

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

**Meeting Held:** November 20, 2018  
**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. Flinn. Roll call vote, all yes.

**Correspondence** – Jeanette Cottone  
Adm.Cl.Cottone: Nothing this evening.

**Treasurer’s Report** – Rich Annacone

Audubon General Account	1,579,355.37
Audubon Payroll Account	34,244.85
Expenditures: 11/20/18	101,822.92
<b>TOTAL AMOUNT FOR APPROVAL</b>	<b>101,822.92</b>

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

**COMMITTEE REPORTS**

**Budget Co-Commissioner** – George Brown  
**Comm. Brown:** Before the Commissioners leave tonight, I’d like to just go over with them a possible scenario with the new phone system, it will take 5 minutes. It doesn’t make any sense to take up the Board’s time. If I need your input before Verizon comes out here and does a walk of the building to tell us what it’s going to cost, which I want to do next week, we can get that number done. I have a chart.

**Computer Services** – George Brown  
No report.

**Fire Prevention** – George Brown  
**Comm. Brown:** I’d like to thank everybody for that turnout on Sunday two weeks ago. Lowes is thrilled, and we put it together in almost no time whatsoever and the Chief’s got a whole bunch of buckets with goodies.

**IAFF Contracts Co-Commissioner** – George Brown  
No report.

**Legal Liaison – George Brown**

**Comm. Brown:** Any issues?

**Sol.Carlamere:** I have nothing to report.

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

**Dep.Chief Brown:** We have through the paperwork process a new Junior Firefighter Austin Reynolds. He couldn't be here this evening, but everything checks out and so far the kid is a really, really, really, really good hard worker. I hope we get to keep him for a long time to come.

**Comm. Brown:** Do you want him approved tonight?

**Dep.Chief Brown:** Yes, please.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to approve Austin Reynolds as a Junior Firefighter. Roll call vote, all yes.

**Comm. Brown:** Can I just say one more thing? I sat in this position I think for 12 years, and it's the first time I can look around the room and everybody is in uniform. Nice job.

**Budget Co-Commissioner – Rich Annacone**

**Comm. Annacone:** The Budget is ongoing.

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

No report.

**Personnel / Administration – Rich Annacone**

**Comm. Annacone:** We need to start moving on a replacement for Jan. We need to get something done.

**Comm. Brown:** OK, do we want to talk about that right now? I read the job description she gave us and I read grade that you proposed. Do you know what your grade is right now...a 5, 6, or 7?

**Adm.Cl.Cottone:** According to the Gloucester Township Union contracts, it's a 7.

**Comm. Brown:** No, I'm talking about that you had a Clerk's rating here at some point. What was it, a 5? The Civil Service rate?

**Adm.Cl.Cottone:** Its way too many years George.

**Comm. Brown:** Let's have a discussion about that. And also the job description that you sent to me, some of those items need to come out of there. LOSAP is not around. Let's take that up separately and I don't think I'm in a position to say whether it should be a 5, 6 or 7, but we need to have a discussion about that. Anything else?

**Comm. Annacone:** No.

**Personnel / Operations – Rich Annacone**

No report.

**Apparatus – Brian Robinson**

**Comm. Robinson:** I'm going to defer to the Chief's report. The truck is back and it wasn't as bad as it could have been. We were in touch quite a bit in the beginning as far as the tow and all that stuff.

**Fire Department Equipment – Brian Robinson**

**Comm. Robinson:** Quick Books is up and running.

The Chief noted some equipment coming in. We should probably discuss that in the workshop.

**Chief Brezee:** Yes, that was for the workshop.

**Comm. Brown:** And where are we going to have that?

**Comm. Funkhouser:** What did we decide?

**Chief Brezee:** That was just a suggestion I put in for that.

**Comm. Brown:** So I think we need to advertise.

**Comm. Funkhouser:** That will be a Special Meeting if we all want to be at that meeting.

**Sol.Carlamere:** If it's just a workshop and you're not going to make any decisions, let Jan know that the advertisement has to say workshop, no decisions will be made.

