. Brown: I received an email from Mr. Kibelstis and I can take this up off-line if you want, but there is a question about something in the Township-wide master plan and it regards the boundary line separating Lambs Terrace Fire District No. 5 and Erial Fire District No. 6. There is a survey line and should be revised to a physical land feature and then there is another comment in there so I guess this must be coming up again for review. Maybe you can take a look at this and let us know when we get around to you if it's anything we have to do something with or not.

Liaison to the District Volunteers – George Brown

Comm. Brown: I just want to remind you, we had talked in December about a method for coming up with identifying any volunteers that work as fill-ins. Is that underway, have we started anything on that?

Chief Brezee: Yes.

Comm. Brown: OK, that's really it for me.

Apparatus – Joe Chew

No report.

Budget Co-Commissioner – Joe Chew

No report.

Fire Department Equipment – Joe Chew

No report.

Training – Joe Chew

Comm. Chew: We received several requests for training both from volunteer and career side. Between Rich and I, we've approved them all.

Comm. Brown: OK.

Fire Department Operations – Joe Chew

Comm. Chew: Everything is in the Chief's report as well as equipment/apparatus issues. That's all I have sir.

Comm. Brown: Thank you.

Budget Co-Commissioner – Rich Annacone

No report.

IAFF Contracts Co-Commissioner – Rich Annacone

Comm. Annacone: It's contract year, so later on this year we will be starting what we have to do, and do the Chief's contract as well.

Comm. Brown: The Chief's contract is kind of scheduled for, actually to start this week since he finished his annual report which was in order of sequence given to him for him to get his 2013 report done which was done actually the day before yesterday, so that's the next thing.

Chief Brezee: You have to check your roads again.

Comm. Brown: OK.

Personnel / Administration – Rich Annacone

No report.

Personnel / Operations – Rich Annacone

No report.

Insurance – George Flinn

Comm. Brown: Comm. Flinn is not here and said he had nothing to report.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Photographer – George Flinn

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: First I'd like to let the Chief know that he did a great job on his report. It's the first time I've seen a report from a Chief in writing since I've been a Commissioner, so good job Chief.

Second, I'd like to wish Mr. Brown a belated Happy Birthday.

Comm. Brown: Thank you.

Building Maintenance & Grounds – continued

Comm. Funkhouser: I've got an issue with the Electrician. We need to discuss with Dave Carlamere in regards to what we should do with the Electrician. He still owes us for the repairs of these lights. I've tried to reach out to him multiple times, both his home, cell phone number and I'm not getting any phone calls back. I gave Mr. Brown their number to try and reach out to him also, and they haven't returned our calls. I don't know if there is a problem at their residence or a problem with me or what the case would be.

Sol.Carlamere: Exterior Lights?

Comm. Funkhouser: Exterior Lights. They replaced them. I don't have the notes with me right now on when they were replaced, and I also didn't get a warranty on them. He never gave us a warranty on the lights. If I recall, Mr. Flinn saying these lights will last 10-15 years, and Mr. Belcher the Electrician had told us, I have an email stating that "They are replacing the lights." They replaced half of them on the side of the building, and they have yet to come back and replace the rest of the lights and this is going on 3 months now.

Sol.Carlamere: Is it the issue that the lights are defective or he didn't finish replacing them?

Comm. Funkhouser: I didn't get anything in writing in regards to the lights being defective, but I was told the lights were a defective light and that he was reaching out to his manufacturer where the bulbs came from and that was the last I heard that the mother of the guy he was getting the bulbs from had passed away and that was all I heard from him.

Sol.Carlamere: Has the vendor been paid in full, the contractor?

Comm. Funkhouser: In regards to the lights he has, yes but we have a \$1,900 check that we're holding for when they put the sign in for payment of that.

Sol.Carlamere: OK.

Comm. Brown: And we believe there is a manufacturer's warranty on the lights. There was a question if there was no warranty per say, but his admission in his email that he will be back to fix the rest of the building clearly doesn't call the warranty, I don't think, into being an issue.

