

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

December 2, 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. 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 November 4, 2013, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1096	A9-1	Brian Prochnow	250.00
1097	A11-2	Shore Business Solutions	1,895.00
1098	A12-1	Asbury Park Press	66.00
1099	A12-2	VFIS	8,139.38
1100	A12-3	Barg's Lawn & Garden Shop, Inc.	299.57
1101	A12-3	Thompson – Batteries Plus	177.60
1102	A12-3	Brice's Auto Supply, Inc.	165.37
1103	A12-3	Electronic Measurement Laboratories, Inc.	195.00
1104	A12-3	Fire Fighters Equipment Company, Inc.	7,536.60
1105	A12-3	Jersey Coast Fire Equipment, Inc.	941.25
1106	A12-3	Minerva Cleaners	1,260.00
1107	A12-3	Safe-T	2,324.80
1108	A12-3	TASC Fire Apparatus, Inc.	628.09
1109	A12-3	Underwriters Laboratories, Inc.	400.00
1110	A12-4	Robert A. Hulsart & Co.	2,000.00
1111	A12-4	NetLink	199.00
1112	A12-6	Pedroni Fuel Co.	695.38
1113	A12-6	Greg Player	150.00
1114	A12-6	Mike Whitehill	150.00
1115	A12-8	JCP&L	1,410.22
1116	A12-8	N. J. American Water	173.39

1117	A12-8	N. J. Natural Gas	1,435.83
1118	A12-8	Verizon	369.42
1119	A12-8	Verizon Communications	61.98
1120	A12-8	Verizon Wireless	599.09
1121	A12-9	N. J. American Water	6,670.80
1122	A12-9	N. J. American Water	6,260.80
1123	A12-10	Frank E. Biddle, III	1,375.00
1124	A12-10	EMR Power Systems, LLC	230.00
1125	A12-10	Art Fariello	700.00
1126	A12-10	Freehold Cartage, Inc.	118.90
1127	A12-10	William Goffe	290.00
1128	A12-10	Sakoutis Brothers Disposal	75.00
1129	A12-13	Safe-T	9,395.37
1130	A12-4	N. J. Commissioner of Labor	80.00
Electronic	A9-1	Payroll by Paychex (for Nov.2013)	2,873.28
Electronic	A9-1	Tax Pay by Paychex (for Nov. 2013)	582.21
Electronic	A9-1	Paychex Fee (deducted 12-10-13)	115.95
Electronic	A9-1	November 2013 N. J. Pension Payment	193.86
Total			\$60,484.14

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 Doug Howlett, seconded by George Patten, 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 an estimate, from First Priority, for the repairs on 19-2-76. The repairs would cost \$717.00. We received Holiday Wishes from Investors Bank. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract look ups completed in October 2013. We received an Affidavit of Publication, from the Asbury Park Press, for the publishing of our Budget Hearing. We received a check, from the Township of Howell, which is our forth fire taxes payment. The Check, in the amount of \$437,500.00, was received and deposited on November 21, 2013.

We received a check, from Glatfelter Claims Management, for the repairs to 19-2-76. The check, in the amount of \$717.00, was received and deposited on November 18, 2013. We received two service check reports, from EMR Power Systems, for work completed on our two emergency generators on November 14, 2013. We received the minutes from the September 13, 2013 New Jersey State Association of Fire Districts meeting, which was held in Wildwood. The next meeting is scheduled for December 7, 2013 at the Monmouth Junction Fire House.

Legal

Joe said that we needed to hold the Budget Hearing for the introduction of the 2014 Fire District Budget. Joe read the resolution introducing the 2014 Fire District Budget which was approved on November 4, 2013. This resolution moved by Harry Carter and seconded by Tom Ward.

A resolution was offered by Frank Biddle, and seconded by Tom Ward, to open the Public Hearing for the 2014 Fire District Budget. A roll call vote was taken.

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

Joe read the resolution adopting the 2014 Fire District Budget as follows,

Total Budget	\$1,633,200.00
Less from Capital	\$233,200.00
Amount to be raised by taxation	\$1,400,000.00

Chairman Carter called for public comment three times with no answer. A resolution was then offered by Tom Ward and seconded by Doug Howlett, to close the Public Hearing at 8:26 PM. A roll call vote was taken.

