

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

Meeting Held: February 25, 2021
Meeting Place: Board Office
Meeting Called to Order: 6:32pm
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, 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.

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

Correspondence – Renee Evans
Adm.Cl.Evans: All has been distributed.

Treasurer’s Report – Richard Annacone

William Penn General Account	2,122,206.85
William Penn Payroll Account	25,584.14
Expenditures: 02/25/21	53,810.07
TOTAL AMOUNT FOR APPROVAL	53,810.07

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

COMMITTEE REPORTS

Administration – George Brown

Comm. Brown: I understand there was a problem, and I only heard about it, I didn’t talk to anybody, with the 1099’s?

Adm.Cl.Evans: Yes

Comm. Brown: And what was that problem, I’m curious.

Adm.Cl.Evans: He sent it out with the total amount distributed wrong, and then he was supposed to correct it, but somehow some of them didn’t go out correctly so then he did correct it and sent them out again.

Comm. Brown: Doesn’t that come directly out of the Accounting software?

Adm.Cl.Evans: This year it didn’t. I don’t know if it will be up and running by next year, but there was something wrong with it and they couldn’t do it this year. It might be the way they were set up.

Comm. Brown: I want to know why that problem happened, because it shouldn’t. And he’s running the software, we’re not. Other than the few reports the Clerk has done, but I want to get to the bottom of that.

Adm.Cl.Evans: He said there is a glitch in the software also and that’s why they were sent out incorrectly the second time, but I don’t know.

Administration – continued

Comm. Brown: Well with all due respect, he picked the software, he's supposed to be an authority on it, and if it's a new glitch then I could get it, but why didn't we know about it. We didn't use that for 1099's last year, so this is our first year using it, but you can't have that. I don't want people...somebody doesn't get the revised version, then they report their income incorrectly and then get a knock at the door from the IRS and it's our fault as far as I'm concerned. That's not acceptable. So I'll call him. I want to hear from him what the problem was.

Adm.Cl.Evans: I know Jan did send him the breakdown with each amount and who it should be distributed to.

Comm. Brown: Beforehand?

Adm.Cl.Evans: Yes.

Comm. Brown: OK, well that's even more...I want to know what happened. Somebody says you're supposed to have five in this pile, six in that pile, seven in that pile and it doesn't match up you say "what's wrong here?" You don't send them out. OK, I'll follow up on that.

Computer Services – George Brown

Comm. Brown: Steve, I'm not putting this on you, but we can only spend so much money from the budget, I think it's a third. So the money I have in the budget to get that room done, I don't want to get in the way of your roofing project because spring is coming. I can wait, you can't. So we'll have to kind of coordinate that. I don't think we have enough to do all of our projects before the budget gets approved.

Comm. Funkhouser: I'm not sure about the furniture also.

Comm. Brown: Right, exactly. And I'd like to get them moved in there and then I'll deal with the computer room once I know...we're going to do it right this time. And I'm not going to do the work, I'm going to get somebody to do most of it, the wiring part of it, and I'd like to get the officer's moved in there as soon as we can get furniture for it. I don't know if you and Chris and the Chief have decided what's going in there.

Comm. Funkhouser: I haven't spoken to them in regards to that room. It was being painted the last I saw.

Comm. Brown: That got done since we met last time. And kudo's to the Captain for that paint job. Kudo's to him. Most of it we can get by with wireless I think, but nonetheless we'll see what the furniture is and how they're going to arrange it. I can't deal with the wiring portion. And the wiring portion will probably use power poles that run from the ceiling to the floor, that way if you ever want to move things around it's better than drilling holes in walls and floors. You can route the power and Ethernet over the ceiling. That's the way it gets done in most places. So if you want to stop in and look at our room down at Lakeside, that's what it's going to be almost identical to that in terms of design because it really works. So stop in one day. And I'd like to use, there was a contractor that one of my clients used on a big office building downtown. They didn't have big space, but the guys in Blackwood, I'd like to try and see if he's available to do the work. He did nice work. Do we have to use Union people for everything?

Chief Brezee: I would think on the short-term jobs, no; roof job, yes.

Comm. Brown: The short-term job is to get the cables the last 10 feet out of where they are into the wall and have them so they can get nicely organized and you're at eye level when you're putting stuff in instead of...so maybe you and I Steve can figure out when you think that might happen and I'll ask him to come out. I don't know how much that's going to be and whether or not I've got to get 3 quotes, but I know exactly what's got to be done, but I just don't have any hands to do it.

Comm. Funkhouser: It's running of the wires, that's it?

Comm. Brown: No, what's going to happen is, we're putting at least one rack in there so the equipment will be off the floor, so that rack has to be mounted and bolted to the wall so the stuff that's laying on the floor gets put up in the rack. That's why I said, if you come down, but just to remind you what all has to get done.

