

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

February 7, 2011

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 8:02 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.

A motion was made by Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on January 3, 2011, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3115	A11-1	Monmouth County Treasurer	66.50
3116	A11-2	Doug Howlett	85.00
3117	A12-1	Asbury Park Press	75.50
3118	A12-3	Allied Diesel Service	2,719.50
3119	A12-3	A. R. Communications	312.55
3120	A12-3	Bargs Lawn & Garden Shop, Inc.	91.05
3121	A12-3	Brice's Auto Supply, Inc.	623.20
3122	A12-3	Electronic Measurement Labs, Inc.	175.00
3123	A12-3	Jersey Coast Fire Equipment, Inc.	196.00
3124	A12-3	Kaldor	110.00
3125	A12-4	Family Practice of Central Jersey / OHS	165.00
3126	A12-6	Pedroni Fuel Co.	1,581.65
3127	A12-7	Bob Tice	1,773.60
3128	A12-8	Amerigas	4,653.89
3129	A12-8	JCP&L	1,784.72
3130	A12-8	N. J. American Water	673.11
3131	A12-8	N. J. Natural Gas	2,067.45
3132	A12-8	Verizon	316.99
3133	A12-8	Verizon Communications	62.97
3134	A12-8	Verizon Wireless	539.06
3135	A12-9	N. J. American Water	6,470.09
3136	A12-9	N. J. American Water	5,694.78

3137	A12-10	Freehold Cartage, Inc.	118.90
3138	A12-10	Sakoutis Brothers Disposal	75.00
3139	A12-12	N. J. Association of Fire Districts	300.00
Electronic	A9-1	Payroll by Paychex (for 01-31-11)	2,966.88
Electronic	A9-1	Tax Pay by Paychex (for 01-31-11)	523.17
Electronic	A9-1	Paychex fees (deducted 02-10-11)	194.48
Electronic	A9-1	January 2011 N. J. Pension Payment	159.30
		2011 Budget Sub Total	\$34,575.34
		E-9 Capital – New Pumper Equipment	
3140	E-9	Absolute Fire Protection Co.	6,279.00
3141	E-9	Campbell Supply Company, LLC	3,403.34
3142	E-9	Continental Fire & Safety, Inc.	2,747.00
3143	E-9	ESI Equipment, Inc.	20,244.00
		E-9 Capital Total	\$32,673.34
		E-7 LOSAP – From 2010 Budget	
3144	E-7	VALIC	84,132.00
		2010 E-7 LOSAP Total	\$84,132.00
		The following is from the Construction Fund	
5621	E-9	BurMarc Construction Group, LLC	14,500.00
5622	E-9	Pickwick Well Drilling, Inc.	262.00
5623	E-9	Precision Analytical Services	600.00
		E-9 Construction	\$15,362.00
		Grand Total for all	\$166,742.68

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 Systems for the Major services completed on our two Emergency Generators. Both of these services were completed on January 7, 2011. We received a communication from the Commissioner of Registration, Superintendent of Elections with all the information we need for the upcoming Election. A letter was also received which stated that a training session would be held on February 14, 2011, to familiarize anyone with the electronic voting machines.

Cooper Electric has assigned an account # of 164235 for the Board of Fire Commissioners, Howell Twp. Dist.2. We received the Affidavit of Publication, from the Asbury Park Press, for the Notice of Budget Adoption and Annual Referendum. We received a statement from the TD Bank, for our escrow account with the Township of Howell. George is in the process of getting these monies returned to us. The balance of this account is \$2,489.87. We received a loss run accounting for our Workers Compensation policy. Our policy with Liberty Mutual is coming up for renewal. We received a notice that Sound Billing is now MyFleetCenter.com. All new payments should be made out to MyFleetCenter.com. MyFleetCenter.com will start charging for postal delivery of statements on April 1, 2011, and they would like us to go green and have our statements e-mailed.

We received a service report from Allied Diesel for the work completed on 19-2-85 in October 2010. George has asked both the Finance and Engineering Departments, of the Township of Howell, to return our escrow monies. These requests were dated January 17, 2011 and copies will be on file. We have received a copy of a Memorandum stating the request for the return of the Engineering Inspection fees will be on the schedule at the February, 2011 Council Meetings.

Legal

Joe read the resolution adopting a Temporary Budget of \$141,218.00. This resolution was approved at the January 3, 2011 meeting and copies will be attached to the January minutes. Joe said that the voting machine will be delivered on February 17, 2011 and that we need to pick up the keys for the machine and the voter registration lists by 4:30 PM on February 18, 2011. Frank said that he would pick up the keys and the paperwork on the 18th. Joe also informed the Board about the revised bid and quote thresholds for contracting units without a qualified purchasing agent. The new bid threshold for contracting units without a qualified purchasing agent is \$17,500.00. The new quotation threshold is \$2,625.00.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of January, 2011. Chief Prochnow stated that his Chief's car was backed into at the Freehold Raceway Mall on January 22, 2011. The rear bumper was damaged and Brian will work to get this repaired as soon as possible. Brian said that Chief Howlett had lost his Cell Phone sometime last week.

Captain Mike Banasz asked about the New Chief's car. Mike has gathered some specs for both the New Suburban and the conversion. The Board said that they would have to go out to bid for the purchase and receive quotes for the conversion. The Board told Captain Banasz to have the specs ready for the March 7, 2011 meeting. As long as the Budget passes, they could start the process at that time.

