

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

April 6, 2009

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 Vice Chairman Thomas Ward, at 8:03 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Thomas Ward, and Doug Howlett present. Also in attendance was Joseph Youssof, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on March 2, 2009, motion carried.

The following Vouchers have been submitted for payment.

VOUCHE	LINE #	VENDOR	AMOUNT
2512	A11-2	E. J. Schuster Office Supplies	413.64
2513	A12-3	Allied Diesel Service Co.	1,144.75
2514	A12-3	A. R. Communications	45.00
2515	A12-3	Brice's Auto Supply, Inc.	121.10
2516	A12-3	Continental Fire & Safety, Inc.	175.00
2517	A12-3	Edwards Tire Company, Inc.	187.08
2518	A12-3	Electronic Measurement Labs, Inc.	400.00
2519	A12-3	G & L Lawn Service, Inc.	2,570.00
2520	A12-3	Snap-On Industrial	5,176.58
2521	A12-3	TASC Fire Apparatus, Inc.	122.30
2522	A12-3	Telx	250.00
2523	A12-4	Family Practice of Central Jersey, OHS	330.00
2524	A12-4	Robert A. Hulsart & Co.	3,850.00
2525	A12-6	Pedroni Fuel Co.	431.23
2526	A12-7	Justin Banasz	420.00
2527	A12-7	Community Safety Consultants	468.00
2528	A12-8	Amerigas	7,119.73
2529	A12-8	JCP&L	1,453.69
2530	A12-8	N. J. Natural Gas	1,198.04
2531	A12-8	Nextel Communications	582.75
2532	A12-8	Verizon	392.83

2533	A12-10	Complete Security Systems, Inc.	1,589.00
2534	A12-10	Freehold Cartage, Inc.	118.90
2535	A12-10	Sakoutis Brothers Disposal	75.00
2536	A12-13	Safe-T	285.00
2537	A12-13	Total Fire Group	12,959.04
Electronic	A9-1	Payroll by Paychex (for 03-31-09)	2,920.50
Electronic	A9-1	Tax Pay by Paychex (for 03-31-09)	569.55
Electronic	A9-1	Paychex Fees (deducted 04-12-09)	96.74
Electronic	A9-1	March 2009 N. J. Pension Payment	173.00
		Total	\$45,638.45

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 Doug Howlett, and a roll call vote was taken.

Harry Carter	absent
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 our 1st payment for the 2009 fire taxes from the Township of Howell. The check, in the amount of \$321,671.88, was received and deposited on March 31, 2009. We received our quarterly escrow statement from the TD Bank. The balance, as of March 31, 2009, was \$2,570.79. George received an e-mail from Verizon stating that the upgraded TV service has been turned on. George went to the Verizon store and picked up the upgraded TV box. We received a check from Liberty Mutual for over payment on our Worker's Compensation Policy. The check, in the amount of \$21.00, was received and deposited on April 2, 2009. We received a statement from N. J. American Water that states that account # 18-1289898-7 will be closed and all hydrants on that account will be added to our other hydrant account. We received a communication from Underwriters Laboratories stating that they will have to come and re-inspect all non compliant items which are identified during the annual aerial truck inspection. This re-inspection will only be required if we desire a certificate.

We received a repair report from Continental Fire & Safety for the repair of our air system. They replaced a bad fitting on the air line leading to the hose reel at the Route 524 Fire Station. We received a letter from Verizon thanking us for ordering inside wire maintenance for our 732-462-8401 fax line. George called them to remove this service from our fax line, and told them that we did not order this service.

We received a ground ladder report from Underwriters Laboratories for the examination and test of all ground ladders performed on March 30, 2009. Ground ladder # 10, a 16 foot roof ladder on

19-2-90, failed for a loose rivet near rung #14. This rivet was repaired by Frank Biddle and the ladder was placed back in service.

Legal

Joe read the resolutions from our March meeting for meeting dates, official depositories, District Auditor and Board Attorney. These resolution need some corrections made, and Joe will bring them back for our May 4, 2009 meeting. Joe read a letter that he sent to the Township of Howell Planning Board. This letter asks for a quick approval of our application for the installation of 71.2 ft. high radio tower at the Route 33 Fire Station. Joe said that we should hear something very soon on this application. Joe said that he will inform us as soon as he knows. We should be able to start this project as soon as we get approval.

Chief's Report

Chief Wayne Gravatt gave his incident report for the month of March, 2009. Wayne said that a great stop of a structure fire was made on the night of March 21, 2009. This fire was held to two rooms. The Chief would like to purchase the following items.

- 1) 4 Streamlight yellow Litebox only from Jersey Coast Fire Equipment for a total of \$356.00.
- 2) 30 Safety Vests with "Adelphia Fire" silk screened on the back for a total of \$1,050.00 from the same company that we purchased from in December, 2008.
- 3) 1 AED and some additional electrodes from TEAM Life for \$1,772.00.

A resolution was offered by George Patten and seconded by Frank Biddle approving the Chief's request. A roll call vote was taken.

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

The Chief would like permission to use the Chief's Vehicles and perhaps 19-2-88 to attend the Baltimore Fire Expo July 21-26, 2009. A motion was made by Frank Biddle and seconded by Doug Howlett, granting the Chief's request. Motion passed.

Committees

Frank gave a report on the Executive Board meeting held on March 26, 2009. During this meeting, the Executive Board gave the Fire Bureau permission to ask the Board of Fire Commissioners, Howell Twp. Dist.2 to install the new receiver site at the Adelphia Fire House on Route 524. Captain Robert Lewis Spoke to the Board on behalf of the Fire Bureau, stating that the Route 524 Fire Station would be a good site to install the new receiver. There is plenty of room on the radio tower and the equipment could fit nicely in the boiler room. After some discussion, a resolution was offered by Frank Biddle and seconded by George Patten, granting the Fire Bureau's request. A roll call vote was taken.