Comm. Funkhouser: He's aware of the lights and it's in writing that he was going to repair the lights.

Sol.Carlamere: What was his last communication?

Comm. Brown: An email that he would be returning.

Comm. Funkhouser: The last communication was anybody that was with the Chief I think.

Chief Brezee: He stated to me, that was the day he was here replacing the first set, and what he told me was that all the lights...it was a bad batch of lights he got. He spoke to the manufacturer, they agreed to replace them. They sent him the first batch, that's what he was doing that day was installing that side. He said I'll be back as soon as I get the next batch of lights and replace the other ones.

Sol.Carlamere: How much time has gone by?

Chief Brezee: Months.

Comm. Funkhouser: My question to you is, can we go and find another electrician and replace these bulbs?

Sol.Carlamere: What I would do is, get me the information, I think we should contact him first and give him a time limit, and then indicate with notice that if he doesn't perform in this time or respond, you will seek replacement elsewhere and sue him or you hold him responsible for the difference.

Comm. Brown: So we just need to give the Solicitor the vendor's information and the description of the bulbs and he'll write the letter on our behalf.

Sol.Carlamere: Right.

Comm. Funkhouser: Right, OK. I'm not an electrician, I don't know how those bulbs are installed. Have you ever taken them out of the cellulite...

Sol.Carlamere: Well I wouldn't touch them.

Chief Brezee: The new ones? No, we're not going to touch them.

Comm. Brown: What we want to do is, we want a description of what they are so that we can refer to them in the letter that he writes to Mr. Belcher. So we are asking him to replace and or, we will litigate against him.

Comm. Funkhouser: Again, I don't have any literature on these bulbs that he put in. He told us when we went to the meeting...

Comm. Brown: Was there anything on his invoice?

Sol.Carlamere: I don't think at this point we have to be specific as to the particular light fixture that's in there. He knows it's defective, he's replaced part of it, and he said once the defective bulb or whatever it is comes in he'll replace it, but too much time has gone by. So as far as a letter, we can just reference them, that he hasn't come back to finish it, we give him so much time to do it, if not we will seek completion somewhere else and hold him responsible for the cost.

Comm. Funkhouser: We deal with the blinking lights.

Comm. Brown: It was merely my suggestion that since he did a lot of work around here that we should be specific to those lights so that he doesn't come back and say there is nothing wrong, the side building lights.

Sol.Carlamere: The sign has nothing to do with this?

Building Maintenance & Grounds – continued

Comm. Funkhouser: The sign has nothing to do with it.

Sol.Carlamere: So I would still hold it, but if push comes to shove, you'll probably have to pay for the sign.

Comm. Funkhouser: He hasn't called the office or anything for that.

Sol.Carlamere: But I would hold that right now for leverage.

Chief Brezee: Wasn't there an issue upon completion of the sign. The electric was done, but we have a hole in the street that was never repaired properly.

Sol.Carlamere: Alright so you'll have to hold that money anyway, OK.

Comm. Funkhouser: OK. The building other than that, again we still have a few leaks in the building which we're all aware of. When it rains, it pours throughout.

Comm. Funkhouser: I received this email from Mr. Kibelstis in regards to the Township's Energy Program that they're working on getting us to start. According to Jan this evening who told me that they automatically will check in what we're under. We're under a program right now when it comes to the building with electric and gas.

Adm.Ci.Cottone: Through the County.

Comm. Funkhouser: But the Township and this program, Dave you are aware of this?

Sol.Carlamere: Energy Aggregation?

Comm. Funkhouser: Correct.

