

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

August 4, 2014

**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 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 George Patten; to approve the minutes of the last meeting held on July 7, 2014, motion carried.

The following Vouchers have been submitted for payment.

| <b>VOUCHER</b> | <b>LINE #</b> | <b>VENDOR</b>                     | <b>AMOUNT</b> |
|----------------|---------------|-----------------------------------|---------------|
| 1363           | A12-1         | Asbury Park Press                 | 117.80        |
| 1364           | A12-3         | Allied Diesel Service             | 1,785.70      |
| 1365           | A12-3         | Brice's Auto Supply, Inc.         | 128.90        |
| 1366           | A12-3         | Edwards Tire Company, Inc.        | 29.95         |
| 1367           | A12-3         | G & L Lawn Service, Inc.          | 1,250.00      |
| 1368           | A12-3         | MyFleetCenter.com                 | 187.05        |
| 1369           | A12-3         | Pine Belt                         | 713.35        |
| 1370           | A12-4         | NetLink                           | 199.00        |
| 1371           | A12-6         | Pedroni Fuel Co.                  | 1,019.10      |
| 1372           | A12-8         | JCP&L                             | 1,784.65      |
| 1373           | A12-8         | N. J. American Water              | 184.64        |
| 1374           | A12-8         | N. J. Natural Gas                 | 200.52        |
| 1375           | A12-8         | Verizon                           | 380.80        |
| 1376           | A12-8         | Verizon Communications            | 61.98         |
| 1377           | A12-8         | Verizon Wireless                  | 613.11        |
| 1378           | A12-9         | N. J. American Water              | 6,670.80      |
| 1379           | A12-9         | N. J. American Water              | 6,847.75      |
| 1380           | A12-10        | Freehold Cartage, Inc.            | 118.90        |
| 1381           | A12-10        | Jersey Coast Fire Equipment, Inc. | 124.00        |
| 1382           | A12-10        | Sakoutis Brothers Disposal        | 75.00         |
| 1383           | A12-13        | Emergency Equipment Sales, LLC    | 2,470.00      |

|            |       |                                       |          |
|------------|-------|---------------------------------------|----------|
| 1384       | A12-7 | Tim McKay                             | 2,278.80 |
| Electronic | A9-1  | Payroll by Paychex ( for July, 2014 ) | 2,872.22 |
| Electronic | A9-1  | Tax Pay by Paychex ( for July, 2014 ) | 579.49   |
| Electronic | A9-1  | Paychex Fee ( deducted 08-11-14 )     | 134.03   |
| Electronic | A9-1  | July 2014 N. J. Pension Payment       | 197.64   |

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 Doug Howlett, seconded by George Patten, and a roll call vote was taken.

|                  |        |
|------------------|--------|
| Harry Carter     | yes    |
| George Patten    | yes    |
| Frank Biddle III | yes    |
| Thomas Ward      | absent |
| 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 Fire Alarm and Detection Equipment Test Report from Complete Security Systems. This report is for the Route 524 Fire Station and was completed on July 14, 2014. A copy of this report was sent to the Howell Township Fire Bureau. We received an Air System Inspection Report from Continental Fire and Safety. This report is for the service of our breathing air compressor at the Route 524 Fire Station. We received a letter, from Glatfelter Claims Management, stating that they are handling our claim for the accident involving 19-2-78 on July 11, 2014. Frank has been communicating with Glatfelter since the accident.

We received an Affidavit of Publication, from the Asbury Park Press, for the advertising of Invitation to Bidders. We received a new toner cartridge from Shore Business Solutions. The new cartridge is covered under our service contract.

### **Legal**

Joe said that we were supposed to receive bids tonight for the New Chevrolet Suburban Chief's Vehicle. Joe said that we failed to remember that bids cannot be received on a Monday in New Jersey. Several Bidders stated that they would not bid on the vehicle if the bid opening was held on Monday, August 4, 2014. Joe said that he would advertise the Bid Opening if the Board picked another date. The Board chose Thursday, August 21, 2014 at 2:00 PM as the new bid opening date. Bids will be opened at the Route 33 Fire Station at that time. Joe will attend this Bid Opening and at least one Commissioner will have to be present. Frank said that he would attend and also George and Harry. A motion was made by Frank Biddle and seconded by Doug Howlett, to rebid the New Chief's Command Vehicle. Motion passed.

