

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

December 5, 2011

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 8:01 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.

A motion was made by Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on November 7, 2011, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3436	A9-1	Jason Howlett	250.00
3437	A11-2	N. J. Motor Vehicle Commission	150.00
3438	A11-2	E. J. Schuster Office Supplies	69.95
3439	A12-2	VFIS	20,008.06
3440	A12-3	A. R. Communications	405.50
3441	A12-3	Campbell Supply Company, Inc.	4,062.20
3442	A12-3	Clayton Block Company, Inc.	677.52
3443	A12-3	Electronic Measurement Labs, Inc.	135.00
3444	A12-3	My Fleet Center. Com	37.78
3445	A12-4	Centra State Medical Associates, PC	130.00
3446	A12-6	Mike Banasz	150.00
3447	A12-6	Pedroni Fuel Co.	1,541.03
3448	A12-6	Mike Whitehill	150.00
3449	A12-8	JCP&L	2,010.86
3450	A12-8	N. J. American Water	96.55
3451	A12-8	N. J. Natural Gas	577.07
3452	A12-8	Verizon	314.81
3453	A12-8	Verizon Communications	58.98
3454	A12-8	Verizon Wireless	524.27
3455	A12-9	N. J. American Water	6,605.01
3456	A12-9	N. J. American Water	5,733.52
3457	A12-10	Frank Biddle III	1,375.00

3458	A12-10	EMR Power Systems, LLC	210.00
3459	A12-10	Art Fariello	700.00
3460	A12-10	Freehold Cartage, Inc.	118.90
3461	A12-10	William Goffe	290.00
3462	A12-10	Jersey Coast Fire Equipment, Inc.	695.65
3463	A12-10	Sakoutis Brothers Disposal	75.00
3464	A12-13	Minerva Cleaners	486.00
3465	A12-13	N. J. Emergency Vehicles	1,065.00
Electronic	A9-1	Payroll by Paychex (for 11-30-11)	2,941.50
Electronic	A9-1	Tax Pay by Paychex (for 11-30-11)	521.55
Electronic	A9-1	Paychex Fee (deducted 12-12-11)	208.30
Electronic	A9-1	November 2011 N. J. Pension Payment	186.30
		Total	\$52,561.31
3466	A12-7	Robert Lithgow, Jr.	30.04
		The above replaces lost check 3301, 07-13-11	

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	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 the forth and final check, from the Township of Howell, for the 2011 Fire Taxes. The check, in the amount of \$437,500.00, was received and deposited on November 30, 2011. We received a credit invoice from VFIS, in the amount of \$850.59, for deleting the old 19-2-75 from our Commercial Automotive Insurance Policy. We did not receive a check as of yet. We received an Affidavit from the Asbury Park Press, stating that Thomas Donovan is the President and Publisher and that the rate to be charged for advertising will be \$0.50 per line for the next year. We received two service reports from EMR Power Systems, for the two service checks performed on our two Emergency Generators. We received a service report from Jersey Coast Fire Equipment Company, for the inspection of the Amerex Liquid System in the Morton Building. The system passed the inspection, which was completed on April 19, 2011. We received the minutes from the New Jersey State Association of Fire Districts meeting, which was held on September 16, 2011 at the Wildwood Convention Center. We received Holiday Greetings from TelX and VFIS.

Legal

Joe said that we should introduce the 2012 Budget at this time. Joe read a resolution introducing the 2012 Budget as follows,

1) Total Budget for 2012	\$1,639,700.00
2) Less from surplus	\$239,700.00
3) Amount to be raised by taxation	\$1,400,000.00

This resolution was offered by George Patten and seconded by Frank Biddle III. A roll call vote was taken.

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

Joe said that the Public Hearing for the 2012 Budget will be at the January 2, 2012 meeting.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of November, 2011. The Chief's would like to purchase the following items,

- 1) Two (2) sets of Turnout Gear from Safe-T for a total of \$4,930.00.
- 2) Tools for the tool box on 19-2-85 from Brice's Auto Supply, not to exceed \$300.00.
- 3) Six (6) pair of Firefighter Gloves, most likely from Continental Fire and Safety.
- 4) Twenty Four (24) Nomex Hoods from All Hands Fire equipment.

