

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

August 6, 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 Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on July 2, 2018, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
2825	A12-3	Absolute Fire Protection Company, Inc.	2,989.17
2826	A12-3	Allied Diesel Service	67.80
2827	A12-3	Campbell Supply Co.	31.50
2828	A12-3	Clean Air Co.	150.00
2829	A12-3	Cooper Electric Supply Co.	43.95
2830	A12-3	East Coast Emergency Lighting, Inc.	223.56
2831	A12-3	Fitness Lifestyles	275.00
2832	A12-3	G & L Lawn Service, Inc.	1,075.00
2833	A12-3	George Gravatt	775.00
2834	A12-3	Graga Construction, Inc.	147.00
2835	A12-3	The Hose Shop	89.68
2836	A12-3	Jersey Coast Fire Equipment	217.85
2837	A12-3	Minerva Cleaners	344.25
2838	A12-3	Team Life, Inc.	279.00
2839	A12-3	Thomas P. Ward	31.41
2840	A12-4	Asbury Park Press	376.55
2841	A12-4	NetLink	199.00
2842	A12-6	Pedroni Fuel Co.	1,789.94
2843	A12-8	JCP&L	1,539.33
2844	A12-8	N. J. American Water	314.29
2845	A12-8	N. J. Natural Gas	175.47

2846	A12-8	Verizon	450.36
2847	A12-8	Verizon Communications	65.75
2848	A12-8	Verizon Wireless	702.27
2849	A12-9	N. J. American Water	7,295.04
2850	A12-9	N. J. American Water	8,113.01
2851	A12-10	Freehold Cartage, Inc.	118.90
2852	A12-10	Sakoutis Brothers Disposal	81.45
2853	A12-13	Stan Engraving	253.00
2854 VOID	A12-13	Firefighter One (VOID VOID)	VOID
Electronic	A9-1	Payroll by Paychex (for July 2018)	3,820.63
Electronic	A9-1	Tax Pay by Paychex (for July 2018)	742.99
Electronic	A9-1	Paychex Fees (deducted 08-10-18)	158.22
Electronic	A9-1	July 2018 N. J. Pension Payment	173.00
		Total	\$33,109.37

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 the minutes of the June 2, 2018 meeting from the New Jersey State Association of Fire Districts. The next meeting will be September 14, 2018 at the Wildwood Convention Center at 9:30 AM. We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Synopsis of Audit for the year ended December 31, 2017. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in June 2018.

### Legal

Joe gave a report on the advantages of having a Qualified Purchasing Agent (QPA). Joe said that some QPA's would work on an hourly rate and help make large purchases easier. If we were to use a QPA, our quotation threshold would go up to \$6,000.00 and our bid threshold would go up to \$40,000.00. Joe handed out a resume for one QPA.

### Chief's Report

First Assistant Chief Greg Player gave his incident report for the month of July 2018. The Chief asked the Board if a Firefighter would be covered by their insurance if they were involved

in an accident while responding to a fire call. The Board said that they would find out the answer and for the Chief to get all the information and Police Report for the Firefighter involved.

The Chief then started a conversation on the possible purchase of the remaining portable radios and truck mobile radios for 2019. The total for all these purchases would be around \$300,000.00. The Board asked the Chief if they were sure that this is the way we should be going. This will be discussed further at the next meeting.

### **Committees**

Tom gave a report on the Executive Board meeting which was held on July 26, 2018.

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

- 1) Campbell Supply is working on the 2-85 warranty list.
- 2) Underwriters Laboratories testing dates are August 13, 2018 for ground ladders and September 24, 2018 for the aerial truck.
- 3) Mike replaced the left low beam pigtail on 19-2-68 vehicle.
- 4) Defender is waiting on parts for work on 19-2-96.
- 5) George Jr. replaced the batteries in both rear engine bay man doors at the Route 33 Fire Station.
- 6) 19-2-90 was repaired in house for and alternator belt issue.
- 7) 19-2-90 developed an electrical issue while being used at the Route 33 Fire Station on July 17, 2018. We were able to get it back to the Route 524 Fire Station. Absolute ordered parts and repair the truck on August 2, 2018.
- 8) 19-2-76 broke a transmission hose and was left over night at Risco's. Frank and Mike towed the truck to Station 19-1 so we could work on it. Frank removed the bad hose, had a new one made up and installed it. The truck was driven back to the Route 524 Fire Station.
- 9) We received the Annual Clean Air Contract to act on. Total \$1,661.00.
- 10) 19-2-68 has an exhaust leak. Frank is waiting on parts.
- 11) The annual hose testing is August 10, 2018.

### **Old Business**

Tom said that he hooked up the ice machine at the Route 33 Fire Station.

### **New Business**

We received a letter, from the New Jersey Motor Vehicle Commission, asking for a permission letter for an abstract retrieval completed in June 2018. Frank wrote a reply stating that we have never had any permission letters in the past. They replied and said that we should have been getting permission from the Firefighters for the abstract retrievals from the beginning. The Motor Vehicle Commission said that at least once a year we will be audited and will have to show that we have received permission. Frank has since prepared a permission letter and will be getting these signed before completing any abstract retrievals.

Frank asked about the contract for the vehicle exhaust systems with Clean Air. After some discussion, a resolution was offered by George Patten and seconded by Tom Ward, to enter into this annual contract with Clean Air for \$1,661.00. A roll call vote was taken.

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

Frank received an email, from Norton, for the annual renewal of our virus protection. The cost for 10 computers is \$244.99 and will automatically renew on August 19, 2018. This renewal is charged to Frank's credit card. A resolution was offered by George Patten and seconded by Harry Carter, to renew our subscription with Norton to cover 10 computers. A roll call vote was taken.

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

Wireless Communications & Electronics gave a presentation at a Special Joint Board Meeting on July 19, 2018. They proposed installing battery backup systems on some of the repeater and receiver sites. The total cost for each Fire District would be \$1,470.00 on New Jersey State Contract #83909. The Joint Board voted to complete this job, but each Fire District needs to approve it. A resolution was offered by George Patten and seconded by Doug Howlett, to pay for our share of the job with Wireless. 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 he looked into replacing the washer and dryer at the Route 33 Fire Station. The cost for the two units would be around \$1,200.00 each. No action was taken.

With no further business to come before the Board, the meeting was adjourned at 9:12 PM.