

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

Meeting Held: February 24, 2022
Meeting Place: Board Office
Meeting Called to Order: 6:30pm
Members of Board Present: **Chairman** – George Brown
Vice Chairman – Brian Robinson
Treasurer – Steven Funkhouser
Secretary – George Flinn
Commissioner – Derek Grier
Administrative Clerk – Renee Evans, excused
Clerk – Kathleen Crockett
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.

Comm. Brown: Congratulations to Comms. Funkhouser and Robinson on their victorious run on Saturday, and I think on that note, should we just swear you both in tonight rather than have a special meeting?
Sol.Carlamere swore-in Comms. Funkhouser and Robinson as Commissioners to the Board. (applause)

Comm. Brown: The other thing besides your victories is that the budget passed which was really great. We only had 10 people show up, but the vote by mail numbers were perhaps as high as I've seen, so we have an approved budget.

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. Grier. Roll call vote, all yes.

Correspondence – Kathleen Crockett
Cl.Crockett: It's all been distributed.

Treasurer's Report – Steven Funkhouser

William Penn General Account	2,307,787.24
William Penn Payroll Account	18,579.73
Expenditures: February 24, 2022	141,875.07
TOTAL AMOUNT FOR APPROVAL	141,875.07

Motion made by Comm. Flinn, seconded by Comm. Grier 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: Do we have any new members?

Dep.Chief Brown: We have one who I don't believe has been fully approved, its conditional upon the background, that's Shane Flinn who's here tonight. There was a personal matter, because he's a seasonal employee out west for a few months a year, and register for the Fire 1 program and do that in his non-seasonal time when he resides here in the District. His background was back and good, everything else came back A-OK.

Comm. Brown: OK, are you suggesting we approve him tonight?

Dep.Chief Brown: That's correct.

Comm. Brown: OK, I saw the background check, it looked pretty good, you saw his experience check. He's there and he's in Fire 1.

Motion made by Comm. Robinson, seconded by Comm. Funkhouser to approve the new candidate Shane Flinn.
Roll call vote, all yes.

Budget Co-Commissioner – Brian Robinson

No report.

IAFF Contracts Co-Commissioner – Brian Robinson

No report.

Personnel / Administration – Brian Robinson

Comm. Robinson: I have nothing, but I am going to request a Closed Session for a couple minutes for a contract issue.

Comm. Brown: OK, we can do that at the end.

Personnel / Operations – Brian Robinson

No report.

Building Maintenance & Grounds – Steve Funkhouser

Comm. Funkhouser: I probably have a lot to report, but I just got home and I really didn't have time to go through the Chief's report or anything. So I'll defer to the Chief's report in regards to anything that I have this evening. I'm still working on the roof project at this time. Maybe sit down with Mr. Carlamere and go over if there are any changes in the law. I think you suggested that at the last meeting we had. Other than that everything is still standing. We had a problem with the generator and the hose line...a hose broke so they had to come out on an emergency job. It didn't come on one night so that's how they knew the generator was bad. And the air system Chief, what happened with that? The last I knew there was a problem with the switch or something.

Chief Brezee: The plymo-vent exhaust system...they came out and did a preventive maintenance and afterwards the thing started acting up and coming on on its own, to the point where it was doing it several times an hour and I can only imagine what that was doing to the electric, so I shut it down and called them, and they're going to send somebody back out for a third time and that's where we are.

Comm. Funkhouser: OK, so we're still waiting on it. That's all I have to report for now.

Comm. Brown: OK...I did speak to the lock people and they're supposed to be sending someone out...

Chief Brezee: It's done.

Comm. Brown: It's done?

Building Maintenance & Grounds – continued

Chief Brezee: I didn't even know, I went to grab the door yesterday and nearly walked into it, so Jan just told me today oh yeah when you were out on a call, the guy came in and in 10 minutes had it fixed.

Comm. Brown: He was supposed to call me before he came in here.

Chief Brezee: He actually said to Jan that he was on another job in the area and thought he'd swing by and take a look and was able to just do it. He said he'll send a bill.

Comm. Brown: OK, great.

