

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

December 3, 2012

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 8:04 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, and Robert Hulsart, the Boards Auditor. 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 5, 2012, motion carried.

At this time Chairman Carter changed the normal order of business to the Annual Budget Hearing. Joe Youssouf read a resolution introducing the 2013 budget as follows.

1) Total Budget for 2013	\$1,634,400.00
2) Less from surplus	\$234,400.00
3) Amount to be raised by taxation	\$1,400,000.00

The result of this proposed budget would be a tax rate of \$0.076 per hundred. This would be the same tax rate as the 2012 budget. After some discussion, this resolution was offered by Harry Carter and seconded by Doug Howlett. A roll call vote was taken.

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

Chairman Carter thanked Robert Hulsart for his help with the preparation of the 2013 budget, and the meeting returned to its regular order of business.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3815	A9-1	Brian Prochnow	250.00
3816	A12-2	VFIS	15,728.76
3817	A12-3	Thompson – Batteries Plus	509.94

3818	A12-3	Brice's Auto Supply, Inc.	101.98
3819	A12-3	Continental Fire and Safety, Inc.	330.25
3820	A12-3	Defender Emergency Products	3,385.20
3821	A12-3	EMR Power Systems, LLC	1,232.03
3822	A12-3	Freehold Towing, Inc.	55.00
3823	A12-3	Minerva Cleaners	53.50
3824	A12-3	Myfleetcenter.com	187.07
3825	A12-3	Performance Mechanical Corporation, Inc.	8,860.00
3826	A12-3	Quality Communications Systems, Inc.	10,182.00
3827	A12-4	CentraState Medical Associates	260.00
3828	A12-4	NetLink	199.00
3829	A12-6	Pedroni Fuel Co.	3,214.53
3830	A12-6	Greg Player	150.00
3831	A12-6	Mike Whitehill	150.00
3832	A12-8	JCP&L	1,035.27
3833	A12-8	N. J. American Water	225.21
3834	A12-8	N. J. Natural Gas	1,800.62
3835	A12-8	Verizon	363.51
3836	A12-8	Verizon Communications	59.98
3837	A12-8	Verizon Wireless	771.28
3838	A12-9	N. J. American Water	6,670.80
3839	A12-9	N. J. American Water	6,065.15
3840	A12-10	Frank E. Biddle, III	1,375.00
3841	A12-10	Art Fariello	700.00
3842	A12-10	Freehold Cartage, Inc.	118.90
3843	A12-10	William Goffe	290.00
3844	A12-10	Jersey Coast Fire Equipment, Inc.	767.45
3845	A12-10	Sakoutis Brothers Disposal	75.00
3846	A12-3	Myfleetcenter.com	90.85
3847	A12-4	N. J. Commissioner of Labor	80.00
3848	A12-1	Asbury Park Press	900.00
Electronic	A9-1	Payroll by Paychex ( for 11-30-12 )	2,941.30
Electronic	A9-1	Tax Pay by Paychex ( for 11-30-12 )	517.97
Electronic	A9-1	November 2012 N. J. Pension Payment	190.08
		Total	\$69,887.63

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 also received Local Finance Notice 2012-31, which contains the 2013 Fire District Budget Instructions. We received the inspection reports for both the Fire Extinguishers and the Amerex Liquid System in the Morton Building, from Jersey Coast Fire Equipment. We received a service report, from EMR Power Systems, for the conversion of the Emergency Generator at the Route 33 Fire Station from propane gas to natural gas. This work also included a new block heater and a new battery. The conversion kit was paid for a few months ago. We received service reports, from Quality Communications Systems, for all the radio installations and the programing to meet the narrow banding deadline.

We received a statement, from the N. J. Motor Vehicle Commission, for all driver abstract retrievals in November, 2012. We received the minutes from the September 14, 2012 Quarterly Meeting of the New Jersey State Association of Fire Districts. We received a change of address from East Coast Emergency Lighting. The new address is 200 Meco Drive, Millstone Township, New Jersey, 08535. The phone stays the same at 732-940-2211, but the fax changes to 609-490-9801. We received our final payment, from the Township of Howell, for the 2012 Fire Taxes. The check, in the amount of \$437,500.00, was received and deposited on November 29, 2012.

### **Legal**

Joe went over the election deadlines and said the last day to file to run for the position of Commissioner is January 21, 2013. Commissioner's Harry Carter and Tom Ward terms expire in 2013. Frank said that he would call Joe on the 21<sup>st</sup> and let him know the names on the petitions received.

### **Chief's Report**

Chief Brian Prochnow gave his incident report for the month of November, 2012. The Chief would like to purchase the following items.

- 1) One (1) RIT PAK III from Fire Fighters Equipment Co. for a total of \$3,972.40.
- 2) Nine (9) RIT connection quick fill upgrades to nine (9) SCBA from Fire Fighters Equipment Co. for \$541.80 each and a total of \$4,876.20.
- 3) Six (6) SCBA harness upgrades from Fire Fighters Equipment Co. for \$1,071.90 each and a total of \$6,431.40.
- 4) Thirteen (13) Heads up display in regulators on the SCBA's on 19-2-75 and 19-2-85 from Fire Fighters Equipment Co. for \$1,167.30 each and a total of \$15,174.90.

All items are on State Contract #A80961 which expires on 3/31/15.

After some discussion to see if monie was still available in the 2012 Budget, a resolution was offered by Tom Ward and seconded by Harry Carter, granting 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

Chief Prochnow said that we have old excess radio equipment that Union Beach could most likely use until they acquire funds to purchase new radio equipment of their own. The radio equipment is as follows.

