

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

April 5, 2010

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 8:03 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. 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 1, 2010, motion carried.

The following Vouchers have been submitted for payment.

VOUCHE	LINE #	VENDOR	AMOUNT
2812	A11-2	Shore Business Solutions	945.00
2813	A12-2	Liberty Mutual Insurance Group	139.00
2814	A12-3	Allied Diesel Service	894.20
2815	A12-3	A. R. Communications	978.65
2816VOID	A12-3	B & K Towing VOID 8-1-2010 Check lost	100.00
2817	A12-3	Brice's Auto Supply, Inc.	201.72
2818	A12-3	Cooper Electric Supply, Inc.	35.04
2819	A12-3	Freehold Ford	1,059.00
2820	A12-3	G & L Lawn Service	220.00
2821	A12-3	Grainger	405.82
2822	A12-3	Jersey Coast Fire Equipment, Inc.	401.50
2823	A12-3	Pine Belt	870.41
2824	A12-4	Family Practice of Central Jersey	165.00
2825	A12-6	Pedroni Fuel Co.	1,655.01
2826	A12-6	Howell Township Public Works	106.22
2827	A12-7	Community Safety Consultants	671.00
2828	A12-8	JCP&L	1,553.60
2829	A12-8	N. J. American Water	443.42
2830	A12-8	N. J. Natural Gas	541.27
2831	A12-8	Verizon	286.05
2832	A12-8	Verizon Wireless	541.18

2833	A12-9	N. J. American Water	10,885.94
2834	A12-10	Complete Security Systems, Inc.	690.00
2835	A12-10	Freehold Cartage, Inc.	118.90
2836	A12-10	Sakoutis Brothers Disposal	75.00
2837	A12-13	Continental Fire & Safety, Inc.	304.00
2838	A12-13	Galls	244.98
2839	A12-8	Verizon Communications	840.00
Electronic	A9-1	Payroll by Paychex (for 3-31-10)	2,920.50
Electronic	A9-1	Tax Pay by Paychex (for 3-31-10)	569.55
Electronic	A9-1	Paychex fees (deducted 4-12-10)	192.93
Electronic	A9-1	March 2010 N. J. Pension Payment	159.30
2925	A12-3	B & K Towing (dated 08-02-2010)	100.00
		Total	\$29,214.19

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 Doug Howlett, 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 our first 2010 Fire Taxes check from the Township of Howell. The check, in the amount of \$297,500.00, was received and deposited on March 30, 2010. We received our quarterly statement, from the TD Bank, for our escrow account with the Township of Howell. There is \$2,489.87 as of March 25, 2010. We received a Workers Compensation Audit from Liberty Mutual. George filled out the Audit and returned it to Liberty Mutual on April 3, 2010. We received an inspection report for the Fire Alarm System at the Route 33 Fire Station from Complete Security Systems. A copy of this report was forwarded over to the Township Fire Bureau.

We received a service report from ESI Equipment for all of our Rescue Equipment. A copy of this report was forwarded over to the Chief. We received a statement from the State of New Jersey Motor Vehicle Services for all the abstract information retrievals.

Legal

Joe gave a report on the 2011 Budget, with the possibility that the State will limit it to a 2.5% increase over the 2010 Budget. Joe said that we should have the Bid Specs ready for the Asphalt Repaving and Repair Job, at the Route 524 Fire Station, by the May 3, 2010 meeting. Joe said that we should advertise for this work for at least 4 weeks. We could receive bids on June 8, 2010. Doug said that he would have the Specs ready for the May 3, 2010 meeting.

Chief's Report

Chief Jason Howlett gave his incident report for the month of March, 2010. Chief Howlett stated that the Rehab Trailer is ready to be donated to the Howell Township First Aid Squad. Jason wrote a letter, to the Captain of the First Aid Squad, stating that if they decide that they do not need the equipment and trailer in the future that it should all be returned to the Board of Fire Commissioners, Howell Twp. Dist.2. A resolution was offered by Harry Carter and seconded by Tom Ward, declaring the Rehab Trailer and Equipment as surplus property and donating it to the Howell Township First Aid and Rescue Squad. A roll call vote was taken.

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

First Assistant Chief Brian Prochnow said that if the Board determines that a Fire Hydrant should be changed, removed, added or relocated, that the Chiefs would like to be included in the process.