Comm. Funkhouser: OK.

Comm. Brown: OK, so let's see if maybe we can do that in two weeks depending on my time.

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

No report.

Budget Co-Commissioner – Rich Annacone

Comm. Annacone: The Budget was completed.

IAFF Contracts Co-Commissioner – Rich Annacone

Comm. Annacone: We just have to get the Chief's contract typed up, and everybody agreed to everything, right Chief?

Chief Brezee: Um hum.

Comm. Annacone: So we can get it typed up.

Personnel / Administration – Rich Annacone

Comm. Annacone: I'd like to go into Closed Session either now or at the end of the meeting.

Comm. Brown: OK. I think we just need to make a change to his...

Comm. Annacone: Right, salary basically.

Comm. Brown: Do you want me to do that?

Comm. Annacone: If you can. You're so much better with computers than I am.

Comm. Brown: I wouldn't say that anymore. OK, I'll get on that next week.

Personnel / Operations – Rich Annacone

No report.

Apparatus – Brian Robinson

No report.

Fire Department Equipment – Brian Robinson

No report.

Fire Department Operations – Brian Robinson

No report.

Training – Brian Robinson

No report.

Insurance – George Flinn

No report.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: In regards to the roof, we got two bids. I just got off the phone with Sol. Carlamere. I want to bring it up for a vote to get started on the bid process with the two bids we got, and estimated how much it would cost us, and he said to get started. He did mention something about an engineer, possibly getting an engineer out here to draw all this up. He said it's not mandatory, but we could get an engineer to draw up the roof to get that straightened out.

Comm. Flinn: I think that's a waste of money. An engineer will figure out that you're replacing what's there already.

Comm. Funkhouser: He just mentioned that. The Red Cross gave me a call today, they want to set up again. But I want to bring it to the Board before I set anything up to make sure it's still OK because of the Covid virus, and we still bring people in here. They've had no incidents of Covid.

Chief Brezee: They've done a great job. Now more than ever, because of the Covid, they've put in the safety of getting it done. Prior to Covid, people were in the hallways, all over the place. Since the Covid and we've had the blood drives,

Building Maintenance & Grounds – continued

it's very controlled, very limited. They've done a great job cleaning up and wiping down constantly as they go. I think you should continue. The only thing I ask is like we've done to schedule them on staff day.

Comm. Funkhouser: Right. Is everyone OK with that to have the Red Cross come back? We've set up a day already, Thursday, May 27th from 1:30pm to 6:30pm. (hearing OK)

Comm. Brown: When's Memorial Day?

Comm. Flinn: May 31st.

Chief Brezee: You may see some roofing companies who just follow bid-type work jump in at that point when you officially post those bids.

Comm. Funkhouser: Yeah, once it gets in the paper. We have to put together bid packages, and I've never had to do this bid part...

Comm. Annacone: That's why I think maybe an engineer might not be a bad idea because you need to know what you want in the bid to make sure everybody is doing the same thing.

Comm. Funkhouser: Right, that's why we have these two quotes come in because they give a breakdown on everything they're going to do.

Comm. Brown: So to Comm. Annacone's point and to Comm. Flinn's point, can we hire the engineer just to help us with the request for proposal.

Comm. Funkhouser: I don't see why not.

Comm. Brown: We make it clear when they come in, we're not looking to change the architectural aspects of the building, but we need to be specific in the request for bid.

Comm. Annacone: When you do the bid, you need to have "this is what we want in the bid."

Comm. Funkhouser: That's what I was telling you. Sol. Carlamere and I were talking about giving that package put together afterwards with the quotes we got, everything they have is pretty much the same thing, taking old off, putting new on, making sure the underlayment of the roof is solid, so it would all go in the package.

Comm. Brown: I think we would have to specify the type of materials and what-not, and none of us are qualified. Can we backtrack a little bit and authorize...

Comm. Funkhouser: Do you know any Engineers? I don't know any Engineers.

Comm. Brown: We can find them, they're around.

Comm. Funkhouser: Alright, so you're thinking that we need an Engineer...

Comm. Brown: To write the request for the proposal. And when you speak to these guys...because for them, it's almost boiler plate. But apparently looking at other governmental institutions in this Township, there's been some issues with roofers, and I'm suspecting that's why. I know at least two schools leaked the year after they put the roofs on.

Comm. Robinson: Mike, you're here all the time...not necessarily somebody to oversee the job, just get it started.

Chief Brezee: What you're saying there, I would be happy to send some emails to Engineers and say hey, this is what we're doing, what can you do for us. What do you do? I just did a quick search for NJ Government request for proposal. There's a whole bunch of stuff here.

