

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

Meeting Held: June 23, 2016
Meeting Place: Board Office
Meeting Called to Order: 6:37 pm
Members of Board Present: **Chairman** – George Brown
Vice Chairman – Richard Annacone, excused
Treasurer – Brian Robinson
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. Robinson, Funkhouser and Brown present. Comm. Annacone is on his way and Comm. Flinn is on vacation.

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

Correspondence – Jeanette Cottone

No report.

Treasurer's Report – Jeanette Cottone

As of 06/23/16:

Audubon General Account	1,990,886.78
Audubon Payroll Account	29,333.73
Expenditures: June	64,228.47

TOTAL AMOUNT FOR APPROVAL 64,228.47

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to approve the Treasurer's Report. Roll call vote, all yes.

COMMITTEE REPORTS

Budget Co-Commissioner – George Brown

No report.

Computer Services – George Brown

No report.

Fire Prevention – George Brown

No report.

IAFF Contracts Co-Commissioner – George Brown

Comm. Brown: I'd like to advise the Board that the remediation date has now been set to September 14th. That will be the first meeting with the mediator. I'm not going into Closed Session about that because there is nothing to preserve there.

Legal Liaison – George Brown

No report.

Liaison to the District Volunteers – George Brown

Comm. Brown: We have two new firefighters. Steven Robinson and Brian Konefield have been recommended to promote to Firefighter. I'd like the Chief and/or Dep. Chief to make the introduction and recommendation for their promotion.

Chief Brezee: Thanks everybody for coming tonight. Most of you know we started doing these promotional ceremonies, if you will. When the guys came in, Brian coming to us from Winslow, Steven coming from Lindenwold who already had rank of Firefighter in their respective Stations, everybody who comes in our Station comes in as a probationary Firefighter. We give them a little time to figure out our apparatus and our ways, we then go through a probationary testing to test their basic skills as a Firefighter, before they receive their Firefighter frontices tonight.

Dep.Chief Brown: I just wanted to briefly say that it's an 18 point process that deals with the basics as far as donning gear all the way up to hose line deployments. It's mostly there to orient members coming from other departments who may do certain things a little differently into how we do things. Once they're released as a Firefighter we all know as Officer's and as an organization that they know what they're doing and they're equal to everybody else who wears that same frontice.

Chief Brezee: Steven is still fairly new in the fire service, Brian has been there for quite a while and some Firefighters we find when they come in and they're told they've got to go back to a probie frontice, they cop a little bit of an attitude. We didn't get that at all from Brian...he was proud to go through the process to show us what he knows as well as Steve. How far along are you?

Ff. Robinson: About a year and six months.

Chief Brezee: I'm lucky enough that I'm involved with the Firefighter 1. Steve was an exceptional student and he's only grown on his skills. They've gotten better and better from when he graduated out of the Fire Academy. So if you both come up, I'd like to present you with your new shields. Just to give you an idea, you will give me back your old shields, but they will be mounted on a plaque and given back to you just to memorialize what you guys have done.

Comm. Brown: And then we'll have the Solicitor swear them in.

Chief Brezee: Congratulations, welcome aboard.

(Sol. Carlamere swore in Steven Robinson and Brian Konefield – applause)

Comm. Brown: Nice job.

Dep.Chief Brown: I'd like to recognize one of our other Firefighters, Robert Schoonmaker. We have a couple Firefighters who are in charge of being a liaison to a lot of the new members, and Bob is one.

Comm. Brown: I'd like to say that this is my 10th year as a Commissioner and the Department is really strong and headed in the right direction. I hope you're as proud to be associated with us as I am.

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.

Apparatus – Brian Robinson

Comm. Robinson: Everything was basically covered with the Chief's report.

Fire Department Equipment – Brian Robinson

Comm. Robinson: I understand things are moving forward to the start of some orders.

Fire Department Operations – Brian Robinson

Comm. Robinson: Everything has been very smooth.

Training – Brian Robinson

Comm. Robinson: The Chief said that I've been around for quite a while. This is a pretty thorough process that these guys went through, and myself, I'm actually impressed with it. It's not just a willy-nilly, here you go after a couple of weeks. It was interesting because I followed obviously most of it with Steven and it was 6 hours of testing last week. That to me is pretty impressive, so move forward Training, it's awesome. That's it.

Insurance – George Flinn

No report.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: Everything is looking good, the grounds are looking good, they've been taking care of the bushes and trees around the property. The building is still standing.

