

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

**Meeting Held:** September 17, 2018  
**Meeting Place:** Board Office  
**Meeting Called to Order:** 6:36pm  
**Members of Board Present:** **Chairman** – George Brown  
**Vice Chairman** – Richard Annacone, excused  
**Treasurer** – Brian Robinson  
**Secretary** – George Flinn  
**Commissioner** – Steven Funkhouser  
**Administrative Clerk** – Jeanette Cottone  
**Solicitor** – David Carlamere, excused

**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, Funkhouser & 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. Flinn, seconded by Comm. Funkhouser. Roll call vote, all yes.

**Correspondence** – Jeanette Cottone

Adm.Cl.Cottone: It’s been distributed. We did receive a thank you from Mr. & Mrs. Stott and from Mrs. Funkhouser for a fruit basket.

**Treasurer’s Report** – Rich Annacone

Audubon General Account	1,780,141.10
Audubon Payroll Account	32,729.56
Expenditures: 09/27/18	104,322.39
TOTAL AMOUNT FOR APPROVAL	104,322.39

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

**COMMITTEE REPORTS**

**Fire Prevention** – George Brown

**Comm. Brown:** Fire Prevention night is October 11<sup>th</sup>, we need all hands to help. We’re moving along. One thing about that, I didn’t get a chance to talk to the Chief, but they have a shortage of buckets this year, and I sent them a note back saying why don’t we find out what the victims of Florence need and ask people to bring something, and they thought that was a great idea. And they’ll support that if we can make that happen. We only look at the small stuff...toothpaste, hand soap, so we’ll have a discussion about that and when we meet with Keith next week, he thought that was really the best thing he’s heard in a while. If they put something up on the board, a tube of toothpaste for the victims of Florence, just make it real simple. They really liked that. Also, I didn’t hear back from Comm. Funkhouser on the use of the building by Lowes in October. I sent an email. I heard back from everybody except for you. I just wanted to make sure you’re aware of it.

**Comm. Funkhouser:** Yeah, I am.

**Budget Co-Commissioner – George Brown**

No report.

**Computer Services – 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:** Volunteers...anything new to report?

**Dep.Chief Brown:** There are a couple of personnel in the application process right now.

**Budget Co-Commissioner – Rich Annacone**

**Comm. Brown:** I'm sure he has issued a letter on the budget and on his behalf. I want to make sure everybody's got that. There is going to be some discussion on what we're going to do on a number of things. We have to decide and get a clarification from the Solicitor on which things need to go to the Public before they can be put into the budget, which means we have to have a special election sometime in the next couple weeks. Even as we exchanged between myself and Mr. Allen about what is a capital appropriation, and I'm still not sure. One of us is wrong, is what I will say and leave it at that. But I don't want to be right and be wrong that we can't get the things we want next year, so no criticism to either Mr. Allen or myself. But they change the rules around, and we call and we want to get the vehicles, and I think we're going to fall under that same set of regulations. So we need to get moving on that, maybe next week honestly.

He sent an email to all of us, and I'm assuming everybody got it. The Clerk has submitted her letter of intent to retire next year. Howard Long has resolved the issues of Ff. Stott's appointment date, and then move along to get that resolved what was open on that. As Jan submitted her letter to retire, we need to move on hiring her replacement. I'm recommending we hire a part-time Administrative Clerk for Jan to train with until she retires. I suggest we use the salary range used by Township. Jan should have this paperwork for the meeting...

**Comm. Funkhouser:** It's been handed out.

**Comm. Brown:** OK. And please get working on the budgets. So that's his report, so I wanted to make sure everybody got it.

**Comm. Funkhouser:** Does that have to be put under Resolution...the hiring of a part-time employee?

**Comm. Brown:** That would be for next year's budget, we don't have it in the budget right now.

**Adm.Cl.Cottone:** No, we need to put in for the part time employee for this year's budget so we can get moving on the... you have to set the amount of hours, the range, and he said Administrative Clerk, part time.