- 1) Fifteen (15) Minitor II Pagers.
- 2) Eight (8) Minitor III Pagers.
- 3) Eleven (11) Minitor IV Pagers.
- 4) Fourteen (14) Drop in chargers for Minitor III/IV.
- 5) Thirteen (13) Amplified chargers for Minitor III/IV.
- 6) One (1) Bank of Minitor II chargers.
- 7) One (1) Amplified charger for Minitor II.
- 8) Six (6) HT 600 Portable Radios with bank of chargers.

A resolution was made by Tom Ward and seconded by Harry Carter, to loan this old radio equipment to Union Beach until they no longer are in need of it. A roll call vote was taken.

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

The Chief asked if the Board could set up some sort of formal driver training program with some standard requirements. After some discussion, Chief Prochnow said that he would make some copies of several standards from other Fire Companies and give to the Board for their review.

The Chief also said that he is trying to clean up the Chief's office, but there is too much old and outdated paperwork. He would like to purchase a paper shredder for the Chief's office. Frank said that the one that the Commissioners have is a good one and that we purchased it at E. J. Schuster's for around \$400.00. A resolution was offered by George Patten and seconded by Tom Ward, to purchase a new paper shredder from E. J. Schuster's. A roll call vote was taken.

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

## **Committees**

Tom Ward gave a report on the Executive Board Meeting which was held on November 15, 2012.

Frank gave a report on the trucks as follows.

- 1) 19-2-90 is out for repairs at Absolute and should be returning this week.
- 2) 19-2-78 will be serviced by Absolute as soon as they bring the Aerial (19-2-90) back.
- 3) The snow plow on 19-2-98 needs some work. There are some electrical issues and the plow needs a new cutting edge. Frank would like to send it to Trius for these repairs.
- 4) Most of the repairs are completed on 19-2-96. Defender will be back to finish it up sometime this month.
- 5) Defender said that the trailer brakes on 19-2-96 should be replaced. Frank said that he would look at them to see what their condition is.
- 6) 19-2-88 was serviced at Jiffy Lube on November 14, 2012.
- 7) We need some items from Grainger. We need some new brooms for the trucks.
- 8) The tires on 19-2-93 are mostly in bad shape. Some are even original. Edwards can get us tires on State Contract that the State uses on their Brush trucks. These tires would cost \$152.07 each for a total of \$ 912.42 plus mounting and balancing.

A resolution was offered by George Patten and seconded by Doug Howlett, to purchase the needed items from Grainger. A roll call vote was taken.

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

A second resolution was offered by Harry Carter, and seconded by Doug Howlett, to have the snow plow repaired by Trius. A roll call vote was taken.

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

A third resolution was offered by Tom Ward, and seconded by Doug Howlett, to have Edwards replace the six (6) tires on 19-2-93. A roll call vote was taken.

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

**Old Business**

George said that the Route 33 Fire Station has been converted over to Natural Gas. He said that we made two change orders to the original contract. When they tried to convert the water heater, they found that it was already a natural gas water heater. Since it was running on propane gas since it was installed, it was damaged and needed to be replaced. We also had the company add a natural gas line to the rear of the building for future use.

We received the Annual Boiler Inspection Report, from the N. J. State Department of Labor and Workforce Development. This report indicated the need to have a Lockout Cover installed on the boiler electrical switch by the next inspection. Frank said that he would purchase this Lockout Cover from Grainger with his next order.

### **New Business**

George said he received an e-mail from Sun Bank asking the Board to approve a Cash Management Resolution appointing at least two members whom can sign as administrators for all on-line banking. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, authorizing George Patten and Frank Biddle III as administrators for any on-line banking the Board needs to complete with Sun Bank. A roll call vote was taken.

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

After some discussion with Performance Mechanical, George said that we should have a maintenance program in place for the HVAC System at the Route 33 Fire Station. Performance Mechanical said that they do not perform this type of work, but that Breeze Heating and Air Conditioning Company does. Breeze was the next lowest company that bid on the conversion of the Route 33 Fire Station. A resolution was offered by Doug Howlett and seconded by Tom Ward, to hire Breeze Heating and Air Conditioning to check over the HVAC System at the Route 33 Fire Station and give us a report. A roll call vote was taken.

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

George said that he has been in contact with a salesman from Best Access Systems. This is a Sole Source Company which sells the program and the locks we need to keep our coded door locks up and running. The estimated cost for the program is around \$3,000.00. Frank said that we have been talking about this for some time. Every time we need to remove or input a member's code, we have to call someone to complete this for us. This sometimes takes a while to get done. If we had our own program, we could keep the system up to date. After some discussion, a resolution was offered by Harry Carter and seconded by Tom Ward, to purchase the program needed from Best Access Systems (Stanley Solutions). A roll call vote was taken.

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

Chris Pujat gave a report on the OPTICOM System. Chris said that we used the last traffic light heads and that two broken ones have been sent out for repair. If these heads cannot be repaired, we should purchase a few new ones to have on hand. Chris said that he would keep us up to date.

Chief Prochnow brought up the subject of snowplowing members driveways. Brian said that there has never been anything in writing to say if this would be approved or not. With the snow storms of several years ago, we could not count on some members responding to calls. After a lengthy discussion, it was decided to leave that decision up to the Chief on a case by case basis.

With no further business to come before the Board, The meeting was adjourned at 9:54 PM.