**Comm. Brown:** And we need to follow the normal advertising rules for that?

**Adm.Cl.Cottone:** Yes.

### Fire Department Equipment – continued

**Comm. Brown:** So that's two weeks out.

**Comm. Flinn:** Do the workshop and the budget workshop all on the same night.

**Adm.Cl.Cottone:** The meeting is Tuesday, December 18<sup>th</sup>.

**Comm. Brown:** So let me ask this. The workshop is primarily about apparatus discussion?

**Chief Brezee:** It's about budget line items.

**Comm. Brown:** So why can't the individual Commissioners work that out with you?

**Chief Brezee:** We could, but I thought you should be involved in that, otherwise it's going to one, have a conversation, go to another and have a conversation.

**Comm. Brown:** The problem with the workshop is we don't really know what the total budget is going to be even at the end of that meeting. So we're back to the traditional, it's the night before Christmas and all through the house, George Brown cuts the budget...

**Chief Brezee:** That's what I'm trying to eliminate.

**Comm. Brown:** I don't think you're going to do that honestly with the amount of time we have left. I think it's a great idea, and I'm all in favor of it, but if you look at what our calendar dates are to get the budget done, there is not a lot of time. I think, if you want to move it along, I'll make myself available to meet with each of the Commissioners and you, and whoever else would want to be there so we have it as a legal meeting, and we're not making any decisions other than say this is what we're putting in the budget. It's not an approval by the Board.

**Comm. Flinn:** As long as there's only two there, you're good.

**Comm. Brown:** Right. And we can space them an hour apart if you think that's an appropriate thing to do.

**Chief Brezee:** I'm fine with that. Just like what you stated about the eleventh hour, then back and forth, back and forth. I feel like a pinball.

**Comm. Annacone:** Can you send an email out to us of what you're looking for so we have an idea going in?

**Chief Brezee:** If I send it to all of you, isn't that...

**Comm. Annacone:** No, we're not making a decision. You can email us.

**Chief Brezee:** That's what I'm not sure of. If I say I want this much in this line item and this much in this line item and you all say agree....

**Comm. Annacone:** We can't agree until we have a meeting, but we have an idea going into it.

**Comm. Brown:** The secret to that is not to reply, I agree.

**Chief Brezee:** Chris and I sat down and talked about some of the financial future and there are some new items there, not equipment or anything like that, and we just want to get that out to you guys.

**Comm. Annacone:** If you can get it out to us so we have an idea when we go and sit down at a meeting we have an idea of what's in there.

**Chief Brezee:** I can do it that way as well...

**Commissioner Brown:** I think just so we don't have that, the normal crunch. And I'm trying to think out of the budget and I would like doing that. Pick a night next week.

**Comm. Funkhouser:** I'd like to go first.

**Adm.Cl.Cottone:** It has to be approved by the 18<sup>th</sup>.

**Sol.Carlamere:** How about the second meeting, do you have a projected date.

**Adm.Cl.Cottone:** That will be in January.

**Comm. Annacone:** We have to have two meetings next month. One two weeks from now, and on the 18<sup>th</sup>, right?

**Comm. Flinn:** What he's saying is, if the item concerns you, you and the Chief meet with George. As long as there are only two of you there and don't make a decision, you wait till the meeting and make the decision, its fine.

**Comm. Annacone:** I understand that, but we agree on one thing, you agree on something else...

**Comm. Flinn:** If it's your line item, why would I disagree?

**Comm. Brown:** But the truth of the matter is, when it gets down to the final budget, I pretty much say you've got to cut, or you've got to cut. I work that out among the Commissioners. I don't really want to do it, but it will get the budget done. So if you pick a night next week that we can space them an hour apart if that's how much time you think we need. I don't need any time, so it's a three hour meeting.

**Comm. Annacone:** I can be available.

**Comm. Brown:** If we do that, we'll know pretty much by the 10<sup>th</sup> where we are. But I've heard a rather ferocious appetite for the budget in 2019, so we have to sit.

### Fire Department Operations – Brian Robinson

**Comm. Robinson:** Can't complain, outstanding.

**Training – Brian Robinson**

**Comm. Robinson:** Training is definitely improving.

**Insurance – George Flinn**

No report.

**Sign – George Flinn**

No report.

**Water – George Flinn**

No report.

**Building Maintenance & Grounds – Steve Funkhouser**

**Comm. Funkhouser:** We still have leaks in the building, different leaks now. We sat down with the Chief the other day and was discussing what we want to do with the building for this year till we see about a bond for the building. We are probably going to use that company and do the patch thing again. We'll mark out areas that we see. That's the best we can do with it. It's an ongoing issue.

