

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

Meeting Held: March 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, excused
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. Chew, Flinn, Funkhouser and Brown present. Comm. Annacone 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. Funkhouser, seconded by Comm. Chew. Roll call vote, all yes.

Correspondence – Jeanette Cottone

Adm.Ci.Cottone: It's been passed out to the Commissioners.

Treasurer's Report – Rich Annacone

Adm.Ci.Cottone: Rich is not here, bank balances for 03/27/14:

Audubon General Account	1,058,209.05
Audubon Payroll Account	94,711.41

Adm.Ci.Cottone: I'll make a note on the payroll account, the annual PERS and P&F Pensions that are due April 1st were moved over into that account this week because their due on the 1st.

Expenditures: 03/27/14	163,023.00
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TOTAL AMOUNT FOR APPROVAL	163,023.00
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Motion made by Comm. Flinn, seconded by Comm. Chew to approve the Treasurer's Report as read.

Roll call vote, all yes.

COMMITTEE REPORTS

Computer Services – George Brown

No report.

Fire Prevention – George Brown

No report.

IAFF Contracts Co-Commissioner – George Brown

No report.

Legal Liaison – George Brown

No report.

Liaison to the Fire Company – George Brown

No report.

Apparatus – Joe Chew

Comm. Chew: 866 is back, it still needs rear tires. I was talking to Chief Brezee and it's looking like the Engine is going to have to go out for service here. That's all I have for Apparatus.

Comm. Brown: There was a note to make a Resolution regarding the emergency repair to Squad 866. As a follow up to that, do you know what that amount was?

Chief Brezee: We don't know the exact amount, although it was the worst case scenario.

Comm. Brown: For the record what happened was, the Squad needed a repair. The Auditors advised that we could get the consent of the Commissioners to send it out as long as we had a formal approval of the proposed expense and the service estimate. That estimate was, if the Clerk would read it.

Adm.Ci.Cottone: \$11,720.48.

Comm. Brown: So we need a motion to approve that estimate. The work has already been done, but we couldn't hold the Squad out until the meeting, it wouldn't have made sense. It would have left us with one or maybe no pieces of apparatus.

Sol.Carlamere: So you're doing that as an emergency, you didn't bid or get quotes or any of that kind of stuff, so you need a resolution authorizing. Who was the company that did it?

Chief Brezee: E.E.S.

Comm. Brown: And they're our current vendor.

Adm.Ci.Cottone: I'll give you a copy of this.

Sol.Carlamere: Now you'll do a Resolution that the information provided supported the emergency repair. You didn't have time for bids or quotes and that's what you can authorize by Resolution. I'll prepare it if you don't already have a form for that Jan.

Adm.Ci.Cottone: Right. We want to retroactively approve that per the Resolution.

Comm. Chew: I'll make that Resolution authorizing that.

Comm. Brown: Alright, so a motion made to approve that, the Solicitor will follow up with the necessary paperwork by next month's meeting.

Comm. Funkhouser: I'll second that.

Comm. Flinn: I think we need to make a motion to actually pay it.

Sol.Carlamere: The Resolution is the authorization, and what you're doing is confirming what the Auditor said you could do so long as you had a consensus, and that's how you really do an emergency. You have to confirm it by this Resolution which is authorizing the award and payment.

Comm. Flinn: So they don't have to wait another month for this?

Sol.Carlamere: No, they don't.

Comm. Brown: Resolution proposed by Comm. Chew, seconded by Comm. Funkhouser.
Roll call vote, all yes.

Budget Co-Commissioner – Joe Chew

No report.

Fire Department Equipment – Joe Chew

No report.

Fire Department Operations – Joe Chew

No report.

Training – Joe Chew

Comm. Chew: I have signed some additional Training requests for CEU's for some of the career folk. That's all that I have.

Budget Co-Commissioner – Rich Annacone

Comm. Brown: Comm. Annacone is not here, he did not provide a 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

No report.

Water – George Flinn

No report.

Photographer – George Flinn

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: We met with the Architect for our third meeting with him. He sent us another drawing that he had drawn up of the building. We still haven't come to any conclusion of what we want to do with the building or what we can do with the building. He sent us a new pricelist. The original pricelist that we got for the first set, they were all \$4,000,000 for all the scenarios he was giving us. All the different options were \$4,000,000. He came back with another list, and the prices are a lot better than what he originally gave us so I just wanted to make a note of that. He also sent us a bill in regards to his solution portion of his contract that we signed with him. That has to be approved tonight.

Comm. Brown: I believe that was previously approved when we appointed it. It was approved in the 2013 budget.

