

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

February 1, 2010

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. 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 January 4, 2010, motion carried.

The following Vouchers have been submitted for payment.

VOUCHE	LINE #	VENDOR	AMOUNT
2761	A12-1	Asbury Park Press	72.80
2762	A12-3	Absolute Fire Protection Company, Inc.	1,682.43
2763	A12-3	Allied Diesel Service	71.45
2764	A12-3	A. R. Communications	219.30
2765	A12-3	Brice's Auto Supply, Inc.	392.57
2766	A12-3	Electronic Measurement Labs, Inc.	135.00
2767	A12-3	Grainger	371.25
2768	A12-3	Snap-On Industrial	86.67
2769	A12-3	Underwriters Laboratories, Inc.	62.50
2770	A12-6	Pedroni Fuel Co.	982.58
2771	A12-8	Amerigas	5,053.83
2772	A12-8	JCP&L	1,566.17
2773	A12-8	N. J. American Water	350.56
2774	A12-8	N. J. Natural Gas	2,090.85
2775	A12-8	Verizon	285.72
2776	A12-8	Verizon Wireless	528.26
2777	A12-9	N. J. American Water	10,885.94
2778	A12-10	Freehold Cartage, Inc.	118.90
2779	A12-10	Sakoutis Brothers Disposal	75.00
2780	A12-10	Shore Business Solutions	235.00
2782	A12-4	Jack A. Purvis, AIA	1,085.00

2783	A11-1	Monmouth County Treasurer	66.50
Electronic	A9-1	Payroll by Paychex (for 1-31-10)	2,920.50
Electronic	A9-1	Taxpay by Paychex (for 1-31-10)	569.55
Electronic	A9-1	Paychex Fees (deducted 2-10-10)	191.69
Electronic	A9-1	January 2010 N. J. Pension Payment	159.30
		The following is from the Construction Fund	
5617	E-9	Mr. Fence	1,600.00
5618	E-9	BurMarc Construction Group, LLC	44,400.00
		E-9 Total	\$46,000.00
		2010 Total all Accounts	\$76,259.32
		The following is from the 2009 Budget	
2781	E-7	VALIC (LOSAP)	\$75,800.00
		Total of Tonight's Bills	\$152,059.32

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 Thomas Ward, seconded by Frank Biddle III, 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 our Aerial Truck Certification, from Underwriters Laboratories, for the final inspection completed on December 28, 2009. We received our approved 2010 Budget back from the State on January 30, 2010. We received a communication from Access Health Systems, which included their 2010 prices. We received a form 1099, from TD Bank, for interest earned on our escrow accounts. This interest, which totaled \$24.94, was kept by TD Bank for expenses. We also received a quarterly statement, from TD Bank, for our escrow account. The balance in this escrow account, as of December 31, 2009, was \$2,489.87. We received the Affidavit of Publication, from the Asbury Park Press, for the publication of our Notice of Budget Adoption and Referendum.

Legal

Joe said that the Ballots are ordered and the Voting Machine will be delivered on Friday, February 19, 2010. Joe also told Frank that he has to pick up the voter lists and the keys to the machine by 4:30 PM on Friday, February 19, 2010. Joe read a resolution, which the Board asked him to prepare, declaring BurMarc Construction Group, LLC, in breach of contract. George stated that he thinks the punch list was completed since our last meeting. The Board decided to table this resolution until we can confirm that the punch list is completed.

Chief's Report

Chief Jason Howlett gave his monthly report for January, 2010. The Chief's have adopted a Policy for all Fire Personnel responding to calls in their personal vehicles. The Chief's said that there have been 2 separate instances involving Firefighter's speeding to calls. This Policy puts into place steps for handling these instances. The Chief's would like to purchase the following equipment,

- 1) One K-12 Partner Saw from Fire Hooks Unlimited for \$1,200.00.
- 2) Ten sets of Turnout Gear from SAFE-T for a total of \$21,493.40.
- 3) Ten Pair of Warrington Pro Turnout Leather Boots from SAFE-T for a total of \$2,650.00.
- 4) One CO meter charger for \$170.00.

