

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

Meeting Held: September 26, 2019
Meeting Place: Board Office
Meeting Called to Order: 7:00pm
Members of Board Present: **Chairman** – George Brown
Vice Chairman – Richard Annacone
Treasurer – Brian Robinson
Secretary – George Flinn
Commissioner – Steven Funkhouser
Administrative Clerk – Renee Evans
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. Flinn, seconded by Comm. Annacone. Roll call vote, all yes.

Correspondence – Renee Evans
Adm.Cl.Evans: It’s been distributed.

Treasurer’s Report – Rich Annacone

William Penn General Account	2,070,239.18
William Penn Payroll Account	30,408.62
Expenditures: 09/26/19	61,399.15
TOTAL AMOUNT FOR APPROVAL	61,399.15

Motion made by Comm. Flinn, seconded by Comm. Funkhouser 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
Comm. Brown: We made some progress this past month finally on the insurance requirements. We have the server and pc’s getting backed up as required. There still is some work to be done. We are going to run out of storage. In the first month we had 405 gigabytes of storage being backed up. We need to complete the training, complete the documentation and implement the procedures for changing passwords and to get that done in the next month, then we should be able to get the level 1 compliance of \$7,500 deductible.

Legal Liaison – George Brown
No report.

Fire Prevention – George Brown

Comm. Brown: The Chief and I met with Lowes and Chic-fil-a this week. Everybody is ready for Fire Prevention night. The Chief got the school flyers out. If you look at the fire prevention nights you'll have an idea what's going on, the same one as every year just change the date. Everything that's on here we pretty much have a beat on. One thing that Lowes mentioned to us while we were there is that Lowes Corporate has now mandated that this year every store do one of these kind of like the way we're doing it. And he said you know what? You guys have made my life so easy because it's all done. You walk in and say here it is. So that's one thing. Secondly, they have a really nice gift for the kids this year. It's a bucket with an apron in it, a hammer, some tools, a pair of goggles, it's something they have to do. So they're really putting some resources on the table. I hope we get a good showing.

IAFF Contracts Co-Commissioner – George Brown

Comm. Brown: We settled what the Union gave us in their demands to Howard Long, and he's reviewing the contract. Apparently there are some legal language changes from the last contract to now, and I asked him to give it a good hard look so we can keep going with it and not get delayed. So it's moving along, we're ahead of schedule and might have something to report at the next meeting.

Liaison to the District Volunteers – George Brown

Dep.Chief Brown: We have two waiting background checks. The two recruits we have in Fire 1 are doing a really nice job.

Budget Co-Commissioner – Rich Annacone

Comm. Annacone: It's budget time again, I'd like to get together as early as possible. We have some new faces, so make sure everything is done and right. So the sooner you get your budgets together, you can get them in and help things along.

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: For the most part, I'll defer to the Chief's report.

The Utility is coming along. Back to Lowes, I just touched base with the Chief real quick. It will pretty much be a game day decision whether we wear long sleeve or short sleeve. Just have both your shirts ready so we'll match. We'll go off of whatever the Chiefs are going to wear just so we look nice. That's it.

Fire Department Equipment – Brian Robinson

No report.

Fire Department Operations – Brian Robinson

No report.

Training – Brian Robinson

Comm. Robinson: Training looks awesome.

Insurance – George Flinn

No report.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: The Chief's report, a couple items are on there, everything is good. They did a great job painting that room. I got this at a scrap yard the other day, and I cleaned it all up and I'd like to donate this to the room. I think this is definitely an original. There are no markings on it or anything. This is what they used to put on buildings. That's all I got.

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 should be up to date. Our Firehouse software problems are fixed, so we're back up and running with that. Fire Prevention is moving along.

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 – Renee Evans

Adm.Cl.Evans: None.

Comm. Brown: I thought we were going to have a Resolution for consolidation.

Sol.Carlamere: The Clerk talked to me this evening. I didn't have it in my notes. The Resolution is in your minutes and indicated I'll prepare it. It will state where her signature is that it was approved at your August meeting.

Comm. Brown: OK. When we met last month, there was a question as to whether or not the Mayor was going to support consolidation and we wanted to take a formal stand on that before we looked at beginning to sort through all the numbers that was required by DCA. He told us, we were there, Comm. Funkhouser and myself, that he would not stand in the way of whatever the Fire Districts wanted to do. So I took that to mean that if the proposal can be prepared and the State can approve it, that that would go through. At the end of the meeting, the only parties that were interested in having those discussions that they're making a commitment to the discussion. Steve, is that correct?

