

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

Meeting Held: January 21, 2020
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, excused
Administrative Clerk – Renee Evans, excused
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.

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 2020 Fire District Budget at a Special meeting scheduled for Tuesday, January 21, 2020, at 7:00pm. This meeting will take place at the Board office located at 1946 Williamstown Road, Erial, New Jersey. 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 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. Annacone, seconded by Comm. Robinson. Roll call vote, all yes.

Correspondence – Jeanette Cottone

Cl. Cottone: It's been distributed.

Treasurer's Report – Rich Annacone

Comm. Annacone: It's a very short report today. We're going into the new accounting system, so Expenditures as of January 21, 2020 is \$78,633.00, and that's the amount for approval.

Motion made by Comm. Flinn, seconded by Comm. Robinson to accept the Treasurer's Report as read.

Roll call vote, all yes.

COMMITTEE REPORTS

Budget Co-Commissioner – George Brown

Cl. Cottone: We do have to do the budget tonight, the Resolution for the adoption.

Comm. Brown: Do we have to have a second reading?

Cl. Cottone: Yes, we want to do the Resolution for the procedures regarding the adoption of the Fire District budget which basically states that you followed all the legal guidelines and rules and laws according to how you are to approve and then adopt your budget and the time in between is for questioning and what not. That Resolution R-01-20 basically states that the District has followed all the rules. If you want you can ask if there are any questions in between on the budget.

Comm. Brown: Any questions in between on the budget?

Budget Co-Commissioner – continued

Cl. Cottone: So it was approved by Trenton and now we can have the adoption which is R-02-20, so basically the budget was approved by Trenton, total revenues of \$1,861,845.00. The amount to be raised by taxation is \$1,474,659.00. This was the date that was set so we're statutory, and you can make the motion to adopt.

Motion made by Comm. Flinn, seconded by Comm. Robinson to accept Resolution R-01-20. Roll call vote, all yes.
Motion made by Comm. Flinn, seconded by Comm. Annacone to accept Resolution R-02-20. Roll call vote, all yes.

Computer Services – George Brown

Comm. Brown: I can report that with the extra effort of our reappearing, retiring and reappearing Clerk, the new accounting system is up and running. There is still a little work in terms of writing the reports the way we want them but it is up and running. The first checks are being distributed from the new accounting system this evening, so progress.

Fire Prevention – George Brown

No report.

IAFF Contracts Co-Commissioner – George Brown

Comm. Brown: IAFF contracts, we'll go into Closed to discuss that. We had a change to the document. I sent it out at 6:00pm, it's a little late but we'll go over that with you in Closed.

Legal Liaison – George Brown

Comm. Brown: Sol.Carlamere is not here.

Liaison to the District Volunteers – George Brown

Dep.Chief Brown: There are two background checks that will be in next week.

Budget Co-Commissioner – Rich Annacone

Comm. Annacone: We discussed the budget.

IAFF Contracts Co-Commissioner – Rich Annacone

Comm. Annacone: We will go into Closed Session.

Personnel / Administration – Rich Annacone

Comm. Annacone: I do have some things I want to go over, but also in Closed Session.

Personnel / Operations – Rich Annacone

No report.

Apparatus – Brian Robinson

Comm. Robinson: I'll defer to the Chief's Report. That pretty much covers everything. And just ask that there is a brief report between the two of you this morning, if you would.

Chief Brezee: A small fire became a large fire. It wasn't our job, it was Blackwood's job and as far as our department went, we operated well, we had six members there.

Dep.Chief Brown: From our end, I have no qualms about the fire personnel.

Comm. Brown: Anything else?

Comm. Robinson: No sir.

Fire Department Equipment – Brian Robinson

No report.

Fire Department Operations – Brian Robinson

No report.

Training – Brian Robinson

No report.

Insurance – George Flinn

Comm. Brown: On the issue of Insurance Comm. Flinn, I received an email from the Clerk today following up on a previous conversation that I had with the newest Clerk that they wanted to come in tomorrow to have a cyber security discussion. I called her this afternoon at about 2-2:30 and she did not return my call. I sent her an email that proposed we have a call tomorrow. I'm not going to wait around for a meeting, but they wanted to discuss our cyber security coverage. And there won't be much to discuss because there isn't anything left in the building that can be unsecured. At this point, we have the County and payroll and Active 911, and everything else is in the cloud just about, so we have dramatically improved our cyber security profile by not having anything here, so that should be a very short conversation. I just wanted to let you know.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Brown: 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: The report has been submitted, I have nothing to add.

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

Solicitor – David Carlamere

Comm. Brown: The Solicitor is not here.

Resolutions – Jeanette Cottone

Cl. Cottone: They're taken care of.

Old Business – George Brown

Comm. Brown: Old Business? (hearing none)

New Business – George Brown

Comm. Brown: New Business? (hearing none)

Public Portion – George Brown

Comm. Brown: Public Portion? (hearing none)

Closed Session – George Brown

Comm. Brown: At this time we'd like to go into Closed Session to discuss some issues regarding Personnel. And let the record show the Closed Session will begin at 7:13pm. Comm. Flinn has left the meeting.

Open Session – George Brown

Comm. Brown: OK, let the record show that we've come out of Closed Session at 7:20pm.
Roll call Commissioners – Comms. Annacone, Robinson and Brown are present.

Comm. Brown: During Closed Session, we discussed 3 items regarding Personnel. The first was a revision to the final document that was previously approved by the Board. The revision is a language revision only regarding a couple sentences that were omitted in the document we delivered to the Union. It has no financial impact on the District. The Shop Steward was here, we used his language, and I sent that over to him this evening for both he and Comm. Annacone to review. The motion that we need is for Comm. Annacone to sign the contract and whatever IAFF representative they want.

Motion made by Comm. Robinson, seconded by Comm. Annacone to accept the IAFF contract.
Roll call vote, all yes.

Comm. Brown: The second item regarded the hiring of a temporary part-time Administrative Clerk to help fill-in while Renee is out on maternity leave.

Cl. Cottone: I'm sorry George, that would be back to the normal Deputy Clerk or Clerk for the Board.

Comm. Brown: The thing is this, I think the feeling between Comm. Annacone and myself was that she was a Deputy Clerk, but she is going to be doing the Clerk's full duties for the 12-14 hours a week that she's here.

Cl. Cottone: So to fill-in for the Admin. Clerk.

Comm. Brown: So that we weren't going to try and diminish her pay or her title because she will be doing the work. And she's qualified because she was here before and she was a Clerk in Lindenwold. So it is what it is. So Comm. Annacone's recommendation was to pay her \$24 an hour. She'll be working approximately 12 hours a week.

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

Comm. Brown: The third item regarded health benefits for Renee while she's on her maternity leave and/or some other title that's more fitting to what she's doing, disability. We're too small for family leave act as I understand it. So the Board will pay her portion of her medical benefits, and she'll pay the amount that she normally would during her disability.

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

Adjourn – George Brown

Motion made by Comm. Annacone, seconded by Comm. Robinson to adjourn the meeting at 7:25pm.
Roll call vote, all yes.