Comm. Funkhouser: OK, that's taken care of, that one door?

Comm. Brown: Yeah.

Comm. Funkhouser: Did he check the back door also? It opened tonight so that's OK.

Chief Brezee: I don't know.

Comm. Brown: Maybe it's weather-related. OK, so that's done.

Comm. Brown: Anything else Comm. Funkhouser?

Comm. Funkhouser: Um..

Comm. Brown: I have one question. Did you get qualification from the Solicitor on the process of selecting a consulting engineer? My question was whether or not that person or persons fall under the Professional Services rule?

Sol. Carlamere: They do fall under the Professional Services rule, but as a matter of practice, just about every governmental entity today usually puts out some type of bid spec and invites different companies to bid. But there is an exception to the process when you're dealing with someone with license and is professional, because you're not really looking for the least expensive or the cheapest bid so to speak, you're looking for the most qualified individual to meet your standards. So there is an exception to that if you want to go that route, but for years now, governmental entities usually go out for bids, but you don't have to.

Comm. Brown: So that everybody understands what the issue is, we had said from two years ago that we were going to get a professional consulting group to manage the roof repair, because it's just too much for one person. So that was factored into the estimate for the roof. But then the question was whether or not you have to go out for bids for the consulting engineer or you can just appoint one. We're just trying to act in transparency so no one says we gave to the consultant engineer because he was a friend of Derek's or whatever.

Sol. Carlamere: Some of the language also you find in the pay to play legislation, but you're not out there soliciting contributions and things like that for elections or what have you, so that doesn't affect you. But if it's municipalities or states, politically you see where that happens. Pay to play legislation kind of prohibits that, but again if you're not going to go out for bid, you should at least solicit a couple different companies, engineers in the area. Remington and Vernick does a lot for Gloucester Township as their engineer specs out all their buildings. And as I said, maybe for the benefit of the public, it's the best way to go because they put the specs together, then you have to go out for bids for that contractor, and they monitor the bids, they report to the Commissioners how the bids came in, you make the award, then once the contract starts, part of their services if you want and probably should, they monitor the different stages of the work that's being done so they know the contractor's in compliance with the specs. I think it costs more which we talked about a while ago, but it really takes a lot of pressure off the Commissioners and gets the job done. Municipalities use it on a regular basis.

Comm. Brown: I guess my only concern is, thinking back over the last 5 years and reading the news, the School Districts didn't do too well on their roof repairs, and I'm wondering why that was. And I want to make sure that whatever we do here, we've got somebody's feet we can hold to the proverbial fire. And this is no reflection on Comm. Funkhouser, but I know I wouldn't want to be responsible for getting that job done. I did stay at a Holiday Inn last night, but I'm not going to be the supervisor on the roof. So the question is, how do we get somebody really qualified. I think the estimate in the estimate for their services was like \$35-38,000. So it's not that we're paying just a couple hundred dollars for their services. Whatever we're going to pay, I want to make sure we get those services started from day one from the consulting engineer.

Comm. Funkhouser: We'll be working on getting a consulting engineer, that's the next step.

Comm. Brown: OK, it's your gig so how do you want to do that? Do you want to get some names and go out to them or do you want to put a bid out for that. I thought we were going to try and decide that tonight.

Comm. Funkhouser: Probably, if it's somebody we know who's a good engineer in the area in town. George, do you know of any engineers?

Comm. Flinn: I wouldn't use one, I'm against it.

Comm. Funkhouser: Chief, do you know of anyone?

Building Maintenance & Grounds – continued

Chief Brezee: We've already done this. The consulting engineer service on Cross Keys Road has provided a bid. They will do the job start to finish and be on site, they handle everything. Remington and Vernick, they only want to guide us through the process, they don't want to manage it.

Comm. Funkhouser: Right I got that.

Comm. Brown: OK, I don't recall that being said...because that's important. We're looking for somebody to manage it from day one.

Comm. Funkhouser: That's the consulting engineer, this report here that I have.

Comm. Flinn: They're in the District, right?

Comm. Brown: No, they're in your old district.

