

**Board of Fire Commissioners  
District 2, Howell Township Fire Company No. 1  
Adelphia, NJ 07710**

January 10, 2018

REGULAR MEETING

Notice of time, date, location and agenda of the meeting, to the extent then known, was duly published in accordance with the requirements of the "Open Public Meeting Act" at least 48 hours in advance of this meeting by posting and by publication in the official newspapers of the district.

The meeting was called to order by Chairman Harry Carter, at 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Harry Carter, Thomas Ward, and Doug Howlett present. Also in attendance was Joseph Youssouf, Board Attorney, and Robert Hulsart, Board Auditor.

The meeting agenda is being altered in order for the Board to finalize the 2018 Fire District Budget.

Bob Hulsart said that the State will not approve our 2018 Fire District Budget as submitted. The State said that we need to move \$110,000.00 out of the Chief's Budget, line A12-13, and move the monies to Capital Appropriation, line E-9. This \$110,000.00 is for the purchase of a New Utility Vehicle with Snow Plow Attachment. Bob said that the first thing we need to do is amend the 2018 Fire District Budget to include moving the \$110,000.00 from A12-13 to E-9. A resolution was made by Frank Biddle III and seconded by Doug Howlett, to move the \$110,000.00 from A12-13 to E-9 in the 2018 Fire District Budget. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

Joe said that we need to schedule another Public Hearing for the amended 2018 Fire District Budget. After some discussion, a resolution was offered by George Patten and seconded by Tom Ward, to advertise for and hold a Public Hearing of the amended 2018 Fire District Budget for Tuesday, January 16, 2018 at 1:00 PM at the Route 33 Fire Station. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

Chairman Carter thanked Robert Hulsart for attending this meeting to expedite to 2018 Budget process.

Joe asked the Chairman if he could finish the Legal portion of the meeting because he did not feel good and would like to leave early. Chairman Carter agreed with Joe's request

Joe said that everything is still on schedule for the upcoming Fire District Elections. Joe reminded Frank that January 22 will be the cutoff date for petitions for Fire Commissioner. Frank said that he would call Joe on January 22, 2018 to let him know the names of anyone running for the two Commissioner positions available. The Fire District Elections are scheduled for February 17, 2018 from 2:00 PM to 9:00 PM. Currently the two positions are being held by Frank E. Biddle III and Doug Howlett.

Frank reminded Joe that we needed to establish a Temporary Budget for the first part of 2018. Joe said that we should create a Temporary Budget and it can be 14% of the 2017 Operating Budget, which comes out to \$194,558.00. A resolution was offered by Tom Ward, and seconded by Doug Howlett, approving a Temporary Budget of \$194,558.00 to carry us until March 5, 2018. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

Joe thanked the Board and left the meeting.

Chairman Carter returned the meeting to the regular agenda.

A motion was made by Tom Ward and seconded by Doug Howlett; to approve both the minutes of the special meeting and the regular meeting, which were held on December 4, 2017, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
2591	A11-2	N. J. Motor Vehicle Commission	150.00
2592	A12-1	Asbury Park Press	190.45
2593	A12-3	Absolute Fire Protection Company, Inc.	8,031.24
2594	A12-3	Allied Diesel Service	4,871.66
2595	A12-3	Brice's Auto Supply, Inc.	486.36
2596	A12-3	Clean Air Co.	857.97
2597	A12-3	Continental Fire & Safety, Inc.	1,136.00
2598	A12-3	Defender Emergency Products	3,955.36
2599	A12-3	East Coast Emergency Lighting, Inc.	8,895.54
2600	A12-3	Edwards Tire Company, Inc.	786.92
2601	A12-3	ESI Equipment, Inc.	25.00