Comm. Funkhouser: That's all I have on the update on the Building Committee. I got a note from the Chief in regards to some maintenance. The supplies have been inventoried and an order will be placed next week.

Communications – Steve Funkhouser

Comm. Funkhouser: A radio was installed in the new Utility Truck. Also portable chargers installed as well. I have a request quote for spare pager batteries awaiting reply.

EMS / Supplies & Equipment – Steve Funkhouser

Comm. Funkhouser: There were a couple items ordered, and we really didn't need that much ordering. Rubber gloves, oral glucose and AED pads were ordered.

Turn-Out Gear – Steve Funkhouser

Comm. Funkhouser: Ten sets of Turn-Out gear was received from MES and is in service.

Uniforms – Steve Funkhouser

Comm. Funkhouser: The final department patch approval and order of patches received by our uniform vendor Action Uniform. Action Uniform is currently processing uniform orders and volunteer Class B uniform job shirts. It should be completed and delivered next week. Arrangements were made for Action Uniform to update career member uniforms with new patches. I also received a memo from the Chief in regards to the new patches. That's all I have under my report.

Chief – Michael Brezee

Comm. Brown: The report has been received.

Chief Brezee: The report was issued. The only other thing, I wanted to thank Dep. Chief Brown for making the trip back and forth with 866 with me. That saved us a few hundred dollars even though we almost ran out of fuel on the ride home today. We pulled into a station with a gallon of fuel left in the truck, but I appreciated that. That makes a big difference.

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

Solicitor – David Carlamere

Sol.Carlamere: Nothing to report.

Resolutions – Jeanette Cottone

Adm.Ci.Cottone: Tonight is our Resolution evening. And I think you're all familiar with all of them by now so we can just go through the list. Do you have the list? I gave you a copy of that also. Do you want me to run through them?

Comm. Brown: Go ahead.

Adm.Ci.Cottone: This is more or less the Re-Organization and to Appoint Resolutions.

Sol.Carlamere: You can read them all. If any Commissioner wants to have one separately you can pull that out and approve them with one motion.

Adm.Ci.Cottone: Is everybody OK with that?

Comm. Brown: Yep.

R-05-14	Resolution to set the schedule of Board Meeting Dates and Time for the year 2014 and initial 2015 year. The Board pretty much decided to stay with the 4 th Thursday at 6:30pm.	
R-06-14	Resolution to adopt the Cash Management Plan for G.T.F.D. No. 6, fiscal year 2014. Basically the only thing that changed in that was removing Beneficial Bank from there.	
R-07-14	Attorney, Special	Howard C. Long, Jr., Esquire
R-08-14	Attorney	David F. Carlamere, Esquire
R-09-14	Accountant	Richard Allen, CPA
R-10-14	Auditor	Bowman & Company, LLC
R-11-14	Architect	Robbie Conley Architect, LLC
R-12-14	Deposit of Funds	Audubon Savings Bank
	Legal Notices	Central Record, Courier Post and Philadelphia Inquirer
R-13-14	Dental Care Provider	U.S. Life – Delta Dental
R-14-14	Medical Provider	US HealthWorks

Motion made by Comm. Flinn, seconded by Comm. Chew to approve the Resolutions.
Roll call vote, all yes.

Sol.Carlamere: Thank the Board for my re-appointment.

Comm. Brown: You're welcome. Do we need to read this one?

Adm.Ci.Cottone: This meeting had to be advertised because the meetings are advertised once a year, so we just had to put that this Special Meeting for the Re-Org and the Appoints was going to be done at the regular meeting this evening. So that's it.

Old Business – George Brown

Comm. Brown:

- 1) The Junior Firefighter's contract. The Solicitor has reviewed the changes that he recommended. At the last two meetings we had to incorporate them into one new document so there is a contract for the Junior's and there is a contract for the regular volunteers. The difference being that the Junior must have a guardian or parent sign that the guidelines have been reviewed with them and what their relationship is to firefighter. So I don't think we really need to approve that per say.
- 2) The other old item is, there was a discussion last month about the use of the Social Hall. I took it as an action item to resolve the directive. I read it to Comm. Annacone at about 5:30 pm this evening and he was fine with it. Basically it says "The purpose of this Directive is to establish the guidelines for the use of the Social Hall. The Social Hall may be used for Fire District Business and with the approval of the Board of Fire Commissioners for any other Governmental Agencies that request the use. (my intent there is we wouldn't have to do it each time. If we approve the Red Cross, then the Red Cross is approved). The Social Hall and building will not be available

Old Business – continued

for individuals including employees of the Fire District or the volunteers to the District. No alcohol may be consumed in any part of the building.” Any question on the revision? (hearing none)

Motion made by Comm. Chew, seconded by Comm. Funkhouser to approve the revision to Directive 2010-4. Roll call vote, all yes.

