

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

April 1, 2013

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 8:05 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, Tom 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 4, 2013, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3950	A11-2	Postmaster of Adelphia	230.00
3951	A12-3	Brice's Auto Supply	164.94
3952	A12-3	Continental Fire & Safety, Inc.	344.00
3953	A12-3	Emergency Equipment Sales, LLC	1,295.00
3954	A12-3	First Priority Emergency Vehicles	1,542.91
3955	A12-3	G & L Lawn Service, Inc.	2,255.00
3956	A12-3	G's Auto Interior	760.00
3957	A12-3	Minerva Cleaners	2,148.25
3958	A12-3	MyFleetCenter.Com	58.47
3959	A12-3	Sea Breeze Ford	409.49
3960	A12-4	Centra State Medical Assoc.	130.00
3961	A12-4	NetLink	199.00
3962	A12-4	Robert A. Hulsart & Co.	4,000.00
3963	A12-6	Pedroni Fuel Co.	1,062.58
3964	A12-7	Jeffery Digraitis	420.00
3965	A12-7	Michael Hubert	420.00
3966	A12-7	Christopher Larkin	300.00
3967	A12-7	Shimon Miller	300.00
3968	A12-7	Brian Prochnow	420.00
3969	A12-7	Robert Tice	420.00
3970	A12-8	JCP&L	1,191.66

3971	A12-8	N. J. American Water	117.28
3972	A12-8	N. J. Natural Gas	2,230.21
3973	A12-8	Verizon	359.45
3974	A12-8	Verizon Communications	61.98
3975	A12-8	Verizon Wireless	720.07
3976	A12-9	N. J. American Water	6,670.80
3977	A12-9	N. J. American Water	6,143.41
3978	A12-10	Complete Security Systems, Inc.	1,282.50
3979	A12-10	Freehold Cartage, Inc.	118.90
3980	A12-10	Jersey Coast Fire Equipment, Inc.	42.00
3981	A12-10	Sakoutis Brothers Disposal	75.00
3982	A12-13	All Hands Fire Equipment	2,258.56
3983	A12-13	A. R. Communications	4,197.95
Electronic	A9-1	Payroll by Paychex (for 03-31-13)	2,876.82
Electronic	A9-1	Tax Pay by Paychex (for 03-31-13)	582.45
Electronic	A9-1	Paychex Fee (deducted 04-10-13)	110.92
Electronic	A9-1	March 2013 N. J. Pension Payment	190.08
Total			\$46,109.68

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
Tom 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 e-mail from the DCA stating that the State of New Jersey is still working on the on-line system in order for us to complete our financial discloser statements. The on-line only system should be up and running by the May, 2013 meeting. We received a packet, from the NFPA, containing our updated membership information. Our membership runs until March, 2018. We received two work order copies, from Continental Fire & Safety, for work performed on our breathing air compressor on February 20, 2013 and March 5, 2013. We received a second notice, from the Division of Pensions and Benefits, stating that Frank Biddle III has filed for Retirement. If Frank is going to retire, the Division will need a Certification of Service and Final Salary. Frank said that he will make the decision later this month.

We received a check, from the Township of Howell, which is the first payment for the 2013 fire taxes. The check, in the amount of \$297,500.00, was received and deposited on March 29, 2013. We received a communication from Family Practice of CentraState, which contained updated mailing addresses for remittance of payments. We received a preventative maintenance service report, from ESI Equipment, for the annual service of all of our rescue tools.

Legal

Joe gave a report on the State Contract for Fire Apparatus. Joe had been in contact with Mr. Russell, from Fire & Safety. Joe said that more Fire Apparatus Companies are getting on this contract and that some of the truck options are not available.

Joe also gave a report on our 2012 Audit, stating that there are no recommendations and the Audit is clean. The final copy of the Audit should be received by the end of April, 2013.

