

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

February 6, 2017

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 Tom Ward; to approve the minutes of the last meeting held on January 2, 2017, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2290	E-7	VALIC	71,982.00
		The above voucher is being paid from the 2016 Budget	
2291	A11-1	Monmouth County Treasurer	77.50
2292	A11-2	Shore Business Solutions	200.00
2293	A12-1	Asbury Park Press	73.50
2294	A12-3	A. R. Communications	356.45
2295	A12-3	Barg's Lawn & Garden Shop, Inc.	288.55
2296	A12-3	Big Bill's Welding, LLC	300.00
2297	A12-3	Breeze Heating & Air Conditioning Co.	132.25
2298	A12-3	Brice's Auto Supply, Inc.	70.02
2299	A12-3	Campbell Supply Co.	120.60
2300	A12-3	Grainger	108.95
2301	A12-3	Graga Construction, Inc.	118.00
2302	A12-4	NetLink	199.00
2303	A12-6	Pedroni Fuel Co.	602.80
2304	A12-7	Community Safety Consultants	1,160.00
2305	A12-7	Daniel Roth	5,245.00
2306	A12-8	JCP&L	1,333.62
2307	A12-8	N. J. Natural Gas	2,175.81
2308	A12-8	N. J. American Water	179.72

2309	A12-8	Verizon	381.11
2310	A12-8	Verizon Communications	65.79
2311	A12-8	Verizon Wireless	685.11
2312	A12-9	N. J. American Water	6,900.30
2313	A12-9	N. J. American Water	8,044.74
2314	A12-10	Electronic Measurement Laboratories, Inc.	1,353.00
2315	A12-10	Freehold Cartage, Inc.	118.90
2316	A12-10	Sakoutis Brothers Disposal	75.00
2317	A12-12	N. J. State Association of Fire Districts	300.00
2318	A12-13	Continental Fire & Safety, Inc.	1,509.71
Electronic	A9-1	Payroll by Paychex (for January 2017)	3,442.22
Electronic	A9-1	Tax Pay by Paychex (for January 2017)	730.24
Electronic	A9-1	Paychex Fee (deducted 02-10-17)	398.14
Electronic	A9-1	January 2017 N. J. Pension Payment	241.20
		2016 Budget Total	\$71,982.00
		2017 Budget Total	\$36,987.23
		Grand Total	\$108,969.23

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 George Patten, 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 a communication from the Superintendent of Elections which contained information on the upcoming election. We received our copy of the Customer Service and Support Agreement, from Shore Business Solutions, for the copier in the Board's office. We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Notice of Budget Adoption and Annual Referendum. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in December 2016.

We received a Fire Alarm and Detection Equipment report, from Complete Security Systems, for the annual testing of the Fire Alarm System at the Route 524 Fire Station. One copy of this report is being sent to the Howell Township Fire Bureau. We received a check, from Glatfelter Claims Management, which is life insurance payment for the passing of Firefighter Robert Nagy. This check was delivered to Firefighter Nagy's wife.

We received a letter, from the State of New Jersey Division of Pensions, stating that Commissioner Biddle has withdrawn from the Contributory Life Insurance. We also received, from the Division of Pensions, a request for the Certification of Service and Final Salary for Commissioner Biddle. We received a recall notice, from Spartan Chassis, for an issue on our New Rescue Pumper. We received the minutes of the meeting of the New Jersey State Association of Fire Districts which was held on December 3, 2016. We received our State Approved 2017 Fire District Budget from the State of New Jersey Department of Community Affairs.

Legal

Joe gave a report on the upcoming Fire District Election. George Patten is the only Commissioner up for reelection and is running unopposed at this time. The voting machine will be delivered on Thursday, February 16, 2017. Frank said that he has the poll workers lined up and we are ready to go. Joe also handed out the resolution Adopting a Temporary Budget for the Year 2017. This Temporary Budget, which is 14% of the operating portion of the 2016 Budget, carries the Board through till the meeting in March.

Chief's Report

Chief Michael Banasz gave his incident report for the month of January 2017. The Chief would like the Board to declare the two Thermal Imaging Cameras from the old 19-2-85 as excess equipment and would like to donate them to the Monmouth County Fire Academy. After some discussion, a resolution was offered by Tom Ward and seconded by Frank Biddle III, declaring the two Thermal Imaging Cameras as excess equipment and to donate them to the Monmouth County Fire Academy. A roll call vote was taken.