**Comm. Brown:** We're back into a corner right now for whatever reason, and we're not going to be able to replace the roof for two years.

**Comm. Funkhouser:** I just want everybody to understand that.

**Comm. Brown:** You have to get the bond together and it has to be approved by the taxpayers next year to be implemented the following year.

**Comm. Flinn:** You still got money left over from insurance at the beginning of this year to fix that roof leak.

**Comm. Funkhouser:** We don't have enough money in the budget to...

**Comm. Flinn:** I'm talking about the money we had left over from that room over there. We didn't use 1/3 of it.

**Comm. Funkhouser:** Is that under building maintenance?

**Adm.Cl.Cottone:** That just goes into the fund balance.

**Comm. Flinn:** But it still was brought in, we're not supposed to have income anyway, it was brought in as an insurance claim. They paid it out. What we laid out to fix the building did not equal the check we got from the insurance company, so you can still fix the roof with it.

**Comm. Brown:** The problem is that money that we didn't spend never got put into the budget, it went into Fund Balance, right?

**Adm.Cl.Cottone:** Um hum.

**Comm. Brown:** So you can't spend it, it's in the fund balance.

**Comm. Flinn:** So it's going to have to be an emergency appropriation.

**Sol.Carlamere:** So if you have it sitting in fund balance now, you can appropriate some of that money from fund balance into the 2019 budget. Let's say you have \$20,000 left over, so you move \$20,000 in. If it's going to cost \$20,000 to do the repairs, and you move the \$20,000 in, that offsets the repair item for \$20,000 so it comes out of your fund balance.

**Comm. Flinn:** So It's not raising the 2019 budget.

**Comm. Brown:** You're not raising the taxation. We've always been doing that. We take out of our fund balance when we're running short. So you can get the repair done once the budget's approved.

**Comm. Flinn:** Can't we do it under emergency appropriation?

**Comm. Funkhouser:** We have to find out what the roof will cost.

**Sol.Carlamere:** Then you'd have to fund it in 2019 to pay it back. So if you really had an emergency situation, you could declare that resolution what it is, how much it's going to cost and pull the money out. But then you have to fund it in 2019 to pay it back.

**Comm. Brown:** The other thing too is there should be line transfers to cover the repair if we get it done this month. I think we were waiting to see what it's going to cost. I think the first discussion was we were hoping to fix the roof and came to the realization we can't do that. Now we have to get to the point where we're going to repair it, how much it's going to cost, and do we have enough money left to do line transfers out of the 2018 budget. If we can do that, we can get it done sooner than later. Having said that, we have to bear in mind that there are things, I'm hearing rumors about what we want to do that will come out of that excess fund balance from 2018. It's going to get much harder than the 12 years I've been here. We've got additional personnel costs, we've got a request for a phone system and blah blah. There's just not that much there under the cap. The roof is important.

**Comm. Flinn:** Leaks lead to mold, mold leads to....

**Building Maintenance & Grounds – continued**

**Comm. Funkhouser:** What do we want to do then? Do we get three bids on repairing the roof again?

**Comm. Brown:** Yes, I would say you should do that.

**Comm. Funkhouser:** Or can we use the same company we used two years ago that repaired the roof and did a pretty good job for a year. They're the ones that put the roof on, they know more about the roof.

**Chief Brezee:** No, they didn't put the roof on, they were just the only company out of about 10 that actually stopped the leaks when they came out here and repaired the roof.

**Comm. Brown:** I'd say you have to get 3 bids.

**Chief Brezee:** They did not hurt us at all last time. They sent one guy here, he crawled around on his hands and knees and found every little hole and patched it.

**Comm. Brown:** So if it's under the bid threshold, you can do that. And it can be on the phone, it doesn't have to be in writing. So I would say go ahead and get them and then we'll see how it's going to get paid.

**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 – Michael Brezee**

**Chief Brezee:** The report has been submitted.

Motion made by Comm. Annacone, 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.Cl.Cottone:** Nothing this evening.

**Old Business – George Brown**

**Comm. Brown:** Old Business?

**Comm. Funkhouser:** The fence that I purchased is being used by two vehicles. If we could, let's get rid of those old vehicles that are out there in the lot please. If not, I'll see maybe next month about purchasing more fence to make it bigger. That was the idea, protecting the public. So let's see if we can get those out of there.

**Chief Brezee:** I'll get rid of them.

**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 6:55pm.

Roll call vote, all yes.