Brian said that as of now, Life Members are not required to attend the annual RTK / Blood bourn Pathogens Training. After a very lengthy discussion, a motion was made by Harry Carter and seconded by Doug Howlett, to change our Exposure Control Plan, Section 5, to say that it is mandatory for anyone on the Roll Call Sheet to have this annual training. Motion passed. Bill Goffe said that he would make these changes to the Exposure Control Plan. Frank asked the Chief's about the RTK Stations that were going to be purchased some time ago. The Chief's said that they had not ordered or received these Stations as of yet. A resolution was offered by Harry Carter and seconded by Doug Howlett, to purchase two RTK Stations from Grainger. 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 take care of the purchasing of these RTK Stations.

Committees

Frank gave a report on the Executive Board meeting which was held on January 27, 2011. Frank said that Chief Hotmar gave out the 2010 yearly report and also all site plan reviews to each District.

Frank also gave a report on the trucks as follows,

- 1) The New 19-2-75 is in service at Station 2.
- 2) The heater core blew out in 19-2-98 and is at Pine Belt for repairs.
- 3) Pine Belt will also try to repair the defrosters. We can not find the part.
- 4) Campbell Supply has repaired the two items on the new 19-2-75.
- 5) We need to declare the old 19-2-75 as surplus.
- 6) We would like to swap the light bars between the old 19-2-75 and 19-2-85.

George Patten offered a resolution, declaring the old 19-2-75 as excess equipment and authorizing its sale. This resolution was 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 he would prepare the formal resolution for the March 7, 2011 meeting. After some discussion, a resolution was offered by Frank Biddle and seconded by Tom Ward, to swap the light bars on the old 19-2-75 and 19-2-85. A roll call vote was taken.

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

Old Business

Frank said that we needed to start working on the Lawn Service contract for this year. We have already received a quote from G&L Lawn Service.

George asked everyone about the heat in the Route 33 Fire Station to see if they approved with the operation. Doug said that he is not happy with the heat and he would like the Heating

Contractor and Jack Purvis to come to the March 7, 2011 meeting to discuss the issues with the Board. George said that he would talk to Jack and see if he is available.

George said that the Boiler Certification is good till November 9, 2011.

Doug said that the ceiling in the truck bays, at the Route 33 Fire Station, has been damaged by rain or snow. Tom said that he would look at the damage after the meeting and report on it at the March 7, 2011 meeting.

New Business

George said that the water test costs for the Route 33 Fire Station would be taken out of BurMarc's finale payment. The testing will continue until the results are satisfactory.

George said that the fire hydrant rates have gone up. The Howell hydrants went from \$41.23 to \$43.17 each and the Adelphia hydrants went from \$36.53 to \$38.74 each.

George said that the approved LOSAP increase for 2010 is 2.8%. We have 54 members who qualified for 2010. The total for each member with the increase would be \$1,558.00 each. A resolution was offered by George Patten and seconded by Frank Biddle, approving the 2.8% increase for each of the 54 qualified members. 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 Jason's new phone will end up costing us an additional \$22.49. A resolution was offered by George Patten and seconded by Harry Carter, to purchase this new phone and pay the additional charge of \$22.49. 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 Complete Security will be here on February 14, 2011 for the annual inspection.

George said that Jane Beckenstein has signed up for a Fireground Operations Training Seminar at Monmouth University. One or two other Firefighters might also attend this Seminar. Chief Brian Prochnow asked the Board if they would reimburse these Firefighters when they have successfully completed the class. After a brief discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to reimburse any Firefighter, who successfully completes the class, the \$50.00 cost. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes

Thomas Ward	yes
Doug Howlett	yes

Captain Mike Banasz said that the Township of Howell would like to know if they could use the Route 33 Fire Station as a voting place in the future. Some discussion was had on this subject with no decision made at this time.

Frank said that Chris Pujat has drafted a letter to the Acting Director of the New Jersey Department of Transportation, Bureau of Traffic Engineering & Investigations, for the installation of some sort of flashing yellow signal on Route 33 near the entrance to the New Route 33 Fire Station. This would be the first contact that we have made for this purpose. The estimated cost of some sort of flashing yellow light would be around \$9,300.00. A motion was made by George Patten and seconded by Harry Carter, to send this letter to the State of New Jersey. Motion passed.

We received a contract from Electronic Measurement Labs for calibration and labor for our 6 gas meters. The 6 meters would be calibrated 2 times each during the contract period and would cost a total of \$1,188.00. A resolution was offered by Harry Carter and seconded by George Patten, to enter into this contract with Electronic Measurement Labs. 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 contract from Fail Safe for the testing of our Fire Hose for 2011. Fail Safe said that are keeping their prices the same as 2010. The total for the same amount of hose as last year would be \$2,773.76. It was decided to hold this off until the March 7, 2011 meeting.

Frank said that he received a price from Trius, Inc. to install an 8.5 foot Western Ultramount Snow Plow on 19-2-88. The cost for this installation would be \$4,739.00. Frank said that he also called Seely Equipment for a price and was told that they would not install an 8.5 foot plow on that truck. Frank also called Norcia for a price and they never got back to him. After some discussion, a resolution was offered by Doug Howlett and seconded by George Patten, to have Trius install a new 8.5 foot Western Snow Plow on 19-2-88. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 10:35 PM.