Communications – Steve Funkhouser

No report.

EMS / Supplies & Equipment – Steve Funkhouser

Comm. Funkhouser: I haven't heard anything.

Chief Brezee: No problems there, Sir.

Turn-Out Gear – Steve Funkhouser

Comm. Funkhouser: We'll possibly be ordering around 4 sets of gear shortly.

Uniforms – Steve Funkhouser

No report.

Comm. Funkhouser: The woman from Ambassador for the drug testing of personnel who had a problem, and a question was brought up in regards to the amount it would cost us for a weekend or holiday, and luckily today she sent more information. It states that it would cost us for them to bring out a mobile unit for weekends would be \$300 plus the cost of the testing, and the testing I don't have those papers with me. It was a lot less than what our situation was the previous employees. So I would recommend that we, if we have a situation and we need to go to a company that we use this company.

Motion made by Comm. Funkhouser to approve Ambassador as the drug testing sight for the District, seconded by Comm. Robinson. Roll call vote, all yes.

Chief – Michael Brezee

Chief Brezee: The report's been submitted, nothing to add with the exception of...some of you may know our past member, past commissioner, past Fire Official Andy Braig. Andy is in his last days of life. We will take part in his funeral as requested. Any information I receive I'm going to start putting out to everyone. Unfortunately most of the guys in the department didn't really know him, he's been sick for years and retired. But it's going to go down in the next couple weeks. It will be a Saturday funeral and we've been asked to partake in the planning and everything that goes on with it, so we're going to start moving along with that. The apparatus that's been requested at this time will be used as a flower truck. He will be transported on an antique fire engine out of Audubon Park, but our truck will be in that line. It looks like it's going to be Earle Funeral home in Blackwood with a procession then coming to Erial Community Church cemetery. So as I get more information I will put it out.

Comm. Brown: Chief, if I could and I don't know if this will be requested, so that you don't have to come back to the Board, I would suggest to the Board that should the family request the use of the social hall that that will be approved.

Chief Brezee: It's already been set up at the Camden County Fire Academy for the food court there. As Andy was a Camden County Fire Marshal. Actually if you search fire setter programs, he's world known. He actually wrote the program that they use in England right now. He's highly respected in the youth fire setter world, he was my mentor for 7 years here, I wouldn't be where I am without him. Nicest guy in the world for those of you who

Chief – continued

didn't know him or have any time to spend with him. As Jan reminds me of the incredible mind of Andy, a great thinker and just a great person. He'll be dearly missed.

Comm. Funkhouser: Do we have bunting for our building?

Chief Brezee: We do have bunting.

Comm. Brown: So whatever is authorized, no motion needed.

Motion made by Comm. Funkhouser, seconded by Comm. Robinson to approve the Chief's report.

Roll call vote, all yes.

Solicitor – David Carlamere

Sol.Carlamere: Nothing to report.

Resolutions – Jeanette Cottone

Adm.Ci.Cottone: A copy of the 2015 Audit was placed on each Commissioner's desk to review. Comm. Brown did a thorough review prior to the final draft coming to the District, and I believe the Solicitor, you looked at it also. So the Commissioners must approve a Resolution stating they are aware and reviewed the Audit, and specifically the section of the report of audit entitled "Schedule of Findings and Recommendations." In that schedule they would tell you if there is anything that has to be corrected and you would have to do a corrective action plan, and the Audit is clean this year. So you will have to sign this Affidavit for the State.

Motion made by Comm. Funkhouser, seconded by Comm. Robinson to approve that Resolution and sign the Affidavit. Roll call vote, all yes.

Comm. Brown: I'd like to thank the Clerk once again. Her efforts have resulted in a totally clean Audit. All that organization that she does day in and day out, when we come in the papers are stacked 2 ½ to 3 feet high, that results in that I don't think in my 10 years there has ever been any comment on anything in our Audits. Well maybe one year there was, but that wasn't the Clerk's fault. Good job, thank you very much.

Adm.Ci.Cottone: You're welcome.

Old Business – George Brown

Comm. Brown: The August 31st Red Cross Blood Drive has now been set for 2pm to 7pm. I'll send you a note on that Chief if you want to put it on your calendar.

