

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

Meeting Held: November 17, 2020
Meeting Place: Board Office
Meeting Called to Order: 6:32pm
Members of Board Present: **Chairman** – George Brown
Vice Chairman – Richard Annacone, excused
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:

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

Correspondence – Renee Evans

Adm.Cl.Evans: It’s been distributed.

Treasurer’s Report – Renee Evans

William Penn General Account	2,085,327.18
William Penn Payroll Account	51,560.87
Expenditures: 11/17/20	81,836.11
TOTAL AMOUNT FOR APPROVAL	81,836.11

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

Closed Session – George Brown

Comm. Brown: The Board will go into Closed Session at this time to discuss Labor Contracts at 6:40pm.

Open Session – George Brown

Comm. Brown: Let the record show that we came out of Closed Session at 7:28pm.

Roll call Commissioners, all present.

Comm. Brown: During the Closed Session we discussed the Clerk’s contract, which I’d like to have a Resolution to approve it. The Commissioners have a current copy. There is one change to it of the Uniform Allowance to go from \$200 to \$300. The contract will be revised for signing. I can stick the FOB into your computer and we can change it tonight and be done with it. So the amounts are in the contract. It’s a 4 year contract. There was a promise made to Renee when she started here that if she could demonstrate that she was worth more we would fix her contract in the first year, and she’s certainly demonstrated that. So I’d like to have a motion to approve her contract and make the approval with the adjustment.

Open Session – George Brown

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

Comm. Brown: We also spoke to the Chief about what his new contract would look like. He's only looking for a change in his salary. We've asked him to give us something in writing, one page, over why he wants what he wants and depending on what's in there, we'll probably approve that as soon as we could, even if we need a Special Meeting. He's going to get that to us within a week Chief?

Chief Brezee: Um hum.

Comm. Brown: Alright. So that's tabled for right now.

Comm. Brown: The third thing is, we have two employees that have been due their Healthcare reimbursement for some time and we want to approve that. Under State Law, if you do not take your State benefits, you can get reimbursed for not taking that. The maximum under the Law is \$5,000. It sounds like a big number, but when you think that it's basically saving the District upwards of \$23,000-\$25,000 at least per employee. So basically they're saying here, I'll give you \$30,000 back and we're saying OK, we'll give you \$5,000 back. It's a plan that's done in most businesses, I know I do it in my business. It's very common, there is nothing special. It's in the law, it's in the contract but the amount of the reimbursement was never established by the Board, it fell through the cracks and we want to fix it tonight. To the first employee which is Adam Craig, and the Clerk is going to verify this, he's due 5 years of that reimbursement. I'd like to get a motion that we pay Adam and get him up to date through the end of this year.

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

Comm. Brown: The second is, that the Clerk was also due reimbursement for last year and was not paid. We want to pay her and that's not tax free by the way.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to pay the Clerk \$5,000. Roll call vote, all yes.

Comm. Brown: OK, that's the Closed Session items.

COMMITTEE REPORTS

Budget Co-Commissioner – George Brown

No report.

Computer Services – George Brown

Comm. Brown: We would like to move the Fire Officers from the coat closet as I call it to the space that used to be the eating room across the hall. We can put some furniture, chairs and conference table in there. We're doing this because we'd like to proceed with the new phone system, and we need a space to put that as well as to get our computer equipment out of the closet in the Commissioner's Office. I think the Chief has some plans maybe to put some more pc's for training in the building, is that correct Chief?

Chief Brezee: Um hum.

Comm. Brown: And we've got to beef up the switches and what not that we have to do that, and I need to put money in the budget for next year in order to get that done. So, a motion to move the Fire Officers?

Comm. Robinson: Will we fit it all in the same room with the training pc's?

Chief Brezee: What I would want to do is have work stations available to Volunteers whether an Officer is here or not, because we plan to start a lot more on-line training, utilize the on-line training program we already have. Some of these guys stop in a couple hours and not doing anything, they'd be able to come in and work on that work station. So they would be locked out of the Officer's room, so I'd like to have at least one or two outside of that.

Comm. Brown: We could put them along the wall there.

Chief Brezee: My initial plan was to put at least one or two in the bay room where their TV is, just so a guy can come in and do his on-line if he wanted to.

Comm. Robinson: I just wanted to get an idea if we could get ahead of it as far as where we put it and so forth.

Motion made by Comm. Funkhouser, seconded by Comm. Flinn to move forward. Roll call vote, all yes.

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 member to the Volunteer Co. this month?

Chief Brezee: Dep.Chief Brown apologizes for not being here. He was required down the Fire Academy tonight and he has no new members.

Comm. Brown: OK great, thank you.

Budget Co-Commissioner – Rich Annacone

No report.

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: Under the Apparatus Report Chief, which is awesome by the way that you submitted. What is your end recommendation, a summary as far as the monies?

Chief Brezee: That will be worked out in the budget.

Comm. Robinson: I'm just asking for your recommendations as far as hold off a year or two, put into Capital or...

Chief Brezee: That was a discussion I had with Comm. Funkhouser. Again, this is something we can sit down at a budget meeting looking at the replacement schedule, what we have there, what we've been putting in and what we intend to put in the future, and we can make those marks for Apparatus. If there is more than needed, we can transfer some over to use from Capital Improvements.

Comm. Brown: OK, but we have to send our budgets to the Accountant next Monday.

Comm. Robinson: I'm talking for in the future.

Comm. Brown: I'm concerned about what you're going to do next year. Do you want to put money into the truck fund or do you not. If not, the next money that you're going to have potentially is for the building. I'm just trying to keep everybody on the same page. I'm only really right now concerned with the one thing I can be concerned with is next year.

Chief Brezee: In the amount of time we've had discussions, right now our next truck purchase is covered. For 2020 we put \$200,000 in there. 2021, put \$175,000, Capital improvement of the roof, \$25,000 goes into the truck fund, next year we're back to the truck fund. That's my suggestion.

Comm. Brown: Alright, so when we do our budgets we're going to put those in there. That's not an improvement necessarily because that's a plan. We have a plan in place and a decision made in very short order, so that's great.

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: I've been working on the budget to get things together. I didn't see the Chief's Report, have you ordered anything?

Chief Brezee: For the building, the Ice machine has been repaired. The patio upgrade, we're down to getting the gate repaired, locks, propane, big table is back there. The oven was hooked up today, it's in. So I have to go out there Monday and do some paperwork with them and we'll figure it out. The Shop tool purchasing which we have that list accumulated and we'll start working on that.

Comm. Funkhouser: That's all I have. Thank you Chief.

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's been submitted.

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

Solicitor – David Carlamere

Comm. Brown: The Solicitor is not here.

Resolutions – Renee Evans

Comm. Brown: No Resolutions.

Old Business – George Brown

Comm. Brown: Old Business? (hearing none) I'm going to ask the Clerk that henceforth we have a running list of Old Business Issues that have not been resolved so they don't fall through the cracks, as some did, we found out this past month. If you could handle that? It's a reminder to the Commissioner's that they're owed something for the next meeting.

New Business – George Brown

Comm. Brown: New Business? (hearing none)

Public Portion – George Brown

Comm. Brown: Public Portion? (hearing none)

Adjourn – George Brown

Motion made by Comm. Flinn, seconded by Comm. Funkhouser to adjourn the meeting at 7:40pm. Roll call, all yes.