

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

February 5, 2018

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.

A motion was made by Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on January 10, 2018, motion carried.

A motion was made by Tom Ward and seconded by Harry Carter; to approve the minutes of the Special Meeting held on January 16, 2018, motion carried.

Frank said that the State approved the annual CPI increase for LOSAP for the year 2017. The CPI adjustment for Fire Districts for 2017 is 2.1% with a total allowed of \$1,709.00 per qualified Firefighter. A resolution was offered by George Patten, and seconded by Harry Carter, approving the \$1,709.00 LOSAP contribution for each qualified individual. A roll call vote was taken.

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

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2633	E-7	Valic (LOSAP)	82,032.00
		Voucher 2633 is being paid from 2017 Budget	
2634	A11-2	Quill Corp.	196.20
2635	A12-1	Asbury Park Press	19.80
2636	A12-3	Batteries Plus Bulbs	42.13
2637	A12-3	Brice's Auto Supply, Inc.	160.61
2638	A12-3	Campbell Supply Co.	2,183.40
2639	A12-3	Cooper Electric Supply Co.	592.92
2640	A12-3	Defender Emergency Products	752.58

2641	A12-3	Fitness Lifestyles	325.00
2642	A12-3	Wireless Communications and Electronics	750.00
2643	A12-4	Asbury Park Press	3,810.00
2644	A12-4	Family Practice of CentraState	55.00
2645	A12-4	NetLink	199.00
2646	A12-6	Pedroni Fuel Co.	745.47
2647	A12-8	JCP&L	1,267.68
2648	A12-8	N. J. American Water	168.89
2649	A12-8	N. J. Natural Gas	2,340.63
2650	A12-8	Verizon	454.14
2651	A12-8	Verizon Communications	65.75
2652	A12-8	Verizon Wireless	620.22
2653	A12-9	N. J. American Water	6,900.30
2654	VOID	VOID, invoice never received	VOID
2655	A12-10	Electronic Measurement Laboratories, Inc.	1,188.00
2656	A12-10	EMR Power Systems, LLC	949.63
2657	A12-10	Freehold Cartage, Inc.	118.90
2658	A12-10	Sakoutis Brothers Disposal	75.00
2659	A12-12	N. J. State Association of Fire Districts	300.00
2660	A12-13	Continental Fire & Safety, Inc.	213.50
2661	A12-7	Community Safety Consultants	1,200.00
Electronic	A9-1	Payroll by Paychex (for January 2018)	3,415.34
Electronic	A9-1	Tax Pay by Paychex (for January 2018)	667.36
Electronic	A9-1	Paychex Fees (deducted 02-12-18)	413.80
Electronic	A9-1	January 2018 N. J. Pension Payment	169.48
		Total from 2017 Budget	\$82,032.00
		Total from 2018 Budget	\$30,360.73
		Grand total all vouchers	\$112,392.73

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 an advertisement notice, from the Asbury Park Press, for the posting of our Special Meeting for January 16, 2018. We received a 1099-S form for the sale of the 3 acres piece of land on Route 33. This form will be filed with our legal paperwork from 2017. We received a letter, from Insurance Services Office (ISO), stating that they will be conducting an evaluation of our Fire District. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in December, 2017.

We received several emails from Melissa Ford, from the DCA, with regards to our 2018 Fire District Budget. Robert Hulsart also sent several emails with regards to our 2018 Fire District Budget.

We received an email from Kevin Bowen, with O’Gara Training and Services, stating his interest in purchasing 19-2-74. This Mini Pumper has been listed for sale with the Brindlee Mountain Fire Apparatus Company since sometime in 2017. Mr. Bowen said that his company is very much interested in our truck and would make the trip from Virginia to check it out. He said that if he approves of the truck he would be authorized to complete the deal and take delivery on the same day. Mr. Bowen came to New Jersey on Friday January 19, 2018 and offered the Board \$19,000.00. The Board agreed with the offer and the Title was signed over to the O’Gara Group. A check was received for \$19,000.00. This check was deposited on January 20, 2018. Mr. Bowen drove the truck back to Virginia on January 19, 2018.