Sol.Carlamere: I think the Township approved the ordinance on first reading, but with public hearing and second reading at the next Council meeting. Once that happens then there is 20 days for the ordinance to take effect, then the consultant takes over as far as additional public hearings. We had one hearing already prior to the introduction of the ordinance, and information to the public for education purposes. But I believe what they're going out is residential first. The ordinance says Residential, Non-Residential. But they believe the best benefit will be to the residents. So they're going to go out residential first. And the procedure, so that everyone knows, once the ordinance is past, then we have to go out and solicit bids from aggregate suppliers. The best bid coming in that's acceptable to the Town is awarded. Once that's done, it's an automatic all-residence under this law in New Jersey, residents have to opt-out. Every resident is given a notice from Atlantic Electric and PSE & G that this is happening and that they have so much time to opt out, 30 days, otherwise they're automatically in. Once they're in, you can still opt out at any time without a fee penalty. A lot of these things...if anybody is going into aggregation today, previous to Municipal there is a fee to opt out, but there is no fee under Municipal.

Comm. Brown: There was an FAQ in that email, because I asked the question and it was would the District's be eligible to join the program? And the response was we need to know what rate class they fall into. I would think they would be better off in our commercial aggregation. So I don't know if we need to get back to him with the rate class. We could look that up on the bill. That would probably be the shortest way to know where we're going to fall.

Sol.Carlamere: I would tend to think first bid out would be for residential, whatever rate class that is.

Comm. Annacone: So you can join whatever one you want, you just have to pick one of them?

Sol.Carlamere: There will be one vendor for Municipal Aggregation, and everybody residential is automatically in it under State Law unless you opt out. Commercial, you have to intentionally opt in, otherwise you are not in when they do the commercial. I believe when they do the first go around, it's going to be residential at whatever rate that comes in at.

Comm. Brown: But our current rate class determines whether we're commercial or residential or some other category for that matter.

Comm. Funkhouser: And Jan will we have that rate class?

Adm.Ci.Cottone: It should be on the bill.

Comm. Funkhouser: Ok, we'll check it out.

Communications – Steve Funkhouser

No report.

EMS / Supplies & Equipment – Steve Funkhouser

Comm. Funkhouser: EMS Equipment will be ordered via the Chief's message this evening.

Uniforms – Steve Funkhouser

Comm. Funkhouser: I haven't heard anything, so I guess you're all doing good with uniforms.

Turn-Out Gear – Steve Funkhouser

Comm. Funkhouser: The gear is in, it's looking good. That's all I have.

Chief – Michael Brezee

Chief Brezee: My report has been submitted. If any Commissioner hasn't seen their email, it has an explanation on how future reports will come. You'll get them weeks prior to the meeting so you can review them.

Comm. Brown: I thought it was quite well done myself.

Chief Brezee: If you come up with anything that you want me to report on monthly, that's not a problem. Just keep in mind that in February you get the month of January's report. In March you'll get February's. But if there is something you want to see reported monthly, just let me know.

Comm. Brown: Nicely done.

Motion made by Comm. Chew, seconded by Comm. Annacone to accept the Chief's report.
Roll call vote, all yes.

Solicitor – David Carlamere

Sol.Carlamere: I've reviewed this information that talked about the master plan and the boundary line between 5 & 6 District. I don't believe there is any action that the District should be concerned about, either this District or District 5, it's the first time I've seen it. But I would say to truly understand, you'd have to go back to the adoption of the ordinance and how the ordinance designated the boundary lines for the purpose of taxing and your jurisdictional limits. The master plan probably referred to, and this is just a guess on my part, probably referred to the Township map that designates it, because it's not an actual survey, it's just designated on the Township map. But you'd really have to go back to the ordinance when 5 & 6 were created and that tells you the records as far as the boundary line and that's how the tax assessor determines the taxing and your jurisdictional boundary, but I don't think there is any action you have to do on this.

Comm. Brown: OK, great.

Resolutions – Jeanette Cottone

Adm.Ci.Cottone: Nothing this evening.

Old Business – George Brown

Comm. Brown: We sent in a proposed change for the Junior Firefighter, and this was the language that we felt was correct, and we just want to confirm that and amend the contract so that those are in place.

Sol.Carlamere: We crossed paths and indicated that what was being added to is parental consent and that is the only thing that's necessary, and to sign. The only thing I would put in here is have them receive the guidelines, so that when the parent or guardian can sense that they know what the program consists of so they're signing off knowing that their Junior is not going to ride the equipment or stuff like that. That's the only...have them receive the guidelines and programs for reference.

