

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

April 2, 2012

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 8:02 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 Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on March 5, 2012, motion carried.

At this time Chairman Carter introduced Peter Hall, from Net Link. Mr. Hall was asked to come to this meeting because Net Link sets up and manages web sites. The Board of Fire Commissioners is required to have a web site up and running by the end of 2012. Mr. Hall went over the services that his company provides and said that he would be our contact person. The cost for the premium package would be \$199.00 per month. After some discussion, a resolution was offered by Frank Biddle and seconded by Doug Howlett, to enter into a contract with Net Link for the premium package. A roll call vote was taken.

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

Mr. Hall said that he would be in contact with Commissioner Biddle to start collecting the information needed for the web site. Chairman Carter thanked Mr. Hall for his time and continued with the regular meeting schedule.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3568	A12-1	Asbury Park Press	62.00
3569	A12-3	Absolute Fire Protection Company, Inc.	562.28
3570	A12-3	Brice's Auto Supply, Inc.	3.18
3571	A12-3	Campbell Supply Company, Inc.	2,350.98
3572	A12-3	Circle Auto Group	115.39

3573	A12-3	Cooper Electric Supply Co.	623.01
3574	A12-3	Joseph Fazzio – Wall, LLC	172.59
3575	A12-3	G’s Auto Interior	160.00
3576	A12-3	G & L Lawn Service, Inc.	2,300.00
3577	A12-3	Jersey Coast Fire Equipment, Inc.	89.00
3578	A12-3	J. Ford Electric	3,342.98
3579	A12-3	Minerva Cleaners	1,060.00
3580	A12-3	Pine Belt	1,456.76
3581	A12-3	Tasc Fire Apparatus, Inc.	1,876.84
3582	A12-4	Robert A. Hulsart and Company	4,000.00
3583	A12-6	Pedroni Fuel Company	1,665.23
3584	A12-7	Community Safety Consultants	474.00
3585	A12-7	Christopher Marron	420.00
3586	A12-7	Shimon Miller	360.00
3587	A12-7	Brian Prochnow	420.00
3588	A12-7	Robert Tice	420.00
3589	A12-7	Middlesex County Fire Academy	472.00
3590	A12-8	JCP&L	1,325.33
3591	A12-8	N. J. American Water	150.85
3592	A12-8	N. J. Natural Gas	395.02
3593	A12-8	Verizon	319.01
3594	A12-8	Verizon Communications	58.98
3595	A12-8	Verizon Wireless	533.22
3596	A12-9	N. J. American Water	6,605.01
3597	A12-9	N. J. American Water	5,733.52
3598	A12-10	Complete Security Systems, Inc.	690.00
3599	A12-10	Freehold Cartage, Inc.	118.90
3600	A12-10	Sakoutis Brothers Disposal	75.00
3601	A12-12	The Cabin Restaurant	200.00
3602	A12-3	G & W Electric Company, Inc.	781.46
3603	A12-2	Liberty Mutual Insurance Company	511.00
3604	A12-4	N. J. Commissioner of Labor	80.00
Electronic	A9-1	Payroll by Paychex (for March 2012)	2,944.84
Electronic	A9-1	Tax Pay by Paychex (for March 2012)	518.21
Electronic	A9-1	Paychex Fees (no fee this month)	
Electronic	A9-1	March 2012 N. J. Pension Payment	186.30
		Total	\$43,632.89

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 Thomas Ward, seconded by Doug Howlett, 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 Self Audit from Liberty Mutual Insurance Corporation. George filled this out and returned to Liberty Mutual on March 13, 2012. We received several other communications for our Workers Compensation Policy from Liberty Mutual. We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Professional Contract Awards for Robert A. Hulsart & Company and Joseph D. Youssef, Esq.

We received four purchase orders, from the Township of Howell, for the 2012 Fire Taxes. George signed the purchase orders and returned them to the Township on March 7, 2012. We received a communication from Verizon stating that there will be a price increase starting on April 23, 2012. It looks like about a \$2.00 a month increase. We received the death benefit check, from Glatfelter Claims Management, for the passing of James Reed. George gave the check to Barbara Reed on March 21, 2012. We received our first check, from the Township of Howell, for the 2012 Fire Taxes. The check, in the amount of \$297,500.00, was received and deposited on March 29, 2012. We received our monthly activity report from the New Jersey Motor Vehicle Services. We received the 2012 Census of Governments Survey of Public Employment & Payroll. George and Frank filled this out and will return it when they mail out tonight's checks.