2602	A12-3	Firefighter One	212.25
2603	A12-3	Front End Shop, Inc.	1,137.16
2604	A12-3	Motorola	78,002.25
2605	A12-3	MyFleetCenter.com	139.42
2606	A12-3	Peet Brothers Co.	667.75
2607	A12-3	Signal Control Products, Inc.	20,885.00
2608	A12-3	Team Life, Inc.	558.00
2609	A12-4	CNP Fittest of New Jersey, LLC	1,100.00
2610	A12-4	Family Practice of CentraState	830.00
2611	A12-4	Hartford Steam Boiler	55.00
2612	A12-4	NetLink	199.00
2613	A12-4	Joseph D. Youssof, Esq.	7,080.00
2614	A12-6	Pedroni Fuel Co.	1,017.32
2615	A12-8	JCP&L	1,456.95
2616	A12-8	N. J. American Water	168.89
2617	A12-8	N. J. Natural Gas	2,511.56
2618	A12-8	Verizon	465.36
2619	A12-8	Verizon Communications	65.75
2620	A12-8	Verizon Wireless	651.08
2621	A12-9	N. J. American Water	6,900.30
2622	A12-9	N. J. American Water	8,044.74
2623	A12-10	Complete Security Systems, Inc.	105.00
2624	A12-10	Freehold Cartage, Inc.	118.90
2625	A12-10	Jersey Coast Fire Equipment, Inc.	115.00
2626	A12-10	Sakoutis Brothers Disposal	75.00
2627	A12-10	Shore Business Solutions	200.00
2628	A12-13	Alconic, LLC	17.75
2629	A12-13	Precision Art Shields	315.00
2630	A12-13	SAFE-T	13,170.96
2631	A12-3	Graga Construction, Inc.	142.00
2632	A12-13	Super Laundry Equipment Corp.	13,075.00
Electronic	A9-1	Payroll by Paychex (for December 2017)	3,234.32
Electronic	A9-1	Tax Pay by Paychex (for December 2017)	686.90
Electronic	A9-1	Paychex Fees (deducted 01-10-18)	139.12
Electronic	A9-1	December 2017 N. J. Pension Payment	4,501.48
		The above pension payment includes	
		Annual appropriation.	\$197,430.71

A resolution of the Board of Fire Commissioners of District 2, Howell Township was passed authorizing the payment of vouchers. The resolution was offered by George Patten, seconded by Tom Ward, and a roll call vote was taken.

Harry Carter

yes

George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

The resolution, which was duly adopted on this day, is attached to minutes.

### **Communications**

We received several e-mails from the State Division of Pensions, which will be on file. We also received several e-mails from the State GovConnect, which will be on file. We received a communication, from the Superintendent of Elections, reminding us of voting machine delivery dates and when to pick up the keys. We received two Affidavit of Publications, from the Asbury Park Press, for the publishing of our Amended 2018 Budget and the Public Hearing. We received a three year detailed loss report, from Liberty Mutual Insurance, for our Workers Compensation Policy.

We received a communication, from the United States Department of Commerce, requesting us to complete an online 2017 Census of Governments. This census needed to be completed by December 19, 2017. Frank completed the census before the deadline.

We received our Life Hazard Use Certificate of Registration, from the Division of Fire Safety, for the Route 33 Fire Station. This certificate will be posted. We received a Fire Alarm & Detection Equipment Test Report, from Complete Security Systems, for the Annual Inspection completed on December 22, 2017 at the Route 524 Fire Station. A copy of this report was forwarded to the Howell Township Fire Bureau. We received an Air Test Inspection Report, from Continental Fire & Safety, for Route 524 Breathing Air Compressor. The report, which was dated December 4, 2017, indicated that everything passed.

### **Chief's Report**

Chief Greg Player gave his incident report for the month of December 2017. The Chief's would like to purchase the following items.

1) 2<sup>nd</sup> Assistant Chief Dan Roth would like to turn in the Boards cell phone. He is asking to get reimbursed for the use of his personal cell phone. We have done this with several other Officers. The reimbursement would be \$45.00 per month, which is cheaper than the Commissioners cell phone.