Comm. Brown: Any other Old Business?

Comm. Annacone: We were talking about a new building, where did that fall? Did it go away, are we not doing it?

Comm. Funkhouser: The 13th of March we are having another Committee meeting. Mr. Connolly has another drawing for us and some different prices. The last prices that we got were all in pretty much the same amount of money, and he called me back up and advised me that it was a computer error. He did the drawings and they are being corrected. So he has new prices for us which will be either more or less than what he gave me before. So we are having another meeting March 13th.

New Business – George Brown

Adm.Ci.Cottone: I just want to state the Audit for the Fire District is supposed to take place next week, the week of March 3rd, weather permitting. We'll see what happens there.

Comm. Brown: The Chief supplied us with several variations of this, Item No.2 on Social Policy. I would like to know if you want to look these over. It appears that the Lindenwold Policy is being copied by a number of departments around the County, but the Chief also got some possible policies from JIF.

Sol.Carlamere: I can go through them.

Comm. Brown: If you could go through those and report back to us. I would say cut right to the chase, I don't see any value in trying to review things that are done by great departments. And if the Lindenwold one covers us, I think we should just go with that and be done with it.

New Business – continued

Comm. Brown: The last item was the issue of facility use request. The Chief issued an email to the Commissioners on February 4th, and I'm not sure if we ever really gave you an answer. A number of the Commissioners called me and I really felt that we should probably have an open discussion about it just to make sure we're not being inconsistent with what we do. There is a standing directive from 2010 saying that the purpose of the directive is to establish the guidelines for the use of the social hall. The social hall may be used for Fire District business and Fire Company business with approval by the Board of Fire Commissioners. The social hall will not be available for individuals including employees of the Fire District and members of the Fire Company. The Chief was asking for use of the building for an organization that works with adolescents.

Chief Brezee: It's a new program the State is funding. It's got Federal money, it's got State money and as I understand it, Gloucester Township Mayor and Council has gotten on board. It's called "Hooked on Fishing, Not on Drugs." Gloucester Township gave them the lake to use. The gentleman that's running it, his only concern was that he has guidelines he has to follow to run this program and I believe his set up is every Thursday night for so many weeks, and it's rain or shine. So if it rains, he needs to have a facility in which he can at least do a classroom session with the kids. He stopped here, and actually stated the Mayor sent him here. I showed him the hall, I showed him this room and said maybe we can do something. It probably wouldn't be a problem to have the conference room, and I said I would have to get approval by the Board if we were to use something like the social hall. And the thought there was, just in conversation, that they could take the fishing rods, and their little kids rods with little rubber balls on the end and that room is big enough that he would teach the kids how to cast and stuff like that. I said I would bring it to the Board. It's only in the event if it is inclement weather and he has to bring the kids inside. I told him that between me and the volunteer officers we could probably make sure the door would get open for him and things like that. He is a volunteer firefighter with the Chews Landing Fire Department, so I don't have an issue of trust. He had a background to run this program, so I don't have any concerns there. And my recollection of the night that you guys put that resolution into place or that directive into place, was that someone had said we would still have the hall to where if a Township organization needed it for something, maybe we could work something out. That's kind of what I went on there.

Comm. Brown: From my perspective, I don't want to see every one of these requests have to come to the Board, number one. So I think the directives, as all things that we write, need to be revised over time. I'd like to have it as somewhat of a filter so that we know we're not going back into the social hall business of any kind, but if you could get some language in here that says for Fire District business and those organizations designated through other Township Agencies, then that puts the burden on other people and not necessarily on us.

Chief Brezee: I just remember that evening, we talked about other agencies and we stated it case by case.

Comm. Annacone: How many kids are you talking?

Chief Brezee: He's figuring 10-15 kids at the most, I think that's all he's allowed to have.

