

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

December 5, 2016

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 Special Meeting held on November 7, 2016, motion passed. A motion was made by Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on November 7, 2016, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2210	A11-2	Quill Corp.	107.33
2211	A12-1	Asbury Park Press	67.25
2212	A12-2	VFIS	18,151.60
2213	A12-3	Absolute Fire Protection Company, Inc.	1,653.50
2214	A12-3	Alconic, LLC	150.00
2215	A12-3	Allied Diesel Service	12.50
2216	A12-3	All Hands Fire Equipment, LLC	549.97
2217	A12-3	A. R. Communications	581.00
2218	A12-3	Brice's Auto Supply, Inc.	12.76
2219	A12-3	Campbell Supply Co.	1,472.15
2220	A12-3	Cooper Electric Supply Co.	316.12
2221	A12-3	FF1 Professional Safety Services	291.90
2222	A12-3	Fire One	1,350.00
2223	A12-3	G & L Lawn Service, Inc.	400.00
2224	A12-3	Jersey Coast Fire Equipment, Inc.	12.50
2225	A12-3	M & W Communications, Inc.	486.00
2226	A12-3	Signal Control Products, Inc.	8,195.00
2227	A12-3	Underwriters Laboratories, Inc.	2,266.35
2228	A12-3	John Vuoso	5,300.00
2229	A12-3	Wireless Communications & Electronics	1,000.00

2230	A12-4	Family Practice of CentraState	125.00
2231	A12-4	NetLink	199.00
2232	A12-4	Joseph D. Youssouf, Esq.	11,542.45
2233	A12-6	Tim McKay	150.00
2234	A12-6	Pedroni Fuel Co.	850.31
2235	A12-6	Dan Roth	150.00
2236	A12-8	Michael Banasz	270.00
2237	A12-8	JCP&L	1,173.61
2238	A12-8	Tim McKay	270.00
2239	A12-8	N. J. Natural Gas	964.83
2240	A12-8	N. J. American Water	156.31
2241	A12-8	Greg Player	270.00
2242	A12-8	Verizon	382.00
2243	A12-8	Verizon Communications	65.81
2244	A12-8	Verizon Wireless	647.50
2245	A12-9	N. J. American Water	6,900.30
2246	A12-9	N. J. American Water	7,719.70
2247	A12-10	Frank E. Biddle III	1,375.00
2248	A12-10	EMR Power Systems, LLC	230.00
2249	A12-10	ESI Equipment, Inc.	2,455.80
2250	A12-10	Art Fariello	700.00
2251	A12-10	Freehold Cartage, Inc.	118.90
2252	A12-10	William Goffe	290.00
2253	A12-10	Sakoutis Brothers Disposal	75.00
2254	A12-13	Defender Emergency Products	11,045.00
2255	A9-1	Michael Banasz	250.00
Electronic	A9-1	Payroll by Paychex (for November 2016)	2,866.78
Electronic	A9-1	Tax Pay by Paychex (for November 2016)	577.37
Electronic	A9-1	Paychex Fee (deducted 12-12-16)	259.08
Electronic	A9-1	November 2016 N. J. Pension Payment	205.20
Total			\$94,660.88

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
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 two Service Reports, from EMR Power System, for the two service checks completed on our Emergency Generators. These service checks were completed on November 3, 2016. We received a check, from the Township of Howell, which is the final payment for the 2016 Fire Taxes. The check, in the amount of \$343,750.00, was received and deposited on December 1, 2016. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in October 2016. We received a letter, from New Jersey Natural Gas, indicating that they will be adjusting the demand charge on our next bill. The new monthly demand charge for the Route 33 Fire Station will be \$82.16.

We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Public Hearing for the 2017 Fire District Budget. We received the minutes, from the New Jersey State Association of Fire Districts, for the last meeting held on September 16, 2016. The minutes stated that the next meeting would be held on December 3, 2016. We received Holiday Greetings from VFIS and Fail Safe Testing.

Legal

Joe said that the 2017 Budget Hearing will be on hold till we take care of one important item. Joe and the Board were notified, from the DCA, that the Special Meeting we had on November 7, 2016 for the purchase of New SCBA's in 2017, will not count for approval of our 2017 Budget. The DCA stated that they will not approve our 2017 Fire District Budget because they changed the rules for Special Meetings in November 2016. The DCA said that we need to hold an election of sorts for the approval of the purchase of the New SCBA's. The Election, or vote, must be open for at least seven (7) hours. Poll workers must be hired, the election must be advertised and also notices must be posted in at least five (5) places. Joe wrote a letter, addressed to Ms. Christine Zopicche of the DCA's office, explaining our understanding of the rules for Special Meetings. This letter, which is six (6) pages long, was sent on December 2, 2016. As of tonight we have not heard a response. For us to gain the approval that is required for our 2017 Fire District Budget, we must schedule a Special Meeting before the end of the year. After some discussion, a resolution was offered by Frank Biddle III and seconded by Tom Ward, to hold this Special Meeting on Saturday, December 17, 2016 from 2:00 PM till 9:00 PM. This date will give us time to advertise and also to post notices around the District. A roll call vote was taken.