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

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

Chief Prochnow asked the Board if they looked over the Firefighter Classifications with Firefighter Physicals and the Mandatory Training Requirements that they handed out last meeting. After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, adopting the Firefighter Classifications with Firefighter Physicals and the Mandatory Training Requirements as read. A roll call vote was taken.

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

Chief Prochnow said that they would like to purchase one more piece of exercise equipment for the work out room. The Fire Company has been using the equipment and there is room for the new piece. This piece is an Inflight Leg Extension and Curl Machine, form Fitness Lifestyles, for a total of \$2,250.00. George said that there was enough money left from the budgeted amount to cover the machine. A resolution was offered by George Patten and seconded by Harry Carter, to purchase this machine from Fitness Lifestyles. A roll call vote was taken.

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

Chief Prochnow said that the Chief's would like to install the Wireless Headsets to two more trucks. These would be 19-2-85 and 19-2-96. These systems are working out very well in the other trucks and enable the Driver's to work around the vehicle and stay in radio contact with the incident. Brian said that in order to install this system in 19-2-96, we would have to update the radio first. This radio needs to be replaced before the end of 2012 because it cannot be programmed for Narrowbanding. The new radio is on State Contract and would cost \$2,592.20 from M & W Communications. A resolution was offered by Harry Carter and seconded by George Patten, to purchase this radio from M & W Communications. A roll call vote was taken.

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

Chief Prochnow asked to purchase the two Wireless Headset Systems for the Rescue Truck and the Tanker. These systems would cost \$1,908.95 each from RSI Fire. RSI Fire is a single source provider for these systems. After some discussion, a resolution was offered by Harry Carter and seconded by Frank Biddle III, to purchase the Wireless Headset Systems from RSI Fire. A roll call vote was taken.

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

Chief Prochnow said that the Chief's would like to purchase two (2) new laptop computers from Dell. The old laptops have been giving them some problems and they are trying to use them more to complete Fire Reports. George said that the laptops that they are asking for only have a 250GB hard drive. George said that they should get a larger hard drive in the new laptops. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to purchase two (2) New Laptop Computers from Dell with a larger hard drive for a total of \$1,900.76. A roll call vote was taken.

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

Brian said that his next meeting with Howell and the New Radio Guy is scheduled for December 6, 2011. This will be the second meeting to discuss our pager issues.

Committees

Frank gave a report on the executive Board meeting which was held on November 17, 2011. Frank also gave a report on the trucks as follows,

- 1) The price for the tool mounting and compartment rearranging for 19-2-78 came in more than we anticipated. The price from First Priority is \$3,435.00. We would like to complete this project before the truck comes back from the repair shop. We approved \$500.00 to for this at the November, 2011 meeting.
- 2) 19-2-78 is still not painted, but is almost ready to go into the paint booth.
- 3) The New Chief's Command Vehicle is going back to PL Custom on December 7, 2011 for completion. Some of the work is covered by the contract, but most of it will be an additional charge. This extra work that needs to be completed are things that were not in the contract specifications.
- 4) 19-2-90 is back from repairs at Campbell Supply and working well at this time.

A motion was made by Harry Carter and seconded by George Patten, amending the resolution for First Priority to \$3,435.00 for the mounting of tools and the compartment rearranging. Motion passed.

Old Business

George said that we need to purchase a UPS for the phone system at the Route 33 Fire Station. We are still having problems with the phone system and TelX said that we should hook the system up to a UPS first to rule out power surges as the cause of the problems. A resolution was offered by Harry Carter and seconded by George Patten, to purchase a UPS from E. J. Schuster's Office Supply. A roll call vote was taken.

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

George said that the Boiler is still not repaired at the Route 33 Fire Station and he is waiting on the contractor to call him with a date.

New Business

George said that we need to draw up a new contract with the Fire Company for the increase in the rent for next year. The rent is going up by \$30,000.00 for 2012 to help fund the construction of a new storage building for the mowers and drill equipment. The old building is falling apart. Joe said that he would draw up this new contract for multiple years with the rent going back to \$55,000.00 for 2013 and after. This contract can not be signed until after the 2012 Budget is passed. A lot of discussion was had on this project and weather the Board or the Fire Company should complete it. No decision was made at this time.

With no further business to come before the Board, the meeting was adjourned at 9:37 PM.