**Comm. Brown:** I have a question about all of that, and without him being here it's going to be difficult to do that.

**Adm.Cl.Cottone:** You could even incorporate it into your Special Meeting?

**Comm. Brown:** Yes.

**Adm.Cl.Cottone:** We'll see about that, OK. So you'll hold it for now. And on Jason...?

**Comm. Brown:** I know I never publicly professed this, but it's not just a Clerk's job, there is a lot that goes on there in terms of the Accounting, the Legal and other stuff. That needs to be taken into consideration. I think the Accounting part of it is the part that has gone for my 12 years flawlessly. It's not something you can have get screwed up any time let alone month after month. So we need somebody...I want to know what the skills are that everybody thinks we need and we should discuss that so we can get the right skill set.

**Adm.Cl.Cottone:** I think that's what I find difficult because, I have Accounting, but I can't train this Clerk in Accounting. So you're right, if they don't have some skills to where they understand that, it's going to be very difficult.

**Comm. Brown:** So I'm saying, maybe the title Clerk is inappropriate. It's really what the job requirements are. And you kind of grew with the job over the years that you've been here because things have moved around. We need to say you have to have these skills, and if you don't...it's like what we require of any other job. There are certain skills that are pre-requisites. And we have to get those right.

**Comm. Funkhouser:** There is a Civil Services test for those skills.

**Comm. Brown:** Correct. In Civil Service, what they would do is hire 14 people to do that job because there are 14 skill there. We don't have that luxury. So we have to talk through what are the required skills, and how that fits into Civil

**Budget Co-Commissioner – Rich Annacone**

Service. And if it doesn't, then we've got to go up to them and get an exception of some sort, and that takes forever. So that's all for Rich's report.

**Comm. Funkhouser:** Here's what Rich had written in regards to the report. Jan had asked a question about Stott.

**Adm.Cl.Cottone:** OK, did Mr. Annacone respond in reference to Jason?

**Comm. Brown:** Yes. He said that Howard Long submitted a letter stating it is in his opinion that Ff. Stott's appointment date was October and is entitled to move to a second step in January as per the contract letter attached. So I think we can vote on that. I don't think we necessarily have to, but let's do that, it's a Board's decision. Does everybody have that letter?

**Comm. Funkhouser:** An email, yes I do.

**Comm. Brown:** Basically Howard is saying he should have moved up in October to Step 2. That's his opinion.

**Adm.Cl.Cottone:** January. He came in October, and January 1<sup>st</sup> he should have moved up a step.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to resolve the Jason Stott situation per the Labor Attorney's letter of September 20, 2018. Roll call vote, all yes.

**IAFF Contracts Co-Commissioner – Rich Annacone**

No report.

**Personnel / Administration – Rich Annacone**

**Adm.Cl.Cottone:** Kathy, the Deputy Clerk. We usually follow through with the retro after my contract is approved. That's been past practice. If the Board is going to move with that for Kathy, I'd like to get it...

**Comm. Brown:** So she would get the same percentage increase that you got.

**Adm.Cl.Cottone:** For each year.

**Comm. Brown:** And I think that has been the intent of the Board. I'll take a motion to make Kathy's retroactive to match Jan's.

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

**Personnel / Operations – Rich Annacone**

No report.

**Apparatus – Brian Robinson**

**Comm. Robinson:** I really have nothing. I defer to the Chief's report from this afternoon. I agree with all equipment listed, and talking to the Deputy and some of the rescue classes and training they want. I agree with all of it.

**Comm. Brown:** So you're approving what was in the Chief' request?

**Comm. Robinson:** Yes sir.

**Comm. Brown:** OK.

**Fire Department Equipment – Brian Robinson**

No report.

**Fire Department Operations – Brian Robinson**

No report.

**Training – Brian Robinson**

No report.

**Insurance – George Flinn**

No report.

**Sign – George Flinn**

No report.

**Water – George Flinn**

No report.

**Building Maintenance & Grounds – Steve Funkhouser**

**Comm. Funkhouser:** We got the fence out there for the cars. It's just that we have too many cars for the fence I ordered. So once they cut up some of the cars out there, then that will work out good I think. The sod is down and it looks great out front.

**Communications – Steve Funkhouser**

No report.

