

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

February 1, 2016

**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 Doug Howlett and seconded by Harry Carter; to approve the minutes of the last meeting held on January 4, 2016, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
1930	E-7	VALIC (LOSAP,2015 Budget, not in total)	68,429.00
1931	A11-1	Monmouth County Treasurer	77.50
1932	A12-3	Brice's Auto Supply, Inc.	30.39
1933	A12-3	MyFleetCenter.com	80.96
1934	A12-3	TASC Fire Apparatus, Inc.	1,574.70
1935	A12-4	CNP Fittest of N. J., LLC	225.00
1936	A12-4	NetLink	199.00
1937	A12-6	Pedroni Fuel Co.	736.27
1938	A12-7	Daniel Roth	4,462.80
1939	A12-8	JCP&L	1,303.11
1940	A12-8	N. J. American Water	168.37
1941	A12-8	N. J. Natural Gas	1,925.53
1942	A12-8	Verizon	376.03
1943	A12-8	Verizon Communications	65.81
1944	A12-8	Verizon Wireless	780.32
1945	A12-9	N. J. American Water	6,900.30
1946	A12-10	Clean Air Company, Inc.	1,161.00
1947	A12-10	Freehold Cartage, Inc.	118.90
1948	A12-10	Jersey Coast Fire Equipment, Inc.	571.55
1949	A12-10	Sakoutis Brothers Disposal	75.00
Electronic	A9-1	Payroll by Paychex (for January 2016)	2,870.34

Electronic	A9-1	Tax Pay by Paychex (for January 2016)	577.59
Electronic	A9-1	Paychex Fee (deducted 02-10-16)	160.99
Electronic	A9-1	January 2016 N. J. Pension Payment	201.42
		Total (#1930, not included in total)	\$24,642.88

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	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. Several e-mails were received concerning the New Rescue Pumper on order with Campbell Supply Company. Frank e-mailed answers for all questions about the New Rescue Pumper. We received a communication, from the New Jersey Motor Vehicle Commission, stating that our online CAIR Agreement will expire on February 5, 2016. Frank sent in the completed renewal application on January 30, 2016. We received a Workers Compensation Detailed Loss Report from Liberty Mutual Insurance. Our Workers Compensation Policy runs out next month. We received a statement, from ESI Equipment, for equipment that has not arrived yet. Frank will send the check as soon as the ordered equipment shows up. We received voting machine information for the upcoming Fire District Election.

### **Legal**

Joe handed out the Resolution Adopting a Temporary Budget for the Year 2016. This resolution was adopted at the January 2016 meeting. Copies will be attached to the January Minutes. Joe said that he has not heard anything from the Appraiser about the 3 acre parcel of land next to the Bobcat Dealership.

Joe went over the upcoming election times and dates. Harry will meet the delivery truck for the Voting Machine on February 18, 2016. Frank will pick up all the paperwork and Voting Machine keys from the Board of Elections on Friday, February 19, 2016. The hours for the Election are 2:00 PM to 9:00 PM on Saturday, February 20, 2016. Frank will certify the Election Results to the State and also the Township of Howell. Frank will return the Voting Machine keys on Monday, February 22, 2016. And lastly, the Voting Machine should be picked up on Tuesday, February 23, 2016.

### **Chief's Report**

Chief Michael Banasz gave his incident report for the month of January, 2016.

The Chief has asked to have a Work Place Harassment Lecture Session. The class would cost \$500.00 and would be given by Safety & Survival Training, LLC. A resolution was offered by Harry Carter and seconded by Tom Ward, to have Safety & Survival conduct this training class. 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 it would be possible for some of the Line Officers to get reimbursed for the use of their personal cell phones. Some of the Line Officers carry up to three cell phones and it is not easy to do. They carry their personal phone, the Fire District phone and also a work phone. Out of the five Line Officers, only three are asking for this reimbursement instead of carrying another cell phone. A long discussion followed and the Board said that they would give an answer at the March 7, 2016 meeting.

### **Committees**

Frank gave a report on the Executive Board Meeting, which was held on January 28, 2016. Frank also gave a report on the trucks as follows.

- 1) Vehicle 19-2-66 and 19-2-68 were serviced at Jiffy Lube.
- 2) The hose fittings for 19-2-96 came in and have been installed.
- 3) The new bumper has come in for 19-2-75 and is scheduled to be installed on February 9 and 10, 2016. First Priority will pick up and deliver the truck.
- 4) 19-2-76 will be first due at the Route 33 Fire Station when 19-2-75 is being repaired.
- 5) Ex Chief Bob Tice's cell phone was released to him along with his cell phone number.
- 6) The new cell phone came in for Art and is in operation.
- 7) Frank repaired the door lock by the Aerial Truck at the Route 524 Fire Station.

### **Old Business**

Doug said that Breeze Heating and Air Conditioning has ordered the new hot water heater for the kitchen at the Route 33 Fire Station. Doug also said that he has been in contact with the toilet bowl manufacturer about the issues we are having with the products at the Route 33 Fire Station. Doug said that he would be working on them in the next week or two.

### **New Business**

We received a quote, from Fail Safe Testing, for the annual fire hose testing. The quote, for the sum of \$3,260.40, is based on the total quantity of hose tested last year. A resolution was offered by Harry Carter and seconded by Tom Ward, to have Fail Safe Testing conduct this required annual test. A roll call vote was taken.

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

We received an annual maintenance agreement, from Shore Business Solutions, for the care of the copier in the Commissioner's Office at the Route 33 Fire Station. The cost of this agreement would be \$200.00. A resolution was offered by George Patten and seconded by Doug Howlett, to enter into this agreement with 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

We received a Lawn Maintenance Contract, from G & L Lawn Service, for the care of the property at the Route 33 Fire Station. The prices quoted are the same as in the last few years. Frank said that we have been very happy with the work provided by G & L Lawn Service. They have been the only lawn service that we have had since this Fire Station was completed. A resolution was offered by Harry Carter and seconded by Doug Howlett, to contract with G & L Lawn Service for the care of the property at the Route 33 Fire Station. 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 should look into replacing the broken Official Fire District Seal. We should be able to have one made at an office supply store. Frank said that he would get one where ever he could. A resolution was offered by Tom Ward and seconded by George Patten, to purchase a new Official Seal for the Fire District. 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 8:56 PM.