

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

**Meeting Held:** July 26, 2018  
**Meeting Place:** Board Office  
**Meeting Called to Order:** 6:38pm  
**Members of Board Present:** **Chairman** – George Brown  
**Vice Chairman** – Richard Annacone, excused  
**Treasurer** – Brian Robinson  
**Secretary** – George Flinn  
**Commissioner** – Steven Funkhouser, excused  
**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, Flinn and Brown are present. Comms. Annacone and Funkhouser are excused for vacation.

**Minutes of the previous meeting** - Motion to accept the 05/24/18 & 06/28/18 meeting minutes as they are available to the public upon request.

Motion made by Comm. Robinson, seconded by Comm. Flinn to accept the minutes. Roll call vote, all yes.

**Correspondence** – Jeanette Cottone

**Adm.Cl.Cottone:** It's been distributed.

**Treasurer's Report** – Jeanette Cottone

Audubon General Account	1,611,289.06
Audubon Payroll Account	20,097.09
Expenditures: 07/2018	103,889.19
TOTAL AMOUNT FOR APPROVAL	103,889.19

Motion made by Comm. Robinson, seconded by Comm. Flinn to approve the Treasurer's Report as read. 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

No report.

**Legal Liaison – George Brown**

No report.

**Liaison to the District Volunteers – George Brown**

**Comm. Brown:** Dep. Chief Brown, any new members?

**Dep.Chief Brown:** Not at this time.

**Comm. Brown:** OK, that's my 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.

**Apparatus – Brian Robinson**

**Comm. Robinson:** I for the most part defer to the Chief's Report.

**Comm. Brown:** One piece of information for you on Apparatus, is I found with the help of the Clerk, managed to navigate the many mazes of the E-Z Pass system. And we gave our account and found out that they do not show that we have two E-Z Passes that we do. So that should take time to untangle, but we'll keep working on it.

**Fire Department Equipment – Brian Robinson**

**Comm. Robinson:** The equipment listed I'm in favor of and I'll email all the other Commissioners.

**Fire Department Operations – Brian Robinson**

No report.

**Training – Brian Robinson**

**Comm. Robinson:** I was briefed by the Dep. Chief on Tom Kenney's training last week. It went very well, it was well worth the money. That's all I have.

**Insurance – George Flinn**

No report.

**Sign – George Flinn**

No report.

**Water – George Flinn**

No report.

**Building Maintenance & Grounds – Steve Funkhouser**

**Adm.Cl.Cottone:** Comm. Funkhouser did call to say he has the Blood Drive scheduled for the Friday after Thanksgiving which I believe is November 24<sup>th</sup>.

**Comm. Brown:** OK.

**Communications – Steve Funkhouser**

No report.

**EMS / Supplies & Equipment – Steve Funkhouser**

No report.

**Turn-Out Gear – Steve Funkhouser**

No report.

**Uniforms – Steve Funkhouser**

No report.

**Chief – Dep.Chief Brown**

**Dep.Chief Brown:** Chief Brezee is not here this evening. He submitted his report. Just some things I'd like to highlight from the report. I did submit an email to the Chairman in reference to the fact that the Active 911 is up for renewal. We pay that every year.

**Adm.Cl.Cottone:** Did you refer to the Active 911? Is that what you stated?

**Dep.Chief Brown:** Yes.

**Comm. Brown:** Good investment.

**Dep.Chief Brown:** We spent some money to put in the retention fund on the volunteer side for the one style signs. Around town they put a couple up trying to get more members. We are going to make a big push after we get National Night Out behind us.

The apparatus training is going forward, the personnel training, driver operators on all the apparatus. We got a couple training nights that were specifically set aside to work on pump training, but unfortunately the weather patterns on those nights, there were thunderstorms. If it's a light rain, we'll go out and do driver training or pump training, but lightening puts that to bed. I've been in touch as the Chief indicated in his report almost daily with the company that's outfitting the two new command trucks. One is almost done, the other is in progress. We've been promised that at least one of the trucks will be back and be able for display at National Night Out. The other one, they're going to try and get done by that date, and we were told probably a day or two on either side. I told them I'd rather have quality at this point instead of trying to rush it.

