

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

February 6, 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 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, and Doug Howlett present. Also in attendance was Joseph Youssof, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on January 2, 2012, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3509	A11-1	Monmouth County Treasurer	70.50
3510	A11-2	Farmingdale Printing	60.00
3511	A11-2	Postmaster of Adelphia	225.00
3512	A12-3	A. R. Communications	533.60
3513	A12-3	Barg's Lawn & Garden Shop, Inc.	1,098.31
3514	A12-3	Brice's Auto Supply, Inc.	1,084.69
3515	A12-3	Campbell Supply Co.	91.12
3516	A12-3	Cooper Electric Supply Co.	48.82
3517	A12-3	Fire Fighters Equipment Company, Inc.	410.15
3518	A12-3	Front End Shop, Inc.	7,326.41
3519	A12-3	Kaldor	2,955.90
3520	A12-3	M & W Communications	296.56
3521	A12-3	TASC Fire Apparatus, Inc.	170.58
3522	A12-3	TEAM Life, Inc.	350.00
3523	A12-6	Pedroni Fuel Co.	1,665.65
3524	A12-8	JCP&L	1,425.70
3525	A12-8	N. J. American Water	150.85
3526	A12-8	N. J. Natural Gas	829.64
3527	A12-8	Verizon	317.73
3528	A12-8	Verizon Communications	58.98
3529	A12-8	Verizon Wireless	591.39

3530	A12-9	N. J. American Water	6,605.01
3531	A12-9	N. J. American Water	5,733.52
3532	A12-10	Electronic Measurement Labs, Inc.	1,188.00
3533	A12-10	Freehold Cartage, Inc.	118.90
3534	A12-10	Sakoutis Brothers Disposal	75.00
3536	A12-3	EMR Power Systems, LLC	474.91
3537	A12-6	Howell Township Public Works	76.89
3538	A12-7	Penn Well / FDIC 2012	2,805.00
3539	A12-1	Asbury Park Press	78.50
Electronic	A9-1	Payroll by Paychex (for 01-31-12)	2,944.84
Electronic	A9-1	Tax Pay by Paychex (for 01-31-12)	518.21
Electronic	A9-1	Paychex Fees (deducted 02-10-12)	312.37
Electronic	A9-1	January 2012 N. J. Pension Payment	186.30
		2012 Total	\$40,879.03
		The following is from the 2011 Budget Year	
3535	E-7	VALIC (LOSAP)	79,400.00
		2011 Total	\$79,400.00
		Total all accounts	\$120,279.03

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 Doug Howlett, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas Ward	absent
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 four checks, from Glatfelter Claims Management, for claims we turned in from the Power Surge Damage in 2011. The four checks totaled \$12,245.26 and were received and deposited on January 13, 2012. The four checks were for the following,

- 1) \$656.75 for the damage to the weather station.
- 2) \$1,865.00 for the damage to the phone system at the Route33 Fire Station.
- 3) \$1,583.51 for the damage to the Motorola Command Console.
- 4) \$8140.00 for the damage to the ice machine and the phone system at the Route 524 Fire Station.

We received a loss run report, from Liberty Mutual, to help us with the upcoming renewal of our Workers Compensation Policy. We received an escrow account statement, from TD Bank, for the operating account for the Township Fees. The balance is \$0.00 as of December 31, 2011.

We received an Ultimate Purchaser Exemption Certificate, from Edwards Tire Company, to verify that we are a Government Agency. This certificate was filled out by George and sent back to Edwards on January 12, 2012. This certificate is required because Edwards is a vendor for the Bridgestone/Firestone Company. This certificate will be good for three years.

We received a letter from Michael D. Landis, Attorney at Law, that contained a Subpoena Duces Tecum to appear in his office to answer questions about a Mason Contractor not receiving full payment for the work completed on the Route 33 Fire Station. All of this paperwork, along with copies of Affidavits of Payments to the Contractor, was forwarded to the office of Joseph D. Youssef on January 20, 2012. Joe will talk about this under the legal portion of this meeting.

Legal

Joe told the Board that we are all set for the upcoming election on February 18, 2012. Joe said that the Board of Elections will deliver the voting machine on Thursday, February 16, 2012. Frank said that he will pick up the paperwork and the keys for the voting machine from the Board of Elections on Friday, February 17, 2012. Joe read the resolution adopting a Temporary Budget for the Year 2012. This resolution was adopted at the January 2, 2012 meeting. Joe said that he forwarded all the paperwork, which we sent him, along to Michael D. Landis, Esq., along with a letter explaining that this was in lieu of appearing for the Subpoena Duces Tecum. The scheduled date for the Subpoena Duces Tecum was February 10, 2012. Joe said that the State has passed a law requiring all Boards of Fire Commissioners to establish a web site before the end of the year.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of January, 2012. The Chief asked to send four Firefighters to the FDIC in Indianapolis. We already have a \$1,000.00 credit for the cost of the conference. The cost will come out to \$2,805.00. The Chief also asked if he can purchase a new piston intake valve for 2-74 from TASC for around \$1,200.00. The old valve can not be repaired. After some discussion, a resolution was offered by Doug Howlett, and seconded by Harry Carter, approving the Chief's two requests. A roll call vote was taken.

