

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

Meeting Held: May 25, 2017
Meeting Place: Board Office
Meeting Called to Order: 6:30pm
Members of Board Present: **Chairman** – George Brown
Vice Chairman – Richard Annacone
Treasurer – Brian Robinson
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:
All present.

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.Cl.Cottone: Nothing this evening.

Treasurer's Report – Rich Annacone

Audubon General Account	1,583,932.40
Audubon Payroll Account	34,770.45
Expenditures: 05/25/17	51,110.89
TOTAL AMOUNT FOR APPROVAL	51,110.89

Motion made by Comm. Flinn, 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

Comm. Brown: Do we have a date for that Chief?

Chief Brezee: It's going to be the Thursday of that week. We had a good run where us and Chews were both doing a Monday night based on a certain criteria and those Monday nights have now become the same. So we're going to stick to the Thursday night, which I believe is going to be October 12th.

Comm. Brown: Thank you.

IAFF Contracts Co-Commissioner – George Brown

Comm. Brown: No news on that so we're not going into Closed. I saw an email from Mr. Long today.

Legal Liaison – George Brown

Comm. Brown: Any new members?

Dep.Chief Brown: No.

Chief Brezee: But within one month it looks like...June 14th we're going to have Fire 1 graduation and it looks like two of our members are going to complete successfully.

Comm. Brown: Great, good news.

Liaison to the District Volunteers – George Brown

No report.

Budget Co-Commissioner – Rich Annacone

Comm. Annacone: The Audit has been completed, everything looked good on that.

Comm. Brown: Once again, this is the 11th time I will say this in this seat, the Clerk has done an outstanding job every year, year in and year out. Mr. Robinson, your comments today about the Audit, I think almost all of that goes to the Clerk's diligence year in and year out. So Jan, thank you very much.

Adm.Ci.Cottone: And all of your help, thank you.

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: I'll defer to the Chief's report. It pretty much covers all of the equipment. The Squad is coming along. The water leak was repaired.

Fire Department Equipment – Brian Robinson

No report.

Fire Department Operations – Brian Robinson

No report.

Training – Brian Robinson

Comm. Robinson: As far as the new truck, it's coming along.

Chief Brezee: Yeah.

Insurance – George Flinn

No report.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Communications – Steve Funkhouser

No report.

EMS / Supplies & Equipment – Steve Funkhouser

No report.

Turn-Out Gear – Steve Funkhouser

No report.

Uniforms – Steve Funkhouser

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: We needed to discuss the trailer via emails, I'm getting the OK, but I think we have to approve it at the meeting this evening.

Comm. Brown: That's correct. So for the record, Chief could you explain that we were up against the deadline in order to get the grant.

Chief Brezee: We take part in the regional grant being 4 of the 6 Districts in Gloucester Township wanted to participate in a grant for a Fire Safety trailer. Roughly it's about \$70,000 for that. It's a long shot, there is not a lot of money that's given out, there are a lot of people going for this grant but we figured it was worth going for it. Our share if we are awarded of the \$70,000, each Fire District would pay about \$875. That's what I was told. I do have a Memorandum of Agreement that they asked for a signature from the Board saying that if awarded, we would pay the \$875, our share.

Motion made by Comm. Flinn, seconded by Comm. Annacone to approve the request for \$900 or less for a grant. Roll call vote, all yes.

Comm. Brown: Now we'll get the Memorandum with the other Districts and get that signed.

Comm. Funkhouser: We had another successful Red Cross Drive here. Other than that, I have nothing else to report.

Comm. Brown: Thanks to everyone for that, they were very happy.

Comm. Funkhouser: I signed a bill for a plumber this evening. We had a problem with a drain, the toilets were backing up. The one toilet may have been the cause because it wasn't flushing enough to do the pressure, but it was fixed, \$500, and we're good to go.

Comm. Brown: Great, that's a relief.

Chief – Michael Brezee

Chief Brezee: My report's been submitted. I do have to speak with the Commissioner in charge of Personnel and Operations and the Chairman.

Comm. Brown: I'm available.

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

Roll call vote, all yes.

Solicitor – David Carlamere

Sol.Carlamere: The Clerk contacted me today regarding resolutions for State contract awards. I gave her two forms. One to do each award or one to do annually. The Clerk is going to explain it.