Joe said that Assembly Bill number 3006 has to do with the consolidation of Fire Districts. Joe read the rules as to how a consolidation should be carried out. A lot of discussion followed as the Board feels that a consolidation in Howell Township would not be cost effective.

## Chief's Report

Chief Bob Tice gave his incident report for the month of July, 2014. The Chief's would like to purchase the following items.

- 1) 1,100 feet of 5" hose from Continental Fire & Safety for a total of \$6,208.00.
- 2) 1 (one) BH-20-BAT Fan from Safe-T for a total of \$3,400.00.
- 3) Rit Pack 111 Assy. from Firefighters Equipment on State Contract #A80961 for a total of \$2,871.00.
- 4) 1 (one) Simpson Ratchet Strap, 1 (one) Simpson Axle Strap D-Ring and 1 (one) Simpson Mini Puller Kit from ESI Equipment for a total of \$576.20.

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

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

Chief Tice said that we have 20 sets of outdated Globe Bunker Gear in the closet and we need to get rid of it. A resolution was offered by Doug Howlett and seconded by Harry Carter, declaring these 20 sets of gear as surplus. A roll call vote was taken.

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

## Committees

Frank gave a report on the Executive Board Meeting which was held on July 24, 2014. Frank also gave a report on the trucks as follows.

- 1) Frank replaced the MAF Sensor on 19-2-68's Vehicle.
- 2) Art replaced the Driver's Window Regulator on 19-2-85.
- 3) We installed the new SCBA Brackets in 19-2-78.
- 4) 19-2-98 was repaired at Pine Belt. They had to fabricate new transmission cooler lines.
- 5) The battery charger on 19-2-75 has stopped working. Campbell Supply will be coming out to repair.
- 6) Hose testing started on August 1, 2014 and will be finished on August 8, 2014.
- 7) We had three vehicles serviced at Jiffylube. 19-2-66, 19-2-68 and 19-2-88.
- 8) We need to set up the Annual Pump Tests with Fire One.

A resolution was offered by Harry Carter and seconded by Doug Howlett, to have Fire One complete our Annual Pump Tests. A roll call vote was taken.

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

**Old Business**

George Gravatt said that the lights over the front and rear of the truck bays at the Route 33 Fire Station have lots of issues. At this time it would end up being cost effective to replace them with LED bulbs. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to have George replace these lights with LED lights. A roll call vote was taken.

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

George Patten said that we are having some issue with 1 Firefighters LOSAP. George said that he is working with VALIC to fix the problem.

**New Business**

Frank said that he received an e-mail from Norton that stated our Norton 360 will be running out on September 4, 2014. The e-mail said that they will bill Frank's account \$256.79 on that date for the renewal on Norton 360 for 10 PCs. A resolution was offered by Harry Carter and seconded by Doug Howlett, to purchase the Norton 360 renewal for \$256.79. A roll call vote was taken.

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

We received a letter from Souper Groove, LLP asking to use our Route 33 Fire Station for parking for an event which they are having on September 26 and 27 at the Priedaine. After some discussion, a motion was made by George Patten and seconded by Harry Carter, to grant them permission to use the 3 acres next to the Bobcat Dealer. Motion passed.

We received the Annual Air System Contract from Continental Fire & Safety. The cost of this contract would be \$1,755.00, the same price as last year. A resolution was offered by George Patten and seconded by Doug Howlett, to enter into this contract with Continental Fire & Safety. A roll call vote was taken.

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

The Fire Company said that they were cleaning up around the Route 524 Fire Station and found the old Landpride Mower that used to be hooked to the Boards Ford Tractor. There is no use for this mower since the Fire Company purchased their own mower. A local resident asked if he could purchase this mower from the Board. After some discussion, a resolution was offered Harry Carter and seconded by George Patten, to declare this mower as surplus and to ask \$100.00 for it. A roll call vote was taken.

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

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