Comm. Annacone: I'm in favor of it, but I think it goes against our policy. So I have no problem using this room, but as far as that room over there, I think it goes against the policy we have until we can get it straightened out. So I have no problem with him in the meantime using this room.

Comm. Brown: Right, but can we just straighten it out and so....

Sol. Carlamere: Just so you know, the Township is authorizing or giving permission through recreational scheduling the use of Lake Matilda.

Chief Brezee: Yes.

Sol. Carlamere: And the requirement is that they produce a certificate of insurance naming the Township, so you'd probably have a greater burden because you're using a structure. There they're just using a lake facility and scheduling a regular schedule through...

Chief Brezee: Which he explained to me that they will be fully insured and all that.

Comm. Brown: So what was your proposal, to come up with new language?

Comm. Annacone: Come up with new language, but in the meantime when is it supposed to start?

Chief Brezee: Sometime in March.

Comm. Annacone: If it's not done by then, because we won't have another meeting for a while, let them use this room until we work out something.

Comm. Brown: Is that acceptable till the next meeting?

Chief Brezee: Definitely. If he needed something larger and we can't use the hall, in March, April when we're getting nicer weather, I'll come up here and pull the trucks out and let them use the engine bay.

Comm. Brown: OK I'll take the lead on revising this directive. If anybody has anything they want to include in there, you don't have to make it real specific, but so that we have.....

Comm. Annacone: The only problem I have, they've got to be careful because you're going to have 800 organizations that want to.....

Comm. Brown: No, I'm saying that if the change would be around those kinds of organizations, whatever we

New Business – continued

you used a second ago, the I'm OK for it. Beyond that, I'm no OK for it.

Chief Brezee: And my thought was, he has listed on the website as Gloucester Township as the sponsor.

Comm. Brown: So your proposal is Township Organizations?

Chief Brezee: And that's what I heard that night when we put that into play, was a case-by-case on Township or the organization.

Comm. Annacone: I don't think that's how it was written up.

Comm. Funkhouser: Boy Scouts, Girl Scouts, it will all follow under that?

Comm. Brown: No. We had already told them no. What he's saying is, if it's a Township sponsored, be it by Council or the Mayor. That was your intent?

Chief Brezee: That's what drove me to...

Comm. Brown: And that we would still have the ability to approve those so that we can do it like we did. There is not going to be any open door policy per say, but we can do it as we did with an email because this organization falls within the definition.

Comm. Annacone: Is this thing sponsored by Mayor and Council, or just giving....

Chief Brezee: They are one of the sponsors.

Sol.Carlamere: I don't think they sponsor it. I think he already had his funding and everything is...

Chief Brezee: His funding comes from the State and Federal program.

Sol.Carlamere: Then he came to the Township to use one of the facilities.

Comm. Annacone: So it's not actually sponsored by the Town. I just don't want to get all these organizations...

Comm. Brown: I agree with you. I thought it was actually, in the conversations that you and I had, I thought it was something that the Mayor and Council wanted. But I think the spirit of Township Organization is what I would like to limit it to. If anybody has anything else between now and the next meeting send it to me, and I'll prepare a draft of the resolution. But for right now you can use this agreement until then.

Chief Brezee: And I'll let him know then.

Sol.Carlamere: Just make sure the insurance adds...

Comm. Annacone: Doesn't the Township have some buildings?

Chief Brezee: They had buildings down there that he looked at, and he didn't feel were suitable or safe enough for the children, and this was closest to the lake.

Comm. Brown: Any other New Business? (hearing none)

Public Portion – George Brown

Comm. Brown: Public portion? (hearing none)

The only item we have left is to swear-me in tonight so we don't have to have a special meeting. It won't take effect until the first Tuesday in March, so swear me in.

(Sol.Carlamere swore-in George Brown as Fire Commissioner - applause)

Comm. Brown: Thank you everyone.

Closed Session – George Brown

n/a

Adjourn – George Brown

Motion made by Comm. Chew, seconded by Comm. Funkhouser to adjourn the meeting at 6:58 pm.

Roll call vote, all yes.

Comm. Brown: Thank you everyone.