

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

April 4, 2011

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, and Doug Howlett present. Also in attendance was Joseph Youssof, Board Attorney.

A motion was made by Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on March 7, 2011, motion carried.

The following Vouchers have been submitted for payment.

| <b>VOUCHER</b> | <b>LINE #</b> | <b>VENDOR</b>                          | <b>AMOUNT</b> |
|----------------|---------------|--|---------------|
| 3183           | A12-1         | Asbury Park Press                      | 240.00        |
| 3184           | A12-3         | Absolute Fire Protection Company, Inc. | 378.25        |
| 3185           | A12-3         | Brice's Auto Supply, Inc.              | 352.96        |
| 3186           | A12-3         | Clean Air Company, Inc.                | 253.60        |
| 3187           | A12-3         | Cooper Electric Supply Co.             | 7.73          |
| 3188           | A12-3         | Edwards Tire Company, Inc.             | 2,858.48      |
| 3189           | A12-3         | Fire Hooks Unlimited, Inc.             | 120.00        |
| 3190           | A12-3         | G & L Lawn Service, Inc.               | 1,930.00      |
| 3191           | A12-3         | M & W Communications                   | 682.50        |
| 3192           | A12-3         | Pine Belt                              | 207.92        |
| 3193           | A12-3         | Tasc Fire Apparatus, Inc.              | 1,956.64      |
| 3194           | A12-3         | Thomas P. Ward                         | 76.64         |
| 3195           | A12-4         | Robert A. Hulsart & Co.                | 4,000.00      |
| 3196           | A12-6         | Pedroni Fuel Co.                       | 940.10        |
| 3197           | A12-7         | Jason Howlett                          | 3,018.20      |
| 3198           | A12-7         | Robert Tice                            | 1,480.00      |
| 3199           | A12-8         | Amerigas                               | 4,742.45      |
| 3200           | A12-8         | JCP&L                                  | 1,787.72      |
| 3201           | A12-8         | N. J. American Water                   | 506.16        |
| 3202           | A12-8         | N. J. Natural Gas                      | 1,169.68      |
| 3203           | A12-8         | Verizon                                | 309.33        |
| 3204           | A12-8         | Verizon Communications                 | 62.97         |

|  |        |                                     |             |
|--|--------|-------------------------------------|-------------|
| 3205   | A12-8  | Verizon Wireless                    | 548.27      |
| 3206   | A12-9  | N. J. American Water                | 5,694.78    |
| 3207   | A12-9  | N. J. American Water                | 6,605.01    |
| 3208   | A12-10 | Complete Security Systems, Inc.     | 690.00      |
| 3209   | A12-10 | Freehold Cartage, Inc.              | 118.90      |
| 3210   | A12-10 | Sakoutis Brothers Disposal          | 75.00       |
| 3211   | A12-10 | Shore Business Solutions            | 39.95       |
| 3217   | A12-3  | Underwriters Laboratories, Inc.     | 1,772.50    |
| 3218   | A12-2  | Liberty Mutual Insurance Group      | 4,292.00    |
| Electronic                                     | A9-1   | Payroll by Paychex ( for 03-31-11 ) | 2,966.88    |
| Electronic                                     | A9-1   | Tax Pay by Paychex ( for 03-31-11 ) | 523.17      |
| Electronic                                     | A9-1   | Paychex fees ( deducted 04-11-11 )  | 102.08      |
| Electronic                                     | A9-1   | March 2011 N. J. Pension Payment    | 159.30      |
| 2011 Total                                     |        |                                     | \$50,669.17 |
| The Following are from Funds set aside in 2006 |        |                                     |             |
| 3212   | A9-1   | Frank E. Biddle III                 | 745.88      |
| 3213   | A9-1   | Harry R. Carter                     | 428.40      |
| 3214   | A9-1   | Doug S. Howlett                     | 405.45      |
| 3215   | A9-1   | George D. Patten                    | 638.78      |
| 3216   | A9-1   | Thomas P. Ward                      | 416.93      |
| 2006 Total                                     |        |                                     | \$2,635.44  |
| Total all Accounts                             |        |                                     | \$53,304.61 |

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     | yes    |
| George Patten    | yes    |
| Frank Biddle III | yes    |
| Thomas Ward      | absent |
| 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 report from Underwriters Laboratories from the inspection of 19-2-90. The report states that the truck failed for four items. These items will be included when the truck goes to Absolute for annual service. We also received a report from Underwriters Laboratories from the inspection of all our ground ladders. This report stated that all of our ground ladders passed the annual inspection.

We received a copy of an approved voucher, from the Township of Howell, for the return of our unused Engineering inspection fees. We also received a voucher, from the Township of Howell, for the return of our unused Sewer and Water escrow monies. George signed this voucher and both mailed and faxed it back to the Township. We received a request, from Liberty Mutual, for a copy of our current roster and a current list of all pieces of equipment at both of Fire Stations. George faxed both lists back on March 21, 2011. George also completed and returned a payroll report to Liberty Mutual for Workers Compensation Policy. We received a premium invoice, from Liberty Mutual, for our Workers Compensation Policy in the amount of -\$17,822.00. That's right, a credit of \$17,822.00. We received a final audit on the same day as the credit invoice stating that the amount due to the audit is \$2,059.00.