As far as normal meetings, it was mentioned the County Fire Chief's meeting. At some point there will probably be a greater discussion, however, there has been a deployment committee that the County Fire Chief's and Fire Officer's Association has put together dealing with common S.O.G.'s, throughout the County as well as a common deployment strategy for dispatchers. It's going to have an impact on every single fire department in the County including us. One of the things we'll have to deal with or I'll be dealing with at the County Fire Coordinators meeting is how Engine 88 fits into it as well as how our responses and shared services agreement fit into it. The way Gloucester Township is, we don't fit the mold that a lot of other departments in the County fit. It's a lot more complex than that.

**Comm. Brown:** For the record, just the financial aid...

**Dep.Chief Brown:** Yes, it's the on duty stamped engine in the agreement between Districts 2 & 4 here in Gloucester Township. The Chief and I met and notes were in here with the police department. The Chief is going to meet with the Fire Chief's and Fire Official's in the Township on a regular basis. That's it.

Motion made by Comm. Robinson, seconded by Comm. Flinn to accept the Chief's Report.

Roll call vote, all yes.

**Solicitor – David Carlamere**

**Sol.Carlamere:** The last meeting the Board had a discussion on the procedures of the Board anticipating the upcoming retirement of the Administrative Clerk's office, and asked me to make some comments on procedures you have to follow under the Department of Personnel, Civil Service. I've given the Clerk an outline to hand out to all the Commissioners which basically talks about some of the possible things that happen when there is a vacancy. How you proceed, I think in a nutshell with circumstances here, as I understand, your Administration Clerk position is just one person, so it's not someone in a lower category that could seek a promotion with testing, so your situation is, once you know the date the person is going to retire, that position becomes vacant. You must notify the Dept. of Personnel of that vacancy, and that triggers an eligible list to be prepared by the Dept. of Personnel. If that list is not prepared, then they call for a test. Some questions developed last meeting about provisional appointments. You can only make a provisional appointment if there is not an eligible list there, or those on that list are not qualified, but then a provisional appointment has to be approved by the Dept. of Personnel, and that individual that is in that position must take the test to make certification. One is prepared and then you lose that position if the qualifications aren't there. Temporary appointments don't apply to your circumstances here. This position, interim appointments, you're not phasing out something, then you can't make an appointment in the phase out period, so those things don't apply. So again, I think in a nutshell, your first course of action is to advise

### Solicitor – continued

the Dept. of Personnel, that triggers a list. Once they certify a list, if you then decide not to fill that position, you could be hit with the cost of the Dept. of Personnel for the certification of the list. The list should be good for about 3 years. So each of you have a synopsis of that that I handed out. As you go through it, any questions, call me so I can add to it if you have any particular question, I could add some specifics that might happen as you move through this position, once you know when the Administrative Clerk is going to issue a retirement notice.

**Comm. Brown:** I would suggest to filter the questions through Comm. Annacone since he is personnel. Otherwise you're liable to get many calls, and that way if you'd already answered it.

**Sol. Carlamere:** So the Clerk has copies to give everyone to let them know to call my office anytime, and we could discuss any thoughts they may have.

**Comm. Brown:** Thank you for your follow up on that.

### Resolutions – Jeanette Cottone

**Adm. Cl. Cottone:** We have a resolution this evening for a review of the Audit. I spoke to the Solicitor, and since we're short two Commissioners, we could hold it, I believe, or we could do it in August and should note that we have two Commissioners on vacation.

**Comm. Brown:** I would hold it. I don't think there is any hurry, and that way we don't have somebody say "I didn't know about this and it was approved." Just leave it till next month.

**Sol. Carlamere:** So it should be clear then in the minutes that you're holding that Audit acceptance where everyone has to sign the Resolution until next meeting when you have the full complement of the Board, and that Commissioners had pre-scheduled vacations.

### Old Business – George Brown

**Comm. Brown:** I have one item, and this came to me via the Chief. Is there anything else standing regarding Adam's healthcare reimbursement. I'm asking the Clerk.

**Adm. Cl. Cottone:** I'm sorry, is there anything outstanding regarding it?

**Comm. Brown:** Yes.

**Adm. Cl. Cottone:** No. Comm. Annacone reviewed and looked at information on the waivers, and also from the State Health Benefits program.