Comm. Funkhouser: Yes.

Comm. Brown: It was Districts 2, 4 & 6. I spoke to 2 who seemed to be heading up to this date, and the Chairman of 2 said he'd get back to me. That was 3 weeks ago, and he has not gotten back to me at all. So we're going to have to wait for him to say if he's in or out. He was uncertain if their Board was really going to be in. So I can't do anything but I can wait a couple weeks and say hey, I'm still waiting to hear from you. But I wanted to have the Resolution today if he says he's ready to go, we can have our first meeting and I don't have to wait a month or two months to get approval to do that.

Sol.Carlamere: Both 2 & 4, neither of the Districts moved anything on that Resolution forward. 4 is committed, but they're standing opposed. District 2 didn't move a Resolution to go forward.

Comm. Brown: OK, so where we stand is we're waiting for them now. We've got approval from the Board. The only question that still remains is the issue of how we're going to get that data, if we're going to get that data. I had an idea that I proposed to 2 & 4 and myself...

Sol.Carlamere: Just for clarification, your Resolution then is to support but you're looking forward as condition upon the right information and cost be provided.

Comm. Brown: All in our Resolution now is that we have the green light to have the discussions. That's all. We don't know where it's going to go. The first step is yes, we can talk.

Sol.Carlamere: So your Resolution is to support the continuing conversation.

Comm. Brown: With the other Districts.

Old Business – George Brown

Comm. Brown: I'll start. We're going to need some time for Jan. She checked with the Dept. of Pensions and they told her not to talk to us until the 1st of October. No discussions whatsoever. So I'm going to propose that we plan for a special meeting the first week in October when she's passed the green light, then we can figure out what we're going to do there. Renee' has not done a budget before, and we also have the problem of Mr. Allen retiring, and I'll get to that in a second. I'm just saying if our plan on Jan is to ask her to work...she said originally when she replied to my first email that I should not have sent, I didn't know any better, that she would be able to commit to one day on site and one day working from home. So we'll have to see if that's enough. Mr. Allen's replacement...I checked with Bowman & Co. who are our Auditors, and I asked them to give me the names of two people that they thought I could talk to. They gave me the name of Jeff Bowley. He did work here before when Mr. Allen was sick, and I asked Mr. Allen about him and he said he did a really outstanding job. On that note, on Professional Services, we really don't have to bid, correct?

Sol. Carlamere: Correct.

Comm. Brown: I reached out to him because he had knowledge of our District and the work he did here, and we don't have a lot of time. Renee and I met with him on Monday at his offices. We told him all the things he's got in front of him, this time of year, new accounting system, Renee is going out on maternity leave. We have a lot of stuff on our plate this year from an accounting standpoint. He said his hourly rates are from \$75-\$225, depending on the level of person working on the project. He gave us a rough estimate of his services based on what we said we wanted to commit to, which is the same things that Mr. Allen does, which is the 2020 budget. We might add on note that the 2020 budget, this year it's a new system supposedly. It's been supposedly coming for three years. I went to class for it 3 years ago, and I didn't think they had it ready based on what I saw, for probably 20 or 30 years. Last year they had some Townships and Fire Districts use it, and there was no feedback given to anybody as to whether or not it was successful or not. So you don't know if the new on-line budget system is going to happen or not. It will be a learning curve for everybody and I can guarantee that a lot of the stuff won't work the first time around. It's just the nature of the beast. So we're going to have special projects for Jeff, but his other services are within the range of Mr. Allen's amount, but we're going to have to deal with the contingency items, the conversion of the accounting system being the biggest thing that we really need to get done. He looked at the DCA document list, and I said to him, would you place this in a small, medium or large project? And he said this is very large. We got that from Mr. Allen, we got it from Mr. Bowley. And I know when I looked at it, I considered it to be very large if you want to do it right. If you want to just pick numbers out of a hat it could be very short, but I don't see why we would want to do that because we might have to deal with the sloppiness that would go into that. So if you look at his hourly rate, and that would be a special project, he did not disagree with my estimate of \$20-30,000. At an average rate of \$175 per hour, if you take his high rate and low rate and average it out, 80 hours of his work could be \$42,000. So it's not a trivial issue when we're going to have some expenses. We still have to get a phone system and a couple things so we have to be mindful of that.

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. Robinson to adjourn the meeting at 7:20pm.
Roll call vote, all yes.