

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

**Meeting Held:** January 22, 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, excused  
**Administrative Clerk** – Jeanette Cottone  
**Solicitor** – David Carlamere

**Salute the Flag**

**Comm. Brown:** Notice is hereby given that the Board of Fire Commissioners, District No. 6, Township of Gloucester, Camden County, New Jersey will hold a public hearing, second reading and final adoption of the 2019 Fire District Budget at a Special meeting scheduled for Tuesday, January 22, 2019 at 6:30pm. This meeting will take place at the Board office located at 1946 Williamstown Road, Erial, NJ. Any interested person may review a copy of said Budget, by contacting the Clerk at the same address, Monday through Friday between the hours of 8:00am and 4:00pm, or calling 856-435-0700. The regularly scheduled Board meeting will immediately follow the special meeting.

**Roll call Commissioners:**

Comms. Annacone, Robinson, Flinn and Brown are present. Comm. Funkhouser is excused.

**Adm.Cl.Cottone:** For the Special Meeting we want to do the Resolution regarding the procedures for the adoption of the 2019 Fire District Budget. Basically it states that the Board of Fire Commissioners have introduced in writing a proposed budget for 2019 with the said introduction, first reading and approval was given not less than 60 days prior to the Annual Election. At that time, we set the time and place for the second reading and adoption of the budget and that is being held not less than 28 days after the first reading and approval. The adopted budget is authorized to be advertised by publishing at least once in a newspaper at least 7 days prior to the annual Election. So we'll need a motion for the procedures for the adoption of the budget.

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

**Adm.Cl.Cottone:** The 2019 Adopted budget resolution is R-02-19. We will state that the Fire District has set the budget for January 1 – December 31, 2019. The annual budget as presented for adoption reflects total revenues of \$1,775,385 which includes an amount to be raised by taxation of \$1,485,254 and total appropriations of \$1,775,385. The Election will be held the 3<sup>rd</sup> Saturday of February, and the amount to be raised by taxation for the ensuing year. Be it further resolved, the annual budget is presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced budget, we've made no changes in between, including all amendments if any which have been approved by the Director of the Division of Local Government Services. So I need a motion to adopt the 2019 budget.

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

**Adm.Cl.Cottone:** We'll pass this so you can each put your vote on it, and that's it for the Special Meeting.

**Public Portion – George Brown**

**Comm. Brown:** We'll open to the Public if anyone has any questions, state your name and address and address the Board. (hearing none) Motion made by Comm. Annacone, seconded by Comm. Robinson to close the Public Portion. Roll call vote, all yes.

**Regular Monthly Meeting –**

**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 at 6:40pm**

Comms. Annacone, Robinson, Flinn and Brown are present. Comm. Funkhouser 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. Annacone. Roll call vote, all yes.

**Correspondence – Jeanette Cottone**

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

**Treasurer's Report – Rich Annacone**

William Penn General Account	1,741,598.15
William Penn Payroll Account	21,698.31
Expenditures: 01/22/19	138,781.13
TOTAL AMOUNT FOR APPROVAL	138,781.13

Motion made by Comm. Flinn, 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:** Are there any new volunteers to be introduced to the Board tonight?

**Dep.Chief Brown:** Not this evening.

**Comm. Brown:** OK.

**Personnel / Administration – Rich Annacone**

**Comm. Annacone:** We have to decide what we're going to do with hiring the new Administrative Clerk. We need to get an ad out to get it started. Before we get the ad out there, we have to discuss what the salary range will be. I'll make a suggestion that we go with Gloucester Township's contract Administrative Clerk. Their starting salary in this is \$23.76 an hour for 2018-2019, so make that a medium range.

**Comm. Brown:** OK.

**Comm. Annacone:** We will get this out in the paper as soon as possible. I spoke to Civil Service and there is no

**Personnel / Administration, continued**

active list right now, so we have to put an ad out and hire somebody provisional or temporary. Provisionally they'll be required to take a test when one comes around.

**Comm. Brown:** And clarification on your proposal, you said you want to use the medium? And I'm only doing this not to be difficult, but there are three ways to figure out the average with the number in the middle. And I'm wondering, are you saying medium of the range?

**Comm. Annacone:** We need to come out with a range for the salary. \$23.00 an hour is about \$46,000 a year roughly. So we'd make a range from \$40,000 to \$50,000.

**Comm. Brown:** That's fine.

**Comm. Annacone:** So we got that part done. The second part is how do we want to get this out there, through the Courier Post, or do we want to go through some service.