Comm. Flinn: Not in my district...they're still in town.

Comm. Brown: I don't care about that to be quite honest with you. I just want somebody who we can really trust and be qualified and most importantly if we have a leak right after the job is done, I want somebody who will stand behind their work and not make this a problem for the Board or Chief or anybody here.

Sol.Carlamere: I can contact the Township list of engineers, Penn and Assoc., CES does work, and they all get good reports. Remington does, but if they don't meet what you want to do, then you move on to someone else.

Comm. Funkhouser: OK. You have my email address?

Comm. Brown: So for the record, what does OK mean?

Comm. Funkhouser: OK?

Sol.Carlamere: I think you should get a report from a couple of them and present it to the Commissioners and let the Commissioners make the decision.

Comm. Funkhouser: That's what OK means.

Comm. Brown: Alright, that's what I wanted to know.

Comm. Flinn: So we're not going to put this out to bid and extend this process more, right, for an Engineer?

Comm. Brown: You mean that we should try to avoid the rainy season to get this done?

Comm. Flinn: We've been this and that for like 3 years now.

Comm. Brown: So OK means we're going to get a list from the Solicitor...

Comm. Funkhouser: Hold on, are you saying I'm slacking?

Comm. Flinn: I never said that...never did I say that. And I don't mean that either.

Comm. Funkhouser: OK.

Sol.Carlamere: So are you going to do this at your next meeting then, approve?

Comm. Brown: I would hope we do.

Sol.Carlamere: Alright I'll get you a couple more and you can work with me or communicate as to how you want your specs. Do you want them to do the design, put it out for bid and monitor the job.

Comm. Funkhouser: OK.

Comm. Brown: Alright.

Communications – Steve Funkhouser

No report.

EMS / Supplies & Equipment – Steve Funkhouser

No report.

Turn-Out Gear – Steve Funkhouser

No report.

Uniforms – Steve Funkhouser

No report.

Insurance – George Flinn

No report.

Sign – George Flinn

No report.

Water – George Flinn

No report.

Apparatus – Derek Grier

Comm. Grier: I defer to the Chief's report, but I want to highlight a couple things here. Congratulations to Ff. Blevins, Ff. Craig and Lt. Schoonmaker for completing Fire Officer 1. That's a tough course, I did it myself. It's a tough course, and I'm glad they did it.

I also see that they're having the Andy Reid Coaching Class, something about commanding from the sidelines that I might be interested in signing up myself.

Comm. Brown: OK.

Comm. Grier: Other than that, I do refer to the Chief's Report and on the boom, was there any more progress made?

Comm. Brown: That'll come up in Old Business, but you can ask now if you want.

Comm. Grier: That's fine, we'll address in Old Business.

Fire Department Equipment – Derek Grier

No report.

Fire Department Operations – Derek Grier

No report.

Training – Derek Grier

No report.

Chief – Michael Brezee

Comm. Brown: We've got the Chief's Report.

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

Chief Brezee: The only thing I need to add to that is, we were on a call the other day and Chairman Engelbert wanted us to relay that 85 has moved up their hourly wage on their part timers to \$16 an hour and wanted us to let you know that.

Comm. Brown: OK. My response to that is that would have been very helpful before the budget was approved, and it's not very helpful after the budget's approved. Thanks for the help.

Solicitor – David Carlamere

Sol.Carlamere: I have nothing to report. You have to go through your re-organization I guess tonight.

Comm. Brown: Yeah, do you want to do those Resolutions now?

Resolutions – George Brown

Sol.Carlamere: I guess as a matter of format if you chose, R-04-22 and 05, you can do together as a motion as a consent. The next group of appointments, you can read them and do one motion and one roll call, unless anyone wants to handle something separately.

Comm. Brown: R-04-22 To set the schedule of meeting dates and times for the year 2022 and initial 2023 year
R-05-22 The Resolution to adopt the Cash Management Plan for GTFD6 fiscal year 2022

Motion made by Comm. Flinn, seconded by Comm. Funkhouser to accept R-04-22 & R-05-22. Roll call vote, all yes.

