

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

August 5, 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 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, Tom Ward, and Doug Howlett present. Absent from tonight's meeting was Joseph Youssouf, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

Chairman Carter turned the meeting over to Gary G. Morey, a Sales Training Associate for FireHouse Software. Mr. Morey stated that FireHouse Software was a Xerox Company. The program is a cloud based program and can assist the Chief Officers with incident reporting, fire ground information, vehicle maintenance, and so much more. System back-up is completed by them and you can log into the system from anywhere. The most cost effective price for this program would be the five year plan, which would be good for five users at the same time. The price would be \$2,703.00 per year. This program is not on State Contract. After a short question and answer period, Chairman Carter thanked Mr. Morey for his presentation and returned the meeting to its regular agenda.

A motion was made by Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on July 1, 2013, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
4076	A11-2	E. J. Schuster Office Supplies	184.68
4077	A12-3	Absolute Fire Protection Company, Inc.	1,419.65
4078	A12-3	A. R. Communications	175.25
4079	A12-3	Breeze Heating & Air Conditioning Co.	85.00
4080	A12-3	Brice's Auto Supply, Inc.	87.84
4081	A12-3	Fitness Lifestyles	322.00
4082	A12-3	G & L Lawn Service, Inc.	1,330.00
4083	A12-4	Access Health Systems	4,300.00
4084	A12-4	Family Practice of Centra State	35.00
4085	A12-4	NetLink	199.00
4086	A12-6	ESI Equipment, Inc.	159.90
4087	A12-6	Pedroni Fuel Co.	2,160.20
4088	A12-7	Shimon Miller	695.00

4089	A12-7	Brian Prochnow	2,198.65
4090	A12-8	JCL&L	1,997.78
4091	A12-8	N. J. American Water	189.31
4092	A12-8	N. J. Natural Gas	208.07
4093	A12-8	Verizon	373.74
4094	A12-8	Verizon Communications	61.98
4095	A12-8	Verizon Wireless	735.45
4096	A12-9	N. J. American Water	6,670.80
4097	A12-9	N. J. American Water	6,260.80
4098	A12-10	Complete Security Systems, Inc.	78.00
4099	A12-10	Freehold Cartage, Inc.	118.90
4100	A12-10	Jersey Coast Fire Equipment, Inc.	270.00
4101	A12-10	Sakoutis Brothers Disposal	75.00
4102	VOID	VOID	VOID
Electronic	A9-1	Payroll by Paychex ( for 07-31-13 )	2,873.28
Electronic	A9-1	Tax Pay by Paychex ( for 07-31-13 )	582.21
Electronic	A9-1	Paychex Fee ( deducted 08-12-13 )	239.90
Electronic	A9-1	July 2013 N. J. Pension Payment	193.86
Electronic	A11-2	Sun Bank Service Charges	95.10
Total			\$34,376.35

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 a service report, from Absolute Fire Protection, for the repair of the starting system on 19-2-90. We received some insurance information from First Responder Joint Insurance Fund. We had several communications with Glatfelter Insurance Group concerning the new company insuring our above ground fuel storage tanks. This new company is Ace American Insurance Company. The old company, Zurich, stopped covering above ground fuel storage tanks. The cost for this insurance is \$742.62 with a \$5,000.00 deductible. We were paying \$935.00 with Zurich. We had several communications with N. J. American Water, concerning the over billing for hydrants. N. J. American has corrected the total number of hydrants.

We received a letter, from VFIS, stating that have corrected the vehicle identification numbers on several of our insured vehicles. We received a check from the Township of Howell, which is our second out of four, for the 2013 Fire Taxes. The check, in the amount of \$315,000.00, was received and deposited on July 2, 2013. We received a service report, from Complete Security Systems, for the annual testing of the Fire Alarm System at the Route 524 Fire Station. A copy of this report was forwarded to the Fire Bureau.

### **Legal**

Due to the absent of the Board's Attorney, there was no legal report.

