

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

December 4, 2017

**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 7:07 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 Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on November 6, 2017, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
2558	A12-1	Asbury Park Press	120.05
2559	A12-2	Glatfelter Specialty Benefits	16,560.65
2560	A12-3	Batteries + Bulbs	125.76
2561	A12-3	Defender Emergency Products	1,128.00
2562	A12-3	Fire One	1,125.00
2563	A12-3	Front End Shop, Inc.	190.65
2564	A12-3	G & L Lawn Service, Inc.	400.00
2565	A12-3	Interstate Products, Inc.	955.95
2566	A12-3	Jersey Coast Fire Equipment, Inc.	162.50
2567	A12-4	Robert A. Hulsart & Co.	2,000.00
2568	A12-4	NetLink	199.00
2569	A12-6	Tim McKay	150.00
2570	A12-6	Pedroni Fuel Co.	278.43
2571	A12-6	Dan Roth	150.00
2572	A12-8	Michael Banasz	270.00
2573	A12-8	JCP&L	1,198.05
2574	A12-8	Tim McKay	270.00
2575	A12-8	N. J. American Water	223.51
2576	A12-8	N. J. Natural Gas	1,255.25
2577	A12-8	Greg Player	270.00
2578	A12-8	Verizon	421.51

2579	A12-8	Verizon Communications	65.79
2580	A12-8	Verizon Wireless	581.37
2581	A12-9	N. J. American Water	6,900.30
2582	A12-9	N. J. American Water	8,044.74
2583	A12-10	Frank E. Biddle III	1,375.00
2584	A12-10	EMR Power Systems, LLC	230.00
2585	A12-10	ESI Equipment, Inc.	2,200.00
2586	A12-10	Freehold Cartage, Inc.	118.90
2587	A12-10	William Goffe	290.00
2588	A12-10	Sakoutis Brothers Disposal	75.00
2589	A12-13	Continental Fire & Safety	761.90
2590	A9-1	Michael Banasz	250.00
Electronic	A9-1	Payroll by Paychex (for Nov. 2017)	3,370.60
Electronic	A9-1	Tax Pay by Paychex (for Nov. 2017)	712.10
Electronic	A9-1	Paychex Fee (deducted 12-10-17)	136.70
Electronic	A9-1	November 2017 N. J. Pension Payment	169.48
		Total	\$52,736.19

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 Harry Carter, 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 performed on our two Emergency Generators on November 10, 2017. We received a communication, from Continental Fire & Safety, informing the Board that the SCBA Breathing Air Compressor at the Route 33 Fire Station is not worth repairing. We received several emails, from the New Jersey State DCA, stating that our proposed 2018 Fire District Budget will not be approved until several areas are completed or corrected. Robert Hulsart & Company has been in communication with the State and will be making the needed corrections.

We received five Fire Pump Test Reports, from Fire One, for the annual performance tests which were completed on November 7, 2017. All five trucks tested passed this annual requirement. We received a check, from the Township of Howell, which represents our final payment for the 2017 Fire Taxes.

The check, in the amount of \$343,750.00, was received and deposited on November 30, 2017. We received two Affidavit of Publications from the Asbury Park Press. The first was for the publication of this evenings Special Meeting, and the second was for the publication of our Notice of Fire District Budget Hearing. We received the minutes from the New Jersey State Association of Fire Districts meeting, which was held on September 15, 2017. The next meeting was held this past Saturday, December 2, 2017, at the Monmouth Junction Fire Station. This meeting was attended by three of the Fire Commissioners from this Fire District.

### **Legal**

Joe went over the new Local Finance Notice from the N. J. Department of Community Affairs. This notice, which has the number of 2017-23, deals with changes to several areas of Fire District Matters. Joe said that these changes go into effect January 1, 2018.

Joe went over the upcoming Fire District Elections. He stated that petitions for the position of Fire Commissioner are due by January 20, 2018. The two positions that are up are currently held by Frank E. Biddle III and Doug Howlett.

### **Chief's Report**

Chief Michael Banasz gave his incident report for the month of November 2017. Incoming Chief Michael Whitehill asked to purchase the following items.