R-06-22 Attorney - David F. Carlamere, Esquire

R-07-22 Accountant - Joseph Bowley & Co.

R-08-22 Auditor - Bowman & Company

R-09-22 Deposit of Funds - William Penn Bank

Legal Notices - Central Record, Courier Post and Philadelphia Inquirer

R-10-22 Dental Care Provider - Delta Dental of NJ

R-11-22 Medical Provider – US HealthWorks and Interstate Mobile

R-12-22 Award of State Contracts – Per N.J.S.A. 40A:11-12

Motion made by Comm. Flinn, seconded by Comm. Grier to accept R-06-22 thru R-12-22. Roll call vote, all yes.

Resolutions – continued

Sol.Carlamere: I'd like to thank the Board for my re-appointment.

Comm. Brown: You're welcome. As far as any re-organization, I recommend that we stay with the duties that we have. Would anybody like to change that? Otherwise we'll hold the same assignments for 2022. (hearing none)

Sol.Carlamere: You should make a motion to confirm the same assignments for the record.

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

Old Business – George Brown

1) Computer Room project

Comm. Brown: It's coming along. The Deputy Chief and I on Saturday night went through all the pieces that we need from my side on what has to get done in order to get that going. So nothing new to report on that, but it looks like they're close on the Officer's office, and I'll be right behind him with what he needs for computers, etc.

2) What to do with Support Vehicle 869

Chief Brezee: It was reported at the last meeting that we weren't going to go any further with it.

Comm. Brown: The question is what's going to happen to the vehicle.

Chief Brezee: The decision will have to be made whether we keep it in service or not. It's past inspection, it won't pass vehicle inspection.

Comm. Brown: It won't pass vehicle inspection?

Chief Brezee: Not with the check engine light on. They estimate the repairs to be \$1,500 to get rid of that light.

Comm. Brown: OK, so what's your recommendation?

Chief Brezee: I would recommend fixing the vehicle.

Comm. Brown: Comm. Grier you have equipment. Do you want to cogitate that till next meeting?

Comm. Grier: Next meeting.

Comm. Brown: Next meeting you'll give us an answer?

Comm. Grier: Yes.

Comm. Brown: OK.

3) Apparatus boom leaking – update

Comm. Brown: Mr. Solicitor?

Sol.Carlamere: I don't have anything back on that. As a matter of fact it kind of slipped my radar, I don't have anything in this file that deals with that. I'll give you a report next meeting.

Comm. Brown: But the Chief did deliver to you the documents that you need to review?

Sol.Carlamere: Yes.

Comm. Brown: OK.

4) Roof update

Comm. Brown: We've talked about that, so we're good on that.

5) Call Back Program

Comm. Brown: Is that the subject of Closed Session?

Comm. Robinson: Yes Sir.

Comm. Brown: OK, so we'll to go to that.

6) New Phone System for the Building

Comm. Brown: I'm working on that. I suddenly found out that I have to get one for my business. I tried to find one that's the same so it won't be such a great transition for me, and I've been dealing with Verizon this past week, so I'll have a report on that next week.

New Business – George Brown

Comm. Brown: New Business? (hearing none)

Closed Session – George Brown

Motion made by Comm. Flinn, seconded by Comm. Robinson to go into Closed Session at 6:56pm.

Roll call vote, all yes.

Comm. Brown: At this time, the Board's going into Closed Session on a couple issues and will open back up to the Public following the Closed Session.

Open Session – George Brown

Comm. Brown: OK, at 7:44pm the Board has gone back into Open Session. Can I have a roll call of Commissioners please. Roll call, all present.

Comm. Brown: The issues discussed in Closed Session have not been resolved, and therefore there is no comment on them at this time. ***CS – 90, CS – 91, CS – 92***

Public Portion – George Brown

Comm. Brown: Anyone from the Public, address the Board? (hearing none)

Adjourn – George Brown

Motion made by Comm. Flinn, seconded by Comm. Robinson to adjourn the meeting at 7:45pm.

Roll call vote, all yes.

Comm. Brown: Thank you everyone.