**Comm. Brown:** I'm familiar with all of those, and I think we should just go with the Courier Post and send the resumes in here.

**Comm. Annacone:** The Courier Post for 8 days, two days a week is \$816 for a month. Or you can put it online for a month for \$399.

**Comm. Brown:** I think you can put it online, most people do that anymore.

**Comm. Annacone:** So it's just a matter of getting a motion to put the ad for the hiring.

**Comm. Brown:** Online, not to exceed \$450 for the month.

**Adm.Cl.Cottone:** We're going to get the new cost tomorrow. That was done in June, and we didn't know if there would be an increase for the new year so it may be a little more.

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

**Sol.Carlamere:** Are you going to establish a Committee to review resumes?

**Comm. Brown:** Yeah, I think we'll do that.

**Sol.Carlamere:** The minutes reflect the Commissioners suggestion of range, and there is no opposition of range of salary.

**Comm. Annacone:** And there needs to be qualifications for an Administrative Clerk, maybe 5 years Clerk Service or 2 years college and 3 years of service. That's all sent down by Civil Service.

**Budget Co-Commissioner – Rich Annacone**

No report.

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

No report.

**Personnel / Operations – Rich Annacone**

**Comm. Annacone:** The second thing I have is that we were notified by Civil Service of the Captain's test announcement. Not that we have any plans to hire any at this point or promote any, but I see no reason to opt out of it and go forward with the testing in the event something could come up, or we need to hire someone with an active test. So anyone who's available to take that test, I don't see any reason why we should opt out of it.

**Comm. Brown:** Available and eligible. OK.

**Comm. Annacone:** I need a motion to not opt out of it with Civil Service and let them know we'll go forward with the test.

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

**Comm. Annacone:** That's all I have.

**Apparatus – Brian Robinson**

**Comm. Robinson:** For the most part, I'm going to defer to the Chief's report. Obviously the Squad was covered under warranty, correct?

**Chief Brezee:** Yes.

**Fire Department Equipment – Brian Robinson**

No report.

**Fire Department Operations – Brian Robinson**

No report.

**Training – Brian Robinson**

**Comm. Robinson:** And I'd like to commend everybody for the training between my Facebook I saw some stuff, and obviously the Chief's Report. Nice job guys getting everything done. The driver training, absolutely awesome.

**Insurance – George Flinn**

No report.

**Sign – George Flinn**

No report.

**Water – George Flinn**

No report.

**Building Maintenance & Grounds – Steve Funkhouser**

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.

**Chief – Michael Brezee**

**Chief Brezee:** My report has been submitted. Of course, after I press send there is always something that comes to mind. I didn't report enough on the current SAFER grant that we're under. It's going well, we started the beginning of December. We're covering 6 hour duty crews right now on Saturdays which gives a stipend to those volunteers to participate the \$50 for the 6 hours. As you all know, we budgeted, and with the approval of the budget we hope to go 24 hours over after the budget, so it will be a 24 hour paid stipend duty crew on Saturday's. That will give us 24/7 coverage throughout the 2 Districts if we can get that going. As far as the SAFER Grant is going, the 6 hours that we're currently doing now is covered under the SAFER Grant as far as funding. We've also, the Committee has approved the marketing company and they've begun the task of putting together a marketing program on recruiting volunteer firefighters for the Township. They have been in contact with all the Chief's, and they contact us regularly ask us different things, different information and we've given them everything they've asked for. So look out for that. We're getting a Facebook page, we'll get a website, we're going to have a booth that will be put up at different public events around the Township to help recruit volunteers.

**Comm. Brown:** OK, that sounds great.

Motion made by Comm. Robinson, seconded by Comm. Annacone 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:** We're through for the evening.

**Old Business – George Brown**

No report.

**New Business – George Brown**

**Comm. Brown:** I have one item in New Business. As you know February is Election time, and we have petitions from four people running. Our Elections have been orderly when there is no competition, and they've been pretty disorderly when there is competition. In the past, at least in 2007, 2008 and 2009, in order to ensure that fairness took place in the Election, and the Clerk did not have to be responsible for policing people in the parking lots and what not, we've asked the Board of Elections to come in and run the Election. I am, therefore, again asking that with the Board's approval that we bring the Board of Election in. It has no reflection on the Clerk; it's just that she's one person even though there are some helpers in there, I think we need the Board of Elections to run this Election.

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

**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 6:50pm.

Roll call, all yes.