**Comm. Brown:** Has he gotten his money?

**Adm. Cl. Cottone:** No, because the Board has not put the policy in effect yet.

**Comm. Brown:** OK, which Commissioner is responsible for bringing that to the Board of Commissioners?

**Adm. Cl. Cottone:** Annacone.

**Comm. Brown:** OK, when he gets back, I'll talk to him and find out. I'd like to get that done. One of the things I was thinking about today, is there is no place where we have a list of our Old Business items that are still open. Sometimes things fall through the cracks, and I don't know if we can figure out how to get those in the agenda somehow.

**Adm. Cl. Cottone:** You can keep a running agenda.

**Comm. Brown:** Yeah, so a guy doesn't feel that we're not caring about him. That'd be great.

### New Business – George Brown

**Comm. Robinson:** The Chief put out an email about Senator Norcross I believe, he's a Congressman. He's having a forum on Monday a week, in reference to local aid. It's at Camden County College. I'm going to try and go since I'm still out of work. Just going to go and see what information is out there and talk to them. You never know.

**Comm. Brown:** The other thing I talked to you about the other day is, I think we should make sure that we touch base with everybody to see if they have any ideas on the things that we've written off because they're too expensive, and take that to the meeting so we could say...and same thing with you Dep. Chief, what are the things we couldn't get in the budget. Like for example, the Cascade. Even though we have some money in the budget for that, that would avoid going into the 2019 budget for that. It's \$48,000...can we get a Cascade out of that?

**Adm. Cl. Cottone:** It's a capital line item though, the Cascade. So we have to handle that as Capital purchase.

**Comm. Brown:** Sure, but I think it still can be funded by some of these grants. You're correct, it's not just that we can get the money and go buy it, we still have to do the Capital budget purpose. But if we could get it, I

**New Business – continued**

think we have if I recall \$20,000 set aside in the 2018 budget, that's another \$20,000 we'll need in the 2019 budget, if we could count on some Federal money, we wouldn't have to do that. So that's the only one I know of. We're barring Comm. Funkhouser's request for \$8 million dollars for a new building.

**Comm. Robinson:** That's probably not going to happen.

**Comm. Brown:** Anything would be good to send an email out and say I'm going to the meeting. Do you have any ideas on things we think we need. I don't know where we are on gear, for example, if we're good.

**Adm.Cl.Cottone:** I think you should do one on the building. We talked about the Cascade, but the generator was put in when it was renovated. Something like that also.

**Comm. Brown:** OK, anything else? (hearing none)

**Public Portion – George Brown**

**Dep.Chief Brown:** If I could just piggyback on that grant discussion. It was never a point of contention frankly of this group or some of the past groups and often times the Chief or I ask the committees or groups that don't necessarily get paid for it. You always do it with the hope that there is some other benefit to bring back to the department. The little things that I always appreciate of the Districts I'm part of, is the County Fire Coordinator Group. Some of you know I'm one of the Dep. Fire Coordinator for Camden County. Gloucester Township and some of the other areas in the region are my responsibility for that. One of the things that now has a benefit to the Coordinator Group, the State of NJ just finally put a true Director of the Commission of Fire Safety and doing a good job of plugging up a lot of the coordinator issues around the State. I have been a member of the Camden County Fire Coordinators Group for almost 3 years now. For the first time two months ago the regional coordinator, a retired gentleman by the name of Robert Tharp, he's a retired Chief of the City of Trenton Fire Department has been coming to our meetings. The reason I'm bringing this up now, is one of the things he's very well versed in with some of the information he's brought back to our County, is a lot of grant opportunities out there. We had a discussion about a couple of them out there. He's going to compile a list and write back, they're a great source of funding. There are departments in the County both 100% volunteer and combination departments who have taken great advantage of things such as Security grants. So it's one of those things that it's a thank you and it's one of the reasons why we get involved in these groups so that we hope to get access to that information. Once we have that it's something we can piggyback on to that grant information and hopefully bring in some additional funding to operations.

**Comm. Brown:** Comm. Robinson, is that something maybe you would like to somehow have a conversation with that gentleman at all?

**Comm. Robinson:** Well these guys can handle that portion of it.

**Comm. Brown:** OK

**Closed Session – George Brown**

n/a

**Adjourn – George Brown**

Motion made by Comm. Flinn, seconded by Comm. Robinson to adjourn the meeting at 7:00pm

Roll call vote, all yes.