

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

August 5, 2019

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, Doug Howlett and Robert Tice present. Also in attendance was Joseph Youssof, 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 1, 2019, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3220	A12-3	Brice's Auto Supply, Inc.	70.84
3221	A12-3	Campbell Supply Co.	598.80
3222	A12-3	G & L Lawn Service, Inc.	1,015.00
3223	A12-3	Lester Glenn Auto Group	6,039.73
3224	A12-3	Grainger	518.91
3225	A12-3	George Gravatt	800.00
3226	A12-3	Stewart & Stevenson Power Products, LLC	331.98
3227	A12-4	Access Health Systems	5,930.00
3228	A12-4	Family Practice of CentraState	635.00
3229	A12-4	NetLink	199.00
3230	A12-6	Allied Diesel Service	23.90
3231	A12-6	Pedroni Fuel Co.	3,337.79
3232	A12-7	Nick Kapelewski	125.00
3233	A12-7	Power DMS	782.30
3234	A12-8	JCP&L	1,530.87
3235	A12-8	N. J. American Water	154.32
3236	A12-8	N. J. Natural Gas	332.41
3237	A12-8	Verizon	1,334.47
3238	A12-8	Verizon Communications	66.73
3239	A12-8	Verizon Wireless	576.23
3240	A12-9	N. J. American Water	8,205.12

3241	A12-9	N. J. American Water	7,038.00
3242	A12-10	Freehold Cartage, Inc.	131.28
3243	A12-10	Sakoutis Brothers Disposal	89.60
3244	A12-13	Motorola	4,155.80
3245	A12-13	M & W Communications	418.58
3246	A12-13	Safe-T	3,460.00
3247	E-9	Motorola	329,938.85
Electronic	A9-1	Payroll by Paychex (for July 2019)	3,399.43
Electronic	A9-1	Tax Pay by Paychex (for July 2019)	690.31
Electronic	A9-1	Paychex Fees (deducted 08-12-19)	312.94
Electronic	A9-1	July 2019 PERS & DCRP Payment	180.44
Total			\$382,423.63

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 Bob Tice, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	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 statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in June 2019. We received confirmation that our June 2019 DCRP payment was made. We received a check, from Glatfelter Claims Management, which is reimbursement for a Firefighter's deductible. This Firefighter was involved in an accident while responding. The check, in the amount of \$500.00, was given to the Firefighter whose vehicle was involved.

We received a letter, from Graga Lift and Air Compressor, stating that they were closing their business as of the end of July 2019. We received the June 2019 Howell Township Fire Bureau monthly report. We received an electronic copy of our 2018 Fire District Audit and LOSAP Report from Robert A. Hulsart & Company. The 2018 Audit and the LOSAP Report were forwarded to NetLink for posting on our site.

Legal

Joe read the resolution that we accepted the Auditors report for the year ended December 31, 2018. This resolution was passed at the July 1, 2019 meeting. Joe also passed out copies of the Annual Audit Review Group Affidavit. All Commissioners and Joe signed several copies and two will be sent to the Auditor.

Joe said that we should start to think about the 2020 Fire District Budget. George said that we are on track for the introduction of the 2020 Budget by the October or November meeting.

Chief's Report

Second Assistant Chief Dan Roth gave the incident report for the month of July 2019. Chief Roth asked to purchase the following items.

- 1) Seven (7) Sets of Turnout Gear from SAFE-T with an estimated cost of \$27,475.00.
- 2) Computer networking with Alconic to set up a Cloud Network for several laptops, truck mounted I Pads and several desktops. One time set up cost of \$1,000.00 and an annual maintenance fee of \$500.00.
- 3) Two (2) additional Office 365 Licenses for desktops in the Radio Rooms for \$300.00 each per year.
- 4) One (1) New Dell desktop for the Radio Room at the Route 524 Fire Station, on State Contract, for \$935.80.
- 5) One (1) New Latitude 5414 Laptop, on State Contract, for \$2,841.33.
- 6) RIT Operations Training for a few Firefighters at All Hands at a cost of around \$200.00 per person.

