

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

April 3, 2017

**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. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Doug Howlett and seconded by Harry Carter; to approve the minutes of the last meeting held on March 6, 2017, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
2347	A11-2	Postmaster of Adelphia	245.00
2348	A11-2	Quill Corp.	194.93
2349	A12-3	Allied Diesel Service	35.90
2350	A12-3	Brice's Auto Supply, Inc.	30.31
2351	A12-3	Clean Air Company, Inc.	1,004.11
2352	A12-3	FF One	112.50
2353	A12-3	G & L Lawn Service, Inc.	2,716.00
2354	A12-3	Daniel Roth	446.22
2355	A12-4	NetLink	199.00
2356	A12-6	Pedroni Fuel Co.	511.82
2357	A12-7	FF One, Professional Safety Services	690.00
2358	A12-7	John Depinto	420.00
2359	A12-7	Mike Hubert	420.00
2360	A12-7	Craig Lewis	420.00
2361	A12-7	Greg Player	420.00
2362	A12-7	Daniel Roth	420.00
2363	A12-7	Stephen Smith	420.00
2364	A12-8	JCP&L	1,298.96
2365	A12-8	N. J. Natural Gas	2,199.89
2366	A12-8	N. J. American Water	161.29
2367	A12-8	Verizon	383.30

2368	A12-8	Verizon Communications	65.79
2369	A12-8	Verizon Wireless	632.73
2370	A12-9	N. J. American Water	6,900.30
2371	A12-9	N. J. American Water	8,044.74
2372	A12-10	Complete Security Systems, Inc.	696.00
2373	A12-10	Continental Fire & Safety	3,480.00
2374	A12-10	Freehold Cartage, Inc.	118.90
2375	A12-10	Sakoutis Brothers Disposal	75.00
2376	E-9	FF One	357,246.00
Electronic	A9-1	Payroll by Paychex (for March 2017)	3,446.25
Electronic	A9-1	Tax Pay by Paychex (for March 2017)	730.26
Electronic	A9-1	Paychex Fee (no fee this month)	0.00
Electronic	A9-1	March 2017 N. J. Pension Payment	237.15
Total			\$394,422.35

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 an Alarm and Detection Equipment Test Report, from Complete Security Systems, for an inspection at the Route 33 Fire Station completed on March 2, 2017. We received two service reports, from Continental Fire & Safety, for the servicing of our two Breathing Air compressors. This work was completed on March 16, 2017. We received four vouchers, from the Township of Howell, for the 2017 Fire Tax Payments. These vouchers were received, signed and returned on March 11, 2017. We received a statement, from the State of New Jersey Motor Vehicle Services, for all abstract lookups completed in February 2017.

### **Legal**

Joe handed out the formal resolution authorizing the purchase of SCBA units. This resolution was approved at the March 6, 2017 meeting.

Joe asked if we decided what we were going to do about the new software program for the Officers. After some discussion, a resolution was offered by Frank Biddle III and seconded by Harry Carter, to go out to bid for this new software with bids to be opened on May 2, 2017. A roll call vote was taken.

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

### Chief's Report

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

- 1) 42 pair of extrication gloves, assorted sizes, from Mid-Atlantic Rescue Systems for \$35.99 each for a total of \$1,511.58. This is part of a joint purchase with the other 4 Fire Districts in Howell. Which ended up with a savings of \$10.00 per pair.
- 2) Ten (10) Unication G1 Pagers from M & W Communications for a total of \$3,614.00.
- 3) Permission to pre-register for FDIC 2018.
- 4) One (1) computer tower for the Chief's office. They are trying to repair it, but if needed, they would be able to get one for less than \$1,000.00.
- 5) Six (6) New helmets on State Contract for around \$250.00 each. Total \$1,500.00.

After some discussion, a resolution was offered by Frank Biddle III and seconded by Tom Ward, granting 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

### Committees

Frank gave a report on the Executive Board meeting which was held on March 23, 2017.

Frank also gave a report on the trucks as follows.

- 1) 19-2-85 has come back from getting the cab door replaced. It should be lettered soon.
- 2) Campbell Supply has asked to show 19-2-85 at the Harrisburg Fire Show.
- 3) Clean air has upgraded the Vehicle Exhaust System. It can be operated with a new wireless control in 19-2-85.
- 4) 19-2-90 blew a seal on the left extension cylinder and was taken to Absolute for repairs.
- 5) The Route 33 Fire Station air Compressor has stopped working and Graga Construction will be coming to repair.
- 6) All man doors were reprogramed to include two new members.
- 7) Continental came and serviced our two Breathing Air Compressors.

**Old Business**

We received a quote, from Complete Security Systems, to have all the outdated Fire Alarm Sensors replaced at the Route 524 Fire Station. The cost for this work would be around \$2,000.00. The current detectors are out of date. A resolution was offered by Harry Carter and seconded by Tom Ward, to have these sensors replaced by Complete Security Systems. A roll call vote was taken.

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

Tom said that the buntings for the front of the Route 33 Fire Station would cost about \$2,000.00 from Beachwood Canvas. They would include three sections with grommets. A resolution was offered by Frank Biddle III and seconded by Doug Howlett, to purchase the buntings from Beachwood Canvas. A roll call vote was taken.

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

**New Business**

Frank reminded the Board that he will be leaving his Commissioner Position because of his retirement from his Monmouth County job. His retirement starts on May 1, 2017. He said that he would have things ready for the May 1, 2017 meeting.

George said that again we have a clean Audit. He has not received it yet, but has been in contact with Robert A. Hulsart and Company.

George said that he has scheduled a meeting with Liberty Mutual Insurance for April 5, 2017.

A resolution was offered by Frank Biddle III and seconded by George Patten, to go into Executive Session at 9:33 PM. A roll call vote was taken.

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

A resolution was offered by Tom Ward and seconded by Harry Carter, to come out of Executive Session at 10:00 PM. 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 10:01 PM.