Harry Carter	absent
George Patten	yes

Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	yes

Frank gave a report on the trucks, stating that 19-2-75 was repaired at Allied Diesel. These repairs included the replacing of the blower motor and replacing a solenoid on the transmission that controls the throttle response. There is a problem with 19-2-74's auto air eject, and Frank told all drivers not to hook up the air line until it is repaired. Frank also said that 10-2-78 needs a new door latch on the left rear cab door. Frank will order the part this week. Frank said that Tom Ward repaired the foam system on 19-2-93 last week.

Old Business

George said that the new Verizon TV Service should cost less than \$100.00 per month. The new TV Service is up and running. We received the payment voucher from the Township of Howell for the 2009 Fire Taxes. George signed the vouchers and returned them to the Township. They must have received them because we received our first check. Harry had spoken to Access Health several times and gave the information to Frank to read at this meeting. Access Health would complete the same physical as Family Practice of Central Jersey for \$85.00 each. They would also complete the DOT physical, for those that need it, for an additional \$25.00. All of these physicals would be completed at our Fire Station for no added charge. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett to have Access Health complete our physicals. A roll call vote was taken.

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

Frank said that he would talk to Harry about the scheduling of the physicals. Frank handed out the financial disclosure statements, which everyone needs to fill out and send to the Township Clerk as soon as possible. We still need to draw up a spec on the landscape and lawn care that we would need at the Route 33 Fire Station. Chris Pujat said that he would get us a model spec for lawn care from the Ocean Township Fire Company. Chris also said that he would get a spec for cleaning services for the New Fire Station.

George said that he cancelled the insurance on the 2000 Crown Victoria.

New Business

George said that he has received the books back from the Auditor. The Auditor said that we are doing a great job and he has no recommendations. Robert A. Hulsart is making up the final audit at this time.

As stated in the communication stage of this meeting, N. J. American Water has grouped all of our hydrants together in one account. The problem is that there are too many hydrants now listed on the one account. George and Frank will travel the Fire District on Friday, April 10, 2009, to count the new hydrants which we are being billed for. George will set up a meeting with N. J.

American Water to discuss the hydrant account. The new monthly charge for all of the hydrants will be \$36.53 each.

Frank said that we need to replace the rear 8 tires on 19-2-90. Edwards Tire gave us a quote to replace 4 of the rear tires for \$1,581.48. The total for all 8 tires would be \$3,162.96. Frank would also like to replace the 4 tires on 19-2-98. The cost for this would be around \$600.00. All of these tires are on state contract. A resolution was offered by George Patten and seconded by Tom Ward to get the new tires for 19-2-90 and 19-2-98. A roll call vote was taken.

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

Frank said that we need a floor jack and a bottle jack at the new Fire Station. Brice's said that there is a sale on the floor jack and it comes with a free pair of jack stands. The total for the new floor jack, with the free jack stands, and a 12 ton bottle jack would be \$377.40. A resolution was offered by Doug Howlett and seconded by George Patten to purchase these items from Brice's Auto Supply. A roll call vote was taken.

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

Frank said that there are still a lot of things that we need for the New Fire Station. He said that he will make a list and get some prices from Grainger for the next meeting. Frank said that if anyone knows of something we need he will add it to the list.

We received a bill from Complete Security Systems for the work completed at the Route 524 Fire Station. The bill included \$84.00 in permit fees that we should not have to pay for. The Township of Howell said that they forgot about the Fire Company not having to pay for permits. The township said that we have to write a letter requesting these permit fees returned and that we would only receive 80% back, because 20% goes to the State. The Board will see if Harry would write a letter or send an e-mail to the Township of Howell, explaining our permit exempt status. George also said that we should ask to have our escrow monies returned.

George Gravatt gave the Board a quote to install the additional electrical work we asked for last month. This quote was for \$239.00, but will change because he forgot to quote the work needed in the mechanical room off the engine bays. A resolution was offered by Doug Howlett and seconded by Tom Ward, to have George Gravatt complete the electrical work needed. A roll call vote was taken.

Harry Carter	absent
George Patten	yes
Frank Biddle III	yes

Thomas Ward	yes
Doug Howlett	yes

George said that he spoke to Amerigas about the leak that we had at our propane gas tanks. Amerigas said that they would give us a \$50.00 credit on our next bill. George said that the \$50.00 was not enough and Amerigas said that they would give us an additional \$100.00 credit on our next bill. George told them that the \$150.00 credit would be acceptable.

George said that he met with Howell PD about the use of the New Fire Station to conduct child safety seat inspections on a monthly basis for 6 months. After some discussion, a resolution was offered by Doug Howlett and seconded by Tom Ward, to allow the Howell PD the use of the New Fire Station for this purpose. A roll call vote was taken.

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

Tom said that he was having some problems with his phone, but now it does not work at all. A resolution was offered by Frank Biddle and seconded by Doug Howlett, to purchase a new phone for Tom from Nextel. A roll call vote was taken.

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

Doug said that the heat in the New Fire Station keeps going off and we need to have BurMarc repair it. George said that he has been in contact with BurMarc and they will take care of it. George said that Jack Purvis is aware of the problem with the heat. Jack also told George that the 1 year warranty on the building would not start until the final payment is made. The Board said that the final payment would not be made until the entire punch list was completed.

With no further business to come before the Board, the meeting was adjourned at 10:12 PM.