After some discussion and with several questions from the Commissioners that could not be answered, it was decided to table the first five purchase requests. A resolution was offered by Bob Tice and seconded by Doug Howlett, to allow several Firefighters to attend the RIT Operations Training at All Hands. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Chief Roth stated that we have three New Members going to the Monmouth County Fire Academy starting next month.

Committees

Bob gave a report on the Executive Board Meeting which was held on July 25, 2019. After some discussion, it was decided that Fire District #2 long longer wants to participate in the Executive Board. The attendance at these meetings has dropped off and we no longer have a vote on the day to day operations of the Howell Township Fire Bureau. This subject will be on the docket at the Joint Board Meeting scheduled for September 5, 2019.

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

- 1) 2-90 went to Allied Diesel on July 10, 2019 for the power issue with the engine. After several days of evaluating the truck, Allied seems to think that the truck needs new fuel injectors. They gave us the truck back and have ordered the parts needed. They will call when they are ready to complete the job.
- 2) 2-66's vehicle was taken to Lester Glenn for several warning lights on the dash. They reprogrammed several computers and reset the lights.

3) 2-66's vehicle went back to Lester Glenn for all the same lights after a week. They replaced the rack and pinion and the PCM that controls the steering.

4) 2-99 was taken to Lester Glenn for the AC not working. The truck was picked up on August 2, 2019.

5) Two (2) Quick Vent saws were taken to Barg's Lawn & Garden Shop for repair.

6) Defender was called to set up a service and some repairs on 2-78.

7) Both Emergency Generators failed to operate during a severe storm on July 22, 2019. The Power came back on at the Route 524 Fire Station and a service call was put in for that Emergency Generator. During the phone call to EMR Power Systems, the on duty mechanic talked us through the repair of the Route 33 Emergency Generator. This Generator ran for several days until the power was restored. It was decided to have EMR complete a service on the Route 33 Emergency Generator because of the amount of hours it ran during the power outage.

8) The check engine light came on a couple times on 2-85. Frank completed a regen on the truck on July 26. Campbell Supply was notified about this issue.

9) 2-68 broke his passenger side mirror again and a new one was ordered and installed.

10) The Fuel Pumps at the Route 524 Fire Station are being worked on by A. H. Hoffman. The gasoline pump started leaking and we are doing some small upgrades the both pumps.

11) Clean Air Company was called to adjust the exhaust drop for 2-85.

Old Business

George said that we were able to get Verizon to upgrade the internet at both Fire Stations to 300mbp's. Verizon was not able to run a Cat 5 cable to the Commissioner's office where the old router was located. The put the new router in the electrical room next to the engine bays. George said that we are still trying to get them to consolidate a couple accounts.

New Business

We received an estimate, from TRT Computer Services, to run a Cat 5 cable to the Commissioner's office and also to add one additional camera to the west side of the Route 33 Fire Station. If we approve both the cable and the additional camera, the cost would be \$774.40. After some discussion, a resolution was offered by Bob Tice and seconded by Harry Carter, to have TRT complete both jobs. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

We received an email, from Norton 360, that states that they will charge Frank's credit card for the annual computer protection for up to ten computers. This charge will take place on August 19, 2019. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to continue to have Norton 360 protect our computers. A roll call vote was taken.

Harry Carter	yes
George Patten	yes

Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

George said that the desktop computer in the Commissioner's office has been acting up lately and he would like to replace it. He has been checking prices with Dell and said that we should be able to replace what we have for around \$1,000.00. A resolution was offered by Doug Howlett and seconded by Harry Carter, to purchase a new desktop computer from Dell. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Frank said that the shredder in the Commissioner's office is getting real hard to turn on. We have been having issues with it for several years. Frank said that Quill has the same one listed for less than \$300.00. A resolution was offered by Harry Carter and seconded by George Patten, to purchase a new shredder from Quill. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

With no further business to come before the Board, the meeting was adjourned at 9:35 PM.