

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

December 3, 2018

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 5, 2018, motion carried.

A motion was made by Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on November 5, 2018, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2943	A12-1	Asbury Park Press	64.70
2944	A12-2	Glatfelter Specialty Benefits	12,557.10
2945	A12-3	Absolute Fire Protection Company, Inc.	20,166.64
2946	A12-3	Alpine Software Corp.	17,747.50
2947	A12-3	Brice's Auto Supply, Inc.	453.90
2948	A12-3	Campbell Supply Co.	109.85
2949	A12-3	Electronic Measurement Laboratories, Inc.	1,378.00
2950	A12-3	Fire One	900.00
2951	A12-3	Freehold Ford	72.89
2952	A12-3	MyFleetCenter.com	245.52
2953	A12-3	G & L Lawn Service, Inc.	200.00
2954	A12-4	Family Practice of CentraState	260.00
2955	A12-4	NetLink	199.00
2956	A12-6	Tim McKay	150.00
2957	A12-6	Pedroni Fuel Co.	518.75
2958	A12-6	Stephen Smith	150.00
2959	A12-8	Mike Banasz	270.00
2960	A12-8	JCP&L	1,293.10
2961	A12-8	N. J. Natural Gas	1,478.20

2962	A12-8	Tim McKay	270.00
2963	A12-8	Greg Player	270.00
2964	A12-8	Dan Roth	270.00
2965	A12-8	Verizon	449.79
2966	A12-8	Verizon Communications	65.73
2967	A12-8	Verizon Wireless	795.16
2968	A12-9	N. J. American Water	5,987.93
2969	VOID	N. J. American Water (No Bill Check Voided)	VOID
2970	A12-10	Mike Banasz	700.00
2971	A12-10	Frank E. Biddle III	1,375.00
2972	A12-10	EMR Power Systems, LLC.	230.00
2973	A12-10	ESI Equipment, Inc.	2,266.00
2974	A12-10	Freehold Cartage, Inc.	127.59
2975	A12-10	William Goffe	290.00
2976	A12-10	Sakoutis Brothers Disposal	81.45
2977	A12-10	Shore Business Solutions	13.24
2978	A12-13	Continental Fire & Safety, Inc.	1,552.75
2979	A12-13	Skylands Area Fire Equipment & Training	346.00
2980	A9-1	Mike Whitehill	250.00
2981	A12-8	N. J. American Water	84.93
Electronic	A11-2	Deluxe (deducted 11-16-18)	142.03
Electronic	A9-1	Payroll by Paychex (for November 2018)	3,275.55
Electronic	A9-1	Tax Pay by Paychex (for November 2018)	642.15
Electronic	A9-1	Paychex Fee (no bill this month)	No Bill
Electronic	A9-1	November 2018 N. J. Pension Payment	173.00
Total			\$77,873.45

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 Tom Ward, seconded by Doug Howlett, 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.

Legal

The regular meeting agenda was altered so that the Board could hold the Public Hearing of the proposed 2019 Fire District Budget.

A motion was made by Tom Ward and seconded by Frank Biddle III, to open the Public Hearing for the proposed 2019 Fire District Budget. Motion passed.

Joe asked if we had received the Budget back from the State. Frank said no, but did say that we received an email stating that the Budget was approved and we could hold the Public Hearing. Joe read over the 2019 Fire District Budget that was sent to the State.

Joe read a resolution, Adopting the 2019 Howell Township Fire District #2 Budget as follows.

Total proposed 2019 Fire District Budget	\$1,787,200.00
Less from Capital Reserve	-\$330,000.00
	\$1,457,200.00
Less from Surplus	-\$357,200.00
Total to be raised from Taxation	\$1,100,000.00

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 Tom Ward. 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.

Chairman Carter asked Joe to finish his legal portion of the meeting at this time.

Joe read a letter that he was asked to write and send to Equestra about the Fire Hydrants that are located in their development. Joe said that he sent the letter on November 21, 2018

Joe said that petitions for the office of Fire Commissioner need to be handed into the Fire District Clerk no later than January 20, 2019.

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 Affidavit of Publication, from the Asbury Park Press, for the publication of the 2019 Fire District Budget Public Hearing. We received a check, from the Township of Howell, which is our finale payment of the 2018 Fire District taxes. The check, in the amount of \$343,750.00, was received and deposited on November 30, 2018. We received a second check, from Glatfelter Claims Management, which is for the replacement of the Motorola Portable Radio that disappeared. The check, in the amount of \$7,198.00, was received and deposited on November 23, 2018. We received a third check, from Glatfelter Claims Management, for the repair of 19-2-88 after striking a deer. The check, in the amount of \$1,304.47, was received and deposited on December 1, 2018.