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

**Comm. Funkhouser:** EMS equipment is going to be ordered next month I think.

**Comm. Funkhouser:** I have a question in regards to the sign out front George. There has been a problem with the sign. I don't know who's taking care of the sign now.

**Comm. Brown:** I have responsibility for the sign, but I haven't noticed anything. It could be that it's something they need to tweak. I'll get some pictures and send it up to them. I get annoyed looking at that sign all the time to be quite honest with you. Because whoever placed the signs in front of it, they do not enter sign. They put down those handicap red brick walkways after the sign was there, and that's where those signs went up.

**Turn-Out Gear – Steve Funkhouser**

No report.

**Uniforms – Steve Funkhouser**

No report.

**Chief – Michael Brezee**

**Chief Brezee:** The report has been submitted. I did put a brief description of the grant that we received in there, but I had a meeting the night they called for the grant meeting. So the Deputy Chief was nice enough to go over. If he wants to elaborate on any of it or if you have any questions. We are still in the learning process of it. We just received the information on it the other night. I kind of gave you a brief description of what will go on there.

**Comm. Brown:** How much are we getting done...

**Dep.Chief Brown:** I don't have the exact break down in front of me right now.

**Chief Brezee:** I put in there kind of what we're getting for each year. There are four categories...the duty crew program, recruitment, which is like a campaign of putting things out to get people to join. Turn-out gear, if we pull in some new members they help pay for some turn-out gear and they will help pay for the physicals for those new members. And we get a lump sum each year towards that. There are policies we have to put together along with the Committee of the other three departments that are involved. That's kind of what we're working on now. We're required to hire somebody to handle the recruitment portion. We're still bouncing around whether or not to hire somebody to manage...there are companies out there that do that. We're looking at that. But we have all the initial information and working with the Committee we'll be going forward and putting together the policies that are required and all the other decisions that have to be made. We do intend to accept the grant which has to be done in 90 days. There is no cost share on our end as far as the other grants where you have to put so much in.

**Dep.Chief Brown:** In the last four years, there are questions now as far as addendums to the grant. So in the four categories,

if the needs change every year, then we can apply for an addendum to them so if we decide there needs to be more money to the duty crews so on and so forth. Some of those policies the Chief mentioned had already moved forward. Nicole is to have it implemented starting the beginning of December.

**Comm. Brown:** There was one thing in your report Chief, which we will approve, and that is the \$1,500 you requested for what used to be provided by County but we can't do without. It's not in the budget, but I'd like a motion to approve the Firehouse software for Subchapter 3, which is the 2015 Fire Safety Code. It's needed for the Firehouse software inspection module. This is an update to what we were previously getting from the Count.

Motion made by Comm. Funkhouser, seconded by Comm. Robinson to approve. Anything else Chief.

**Chief Brezee:** No, just on a side thing and I think it's worth noting. Ff. Gomez came to us with a skill of irrigation.

**Comm. Brown:** One of his skills.

**Chief Brezee:** I call him my worker bee, but he did save us about \$1,000. He did all the irrigation repairs and laid out all the new heads for the sod, and that's one of the reasons it looks as good as it does. He laid out all the irrigation, he set the timers, he put it all in order.

**Chief Brezee**— continued

**mm. Brown:** How about a special thanks letter to him or something to acknowledge that.

**Adm.Cl.Cottone:** Let's go back...we did the Firehouse Software. We had a first and second, we need to do a roll call on that. Roll call vote, all yes.