Comm. Funkhouser: How much does it cost.

Comm. Brown: It's an hourly rate. My guess is...

Comm. Funkhouser: We're not budgeted for that...

Chief Brezee: If you think about it, we did.

Comm. Brown: It just comes out of the roof. It's preliminary to the construction project.

Comm. Funkhouser: It's close to what we budgeted for.

Chief Brezee: You put a call or email up to the State. They have Offices to help with this type of thing as well and shoot us in the right direction.

Comm. Funkhouser: I'll come in and work with you on that.

Chief Brezee: Let's see where it takes us.

Comm. Funkhouser: OK.

Motion made by Comm. Brown, seconded by Comm. Robinson to authorize Comm. Funkhouser to find the necessary consultation consultative help with the request for bid. Roll call vote, all yes.

Communications – Steve Funkhouser

No report.

EMS / Supplies & Equipment – Steve Funkhouser

No report.

Turn-Out Gear – Steve Funkhouser

Comm. Funkhouser: In the Chief's Report, some gear to come in?

Chief Brezee: What I listed is the only thing left... turn-out gear and gloves on your line item and a couple equipment items.

Uniforms – Steve Funkhouser

No report.

Chief – Michael Brezee

Chief Brezee: My report's been submitted, I have nothing to add.

Motion made by Comm. Robinson, seconded by Comm. Annacone to accept the Chief's Report.

Roll call vote, all yes.

Solicitor – David Carlamere

Comm. Brown: The Solicitor is not here, he's been excused due to something that happened prior to the meeting.

Resolutions – Renee Evans

Adm.Cl.Evans: None at this time.

Old Business – George Brown

Comm. Brown: You know, I was going to bring this up when we approved the minutes, but I brought this up two meetings ago. Stuff is falling through the cracks because we don't have an Old Business list from prior months. I can just barely remember where I parked my car about 15 minutes ago.

Chief Brezee: Check your phone. Mine keeps telling me where I parked my car.

Comm. Brown: So we need to revise the format of the minutes. I looked through them tonight, and I just didn't have enough time and I didn't necessarily remember, but when the minutes are typed up, I would like to see a section at the end saying Old Business so we can just peak at that before the meeting and then deal with that here.

Adm.Cl.Evans: OK.

Comm. Brown: For example, I have a question in my mind as to whether or not we resolved the contract for the Asst. Clerk's. That kind of thing.

New Business – George Brown

Comm. Brown: I have one piece of New Business. Good luck to Kramer.

Chief Brezee: He'll be fine.

Comm. Annacone: They're sending him all the way to Washington State to go back to Guantanamo Bay.

Chief Brezee: The story is wonderful. He's got to take 7 bags of luggage with him, at which point when he gets there he gets all new uniform equipment issued and another 7 bags goes to Guantanamo with him. Comes back from Guantanamo to Washington State, now he has to get 15 bags of luggage back to New Jersey. And that's Kramer's worry...how am I going to get this luggage back? He's excited and he's the man for it.

Ff. Stott: That's exactly what they did to me. I went to Kuwait, and I get down there with all my stuff. They said you don't need any of that, we're going to issue you brand new stuff. I put everything into plastic totes, zip tied them shut and mailed all the stuff home. But that gives you an idea how the government and military work.

Comm. Brown: One of my employees was in the air force. He moved 8 times...his house, not just his personal affects, but his house. He was in the air force for 24 years.

Ff. Stott: The military will do that, not just yourself but if you're married, all your dependents.

Public Portion – George Brown

Comm. Brown: Public Portion? If you'd like to ask the Board anything, stand, state your name and address. (hearing none)

Closed Session – George Brown

The Board went into Closed Session at 6:55pm.

Comm. Brown: Let the record show that the Board has come out of Closed Session at 7:41pm.
Roll call Commissioners, all present.

Comm. Brown: During the Closed Session we discussed some personnel issues that we're not ready to vote on yet, so that's the end of that. Any other issues?

The meeting date for March, because we'll have the schedule set for the year in March, and we can't do that until the Election. We have to pick a date for March. OK, are we all in agreement, the 25th? (hearing yes)

Adjourn – George Brown

Motion made by Comm. Flinn, seconded by Comm. Robinson to adjourn the meeting at 7:43pm.

Roll call vote, all yes.

Comm. Brown: Thank you everyone.

Old Business List – George Brown

- 1) CPA issue with 1099's – Comm. Brown is calling the CPA
- 2) Computer Room Project – hiring for electrical and computer install
- 3) Comm. Funkhouser to visit Comm. Brown's office for cable layout
- 4) Update – Adm. Clerk work from home, computer, phone, etc.
- 5) Roof update
- 6) Election update – Petitions and Candidates, Election April 20, 2-9pm etc.