As you recall at the last meeting, there was an outstanding invoice from Virtua for roughly \$1,300.00 for a drug test. On May 19th I wrote and sent a certified letter to Matthew Zino, the Senior Vice Pres. of Hospital Services at Virtua asking for assistance to resolve the \$1,003 emergency room charge and to reverse the credit score damage done to the Firefighter's credit rating as reported in our 05/26/16 Board of Fire Commissioner minutes. I heard back from Mr. Zino that they will remove the \$1,003 emergency room charge and they will reverse the credit score damage done to the Firefighter's credit rating. So I would like the Board to approve the \$256.00 for the lab work so we can put this matter behind us.

Motion made by Comm. Funkhouser, seconded by Comm. Robinson to approve the \$256.00 payment to Virtua. Roll call vote, all yes.

Comm. Brown: Scanners for Commissioners...last month we approved scanners for Comm. Funkhouser and Comm. Robinson. After our meeting, Comm. Flinn requested a scanner. He said he does not take his District 5 radio home since there is no charger for it, therefore, I would like the Board's authorization to purchase 3 scanners and accessories for Comms. Flinn Funkhouser and Robinson. The purchase will not exceed \$3,000 and these scanners will become the property of District 6. Comm. Brown has already purchased a scanner that will belong to him.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to amend last month's purchase of two scanners to three scanners. Roll call vote, all yes.

Comm. Brown: I believe we previously approved a payment for the Fire Academy invoice #2011-1154 which was for \$90 training for the Chief and Dep. Chief. To cover our bases since this is an outstanding matter, I'd like to approve this invoice for \$90 once again, and make sure we have evidence that we've paid that as we move along the legal process in our dispute of District 5 on that.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to approve that. Roll call vote, all yes.

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

New Business – George Brown

Comm. Brown: In order to get the best price for the scanners, I'll need to increase my p-card authorization from \$1,000 to \$3,000. I think I can probably save us \$300 in this bulk purchase which is why I delayed it until we got this previous approval. So I'd like a resolution to approve the authorization of my p-card, that's the purchase card from \$1,000 to \$3,000.

Motion made by Comm. Funkhouser, seconded by Comm. Robinson. Roll call vote, all yes.

Comm. Brown: We received letters from the Mayor inviting us to a meeting to be held with Cooper University Hospital on Wednesday, June 26th. I received an email from Judy Calabrese today just a reminder regarding the Fire Commissioners planning to attend. Would you please ask them to call 856-228-4000x3249. I responded to her saying we were having a meeting and I would remind those Commissioners who would like to attend to R.S.V.P. to her.

Comm. Brown: Fitness challenge. I do not think this request requires the Board of Fire Commissioners to approve it, but in the interest of transparency, we'll do it more so to show our encouragement to the Firefighters who want to participate. We received an email from Dep. Chief Brown requesting approval of \$500 to attend this. Again, I think it's within our training budget. I'm asking that you approve this resolution more as our sign of encouragement to those Firefighters who are going to attend and the financial decision.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to approve the fitness challenge.
Roll call vote, all yes.

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

Public Portion – George Brown

Comm. Brown: Public Portion? (hearing none) I want to say this, there was a little noise in the audience tonight, but it wasn't anything like I remember back in 2006 and 2007. It's a pleasure to have everybody here, thank you for coming family members, it's greatly appreciated.

Closed Session – George Brown

Comm. Brown: We're going to go into Closed Session right now in order to discuss an issue regarding the Board and the Solicitor is excused.

Motion made by Comm. Funkhouser, seconded by Comm. Brown at 7:00pm. Roll call vote, all yes.

Comm. Brown: Let the record show the Board has come back into Open Session at 7:10pm.
Roll call Comms. Funkhouser, Robinson and Brown are present.

Comm. Brown: During the Closed Session which was also part of last month's closed session, the Board has decided to file a lawsuit against District 5 in order to try and minimize the taxpayer impact and to keep the budget within the department. The Board has decided to use the small claims vehicle to do that. I would like a resolution to approve that, and to approve a budget not to exceed \$500. I don't think it will be that much based on the filing schedule that I found. I will be responsible for filing the documents on the Board's behalf. I'd like a motion to approve that action and a budget not to exceed \$500. If it exceeds that, I will come back to the Board. That's for the \$2,432.62 that the District owes us.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser. Roll call vote, all yes.

Adjourn – George Brown

Motion made by Comm. Funkhouser, seconded by Comm. Robinson to adjourn the meeting at 7:11pm
Roll call vote, all yes.