We received an Affidavit of Publication, from the Asbury Park Press, for the publication of the Notice of Public Sale for the 1982 Mack Pumper. We received a second Affidavit of Publication, from the Asbury Park Press, for the publication of the Notice and Invitation to Bidders for the New Chief's Vehicle. We received a third Affidavit of Publication, from the Asbury Park Press, for the publication of the Notice of Professional Contract Awards for both Joseph D. Youssouf, Esq. and Robert A. Hulsart and Company. This Affidavit was incorrect because the Auditor listed was not Robert A. Hulsart and Company. Joe said that he will inform the Asbury Park Press of this and request a corrected Affidavit be published.

We received a thank you letter, from the Board of Fire Commissioners of the Township of Ocean, District One, for the sale of our Sierra Booster to them. A check, in the amount of \$100.00, was received on March 28, 2011 and deposited on March 31, 2011. We received our first Fire District Taxes check from the Township of Howell. The check, in the amount of \$297,500.00, was received and deposited on March 31, 2011. We also received an escrow account statement, from the TD Bank, for our Engineering account.

### **Legal**

Joe said that he would pay for the corrected Affidavit of Publication. Joe gave two copies of the Clerk the Auditor Report Letter for filing. Joe opened the meeting for the auction of the 1982 Mack Pumper. There were no bidders for the truck at this time. Joe said that we could hire a truck broker if we wanted to. Joe also said that he moved the bid opening for the New Chief's Vehicle to April 12, 2011.

### **Chief's Report**

Chief Brian Prochnow gave his incident report for the month of March, 2011. Brian asked the Board if they would reimburse Tim McKay for the training portion of the FDIC he attended. The Chief's also would like to purchase the following items.

- 1) Install 2" high density foam in compartment R2 on the New Pumper from Campbell Supply for \$269.50.
- 2) Four set of boots from Safe-T for a total of \$1,116.00.
- 3) Four sets of turnout gear from Safe-t for a total of \$9,866.48.
- 4) One new laser printer for the Chief's Office from Shore Business Solutions for \$946.00.
- 5) Preregister for FDIC 2012 in Indianapolis for a total of \$500.00.

A resolution was offered by Doug Howlett and seconded by Harry Carter, approving the reimbursement for Tim McKay and the five items listed above. A roll call vote was taken.

Harry Carter

yes

|                  |        |
|------------------|--------|
| George Patten    | yes    |
| Frank Biddle III | yes    |
| Thomas Ward      | absent |
| Doug Howlett     | yes    |

Captain Mike Banasz said that he has received three quotes for the conversion package for the New Chief's Vehicle. After some discussion, a resolution was offered by George Patten and seconded by Frank Biddle, awarding the conversion package to New Jersey Emergency Vehicles for a total of \$13,973.00. A roll call vote was taken.

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

Mike also asked if he could order the emergency lights and the radios for the New Chief's Vehicle. Mike stated that all of this equipment is on State Contract. A resolution was offered by Frank Biddle and seconded by Doug Howlett, granting Mike's request. A roll call vote was taken.

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

### **Committees**

Frank gave a report from the Executive Board meeting, which was held on March 24, 2011. Frank also gave a report on the trucks as follows.

- 1) The Aerial Truck was tested on March 25, 2011 and needs 4 items repaired.
- 2) The Ground Ladders were tested on March 28, 2011 and all passed.
- 3) Purchased three sets of jumper cables for the Chief's vehicles and a jump pack for 19-2-75.
- 4) Repaired 19-2-75's Auto Air Eject.
- 5) Removed the plaque from the old 19-2-75.

Harry gave a report on the Communications meeting, which was held on March 16, 2011. Harry said that we should have prices together by December 1, 2011 for what we would need to purchase for the Narrowbanding.

### **Old Business**

Chris Pujat gave a report on the installation of a flashing light at the entrance of the Route 33 Fire Station. He will continue to work on this project, which he said could take some time.

Frank said that he told G & L Lawn Service to continue with the lawn care until we have a contract in place.

Harry said that he spoke to a company about fire hose testing and they charge around \$0.28 per foot. Frank asked Underwriters Laboratories if they tested fire hose and they said no. We have received a price quote for hose testing from Fail Safe and the price is \$0.22 per foot. A resolution was offered by Harry Carter and seconded by Doug Howlett, awarding the fire hose testing to Fail Safe for 2011. A roll call vote was taken.

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

George said that Jack Purvis, AIA has submitted his final bill. George asked Jack to please explain each charge for the bill and that we would pay it at our May 2, 2011 meeting. Jack will still work on the heat problem at the Route 33 Fire Station and will install a chair rail in the recreation room.

### **New Business**

George said that Robert A. Hulsart and Company has returned a clean audit for the year ended December 31, 2010.

We received a contract from Continental Fire and Safety for the servicing of our Breathing Air System.

The total for this contract is \$1,685.00. A resolution was offered by George Patten and seconded by Doug Howlett, 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      | absent |
| Doug Howlett     | yes    |

Chief Jason Howlett said that we have two SCBA bottles that are out of date and can no longer be tested. A resolution was offered by Harry Carter and seconded by Frank Biddle, declaring these bottles as surplus. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:55 PM.