Frank received an email, from Ric Herbst of the O’Gara Group, on January 22 asking if we could type up a Bill of Sale. Mr. Herbst said that Virginia Motor Vehicle would not let them register the vehicle without a Bill of Sale. Frank typed up a Bill of Sale, installed our Official Seal, and emailed it back to Mr. Herbst. He thanked us for our help and said that the Bill of Sale looked good. Frank also emailed Brindlee Mountain Fire Apparatus and told them about the sale of the truck. They said that they will be sending us an invoice for their services in the next few weeks.

We received a credit memo, from Glatfelter Insurance Group, for the deleting of the insurance on 19-2-74. The total of the credit is for \$426.55. We received two service reports, from EMR Power System, for the two major services performed on our Emergency Generators. These two services were completed on February 1, 2018. Along with the service, the battery was replaced on the unit at the Route 33 Fire Station. We received the minutes, from the New Jersey State Association of Fire Districts, of the last meeting held on December 2, 2018. The next meeting will be March 3, 2018 at the Civic Center Fire House in East Brunswick.

Legal

Joe went over the upcoming District Election on February 17, 2018. He said that the machine will be dropped off on Thursday February 15 and picked up on Tuesday February 20. Doug said that he would be available both days for the Voting Machine.

Joe turned over the Appraisal of the property that was sold to Garden State Bobcat.

Chief’s Report

Assistant Chief Greg Player gave his incident report for the month of January 2018. The Chief’s asked to purchase the following items.

- 1) One BW Gas Alert Micro 5 gas meter from Electronic Measurement Laboratories for a total of \$1,360.00.
- 2) Repair of several pieces of the exercise equipment by Fitness Lifestyles for a total of \$629.00.

After some discussion, a resolution was offered by Frank Biddle III and seconded by Tom Ward, to purchase the new meter and to have the exercise equipment repaired. 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 asked about speeding up the internet at both Fire Stations. George said that the Board was thinking about that also. After a short discussion, a resolution was offered by Frank Biddle III and seconded by Harry Carter, to see if Verizon can upgrade the service at both Fire Stations for no more than an additional \$500.00 per month. A roll call vote was taken.

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

A long discussion was held on the future of the radio's and what direction we should be looking into going.

Committees

Tom gave a report on the Executive Board meeting, which was held on January 25, 2018.

Frank gave a report on the trucks and equipment as follows.

- 1) The Route 33 Fire Station Air Compressor was repaired. We installed a heavy duty circuit breaker.
- 2) Frank had Bill's Welding repair the diesel pump nozzle holder at the Route 33 Fire Station.
- 3) We replaced the air regulator for the Exhaust System at the Route 33 Fire Station.
- 4) The rear access ladder on 19-2-85 was replaced by Campbell Supply.
- 5) 19-2-85 was serviced by Campbell Supply.
- 6) Campbell Supply replaced a leaking hydraulic hose for the generator on 19-2-85. This repair was on warranty.
- 7) Campbell Supply is still working on 19-2-85 punch list. These repairs are on warranty.
- 8) 19-2-75 is scheduled to be serviced this week.

9) The new Gear Washing Machine is scheduled to be delivered this week to the Route 33 Fire Station.

10) The rear door on the cap on 19-2-88 needs some parts. The door was temporarily fixed.

11) All of the New SCBA's and the New Portable Radios have been tagged with asset numbers.

12) Wireless Communications installed the 10 Vehicle Chargers for the New Portable Radio's.

13) Fitness Lifestyles serviced all the exercise equipment at the Route 524 Fire Station. They also made a list of repairs needed, which we acted on during the Chief's Report.

14) Defender Emergency Products finished work on 19-2-96.

Old Business

Tom said that we are getting close to a contract with Gov-Deals, so we can try to sell some excess equipment.

New Business

George said that we should up the value of items requiring an asset number. It has been several years since we last changed the value and the cost of even the smallest items is continually going up. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to increase the asset threshold to \$4,000.00. 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 he was talking with Pam Brown, from VFIS, and now thinks that we should increase the bonding on the Commissioners. With the increased value of the Fire District, the Board Members should be covered. George said that VFIS will make the changes to our policy.

George said that will be needing some more checks in the next few months. He will wait until they have some kind of deal so we can save a few bucks. A resolution was offered by Tom Ward and seconded by Doug Howlett, to allow George to purchase checks from Deluxe when he need to. 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 9:34 PM.