**Comm. Funkhouser:** The Knox Box...what is that in reference to. Are they going with a new program?

**Chief Brezee:** No, there is no other program. I inherited a mess with that.

**Comm. Funkhouser:** I see that.

**Chief Brezee:** And I've been working on it for two years, and I finally got it to the point where there is no other program, but I threatened Knox that we were going to remove the program from the Township and that got me a representative driving here from Maryland on Wednesday to meet with me to hear my story. Everybody's changed in the company since the program started. And none of them understand how Gloucester Township works. They were allowing some companies getting ahold of things they shouldn't, and denying other companies who should be getting them. So in frustration back and forth, we finally have a guy coming here Wednesday to meet with me to get all the supporting documentation, learn how our system works and hopefully we'll move forward. The good news with the Knox is now we have all the boxes in the Station that we need, every vehicle is going to have a key in it. I had two more boxes to install, and everything will be set. I was called today because there was a problem with Blenheim. Blenheim is controlled by the State Division of Fire Safety as far as Inspections go. Your local Fire Marshal who enforces the Knox in the town. Blenheim doesn't have a local Fire Marshal. The State refuses to enforce any local ordinance, so I guess the Police Dept. has kind of pushed it on to me, so I was in Blenheim for a little while today fixing some of their Knox Box issues. But we're moving along. It's a great system and it really helps, but we're trying to get it back on track.

**Comm. Brown:** Could you add to your agenda for the meeting whether or not they have a program to trade in the current models that we have?

**Chief Brezee:** Our models have been discontinued.

**Comm. Brown:** OK, so tell them it's budget time, sharpen the pencil and give us a quote for however many of those that you need.

**Chief Brezee:** We have them all.

**Comm. Brown:** I want WIFI Knox Boxes so you don't have to hook a cable up to them. So you can sit in your office and add people to them. That's the way everybody else does it.

**Chief Brezee:** I did consult with my computer consultant, and we didn't want to go WIFI.

**Dep.Chief Brown:** The cost difference in it for as often as they have to be programmed. The issue prior to that that made things so difficult, is that up until the previous versions and because of that communication error, I think this is the third Rep in in a few months you're dealing with. We didn't even know that Knox Boxes we originally purchased were discontinued. We didn't find out till six months ago that those older ones, the only way to connect them was a computer that has Windows XP on it. So we have everything up and running and it's good. They're already purchased, so it will either be a matter of returning them or buying additional ones...

**Comm. Brown:** I'd like to know what the cost is to replace them.

**Dep.Chief Brown:** These are all brand new.

**Comm. Brown:** The ones we have now

**Dep.Chief Brown:** Yes, less than a year.

**Comm. Brown:** And they're not WIFI based?

Dep. Chief Brown: No.

**Chief Brezee:** Roughly WIFI costs about \$600 a box.

**Comm. Brown:** The card costs about \$80. Can I come to that meeting? I'd like to come to that meeting.

**Chief Brezee:** He's going to call me that morning because he's driving up and let me know what time he'll be here.

**Comm. Brown:** I'd like to come, because it sounds like they didn't give us our options when we bought those latest round of boxes.

**Chief Brezee:** The option was there, and I asked if we wanted to go that route.

**Comm. Brown:** They didn't really work on the price for us.

**Chief Brezee:** The other problem we had is the new WIFI boxes are huge, and we don't have the space to put them in.

**Comm. Brown:** Let's talk to them. It's amazing what a vendor will do to keep a Township. Probably your computer consultant has made it a much better process than it was, but it should be seamless, and we're moving ahead.

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

Roll call vote, all yes.

Solicitor – David Carlamere

No report.

Resolutions – Jeanette Cottone

**Adm.Cl.Cottone:** Nothing this evening.

Old Business – George Brown

**Comm. Robinson:** I'd like to revisit the striping of the Chief's trucks.

**Comm. Brown:** Sure.

**Comm. Robinson:** The initial specs I understand called for them to be marked?

**Comm. Brown:** Not that I'm aware of.

**Dep.Chief Brown:** There was a quote that was obtained probably two and a half years ago and it never made it in there.

**Comm. Robinson:** So they were never specked to be marked?

**Dep.Chief Brown:** No, not on the quote sent to the Commissioner, maybe it was Comm. Chew at the time or Comm. Annacone. The estimate was based off the utility considering the price. But on the spreadsheet submitted to the Board, it was not on the list.

**Comm. Funkhouser:** Did we purchase the patches that we have for the pick-up truck? Do we have extras?

**Dep.Chief Brown:** I don't know...

**Chief Brezee:** No, we don't buy extras, they're expensive. We buy when we need them.

**Comm. Funkhouser:** I thought at one time you said something that they were going on the Chief's car.

**Chief Brezee:** That was this size. If you look at my truck, this is on the back window.

**Comm. Brown:** If I may, since I'm allowed to get grumpy once in a while, I think we already discussed this last month on whether or not we would take a different direction, and that is if the law changed or we found there was a safety issue, or there was a reason to put them on, then we would revisit it. So I'm not sure why we're revisiting it.

