

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

August 7, 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, 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 July 3, 2017, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2467	A12-3	Absolute Fire Protection Company, Inc.	60.75
2468	A12-3	Allied Diesel Service	57.30
2469	A12-3	Brice's Auto Supply, Inc.	65.61
2470	A12-3	Defender Emergency Products	1,109.68
2471	A12-3	Fail Safe Testing, LLC	3,683.90
2472	A12-3	G & L Lawn Service, Inc.	800.00
2473	A12-3	Graga Construction, Inc.	118.00
2474	A12-3	MyFleetCenter.com	170.93
2475	A12-3	Wireless Communications & Electronics	2,834.00
2476	A12-4	Family Practice of CentraState	150.00
2477	A12-4	NetLink	199.00
2478	A12-6	ESI Equipment, Inc.	479.70
2479	A12-6	Pedroni Fuel Co.	322.70
2480	A12-8	JCP&L	1,578.22
2481	A12-8	N. J. American Water	223.51
2482	A12-8	N. J. Natural Gas	241.61
2483	A12-8	Verizon	403.78
2484	A12-8	Verizon Communications	65.79
2485	A12-8	Verizon Wireless	580.83
2486	A12-9	N. J. American Water	6,900.30
2487	A12-9	N. J. American Water	8,044.74

2488	A12-10	Freehold Cartage, Inc.	118.90
2489	A12-10	Sakoutis Brothers Disposal	75.00
2490	A12-13	M & W Communications, Inc.	233.98
Electronic	A9-1	Payroll by Paychex (for July 2017)	2,490.01
Electronic	A9-1	Tax Pay by Paychex (for July 2017)	516.19
Electronic	A9-1	Paychex Fee (deducted 08-10-17)	150.91
Electronic	A9-1	July 2017 N. J. Pension Payment	169.48
Total			\$31,844.82

The following three checks were issued to replace three lost checks. They are not included in the August total.

2491	A9-1	Michael Banasz (replaces #2255, 12-05-16)	250.00
2492	A12-8	Michael Banasz (replaces #2425, 06-05-17)	270.00
2493	A9-1	Michael Banasz (replaces #2443,06-05-17)	250.00
Check #s 2255, 2425 and 2443 were voided			

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
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. George deposited the check for the sale of the old 19-2-85 to Atlantic Highlands. The check, in the amount of \$27,500.00, was deposited on July 5, 2017. We received an updated Radio Number and Badge Number Assignment list from the Howell Township Fire Bureau. We received a credit, from VFIS, for cancelling the insurance on the old 19-2-85. The credit is for \$1,220.00 and will be applied to our account at this time. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals conducted during June of 2017. We received a report, from Fail Safe Testing, for all Fire Hose tested on July 28, 2017.

Legal

Joe read a resolution Authorizing the Sale of the 1991 Mack/Saulsbury Rescue Truck to Atlantic Highlands. This resolution was acted on at the July 3, 2017 meeting. Copies will be on file.

Joe also read a resolution Accepting the Audit Report for the Year Ended December 31, 2016. This resolution was also acted on at the July 3, 2017 meeting and will be on file.

Joe passed out copies of the Annual Audit Review Group Affidavit. All four Commissioners signed this form, along with Joe, and two copies will be mailed to the Auditor.

Chief's Report

Chief Michael Banasz gave his incident report for the month of July 2017. The Chief asked to purchase one Scott Rit-Pak Fast Attack, from Firefighter One, on State Contract #A80961 for \$2,250.00. After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase this Rit-Pak from Firefighter One. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Thomas Ward	yes
Doug Howlett	yes

Chief Banasz told the Board that Firefighter Vitale had completed the EMT Training Class and passed the final test. Chief Banasz turned in all paperwork and receipts for reimbursement. A resolution was offered by Tom Ward and seconded by Doug Howlett to reimburse Firefighter Vitale the \$1,410.00 cost of the course. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Thomas Ward	yes
Doug Howlett	yes

Committees

Tom gave a report on the Executive Board meeting which was held on July 27, 2017.

A report was given on the trucks as follows.

- 1) 19-2-85 punch list is still being worked on.
- 2) Route 33 Fire Station air compressor was serviced by Graga Construction.
- 3) 19-2-96 had some repairs completed by Defender. They are waiting on parts to rebuild the belly valves on the trailer of 19-2-96.
- 4) The driver's spot mirror was replaced in house on 19-2-96 and also an air valve under the dash.
- 5) A tank fill coupling was replaced in house on 19-2-90. Absolute shipped the needed parts for this job.
- 6) Both 19-2-67 and 19-2-68 had their vehicles serviced at Jiffy Lube.
- 7) 19-2-74 has been listed for sale with Brindlee Mountain Fire Apparatus, LLC.

Old Business

Tom said that the buntings for the Route 33 Fire Station are being worked on.

New Business

Harry said that he received an e-mail about a needed Battery Charger at the West Farms Road receiver/repeater site. The e-mail was received from the Howell Township Fire Bureau. The total cost of the replacement, including labor, will be \$600.00. This cost would be split 5 ways and

would cost us \$120.00. A resolution was offered by Harry Carter and seconded by Tom Ward, approving the \$120.00 cost of the repair. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Thomas Ward	yes
Doug Howlett	yes

Tom reported that one of the bollards in the front of the Route 33 Fire Station had been hit and seems to be broken off under the ground. We will check to see if we can repair this in house or not.

With no further business to come before the Board, the meeting was adjourned at 8:47 PM.