Resolutions – Jeanette Cottone

Adm.Ci.Cottone: During the exit conference from our Auditor, she asked about the Resolution for the State Contract, which we normally mention sometimes in the minutes and that's what she had referred to. You can do the one resolution for the year, which I think we'll start doing in our Re-Org, then we're pretty much covered. We can still mention it per meeting or per required purchase. So we want to do the Resolution for Fire District 6:

R-14-17 "...permits contracts for purchases to be awarded without prior advertising when said purchase is pursuant to an existing State contract for supplies, materials or equipment provided that a State contract number is provided and available for the material." And I will say most of the time our Chief has those numbers on our voucher. So we'd like the Board to approve this Resolution.

Comm. Brown: Mr. Solicitor, can we order the two command vehicles this evening?

Comm. Flinn: If they're on State contract you can.

Chief Brezee: They are on State contract.

Comm. Flinn: I'll sign the check.

Motion made by Comm. Flinn, seconded by Comm. Funkhouser to approve R-14-17. Roll call vote, all yes.

Sol.Carlamere: So keep in mind, that Resolution you'll do at your re-organization, put it on your agenda and then you'll do that each year.

Resolutions – continued

Adm.Ci.Cottone: This evening, I did send you all an email in reference to reviewing the 2016 Audit.

R-15-17 We have to pass a Resolution that you have reviewed the Audit, specifically the section entitled “Schedule of Findings and Recommendations, and as evidence by signing the Group Affidavit in the form prescribed by the Local Finance Board. So we want to know that you all reviewed it. I have given it to the Solicitor for review. You’re all going to sign that you have reviewed it, stating if there were any problems in the Audit or if there were not.

Comm. Brown: You know that the Solicitor is snoring already.

Sol.Carlamere: I just go to where it says Recommendations and Findings.

Motion made by Comm. Robinson, seconded by Comm. Annacone to approve the Resolution R-15-17 to accept the Audit. Roll call vote, all yes.

Old Business – George Brown

Comm. Brown: Two items that I had. One was the Social Media policy. I just spoke to the Chief and we both agree that’s a work in progress. He’s using his contacts to make sure that we get that right. We did get a recommendation that we use the JIF policy, but the JIF policy is obviously dated and does not reflect the February or March Court of Federal Appeals case. So we’re working on it, it’s taking a while because it’s very complicated. We want to try and use the policy that’s in place which came from Lindenwold and include what’s in the JIF that’s timely, and add to that what’s in the Howard County court case. But we need some other documents. We’re working on those, so we’re going to table that for this month.

With respect to the other outstanding item, we have the Volunteer Firefighters contract which we discussed last month in Closed Session, and I have copies for everyone here which I think reflects what the Closed Session proposed. And I have a copy for the representative of the Volunteers, Mr. Kramer who has looked at this, and one for the Chief and one for the Dep. Chief here. So to make this concise, if you’ll open to page 2 of that document and see where it says “New”, that represents the new items that will be added to the contract per the discussions that we had with Ff. Kramer and his committee, and some clean-up items that came out of the Closed Session last month. So I marked those things that we deleted or changed from the proposal last month. Item No. 12, the Chief felt that we could get the Life Membership addendum completed in 6 months rather than a year. Chief, that’s correct?

Chief Brezee: Um hum.

Comm. Brown: OK, and the other item was, basically Item 13, just making sure that we would pick up the medical cost for those who were eligible and didn’t apply last time. The only other item was a typo on the last item. So it’s basically what we agreed to last month, I’m putting it in front of you so that it’s revised accordingly. Mr. Kramer, any comments?

Mr. Kramer: No sir.

Comm. Brown: So the Solicitor has looked at it and agrees that...

Sol.Carlamere: This is in form with the original contract with the schedule attached.

Comm. Brown: OK. So there is no change to the original contract. The only thing that changed was the schedule, and what has changed in what you’re seeing is just some minor revisions to the schedule to reflect the fact that the District doesn’t pay anything for the Relief Association...it’s paid for by the State. And that we would get the Addendum done within 6 months, and there was a typo. So those are the only 3 changes, and reflects everything else we agreed to with Ff. Kramer and his Committee. So I’d like a motion to approve this.

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

New Business – George Brown

Comm. Brown: New Business? (hearing none)

Public Portion – George Brown

Comm. Brown: Public Portion? (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 6:46pm.

Roll call vote, all yes.