A resolution was offered by Tom Ward and seconded by Harry Carter, granting approval to purchase these items. A roll call vote was taken.

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

The Chief's said that the Farmingdale-Howell First Aid Squad would be interested in the old Turnout Gear when the time comes. The Chief's also asked if the Board would help fund the purchase of \$21,900.00 worth of Fitness Equipment. A long discussion followed with the Chief's stating that they still have to get permission from the Fire Company for the use of two of the bays in the Old Firehouse. Chief Brian Prochnow asked the Board if they would approve the Farmingdale Fire Department to install a Howell Knox Box and Key in one of their vehicles. The Board asked Frank to bring this up at the next Executive Board Meeting on February 25, 2010.

Committees

Frank gave a report on the Executive Board Meeting, which was held on January 28, 2010. Frank said that Chief Hotmar distributed the 2009 Yearly Report for the Fire Bureau and all Site Plan Reviews for each District.

Frank said that 19-2-93 is at Allied Diesel to have the brakes looked at. Allied was going to change both front and rear brake pads and adjust the emergency brake shoes. When the brush truck is completed, 19-2-74 will be going next. Frank also said that the 2002 Chief's car was being repaired at Pine Belt Chevrolet.

Old Business

George said that since Becky Morone had gone to the associate member list, and she was not vested in the LOSAP plan, that we should call to get her monies returned. A motion was made by Frank Biddle and seconded by Doug Howlett, allowing George to call Valic and have Becky's LOSAP funds returned. Motion passed.

New Business

George said that we had not approved the LOSAP payment to Valic for last year. A resolution was made by Tom Ward and seconded by George Patten, approving the LOSAP payment of \$1,516.00 for each of the 50 members who qualified for LOSAP at the end of 2009. This would total a LOSAP payment of \$75,800.00. 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 the last American Flag we have is starting to look a bit worn out. George would like permission to purchase 6 new American Flags from the Flag Company on Route 34 in Wall Township. A resolution was offered by Frank Biddle and seconded by Doug Howlett, allowing George to purchase 6 new American Flags. 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 we are running out of spare light bulbs for the Route 33 Fire Station. Frank would like permission to purchase bulbs as we need them from Grainger. A resolution was offered by Tom Ward and seconded by Harry Carter, allowing Frank to make purchases as we need. A roll call vote was taken.

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

We have received a Lawn Maintenance Contract from G&L Lawn Service, the Lawn Service we have used since we started at the Route 33 Fire Station. George said that we should get a few more prices on the same service before we act on this. Tom said that he would draw up a spec, using G&L's as a reference, and hand them out to some other Lawn Service Companies. Tom said that he will instruct all other Companies to have their proposals in for the March 1, 2010 meeting. G&L also gave us a quote on replacing all the dead trees and shrubs on the property. We will act on this as well at the March 1, 2010 meeting.

We received a contract from Complete Security Systems for the Route 33 Fire Station. The warranty has run out on the Fire Alarm System and we should have a contract in place. The total cost for the contract would be \$585.00 annually and this would be a three year contract. A resolution was offered by George Patten and seconded by Tom Ward, to enter into this contract with Complete Security Systems. A roll call vote was taken.

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

We received a service contract from Electronic Measurement Laboratories, for the servicing of our 6 Gas Meters for 2010. The cost for this contract would be \$1,188.00 and would run out on December 31, 2010. A resolution was offered by George Patten and seconded by Tom Ward, to enter into this contract with Electronic Measurement Laboratories for this year. 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 we have been having problems with the new fax machine ever since we purchased it. This was a fairly cheap machine when we purchased it. George said that Shore Business Solutions sell a Sharp, model FO-2080, combination machine which might want to purchase. This machine would fax, copy, scan and perform other tasks. The current copy machine could be put in the Chief's office at the Route 33 Fire Station. A resolution was offered by Harry Carter and seconded by Tom Ward, allowing George to purchase this new machine from Shore Business Solutions. 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 10:10 PM.