We received several communications, from Liberty Mutual Insurance, concerning a resent injury to a Firefighter at a mutual aid structure fire. We received an email, from the New Jersey State DCA, advising us that our introduced 2019 Fire District Budget has been approved. The email stated that we could proceed with our adoption. The email was dated November 29, 2018, and we still have not received the approved 2019 Fire District Budget. We received two Service Reports, from EMR Power System, for the two service checks completed on our two Emergency Generators on November 13, 2018. We received four Fire Pump Performance Test Reports, from Fire One, for the annual pump tests on four of our Fire Apparatus.

Chief's Report

Chief Michael Whitehill gave his incident report for the month of November 2018. The Chief would like to purchase the following items.

1) Twenty Five (25) pair of Pro-Tech 8 Fusion Firefighting Gloves from Continental Fire & Safety, on State Contract #80956, for a total of \$1,552.75.

2) Construct a concrete apron around the outside of the Training Prop at the Route 33 Fire Station, with JPS Masonry, for a total of \$17,375.00. Three quotes were asked for and this is the lowest that meets the specs.

After some discussion, a resolution was offered by Frank Biddle III and seconded by Tom Ward, to grant the two purchase requests. A roll call vote was taken.

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

Chief Whitehill brought up the issue with the dispatching with Howell Township. Lots of discussion was had on this subject and the future. The Chief asked the Board to put funds in the 2020 Fire District Budget to help fund a study as what would be the best fix for the system.

First Assistant Chief Player said that the Board of Fire Commissioners is not doing enough for the Fire District and the Howell Township Fire Company Number One. He seemed to challenge the Board. The Board listened to Chief Player for quite a while. The Board took no action after Chief Player was finished.

Committees

Tom gave a report on the Executive Board meeting which was held on November 15, 2018.

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

1) Campbell Supply completed a recall on 19-2-75 on November 13, 2018. The recall was to replace the engine fan.

2) 19-2-88 was serviced at Jiffy Lube.

3) Frank took 19-2-66's vehicle to Lester Glenn of Freehold to get a recall completed on November 14, 2018.

4) Frank replaced the headlight switch and pigtail on 19-2-93.

5) Frank replaced the oil dip stick on 19-2-88.

- 6) The New Gas Meter came in from Electronic Measurement Laboratories.
- 7) Michael replaced the batteries on 19-2-67's vehicle.
- 8) 19-2-90 came back from repairs at Absolute on November 15, 2018.
- 9) Frank replaced the right side wiper arm on 19-2-85.
- 10) Tom took 19-2-98 and 19-2-99 to Jiffy Lube for service.
- 11) Having some starting issues with 19-2-68's vehicle. Will change the batteries next week.
- 12) 19-2-88 struck a deer on November 27, 2018. Glatfelter Claims Management approved the repair at Branning Collision of Freehold. The truck was dropped off last night.
- 13) 19-2-85 will be going to Campbell Supply for warranty work at the end of the week.
- 14) 19-2-75 had a no start issue on November 19, 2018. Campbell replaced the transmission control unit and the truck was back in service on November 29, 2018.
- 15) The Pump Test for 19-2-90 is scheduled for January 2, 2019.
- 16) Still waiting on UL for a date to retest 19-2-90.
- 17) One door lock at the Route 524 Fire Station is broken. Frank swapped it out with one from a seldom used door for now. We could use some parts and a couple new locks.

Old Business

We received a new quote from ABG Electric to move the parking lot pole and light in the rear lot of the Route 33 Fire Station. The quote is for \$6,100.00. After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, approving the work to be completed by ABG Electric. 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 quote, from Central Jersey Security Cameras, to install cameras at both Fire Stations. We only received the one quote. We asked for two more quotes to be presented at the January 7, 2019 meeting.

New Business

George Gravatt asked us to check on our Grainger account. He tried to use it and was told that there was an issue.

Chief Whitehill said that he is looking into another way to fill SCBA bottles at the Route 33 Fire Station. He will check on some prices and let us know.

With no further business to come before the Board, the meeting was adjourned at 9:38PM.