Chief's Report

Chief Brian Prochnow gave is incident report for the month of March, 2013. The Chief asked if the Board had a chance to look over the proposed Standard Operating Procedures for Driver Operator Training for District Owned Fire Apparatus. The Board said that they had looked over these procedures and that they were ready to act on them. A resolution was offered by Tom Ward and seconded by Doug Howlett, adopting the Standard Operating Procedures for Driver Operator Training for District Owned Fire Apparatus as reviewed. A roll call vote was taken.

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

The Chief would also like to purchase the following items for 19-2-93.

- 1) Fifteen (15) pair of ESS Fire Pro-Ex Wildland Goggles from All Hands Fire Equipment for a total of \$599.10.
- 2) One (1) Topps Safety Wildland Fire Fighting Jacket from All Hands Fire Equipment for a total of \$170.99.
- 3) Twelve (12) CMC Rescue SRT Fire Shelter Accessory Belts from All Hands Fire Equipment for a total of \$418.08.
- 4) Twelve (12) Bullard Wildfire Brush Helmets from All hands Fire Equipment for a total of \$515.88.
- 5) Six (6) Brush Brooms from All Hands Fire Equipment for a total of \$85.44
- 6) Six (6) Soft-Pack Brush Pumps from All Hands Fire Equipment for a total of \$940.44.

After some discussion, a resolution was offered by Tom Ward and seconded by Harry Carter, to grant the Chief's request. A roll call vote was taken.

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

Lieutenant Greg Player said that he looking at several different interactive training boards for the Route 33 Fire Station. They range in price from \$1,200.00 to over \$9,000.00. He was looking at an Interactive White Board System. The local vendor, Keyboard Consultants, Inc., would give a presentation at the June, 2013 meeting if we were interested. After some discussion, Greg was asked to invite the company to our next meeting.

Committees

Frank gave a report from the Executive Board meeting, which was held on March 28, 2013. Frank said that Chief Prochnow had presented the Fire Bureau Chief with documentation for The Joint Boards Award of Honor Board. Each district is to take this back for discussion and bring answers back to the April 25, 2013 Executive Board meeting. A discussion followed about which category the four Adelphia Firefighters should be honored with. A motion was made by Harry Carter and seconded by Tom Ward, to pick the Medal of Valor, Class I. This category is for Extreme Personal Risk. Motion passed.

Frank also brought back the Resolution Authorizing A Joint Contract For Joint Meetings For Public Services. This is the contact that the Joint Boards seem to be in favor of. After some discussion, it was decided to let Joe take and read over and report back at the May, 2013 meeting.

Frank gave a report on the trucks as follows,

- 1) The light tower on 19-2-85 has been repaired and seems to be operating properly. The one broken light head came in wrong and First Priority will come to the Route 524 Fire Station and install when the correct one comes in.
- 2) The fuel tank skid plate came in for 19-2-93 and will be given to Big Bill's Welding to beef up before installation.
- 3) Underwriters Laboratories tested all the ground ladders on March 18, 2013 and the all passed.
- 4) Underwriters Laboratories tested the Aerial Truck, 19-2-90, on March 19, 2013. This truck will need some repairs before they will issue a certificate. Frank will get some prices for the repairs and report back.
- 5) Absolute was at the Route 524 Fire Station today and replaced the master pressure gauge on the pump panel of 19-2-78. They also replaced one bad pod in the arrow stick on 19-2-78.

Old Business

George said that Complete Security Systems was at the Route 33 Fire Station and repaired the Fire Alarm System.

George also said that the Stanley Security Solutions System has finally come in and is ready for installation. Frank said that he would clean out the old laptop and bring to the Route 33 Fire station so that they can install the needed software.

Harry asked the Board if Howell Township could work on our behalf to get the OPTICOM System installed in the future traffic light at Route 33 and Colts Neck Road. The Board said yes.

New Business

Frank said that we needed some office supplies and would like to purchase them from E. J. Schuster's Office Supply. A resolution was offered by Tom Ward and seconded by Harry Carter, to allow the purchase of office supplies from E. J. Schuster's Office Supply. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:49 PM.