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

The Chief asked if three Firefighters could attend the New Jersey Weekend at the National Fire Academy. The cost for this is weekend is around \$35.00 each. Chief Prochnow also asked if one Firefighter could get reimbursed for the cost of EMT Training after he completes the course. The cost for the EMT Training would be around \$1,200.00, which includes the cost of books. A resolution was offered by Doug Howlett and seconded by Harry Carter, stating that the Board would reimburse the three Firefighters for the National Fire Academy and the one Firefighter for the EMT Training. A roll call vote was taken.

Harry Carter	yes
George Patten	yes

Frank Biddle III	yes
Thomas Ward	absent
Doug Howlett	yes

Committees

Frank gave a report on the Executive Board Meeting, which was held on January 26, 2012. Frank also gave a report on the trucks as follows,

- 1) 2-78 is back from the repair shop and back in service.
- 2) Frank replaced the batteries on 2-78. One battery was shorted out and the batteries were still original.
- 3) Chief Prochnow's car was repaired at Pine Belt under warranty. The alternator stopped working and the batteries were not being charged.
- 4) The brush truck, 2-93, was serviced at Jiffy Lube.
- 5) Edwards Tire replaced all four tires on Chief Prochnow's car.
- 6) Campbell Supply replaced the fuel tank sender on 2-75. This repair was covered on warranty.
- 7) The new radio was installed in 2-96.
- 8) The new wireless headsets were installed in 2-85 and 2-96.
- 9) Frank has purchased some replacement lights for 2-76, 2-78, 2-85 and 2-90. A lot of the lights on 2-90 are original and have started the crack. The replacement lights are led and should draw fewer amps.
- 10) The 2002 Chief's car has been repaired at the Front End Shop. This vehicle still needs three more things. The driver's seat needs repair, a light bar needs to be installed and a snow plow needs to be installed.

Old Business

We received a new contract, from Electronic Measurement Labs, for the calibration and labor of our six Gas Meters. Each meter would be calibrated two times during the year. The cost of this contract would be \$1,188.00. This is the same price that it has been for the last couple years. 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	absent
Doug Howlett	yes

George said that the State approved LOSAP annual increase for the year was 1.9%. This would bring the total contribution for each Firefighter to \$1,588.00. This was the new figure we used to send tonight's LOSAP payment to Valic. A resolution was offered by Harry Carter and seconded by Doug Howlett, approving this increase for the LOSAP contributions for the 2011 year. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes

Thomas Ward	absent
Doug Howlett	yes

New Business

Frank said that he has received prices for the annual Aerial Truck testing and the ground ladder testing from Underwriter's Laboratories. The cost for the Aerial Truck would be \$725.00 and the cost for the ground ladders would be \$2.50 per linear foot. A resolution was offered by Harry Carter and seconded by Doug Howlett, awarding this annual testing to Underwriter's Laboratories. A roll call vote was taken.

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

George said that the Fire Company dropped four Firefighters at the end of 2011 that had not vested in the LOSAP program. George asked permission to retrieve the LOSAP funds for these four Firefighters. A motion was made by Frank Biddle and seconded by Harry Carter, granting George permission to retrieve these funds. Motion passed.

George said that he has been in contact with a representative of N. J. Natural Gas. The Gas Company is running a gas main down Route 33 past the Route 33 Fire Station. N. J. Natural Gas would like to know if the Board would like to hook the Route 33 Fire Station up to the natural gas main. The Board had said, since the planning stages of the Route 33 Fire Station, that they would want to switch over to natural gas if the opportunity ever came up. The cost for this project is not yet known. After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, approving the hook up to natural gas. A roll call vote was taken.

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

George said that he would cancel the automatic refill with Amerigas after the February fill up. We should be able to finish the winter months with the propane we will have in the storage tanks.

George said that since we received the insurance checks for the damaged items from the power surge, that we should reimburse the Fire Company for the items that they already paid for. A resolution was offered by Frank Biddle and seconded by Doug Howlett, to reimburse the Fire Company for the repair of the ice machine and the replacement of the phone system. If the Fire Company has not paid for any of these yet we would pay the vendor directly. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes

Thomas Ward	absent
Doug Howlett	yes

Chris Pujat said that the cost for the OPTICOM equipment and the labor to reinstall it at the intersection of Route 9 and Strickland Road is around \$3, 618.00. Chris said that we should write a letter to the Insurance Company of the vehicle at fault for the reimbursement of the cost.

Bill Goffe said that 50 members were certified for the LOSAP program for the year 2012.

Frank reminded the Board that the Joint Board meeting would be held at the Route 33 Fire Station on March 1, 2012. We would have to provide food for that meeting. A resolution was offered by Doug Howlett and seconded by George Patten, to order food from the Cabin Restaurant for this meeting. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:31 PM.