

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

April 1, 2019

**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, Doug Howlett and Robert Tice present. Also in attendance was Joseph Youssof, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on March 4, 2019, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3082	A12-3	Campbell Supply Company	234.20
3083	A12-3	Clean Air Company	389.98
3084	A12-3	Cooper Electric Supply Company	182.57
3085	A12-3	G & L Lawn Service, Inc.	2,726.00
3086	A12-3	Jersey Coast Fire Equipment, Inc.	887.85
3087	A12-3	Underwriters Laboratories, Inc.	618.75
3088	A12-4	Family Practice of CentraState	295.00
3089	A12-4	NetLink	199.00
3090	A12-4	Joseph D. Youssof, Esq.	4,586.66
3091	A12-6	Pedroni Fuel Company	443.73
3092	A12-7	William Kruse	420.00
3093	A12-7	Carmelo LaMarca	420.00
3094	A12-7	Daniel Roth	420.00
3095	A12-7	Stephen Smith	420.00
3096	A12-7	Michael Whitehill	360.00
3097	A12-8	JCP&L	1,095.06
3098	A12-8	N. J. American Water	129.78
3099	A12-8	N. J. Natural Gas	1,839.17
3100	A12-8	Verizon	460.38
3101	A12-8	Verizon Communications	65.73
3102	A12-8	Verizon Wireless	552.36

3103	A12-9	N. J. American Water	8,205.12
3104	A12-9	N. J. American Water	7,038.00
3105	A12-10	Complete Security Systems, Inc.	702.00
3106	A12-10	Continental Fire & Safety	1,759.00
3107	A12-10	Electronic Measurement Laboratories, Inc.	1,386.00
3108	A12-10	Freehold Cartage, Inc.	131.33
3109	A12-10	Sakoutis Brothers Disposal	89.60
3110	A12-13	Continental fire & Safety	3,180.00
3111	A12-13	Grainger	349.60
3112	A12-13	M & W Communications	3,612.88
Electronic	A9-1	Payroll by Paychex (for March 2019)	3,399.47
Electronic	A9-1	Tax Pay by Paychex (for March 2019)	690.31
Electronic	A9-1	Paychex Fees (deducted 04-10-19)	144.92
Electronic	A9-1	March 2019 N. J. Pension Payment	125.00
Total			\$47,559.45

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 Bob Tice, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	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 check, from the Township of Howell, which is the first payment of the 2019 Fire District Taxes. The check, in the amount of \$233,750.00, was received and deposited on March 28, 2019. We received a communication, from the Monmouth County reclamation Center, indicating that their rate will increase by \$3.50 per ton. We received a statement, from the State of New Jersey Motor Vehicle Services, for all abstract retrievals completed in February 2019.

We received a Fire Alarm Inspection report, from Complete Security Systems, for the annual testing of all fire detection equipment at the Route 33 Fire Station. A copy of this report was forwarded to the Township Fire Bureau. We received a confirmation, from NetLink, that our 2019 Fire District Budget has been posted to our website. We received an email, from VFIS, indicating that our mass upload of Firefighter's emails to VFIS University has been completed. This was done to increase our training capabilities.

We received several communications, from the State of New Jersey Defined Contribution Retirement Plan (DCRP), as we are setting up an account for newly elected Commissioner Robert Tice. We should be all set sometime in the next few months. We received an email, from the New Jersey Division of Pensions, stating that our IROC has been completed for the first quarter of 2019.

### **Legal**

Joe said that he had no report this month.

### **Chief's Report**

Chief Michael Whitehill gave his incident report for the month of March 2019. Chief Whitehill asked to purchase the following items.

- 1) Two (2) Scott 60 minute, 4500 PSI, SCBA Cylinders, from Firefighter One, on State Contract #A80961, for a total of \$2,862.00.
- 2) Eight (8) Red Head model #103, Hole Type Spanner Wrench, for booster hose, from Continental Fire & Safety, for \$96.00 plus \$25.00 shipping and a total of \$121.00.
- 3) Five (5) 5 gallon cans of Tool Fuel, from ESI Equipment, prices unknown at this time.

