

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

April 2, 2018

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 Tom Ward; to approve the minutes of the last meeting held on March 5, 2018, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2692	A12-2	Liberty Mutual Insurance	333.00
2693	A12-3	Absolute Fire Protection Company, Inc.	6,536.13
2694	A12-3	Allied Diesel Service	153.38
2695	A12-3	Brice's Auto Supply, Inc.	38.44
2696	A12-3	Campbell Supply Co.	1,299.98
2697	A12-3	G & L Lawn Service, Inc.	2,726.00
2698	A12-3	MyFleetCenter.com	93.56
2699	A12-3	TASC Fire Apparatus, Inc.	1,019.07
2700	A12-4	NetLink	199.00
2701	A12-6	ESI Equipment, Inc.	319.80
2702	A12-6	Pedroni Fuel Co.	1,182.89
2703	A12-7	Frank E. Biddle III	420.00
2704	A12-7	Frank Bostjancic	420.00
2705	A12-7	Maris Gabliks	420.00
2706	A12-7	Dan Roth	420.00
2707	A12-7	Stephen Smith	420.00
2708	A12-7	Bob Tice	420.00
2709	A12-7	Dan Roth	5,125.00
2710	A12-8	JCP&L	1,311.91
2711	A12-8	N. J. American Water	168.89
2712	A12-8	N. J. Natural Gas	2,380.87

2713	A12-8	Verizon	449.45
2714	A12-8	Verizon Communications	65.75
2715	A12-8	Verizon Wireless	601.19
2716	A12-9	N. J. American Water	6,900.30
2717	A12-10	Complete Security Systems, Inc.	696.00
2718	A12-10	Continental Fire & Safety	1,725.00
2719	A12-10	Freehold Cartage, Inc.	118.90
2720	A12-10	Sakoutis Brothers Disposal	81.45
2721	A12-13	Electronic Measurement Laboratories, Inc.	1,360.00
Electronic	A9-1	Payroll by Paychex (for March 2018)	3,415.34
Electronic	A9-1	Tax Pay by Paychex (for March 2018)	667.36
Electronic	A9-1	March 2018 N. J. Pension Payment	169.48
Total			\$41,658.14

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	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 Apparatus Service Report, from Absolute Fire Protection, for the repairs to 19-2-90. We received a communication, from Internet Domain Name Services, stating that our website domain name is coming due for renewal. This is taken care of by NetLink, our website host.

We received four vouchers, from the Township of Howell Finance Department, for the payment of the 2018 Fire Tax. These vouchers were signed and returned to the Township of Howell. We received a check, from the Township of Howell, which is payment number one of the 2018 Fire Tax. The check, in the amount of \$233,750.00, was received and deposited on April 30, 2018.

We received a communication from Insurance Services Office (ISO). They stated that it is time to have our Fire District evaluated again. The last time this was completed was 2012. Frank said that he would contact them and set up a date.

Legal

Joe gave a report on two Local Finance Notices from the State of New Jersey. These were LFN 2017-6R and LFN 2018-09.

Chief's Report

First Assistant Chief Greg Player gave his incident report for the month of March 2018. The Chiefs asked to purchase the following items.

- 1) Three (3) air system adapters for use in 19-2-90 bucket for breathing air, from Firefighter One for a total of \$885.60.
- 2) Ten (10) Unication G1 pagers, complete with chargers and a three year extended factory warranty, from M & W Communications, for a total of \$4,187.00.
- 3) Permission to preregister for FDIC 2019 while out in Indianapolis.

After some discussion, a resolution was offered by Harry Carter and seconded by Tom Ward, approving the Chiefs purchase requests. A roll call vote was taken.

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

Chief Player said that the three gas meters were still being evaluated at Electronic Measurement Laboratories.

Committees

Tom gave a report on the Executive Board Meeting which was held on March 22, 2018.

Frank gave a report on the trucks and equipment as follows.

- 1) The Route 33 Fire Stations new air compressor has come in. The unit should be installed in the next week or so. We will still need to get the electric hooked up.
- 2) Frank hooked up the small air compressor from the Route 524 Fire Station at the Route 33 Fire Station to keep the air up in the trucks till the new compressor is completed.
- 3) Campbell Supply is still waiting on parts for the left side awning on 19-2-85. The repair will have to take place at Campbell.
- 4) The LED pump panel lights have come in.
- 5) The check engine light on the 2011 Chiefs vehicle is a vent solenoid code. This will have to be sent out as soon as 2-67 can give it up.
- 6) 19-2-90 is back from Absolute and back in service.
- 7) 19-2-93 is back from the light upgrade at East Coast Emergency Lighting.
- 8) 19-2-98 has some more electrical issues in the snow plow light circuit.
- 9) George replaced the switch for the fuel pump at the Route 33 Fire Station.
- 10) 2-66 had his 2015 Chiefs vehicle serviced at Jiffy Lube.
- 11) We had a problem with the Emergency Generator at the Route 524 Fire Station the night of the snow storm on March 21, 2018. EMR Power Systems did come out and work on it, but we are not sure what they did. Waiting on the invoice.

Old Business

George said that we got the books back from the Auditor. There were a few comments and they are waiting on the State for the final report.

We received the invoice for the Howell Township communications upgrade to the repeater and receiver sites. This is something that we put into our 2018 Budget. The invoice, which is not due for payment yet, is for a total of \$38,010.74. The only thing they requested is a voucher made out and sent to Motorola Solutions c/o Wireless Communications and Electronics so they can order all the hardware. A resolution was offered by George Patten and seconded by Harry Carter, to send the voucher and pay the invoice once the job is complete. A roll call vote was taken.

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

Frank said that we still have not acted on a lawn maintenance contract for the Route 33 Fire Station. Tom said that he gave info to several vendors and we still only have one bid by G & L Lawn Service. After some discussion, a resolution was offered by George Patten and seconded by Tom Ward, to enter into a contract with G & L Lawn Service for the care of the grounds at the Route 33 Fire Station for 2018. 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 we are as set with Gov Deals and we can start to sell some of our excess equipment.

Tom said that he called several vendors about the plumbing work we need completed for the new Gear Washing Machine at the Route 33 Fire Station. The only one that responded was Dean Morris Plumbing & Heating, LLC. His quote for the job is for \$2,300.00. A resolution was offered by George Patten and seconded by Harry Carter, to have Dean Morris Plumbing & Heating make the needed changes to the plumbing system for the installation of the New Gear Washing Machine. A roll call vote was taken.

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

New Business

Harry has been in contact with Access Health about completing our Firefighter Physicals for 2018. They told him that they have June 20, 2018 available. After some discussion, a resolution was offered by Harry Carter and seconded by George Patten, to have Access Health complete our Firefighter Physicals. 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 he completed the Liberty Mutual self-audit and sent it back.

With no further business to come before the Board, the meeting was adjourned at 9:04 PM.