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

The Chief also asked what the Board was going to do with 19-2-76. This 1982 Mack Pumper was kind of replaced when the New Rescue Pumper was purchased. The New Rescue Pumper has a pump and water tank and can serve as a backup pumper when one of the front line pumpers is out for service. After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, declaring 19-2-76 as excess equipment and to donate this vehicle to the Howell Township Fire Company #1. 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 the Board to look into an insurance rider to cover the upcoming Fire Company Steak Bake and also the upcoming Wet Down and 90th anniversary celebration. After some discussion, a resolution was offered by Frank Biddle III and seconded by Harry Carter, to add an insurance rider onto our policy for these two events. 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 would contact the insurance company to see what we would be able to do.

Committees

Frank gave a report on the Executive Board meeting, which was held on January 26, 2017. There will not be an Executive Board meeting in February 2017.

Frank also gave a report on the trucks as follows.

- 1) The last repairs have been made on 19-2-90. UL is scheduled to come and retest on February 8, 2017.
- 2) The 28 foot ground ladder off 19-2-90 should be repaired this week.
- 3) Frank reprogrammed the locks at both stations again/
- 4) The new mobile radio has been installed in the New 19-2-85.
- 5) The Firecom headsets have also been hooked up in the New 19-2-85.
- 6) Graga Construction serviced the air compressor at the Route 33 Fire Station.
- 7) The exhaust tailpipe has been replaced on the New 19-2-85. This repair was completed on warranty.
- 8) Clean Air is now coming to replace the exhaust grabber for 19-2-85.

Old Business

George said that 43 Firefighters qualified for LOSAP in 2016. The new State Approved allotment for each Firefighter is \$1,674.00. The annual LOSAP payment was made in this evenings vouchers.

New Business

Frank said that the boiler at the Route 33 Fire Station was not working on Monday, January 16, 2017. George called Breeze Heating and Air Conditioning and they replaced the thermo couple. Breeze was paid in this evenings vouchers. George said that one of the doors in the boiler room is not working properly and should be replaced. A resolution was offered by George Patten and seconded by Tom Ward, to have Breeze Heating and Air Conditioning replace the door motor. 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 Dymo Label Maker will not work. George asked to purchase a new label machine. A resolution was offered by Tom Ward and seconded by Doug Howlett, to replace the label machine with a new one. 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 quote, from Electronic Measurement Laboratories, for the annual contract on our gas meters. The cost for this contract would be \$1,188.00, the same price that it has been for several years. A resolution was offered by Tom Ward and seconded by Harry Carter, to enter into this contract with electronic Measurement Laboratories. 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 quote, from Complete Security Systems, to replace all outdated fire detectors at the Route 524 Fire Station. The quote was for a total of \$2,350.00. After some discussion, it was decided to wait to act on this quote until we get a few answers from Complete Security Systems on exactly what they would be replacing.

We received a quote, from G & L Lawn Service, for the care of the grounds at the Route 33 Fire Station. The prices are the same as they have been for the last five years. The Board has been very happy with the work the G & L does. A resolution was offered by Doug Howlett and seconded by Tom Ward, to contract with G & L Lawn Service for the care of the grounds 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 have run out of spare parts for the door locks at both Fire Stations. The man door by 19-2-90 at the Route 524 Fire Station has been giving us some problems and maybe should be replaced. A resolution was offered by Tom Ward and seconded by Harry Carter, to order two complete new locks and several lock cores from Stanley Security Systems. A roll call vote was taken.

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

Frank also said that we need batteries for the door locks at both Fire Stations. The best price was at Batteries and Bulbs. A resolution was offered by Harry Carter and seconded by Frank Biddle III, to purchase the needed batteries from Batteries and Bulbs. 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 quote, from Fail Safe Testing, for the annual testing of our Fire Hose. The total cost of the quote is \$3,808.20, based on the total feet of hose tested last year. A resolution was offered by Tom Ward and seconded by Harry Carter, to contract with Fail Safe Testing for this annual requirement. 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 9:33 PM.