After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to grant the Chief's three purchase requests. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Lieutenant Smith followed up last month's discussion about CDL Driver Training. Lieutenant Smith said that they have decided on the three Firefighter that will go for a Class B CDL Driver License. He also said that they have chosen Smith & Solomon for their location and overall reviews. The cost for this service will be around \$3,000.00 per student. After some discussion, a resolution was offered by Bob Tice and seconded by Harry Carter, to send three Firefighters to Smith & Solomon for the CDL Class B Driver License. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

The Chief included in his report a section on Radios, Dispatching and overall issues with the current system we use. A long discussion followed as to the future of our Communication System. The Chief also brought up the question of Turnout Gear and the ten year rule. Several Drivers' Turnout Gear has reached the ten years and the Chief would like to know if they still qualify for the costly Turnout Gear. Chairman Carter said that ten years is the rule that we should be following and the Drivers are still Firefighters.

## **Committees**

Bob gave a report on the Executive Board meeting which was held on March 28, 2019.

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

1) 19-2-90 is at Absolute for several issues. The waterway relief valve is that priority as that is what UL failed the truck for.

2) Campbell Supply has been out a couple times to work on 19-2-85's cascade system. It appears that the #2 bottle is still leaking down.

3) Frank has called EMR Power Systems twice about hooking up some sort of indicator light on the Emergency Generator at the Route 33 Fire Station. They do not seem to want to do this. Frank said that he will come up with a plan.

4) Campbell Supply was called out for a check engine light on 19-2-85 on March 18, 2019. They ended up reflashing the ECM with updates for the system. This was not a warranty job.

5) The Vehicle Exhaust System at the Route 33 Fire Station has been working properly since the repairs of last month.

6) The Dumpster Enclosure at the Route 33 Fire Station has pulled away from the concrete and is not working at this time.

## **Old Business**

Harry said that he is looking into adding a few things to the Firefighter Physicals in June. He is looking into blood work and maybe even a chest x-ray. He said that he would have more information at the May meeting.

George said that we received all our Budget Paperwork back from the Auditor. The Auditor said that everything was good. George said that we are still waiting on the State for their report.

Bob gave Joe the resolution about creating a Junior Firefighter Program with some changes made to it. Joe will read over the resolution with the changes and report back at the May meeting.

Bob said that the Security Camera quotes all looked good and that we should act on this subject. We have received two quotes from the three vendors we asked. Harry said that we should get another quote before proceeding with the purchase and he suggested another vendor to ask. It was decided to get another quote before any action is taken.

## **New Business**

We received a contract, from Electronic Measurement Laboratories, for the servicing of our seven (7) Gas Meters. The total cost of this contract is \$1,386.00. After a short discussion, a resolution was offered by Bob Tice and seconded by Harry Carter, to award this contract to Electronic Measurement Labs for \$1,386.00. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

George said that he found the Ledger Book he has been looking for. He can get two Ledger Books and some additional office supplies from Weeks Lerman for a total cost of \$359.12. A resolution was offered by Harry Carter and seconded by Doug Howlett, to make this purchase from Weeks Lerman. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Frank asked Joe about the purchase process for a New Fire Truck. If a New Fire Truck is on the February ballot and gets approved by the voters, can the Board act on that purchase at the next regular meeting? Joe said that as long as the voters approved the New Fire Truck, the Board could order it the next day.

Chief Whitehill asked the Board to think about moving the District Elections to the Route 33 Fire Station. This past election was very busy and there were a lot of things going on that day. Trucks were being moved around at the Route 524 Fire Station during the vote and the Poll Workers were asking for less noise so they could do their job. Frank said that there was a drill happening at the Route 33 Fire Station and the election would have had the same issues.

George Gravatt said that the rear parking lot at the Route 33 Fire Station needs some work to get rain water to make its way to the drains.

With no further business to come before the Board, the meeting was adjourned at 10:09 PM.