### **Chief's Report**

Chief Brian Prochnow gave his incident report for the month of July, 2013. The Chief stated that during a call, the R1 cabinet on 19-2-75 opened up and the tool backpack fell out. The crew could not locate the missing tool backpack. The Chief asked to purchase the following items,

- 1) Six (6) Kochek Haz-mat garden hose adapters for Indian Tanks, from All Hands Fire Equipment for \$25.19 each and a total of \$151.14.
- 2) One (1) HT1250 Portable Radio from M & W Communications, for a total of \$688.00.
- 3) One (1) Fire Research Corporation, Dry Gear Pro Turnout Gear Dryer. To be installed in the laundry room at the Route 33 Fire Station. From TASC Fire Apparatus for a total of \$5,206.00. We would be required to complete the electrical work.
- 4) FireHouse Software upgrade, Five year plan at a cost of \$2,703.00 per year.
- 5) Two (2) sets of Turnout Gear from Safe-T, on State Contract #80948, for a total of \$5,800.76.
- 6) Five (5) pairs of Turnout Boots from Safe-T, on State Contract # 80948, for a total of \$1,590.00.
- 7) Eleven (11) Drag Rescue Device Retrofit from Safe-T, on State Contract # 80948, for a total of \$855.00.
- 8) Replace the missing tool backpack, from a combination of Grainger and Snap-On. Both of these vendors are on State Contract.

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

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

### **Committees**

Frank gave a report on the Executive Board Meeting, which was held on July 26, 2013.

Frank also gave a report on the trucks as follows,

- 1) 19-2-90 had problems with the starting system on July 2, 2013. Absolute replaced a bad starter and solenoid and the truck was returned to service.
- 2) 19-2-85 had several problems and was taken to Allied Diesel Service for repairs. One problem was the brakes and we took it to Allied because they are the closest. Allied should be completed with the repairs by next week.

- 3) 19-2-90 will be sent to Absolute for service and additional repairs as soon as 19-2-85 comes back from Allied. As of now, 90 should be going the week of August 19.
- 4) Frank completed a temporary repair to the # one discharge on 19-2-96. This will be repaired for good at a later date.
- 5) 19-2-66 had problems with is vehicle on the way back from Baltimore and it was taken to Freehold Chevrolet for repairs. Brian picked the vehicle up today, but it still is experiencing the same problems and will be taken back.
- 6) Fail Safe Hose Testing will be conducting the annual hose testing on August 16, 2013.
- 7) The cordless drill/driver at the Route 524 Fire Station has stopped working. This tool is about Fifteen years old. A replacement, from Grainger, is about \$300.00 to \$400.00.

A resolution was offered by Tom Ward and seconded by Harry Carter, to purchase a new drill/driver from Grainger. A roll call vote was taken.

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

### **Old Business**

George said that N. J. American Water has made the corrections to the Hydrant list. George also said that we should have all the information for the changeover to Investors Bank by August 9, 2013. George said that if we receive the information he will have Harry and Frank sign a check for the initial deposit in Investors. If all goes well, we will be using Investors by the September meeting.

George said that Breeze Heating and Air Conditioning repaired the AC in the Radio Room at the Route 33 Fire Station. Breeze said that we needed to replace the drip pan under the AC unit in the attic and also repair the drain pipe. A resolution was offered by Tom Ward and seconded by Doug Howlett, to have Breeze Heating and Air Conditioning make the needed repairs. A roll call vote was taken.

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

### **New Business**

George said that the Firefighter Physical results had come in. They were placed in the Firefighters mailboxes. Several of the results were class C and D.

George said that we should read over the policy about pre-approval for training before we reimburse anyone else. The Board does not always know ahead of time when things are approved.

Harry said that he is attending training classes during the Fire Rescue International in Chicago on August 14<sup>th</sup> thru the 17<sup>th</sup>. Harry asked the Board if they would take care of the room during these training classes. A resolution was offered by Tom Ward and seconded by George Patten, to pay for three night's room during this training class. A roll call vote was taken.

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

Brian said that we still have all the old radio equipment lying around since the switchover to narrow banding. Brian asked if we could declare this equipment as surplus in order to get rid of it. A resolution was offered by Harry Carter and seconded by Tom Ward, declaring this radio equipment as surplus. A roll call vote was taken.

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

Brian said that he would give a list of all this equipment to the Clerk for filing.

Brian said that he has received three prices for the cleaning of the Route 33 Fire Station. The lowest price is from Bailey's Square Janitorial Service. This price is \$75.00 for each time of service. A resolution was offered by Doug Howlett and seconded by Tom Ward, to contract with Bailey's for the Route 33 Fire Station cleaning. Doug said that he would take charge of this service with Bailey's. A roll call vote was taken.

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

George Gravatt said that we needed a lot of electrical supplies for the Route 33 Fire Station. He said that he would be getting all these supplies from Cooper Electric Supply. A resolution was offered by Harry Carter and seconded by Tom Ward, to purchase the needed supplies from Cooper. 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 10:19 PM.