**Comm. Robinson:** So at what point then do we go into Closed?

**Comm. Brown:** Anytime we can go into Closed.

**Comm. Robinson:** OK.

**Comm. Brown:** Anything else? (hearing none)

New Business – George Brown

**Comm. Brown:** I just have a piece of New Business. I heard this discussion about what's our position regarding the Saturday fill-ins on the weekends with three people. So since it's budget time, if anybody still thinks it's a worthy thing for us to be doing, I've calculated the cost if we cover every other Saturday, that would cost us about \$27,500 with three people for 24 hours, 26 weeks a year. So if that's a desire, we're going to have to get that approved and put it to the budget for next year.

**Comm. Flinn:** I have one thing. I spoke to District 5 about giving the fill-ins a raise.

**Chief Brezee:** They were going to raise it to \$15.

**Comm. Flinn:** They're going to do it next week. I brought it up here before and you said when they do something, bring it back here. They're going to do it at their next meeting. I asked him that, and he said I told Brezee the other night.

**Chief Brezee:** He hasn't.

**Comm. Flinn:** On Saturday's, it starts November 1<sup>st</sup>.

**Chief Brezee:** And that was the interesting statement made in the meeting the other night. At their next meeting, they will be hiring an additional firefighter who will work Saturday's as a driver. And the Mayor asked, OK, that's a driver, what about Firefighters? And Kevin said, well we'll have firefighters there too. And the Mayor said OK, so we have 24-7 coverage on both ends of the Township now, and those two went yep.

**Comm. Flinn:** I can't answer for that, but I can tell you they're hiring. November 1<sup>st</sup> he starts.

**Comm. Brown:** Ok, so let me just say this about that since I can be grumpy a third time. He can say he's going to do something, and until it's done and they pass a resolution, we're not doing anything. And if they come up with the minutes saying that Board passed it to \$15 an hour, then we'll match it.

**Comm. Flinn:** So what I'm saying is, if I bring you those minutes, this Board is agreeing it should happen.

**Comm. Brown:** They'd better do it soon because we're working on the budget.

**Chief Brezee:** And on that, because of all the rumblings that have been coming out of 85 as to what they're doing on the weekend, we had a meeting last week, the Operations Commissioner and myself, the Dep. Chief, in reference to setting up a meeting with them to start talking about operations, and I held off on that letter for that reason to figure out whether they're going through with their plan or not. And we were waiting on the Grant issue, so once we get a little more info out of that, we will send that letter.

**New Business – continued**

**Comm. Brown:** OK. Again, we've been hearing that certain things were going to happen on a whole lot of subjects for almost 10 years, and I've yet to see the resolution. So I'll believe it when I see it, with all due respect.

**Comm. Flinn:** I'm just telling you what's going to happen November 1<sup>st</sup>. Just waiting on the contract signatures, and the Union President is actually holding it up.

**Public Portion – George Brown**

**Chief Brezee:** I would like to thank, you had sent flowers to my Mother, and she is still having a pretty rough time, and she thought that was really great and she thanks the Board and the Fire company.

**Comm. Brown:** Great.

**Closed Session – George Brown**

Motion made by Comm. Flinn, seconded by Comm. Funkhouser to discuss the striping of the new Command vehicles.  
All in favor, ayes have it at 7:03pm

Motion made by Comm. Funkhouser, seconded by Comm. Robinson to go back into Open Session at 7:30pm

Roll call vote, all yes.

**Comm. Brown:** During the Closed Session, the Board discussed whether or not the two Command Vehicles should be striped, and there was no resolution coming out of Closed Session.

**Adjourn – George Brown**

Motion made by Comm. Funkhouser, seconded by Comm. Robinson to adjourn the meeting at 7:31pm.

Roll call vote, all yes.

**Comm. Brown:** Thank you everyone, and goodnight