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

Frank said that he would hire two poll workers for this Special Meeting.

Joe said that we will now have to open the scheduled 2017 Budget Hearing. A motion was made by Harry Carter and seconded by Tom Ward, to open the scheduled Public Hearing at this time. Motion passed. Joe said that due to the circumstances, we will have to reschedule to Public Hearing till next meeting. Joe thanked the Public for coming to this Public Hearing and asked

them to return at the January 2, 2017 meeting. A resolution was offered by Harry Carter and seconded by Doug Howlett, to table the Public Hearing and reconvene at the January 2, 2017 meeting. A roll call vote was taken.

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

The proposed 2017 Fire District Budget is as follows.

Total Budget	\$1,827,700.00
Less from Surplus	-\$727,700.00
Total to be raised by taxation	\$1,100,000.00

Joe said that the Public Hearing and the Budget Adoption will both take place on January 2, 2017.

Chief's Report

Chief Michael Banasz gave his incident report for the month of November 2016. The Chief would like to purchase one item.

1) One new wall display for the weather station at the Route 524 Fire Station from Peet Brothers Company for \$389.00.

A resolution was offered by Doug Howlett and seconded by Tom Ward, to purchase this item from Peet Brothers Company. A roll call vote was taken.

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

The Chief read a letter, from the Fire Company, asking for some financial help with the upcoming Anniversary and wet down. The Board said that the Budget is already set for next year and that they would have to wait and see if funds would be available.

Committees

Frank gave a report on the Executive Board meeting, which was held on November 17, 2016.

Frank also gave a report on the trucks as follows.

- 1) Mounting of equipment is still ongoing on the New 19-2-85.
- 2) The New 19-2-85 was put in service on November 16, 2016.
- 3) The aerial truck testing was completed on November 17, 2016. Three items are in need of repair and Absolute has ordered parts for two of the repairs. Frank will have the third item taken care of in house.
- 4) Ground ladder testing is scheduled for December 22, 2016.
- 5) Pump testing was completed on December 2, 2016. All trucks passed.

- 6) Frank reprogrammed the door locks on December 1, 2016.
- 7) The New 19-2-85 computer was programmed by Alconic.
- 8) George Sr. and Frank finished repairing the parking lot lights at the Route 33 Fire Station. We had to purchase some items from Cooper Electric.
- 9) 19-2-78 was serviced by Absolute on November 21, 2016.
- 10) ESI serviced all the rescue tools on December 1, 2016.
- 11) Frank called Continental to come and check an issue with the Breathing Air Compressor at the Rout 33 Fire Station.
- 12) Frank would like to replace 4 tires on 19-2-90 and 16 tires on 19-2-96. Some of the tires on 19-2-96 are over the limit for date. Edwards Tire Company gave a quote for the tires needed totaling \$9,929.56. All tires are on State Contract. There will be an additional charge for the mounting of the tires on the trucks.

After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to have Edwards Tire replace the needed tires on the two trucks. A roll call vote was taken.

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

Old Business

For the past few months it has been discussed about replacing the qualifying cell phones with new ones. A resolution was offered by Harry Carter and seconded by Doug Howlett, to upgrade the qualified phones with the phones which are offered. A roll call vote was taken.

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

New Business

Frank said that we should look over the LOSAP rules. A few of the rules could be changed after talking with other Commissioners at the New Jersey State Association of Fire Districts meeting on December 3, 2016. After some discussion, it was decided to look over the LOSAP rules and bring it back to a future meeting.

George said that he has contacted Glatfelter Specialty Benefits and downloaded all beneficiary forms. We still need to file them in the individual's folders. Glatfelter stated last month that they will no longer keep beneficiary information for the Group Life Insurance policy.

Doug said that he has received one price for replacement parking lots bumpers for the Route 33 Fire Station. These bumpers are available in several colors and the cost would be \$37.00 each. Most of the concrete bumpers are deteriorating badly. A resolution was offered by Frank Biddle

III and seconded by Doug Howlett, to purchase 20 to 30 of the new bumpers in the color of yellow. 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 maybe we should list the Rescue and the Mini Pumper with Brindlee Mountain Fire Apparatus. They will help us list the truck and there would only be a cost if we decide to sell these trucks through Brindlee. A motion was made by Tom Ward and seconded by George Patten, to list these two trucks with Brindlee. Motion passed.

Bill Goffe asked a few questions about the Junior's SOP's.

George Gravatt asked a few questions about the LOSAP program.

With no further business to come before the Board, the meeting was adjourned at 10:18 PM.