

**Board of Fire Commissioners
GLOUCESTER TOWNSHIP FIRE DISTRICT 6
Re-Organization & Monthly Board Meeting Minutes**

Meeting Held: February 28, 2019
Meeting Place: Board Office
Meeting Called to Order: 6:35pm
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.

Re-Organization: Comm. Brown

Comm. Brown: Unless any of the Commissioners has any ideas about changing things, I say we leave all the roles and responsibilities in place and keep the traditional responsibilities. (hearing none)

Motion made by Comm. Flinn, seconded by Comm. Robinson to accept the roles and responsibilities as the Clerk has outlined on the sheet here. Roll call vote, all yes.

Adm.Cl.Cottone: OK, do you want to make a motion that everybody stays at the same title?
Motion made by Comm. Robinson, seconded by Comm. Flinn that everybody stays at the same title.
Roll call vote, all yes.

Sol.Carlamere: You can do in one motion unless you're changing anything, the Chief, Solicitor and Clerk.
Motion made by Comm. Robinson, seconded by Comm. Flinn to keep them the same. Roll call vote, all yes.

Sol.Carlamere: And all the Board members have the meeting schedule for the year through February 2020. If you're all OK, you can do one motion to adopt them as your meeting nights.
Motion made by Comm. Robinson, seconded by Comm. Flinn. Roll call vote, all yes.

Sol.Carlamere: You have your Accountant - Richard Allen, Auditor - Bowman & Co., Deposit of Funds at William Penn Bank, Legal notices Central Record, Courier Post and the Philadelphia Inquirer. You have Delta Dental as your dental care providers, US Healthworks as your medical provider. Let's do those right now.
Motion made by Comm. Funkhouser, seconded by Comm. Annacone. Roll call vote, all yes.

Sol.Carlamere: Just for clarification, you have a resolution to follow the State contracts through the year. If you do that, then you don't have to do individual resolutions each time you award something under State contract. I'm assuming Clerk, that's how you have that on there?

Adm.Cl.Cottone: Yes.
Motion made by Comm. Annacone, seconded by Comm. Funkhouser to approve R-12-19. Roll call vote, all yes

Sol.Carlamere: Because the Clerk is very efficient, she has on here the Cash Management plan for the year.
Motion made by Comm. Flinn, seconded by Comm. Annacone to approve R-04-19. Roll call vote, all yes.

Sol.Carlamere: I believe that's all.

Re-Organization, continued

Adm.Cl.Cottone: Yes, and on that Cash Management, I went through the plan and changed the Audubon name to the William Penn, but we did have changes come through in reference to paying bills now, so I think I'm going to give that to Rich Allen the CPA, and let him come back to the Board and say where we may update the Cash Management Plan.

Sol.Carlamere: And I thank the Board for my reappointment.

Comm. Brown: I don't think we have a Resolution on that...

Sol.Carlamere: I thank all of you very much.

Regular Monthly Board Meeting – Comm. Brown

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: It's been distributed.

Treasurer's Report – Rich Annacone

William Penn General Account	1,623,571.62
William Penn Payroll Account	36,459.08
Expenditures: As of 02/28/19	90,218.69
TOTAL AMOUNT FOR APPROVAL	90,218.69

Motion made by Comm. Funkhouser, seconded by Comm. Robinson 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: Any new members?

Dep.Chief Brown: There are three new members in the paperwork process and hope at least two of them should be ready to present by next month's meeting.

Budget Co-Commissioner – Rich Annacone

No report.

IAFF Contracts Co-Commissioner – Rich Annacone

No report.

Personnel / Operations – Rich Annacone

No report.

Personnel / Administration – Rich Annacone

Comm. Annacone: The only thing I have is the hiring of the new Administrative Clerk. I want to get those interviews started

Comm. Brown: OK, I guess a clarification on how we're going to do this, because up to this point the hiring committee has been Comm. Annacone, Comm. Brown and Mr. Allen to review the resumes. Does anybody else want to sit in on the interviews?

Comm. Annacone: I'd like to get them done next week, so we may need somebody else to sit in if I can't make it or you can't make it.

Comm. Brown: It's at 7:00pm tonight, we could probably knock this thing out in 15-20 minutes. I'll go over the ones that you and Mr. Allen left me.

Apparatus – Brian Robinson

Comm. Robinson: I want to defer to the Chief's report. Training is up to date going forward, the apparatus seems to be all good.

Fire Department Equipment – Brian Robinson

No report.

Fire Department Operations – Brian Robinson

No report.

Training – Brian Robinson

No report.

Insurance – George Flinn

Comm. Flinn: It was a good job at the fire the other night, guys.

Comm. Brown: It was a nice job.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: Good job at the fire the other night guys, I was listening. I would have been there but I couldn't make it out.

I'll defer to the Chief's report also in regards to the building. The lights are doing well around the station, and we'll be purchasing a new sign. When we purchase the new sign, we're going to purchase a light for the sign out in front of the building.

Comm. Brown: I think the signs look wonderful. Good job whoever did that.

Communications – Steve Funkhouser

No report.

EMS / Supplies & Equipment – Steve Funkhouser

No report.

Turn-Out Gear – Steve Funkhouser

Comm. Funkhouser: We also purchased 4 sets of gear that was out of last years' budget I think Chief, correct? That's all I have to report.

Uniforms – Steve Funkhouser

No report.

Chief – Michael Brezee

Chief Brezee: The report has been submitted. If there are any questions, let me know. As Chairman Brown pointed out, there is a change in the Fire Prevention night. We're going to move to the Thursday before Fire Prevention week starts. I think that's going to work out a little better for us as opposed to being the last ones on Fire Prevention week, and as the week goes on, attendance from mutual aid companies and vendors seems to drop off. They get bored with it after they've done it for a week or so. Hopefully that will make it a little easier with our vendors as well as mutual aid companies coming out. The only other thing I have is not in our report, and with the passing of the budget and everyone knows our plan to expand our Saturday duty crew stipend coverage from 6 hours which has gone great to 24 hours of coverage. Chris and I are looking to move forward with that this month. We have some paperwork we've got to do and get together, but we're looking for Board approval to move forward with that.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to approve. Roll call vote, all yes.

Comm. Brown: One thing in the Chief's report was a reference to the agency that has been hired to promote volunteerism. And I happened of course to look at the webpage and it's a number of issues. So I don't know who to report that to.

Chief Brezee: You can report it to me.

Comm. Brown: I don't want to take up the Board's time, but...

Chief Brezee: Absolutely.

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

Solicitor – David Carlamere

Sol.Carlamere: I have nothing to report.

Resolutions – Jeanette Cottone

Adm.Cl.Cottone: No, we're fine for this evening.

Old Business – George Brown

Comm. Brown: Old Business? (hearing none)

New Business – George Brown

Comm. Brown: New Business? (hearing none)

Public Portion – George Brown

Dep.Chief Brown: Christopher Brown, Dep. Chief, 11 Piney Point Place. On behalf of the Firefighters here, a little personal interest, I'd like to wish our Chairman a happy 70th birthday. Happy birthday from the audience.

Closed Session – George Brown

n/a

Adjourn – George Brown

Comm. Brown: Motion made by Comm. Flinn, seconded by Comm. Funkhouser to adjourn the meeting at 6:50pm
Roll call vote, all yes.

Comm. Brown: Thank you everyone.