Frank said that we have received three repair estimates for the damage to Chief Tice's Command Vehicle. All estimates were faxed over to Steve Sipe, at Glatfelter, and he approved getting the Truck repaired at Ken's Body Works. Chief Tice was instructed to drop his Truck off at Ken's for the repairs. Frank said that Glatfelter would be sending the Board an insurance check to cover the repairs, minus any deductible.

Chief Prochnow also told the Board all the prices for the fitness equipment that is on State Contract. Brian had the State Contract numbers for this equipment. He also had the prices for the equipment that is not on State Contract. We would need three prices for this equipment. Brian said that he would have all the prices by October, since the Board does not know what monies will be available until the end of the year. The next question was if it would be better to buy this equipment or lease it.

Chief Tice asked if when they are at the FDIC 2010 in Indianapolis if he can sign up for next year. This would lock them in for the FDIC 2011. A resolution was offered by George Patten, and seconded by Tom Ward, granting this request. A roll call vote was taken.

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

Captain Banasz ask if he could dispose of the three old light bars from the Macks and 2-68's Chief Vehicle. A resolution was offered by Tom Ward, and seconded by Doug Howlett, declaring the three old light bars as surplus as to dispose of them properly.

Committees

Frank gave a report on the Executive Board meeting, which was held on March 25, 2010. Frank said that the Township Fire Bureau would like each District to go over their Fire Hydrant lists, so they may help get all the Hydrant bills correct. The Chief handed out the latest lists to each District and asked to have them back by the next meeting. Frank said that George and he would have this completed in time.

Frank said that the Brush Truck should be complete by tomorrow. The Truck is at Freehold Ford getting a new transmission installed. Frank also said that 19-2-75 is in need of four new rear tires. One tire has a leak and the other three are in bad shape. A resolution was offered by Tom Ward, and seconded by Doug Howlett, allowing Frank to have the four new tires installed at Edwards Tire. A roll call vote was taken.

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

Frank also said that he will be contacting Fire One about this years pump testing. Frank reminded everyone about the upcoming Ground Ladder and Aerial Truck testing on April 28 & 29, 2010.

Old Business

George said that all Commissioners have to fill out the annual Ethics Forms and need to send them in to the Clerk of the Township of Howell by April 30, 2010. Frank said that he has copies of the forms if anyone needs them. Each Commissioner needs to fill out two of these forms.

George said that the air conditioner has been repaired at the Route 33 Fire Station. Contractors were here last week and replaced the bad unit.

New Business

Frank said that there will be a Special Joint Board Meeting tomorrow night at 7:00 PM at Station 19-5. This meeting is needed to discuss Personnel and Budget concerns.

We received an Air System Contract from Continental Fire and Safety. This is the same contract as last year and the cost is \$1,650.00, which is the same cost as last year. A resolution was offered by Harry Carter, and seconded by Tom Ward, awarding this contract to Continental Fire and Safety. A roll call vote was taken.

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

George said that VFIS is offering above ground storage tank insurance for around \$750.00 per year, per. This would include all three tanks that the Board owns. We will need to furnish lots of

information and also pictures of the tanks before VFIS would insure them. George said that he would try and get all the information we need. A resolution was offered by Harry Carter, and seconded by Frank Biddle III, to purchase this storage tank insurance. A roll call vote was taken.

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

George said that a New Jersey American Water employee was at the Route 524 Fire Station asking why we were not paying for the Fire Hydrant or the water in the Truck Bays. George told the representative that we were given permission to put the line in the Truck Bays many years ago and we were given the Fire Hydrant as payment for letting them cross the Fire Companies property. The last thing that George heard was that the Water Companies legal department was looking into it.

Bill Goffe said that he has been having some problems with VALIC and the monies from Michaels LOSAP funds. After a long talk with the VALIC Representative, Bill said that it would be nice if he could be at the next Commissioners meeting. Daniel agreed with Bill and will try to make the meeting on May 3, 2010.

Chris Pujat said that after the last big storm, one of the OPTICOM heads needs to be realigned. He called J. Ford Electric to complete this repair, but does not know when they will get to it. Chris also said that he has sent out two broken Optical Emitters for repair. He said that he has received a new cable for programming of the new style Emitters.

Jason said that there is a major recall going on with the Gas Meters and he is working with Electronic Measurement Labs to have our meters repaired.

With no further business to come before the Board, the meeting was adjourned at 9:58 PM.