2) The New Lieutenant, Stephen Smith, is requesting to have a Board issued cell phone. He would like to keep the Districts contacts and messaging separate from his personal information on his cell phone.

3) Six (6) round trip airline tickets for the FDIC in Indianapolis in April. The Chiefs would find the best rates available.

After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, approving the three requests. A roll call vote was taken.

Harry Carter	yes
George Patten	yes

Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

The Chief would like the Board to appoint Mike Banasz to the position of Assistant Engineer. This position has been empty since Art Fariello moved to Delaware. This would assist Frank with the day to day minor repairs needed on the equipment and trucks. After a short discussion, a resolution was offered by George Patten and seconded by Tom Ward, appointing Michael Banasz to the position of Assistant Engineer and to continue to reimburse him for his personal cell phone use. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

### **Committees**

Frank gave a report on the trucks and equipment as follows.

- 1) Campbell Supply is continuing to work on 19-2-85. Campbell was also asked to service the truck when they get a chance.
- 2) 19-2-98 was repaired at Allied Diesel Service. This work included a coolant system leak, very rough engine performance and a major exhaust leak.
- 3) We ended up replacing the batteries and the alternator on 19-2-98 during the snow storm on January 4, 2018.
- 4) 19-2-90 was completed at Absolute and is working well.
- 5) Defender Emergency Equipment was able to rebuild the belly valves on 19-2-96. They will be back to complete some repairs as needed parts come in.
- 6) Route 33 Fire Station Air Compressor still trips the breaker every now and then. We are waiting for a heavy duty breaker to come in.
- 7) Frank replaced the air system regulator for the drop at 19-2-96. The air system piping at the Route 33 Fire Station is black pipe and is constantly filling the regulators with rust.
- 8) The small air compressor for the exhaust system at the Route 524 Fire Station stopped working. Clean Air Company replaced this compressor with a new one.
- 9) The rear access ladder for 19-2-85 has been ordered.
- 10) Graga Construction serviced the house air compressor at the Rout 33 Fire Station.
- 11) Edwards Tire replaced all four tires on vehicle 19-2-66.
- 12) Jiffy Lube serviced three vehicles, 19-2-98, 19-2-67 and 19-2-68.
- 13) The Front End Shop replaced the front fuel tank sender and fuel pump on 19-2-67's vehicle. Freehold Towing had to flatbed the vehicle to them.

### **Old Business**

Complete Security Systems send us a quote for the replacing of outdated fire alarm equipment at the Route 524 Fire Station. This quote is completely different from the quote that we already

approved back in the early part of 2017. We did send in the approval for the first quote in April of 2017. They never completed the work for that first quote. Frank sent them several emails and is waiting for a response.

Tom said that when he arrived at the Route 33 Fire Station during the extreme cold spell around the Holidays, that the temperature in the hallway was around 45 degrees. At some point we will need to contact a company to help us decide the best way to fix the heating system for the building.

Doug said that the parking lot bumpers have been installed at the Route 33 Fire Station. The old ones were taken to Freehold Cartage for recycle.

Frank said that he received an email from Brindlee Mountain Fire Apparatus stating that our 19-2-74 is not getting any interested buyers. They said that maybe we could put some equipment on the truck to sweeten the deal. After some discussion, it was decided to give it a couple more months before we add any equipment to the truck.

### **New Business**

George said that the LOSAP reports have been posted. He also said that the first voucher we pay in February will be the LOSAP payment. The State should be letting us know what, if any, the increase over last year will be.

We received a quote, from Electronic Measurement Laboratories, for the annual upkeep for our six Gas Meters. The cost of this contract, which includes calibration and labor twice a year for each meter, is \$1,188.00. After some discussion, a resolution was offered by Doug Howlett and seconded by Tom Ward, to enter into this contract with Electronic Measurement Laboratories. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

With no further business to come before the Board, the meeting was adjourned at 9:35 PM.