Comm. Funkhouser: In regards to the lights outside. Belcher’s Electric has finally gotten back to me after a letter was sent to his residence from Mr. Carlamere. He called on Sunday afternoon and reported that he will be fixing the lights. He’s telling me that the lights weren’t being fixed because he was waiting for that check that we were holding from him. That’s not true because we tried contacting him, he never called us back, multiple times contacting him. He called me back and told me he’s going to have the lights fixed this week. And there is still an issue with the street, we’re not sure exactly what took place with the boring of the street or the trench in the street. There was a conflict, him saying that he was boring it, and he’s saying that I told him to go ahead and cut the street open, whatever the case may be. He told me the check we owe him that we could use that for the street, but I think he was being sarcastic. We’ll see what happens after we get the lights repaired in the building. That’s what it took was the letter. Progress.

Comm. Brown: One other item for Old Business was the Social Media policy. I think we gave that to you with the recommendation that we adopt the Lindenwold method.

Sol. Carlamere: I don’t recall going through that. I have notes, but I don’t see anything in my file saying it’s OK to ...

Comm. Brown: We’ll hold it till next month.

New Business – George Brown

n/a

Public Portion – George Brown

Comm. Brown: If you’d like to address the Board, please stand, state your name and address.

Chief Goins: Kevin Goins, 31 Farmhouse Rd., Chief of Lambs Terrace Fire Co. I’d like to know what’s going on with the gear and when it will be returned.

Comm. Funkhouser: The gear?

Chief Goins: Fire gear.

Chief Brezee: Would you like me to answer that?

Comm. Funkhouser: Sure, go ahead Chief.

Chief Brezee: The last I was told was that we were allowed to use the gear until we got new people here. That transition took place the other night, so we do have a couple sets of gear that the guys were washing and cleaning and putting downstairs for me to return.

Chief Goins: I was just asking.

Comm. Brown: Anything else?

Dep. Chief Brown: The members here have been planning...we talked it over last night at our Officers meeting about having an event here on National Night Out. Traditionally in the past we have gone around and made the stops at community events, but we decided to change our approach for a number of reasons. We’ve already contacted the Police Department to see if they would be open to doing that. Our Fire Prevention and most Fire Department’s, their Fire Prevention is their Department’s Open House. Because we have it at an on-site facility, there are some restrictions to things we can do there. So we’re going to continue with the cooperation of the Police Department on National Night Out. It’s Tuesday, August 5th. We were looking for permission to use the building here to host an Open House to promote our Department.

Comm. Brown: That certainly is in the Directive of District Business, so I don’t think there is a problem, do we want to have a vote on that?

Comm. Flinn: I think it’s up to the Chief.

Comm. Brown: OK, we’ll leave that up to the Chief.

Chief Brezee: Dep. Chief Brown came to me with this plan, and unfortunately I’ll be out of town that week. But his initial set-up I thought was great. I think the idea behind it is absolutely great. I already told him to go forward and form a Committee. They’ve had meetings, and the progress is awesome. I think it’s a great idea and I’m all for it.

Public Portion – continued

Comm. Brown: I think it's also an opportunity too if we can, and we haven't made any decision about the building, but I think if we can get some statement there about the condition of the building and some literature to people that come in, and let them know that we're trying to figure out what's the right decision that even though it looks very pretty on the outside, it's not so pretty on the inside. So if you could take advantage of that, I think that would be a great opportunity too.

Adm.CI.Cottone: Do you have any idea on times yet Chris?

Dep.Chief Brown: We would probably be here from about 6:00pm to 10:00pm or 10:30pm. Usually the Police Department starts around 6:30pm and goes till 9:30pm to 10:00pm, so we'll be here during that time.

Comm. Funkhouser: Chief, are you still sending crews around to other functions that are going on in the Township?

Dep.Chief Brown: No, we're not doing that this year.

Comm. Chew: That would be a good chance for recruitment too.

Dep.Chief Brown: Yes, that's one of the key things. We've tried businesses before, because a lot of times just because they can't accommodate all organizations, they've even said "no I'm sorry, we can't conduct open recruitment here at our event." So that's one of the main reasons we're doing it, just a way to show our facility and show our people.

Closed Session – George Brown

n/a

Adjourn – George Brown

Motion made by Comm. Chew, seconded by Comm. Flinn to adjourn the meeting at 6:48pm.

Roll call vote, all yes.