Legal

Joe gave a short report and will prepare a resolution for the surplus Firefighter Gear that we shipped to the Buckville Volunteer Fire Department in Jessieville Ark.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of March, 2012. The Chief's would like to purchase the following items.

- 1) Three (3) G3 Plus Power Heart AED's from Team Life for a total of \$4,602.00.
- 2) Five (5) Scott AV-2000 Replacement lenses from Fire Fighters Equipment Co. for a total of \$290.20 on State Contract 76370.
- 3) Five (5) Frame mounting hardware kits from Fire Fighters Equipment Co. for a total of \$60.85 on State Contract 76370.
- 4) Ten (10) EPIC Voice Amplifiers from Fire Fighters Equipment Co. for a total of \$3,591.00 on State Contract 76370.
- 5) Five (5) EPIC Voice Amplifier Brackets for the AV-3000 mask from Fire Fighters Equipment Co. for a total of \$112.50 on State Contract 76370.
- 6) Five (5) EPIC Voice Amplifier Brackets for the AV-2000 mask from Fire Fighters Equipment Co. for a total of \$112.50 on State Contract 76370.
- 7) Seven (7) Sets of Turnout Gear from Skylands Area Fire Equipment for a total of \$18,332.02 on State Contract 76359.
- 8) Six (6) Lengths of 1-3/4" Hose from TASC for a total of \$1,126.80. Quotes attached.

- 9) Thirty (30) Pairs of Shelby Gloves from Absolute Fire Protection for a total of \$2,610.00. We have a \$2,650.00 credit with Absolute and this would leave a \$40.00 credit balance remaining.

After some discussion, a resolution was offered by Tom Ward and seconded by Frank Biddle, approving the Chief's purchase requests. A roll call vote was taken.

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

Tom Ward asked how many Firefighters had two sets of gear for the two Fire Stations. Chief Prochnow said that only a handful had two sets of gear at this time. Lots of discussion followed about the cost of Turnout Gear and weather or not each Firefighter would need a set at each Fire Station.

Committees

Frank gave a report on the Executive Board meeting, which was held on March 22, 2012. Frank also gave a report on the Trucks as follows.

- 1) The new speedometer has been installed in 19-2-90.
- 2) Repairs have been completed on 19-2-76. The pump shift was replaced, the water level tank sender was replaced and the water leak at the cross lays was repaired.
- 3) The Driver's seat was repaired in the 2002 Suburban.
- 4) The brackets have been ordered for the tank water level lights for 19-2-96.
- 5) The new five inch intake valve has been installed on 19-2-74.
- 6) Campbell Supply has completed a recall on 19-2-75.
- 7) Aerial and Ground Ladder testing is set for April 10th and 11th, 2012.

Old Business

George said that he is still looking into the upgrading of several of our mobile phones to smart phones. The cost for the smart phones with internet would be about an additional \$45.00 per phone per month. Tom said that the new Motorola Commando Phone is both rugged and waterproof. George is not sure what plan upgrade would be required and which phone would be the most cost effective for the Board. After some discussion, a resolution was offered by Tom Ward and seconded by Harry Carter, to upgrade our mobile phone contract with six Smart Phones. George would make the decision as to which phones would be in our best interest. The six phones would go to the five Chief's and the Chief Engineer. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes

Thomas Ward	yes
Doug Howlett	yes

George Gravatt said that one of the Power Ventilators in the attic at the Route 33 Fire Station needs replacing. The cost of this Ventilator is \$113.14 from Cooper Electric Supply. A resolution was offered by Harry Carter and seconded by Doug Howlett, to purchase this Ventilator from Cooper. 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 the Audit was completed and there are no recommendations. This is a good thing. George also said that he has not heard from N. J. Natural Gas on the price to hook the Route 33 Fire Station up to natural gas. He will call this week and try to find out a price.

George said that we received four checks, from VALIC, for the LOSAP funds of the four Firefighters that were not vested when they were dropped from the Fire Company at the end of 2011. These Firefighters were Anastasios Katerinis, Christopher Day, John Piccuch and Robert Lithgow. The checks, totaling \$16,024.94, were received on March 20, 2012 and deposited on March 21, 2012.

New Business

Tom said that while he was in the attic at the Route 33 Fire Station with George Gravatt, he noticed the need for some plywood on the trusses to make it safer to work. Tom thinks that about eight sheets of plywood would be needed to cover the open areas. After some discussion, a resolution was offered by Doug Howlett and seconded by Tom Ward, to purchase enough plywood to cover the open areas in the attic. 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 10:04 PM.