1) One (1) GPS OPTICOM 2100 Vehicle kit, from Signal Control Products, for a total of \$3,695.00. This is a sole source purchase and Signal Control Products is the only vendor for our area.

2) One (1) Dual Band APX8500 Motorola Mobile Radio, from Motorola Solutions, for a total of \$6,302.25. This radio is available on N. J. State Contract #83909.

3) Ten (10) Dual Band Motorola APX8000 Portable Radios, from Motorola Solutions, for \$6,768.00 each and a total of \$71,700.00. These radios are available on N. J. State Contract #83909.

After a long discussion, a resolution was offered by Frank Biddle III, and seconded by George Patten, to approve 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**

Tom read the minutes from the Executive Board meeting which was held on November 16, 2017. Due to the Upcoming Holidays, there will not be an Executive Board meeting in December.

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

1) Continental Fire & Safety sent us a letter stating that the Route 33 Fire Station Breathing Air Compressor is out of service and no longer worth repairing.

2) Campbell Supply is continuing to work on 19-2-85 while the truck remains in service. All repairs are still on warranty.

- 3) Asked Campbell Supply to service 19-2-85 before the end of the year. They are pretty busy and might not get to it until early 2018.
- 4) The Front End Shop checked over 19-2-88 and said that all was good with the front end.
- 5) All five trucks passed the annual Fire Pump Test.
- 6) 19-2-98 is at Allied Diesel Service for several repairs. Parts are getting hard to get for this truck.
- 7) 19-2-90 is at Absolute Fire Protection. Should be completed by the end of this week.
- 8) Defender Emergency Products serviced 19-2-96. They have some additional repairs to take care of and should be back in early 2018 to complete. They also said that the large belly valves should be repaired by the end of December.
- 9) The Route 33 Fire Station Air Compressor pops the breaker about once a week or so. George Gravatt is working on getting a heavy duty circuit breaker which should solve the problem.
- 10) We purchased some spare door lock batteries from Batteries Plus Bulbs.
- 11) We had some more problems with the air card for 19-2-85. Verizon is sending a new one with a new phone number.

### **Old Business**

George said that the Boiler Inspector was at the Route 33 Fire Station and completed the annual inspection.

Tom said that he is still working on getting us set up on GovDeals.

George said that the State is having some issues with our 2018 Fire District Budget. The State is saying that the proposed purchase of a New Utility Vehicle with Snow Plow has to be taken out of the Chief's Budget and put into Capital Appropriations. The State will not approve our 2018 Budget as is. After some discussion, a resolution was offered by George Patten, and seconded by Tom Ward, to change the introduction of the 2018 Fire District Budget to take the allotted \$110,000.00 from the Chief's Budget and add it to Capital Appropriations. 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 the fold out ladder on the rear of 19-2-85 needs to be redesigned. The steps on the current ladder are too far apart and are difficult to maneuver when wearing turn out gear. Frank asked the manufacturer to redesign the ladder with the steps closer together. This is more of a safety issue than anything. Spartan sent us a quote for the redesign, complete with installation, for \$2,038.00. After a short discussion, a resolution was offered by George Patten, and seconded by Doug Howlett, to go ahead with this improvement. A roll call vote was taken.

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

We received a proposal, from G & L Lawn Service, for the care of the grounds at the Route 33 Fire Station for the 2018 season. The prices are the same as the past few years. After some discussion, it was decided to attempt to get more quotes from other vendors.

A motion was made by Tom Ward and seconded by Frank Biddle III, to open the Public Hearing for the proposed 2018 Fire District Budget. Motion passed

Joe read a resolution, Adopting the 2018 Howell Township Fire District #2 Budget as follows.

Total proposed 2018 Fire District Budget	\$1,389,700.00
Less from Surplus	\$289,700.00
Total to be raised from Taxation	\$1,100,000.00

This proposed 2018 Fire District Budget would have a proposed tax rate of \$0.050.

Chairman Carter asked the Public for comment three times with no response. After a short discussion, the resolution was offered by George Patten and seconded by Harry Carter. 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 this concluded the Budget Hearing. A motion was made by Tom Ward and seconded by Doug Howlett, to close to Public Hearing. Motion passed.

With no further business to come before the Board, the meeting was adjourned at 8:36 PM.