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

The resolution was offered by George Patten, and seconded by Harry Carter, adopting the 2014 Fire District Budget as read. A roll call vote was taken.

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

A resolution was offered by Harry Carter and seconded by Tom Ward, adopting a temporary budget for the period January 1, 2013 thru March 4, 2013. This temporary budget would be 14% of the 2012 operating budget, or \$360,000.00. A roll call vote was taken.

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

Joe said that he did read over the proposed Joint Board Agreement and that it seems to be ok as written. After some discussion, a motion was made by George Patten and seconded by Tom Ward, to have Joe draft this agreement into a resolution that all five Fire Districts can use. Motion passed.

Chief's Report

Chief Brian Prochnow read his incident report for the month of November 2013. Chief Prochnow asked to purchase the following items.

1) One pair of turnout pants from Safe-T, on N. J. State Contract #80948, for a total of \$1,346.61.

2) Repair and install Drag Rescue Harnesses in eleven turnout jackets from Safe-T for a total of \$2,324.80.

3) One Cairns 1010 white helmet and four helmet frontals from Continental Fire and Safety, on N. J. State Contract #80953, for a total of \$598.76.

4) Ten replacement impact caps (helmet shells) from Continental Fire and Safety, on N. J. State Contract #80953, for a total of \$997.30.

5) Twelve self-retracting tag lines for the search rope bags from AAA Emergency Supply, for a total of \$1,980.00.

6) Fifteen Majestic Pac II nomex hoods from Emergency Equipment Sales for a total of \$479.25.

7) Annual fit testing for breathing air masks from CNP Fittest of New Jersey for \$25.00 each and \$15.00 for any Firefighter that has a second mask.

A resolution was offered by Tom Ward and seconded by Doug Howlett, approving the Chief's purchase requests. A roll call vote was taken.

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

Committees

Frank gave a report on the Executive Board meeting which was held on November 21, 2013.

Frank also gave a report on the trucks as follows.

- 1) We received the pump test reports from Fire One. All trucks passed.
- 2) 19-2-96 is scheduled to be serviced and repaired before the end on the month by Defender Emergency Products.
- 3) 19-2-93 was repaired at Bargs Lawn and Garden Shop.
- 4) 19-2-90 is having some running issues and will be picked up by Absolute tomorrow.
- 5) We started the repairs on 19-2-76.
- 6) The compressor for the Vehicle Exhaust System at the Route 524 Fire Station has stopped working. Frank called Clean Air to come and repair. Frank also purchased an air hose and some fittings and tied the system into the engine bay compressor for now.

Old Business

George said that the Boiler Inspector came on November 20, 2013 and we passed. George also said that both Emergency Generators were serviced on November 14, 2013. George said that he and Frank had toured around Equestra and approved some more Fire Hydrants to be added to the bill. George said that N. J. American Water has asked if we would approve the installation of eight New Fire Hydrants on Route 524. These would then be added to our monthly Fire Hydrant Bill. A resolution was offered by Harry Carter and seconded by George Patten, approving the installation. A roll call vote was taken.

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

Doug asked about his annual Firefighter physical and the fact that he has not heard anything yet. Harry said that he would check on it before next meeting.

George said that the old laptop that we decided to use for the door lock system is working way too slow and we should invest in a new one. He said that we could get what we need from Dell for less than \$1,500.00. A resolution was offered by Tom Ward and seconded by Harry Carter, to allow George to purchase this new laptop from Dell. A roll call vote was taken.

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

George also said that he has received quote for the Stanley Security Solutions locks and reader cards. The lowest vendor is Weilgus & Sons from Livingston, New Jersey. The total for five new locks and 100 reader cards with installation and training would be \$4,902.40. A resolution was offered by Tom Ward and seconded by Harry Carter, approving this purchase. A roll call vote was taken.

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

New Business

A long discussion was held on the lack of a sick leave policy for Firefighter's returning to duty after being injured or sick. This would be for both on the job and while on their own time. The Chiefs said that they would talk to the President of the Company and see if he would ask the By Laws Committee to look into it.

With no further business to come before the Board, the meeting was adjourned at 10:10 PM.