

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

February 4, 2019

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 7, 2019, motion carried.

We received the approved LOSAP cost of living adjustment for 2018. The approved LOSAP increase is 0.49% with a maximum award of \$1,717.00. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, accepting the LOSAP increase, and to award all qualified individuals an award of \$1,717.00. 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
3022	E-7	VALIC (LOSAP) The above voucher is being paid from the 2018 Budget. Voucher 3023 starts the 2019 Budget	80,699.00
3023	A11-2	Quill Corporation	296.12
3024	A12-3	AGK Operating, LLC (Lester Glenn Chevy)	953.62
3025	A12-3	Frank E. Biddle III	16.40
3026	A12-3	Brice's Auto Supply, Inc.	470.17
3027	A12-3	ESI Equipment, Inc.	336.00
3028	A12-3	Firefighter One	105.00
3029	A12-3	Graga Construction, Inc.	122.00
3030	A12-3	Jersey Coast Fire Equipment, Inc.	36.50

3031	A12-4	Robert A. Hulsart & Co.	2,000.00
3032	A12-4	NetLink	199.00
3033	A12-6	Allied Diesel Service	25.00
3034	A12-8	JCP&L	1,260.81
3035	A12-8	N. J. American Water	147.34
3036	A12-8	N. J. Natural Gas	2,368.00
3037	A12-8	Verizon	447.98
3038	A12-8	Verizon Communications	65.73
3039	A12-8	Verizon Wireless	627.18
3040	A12-9	N. J. American Water	8,205.12
3041	A12-9	N. J. American Water	7,038.00
3042	A12-10	Freehold Cartage, Inc.	131.28
3043	A12-10	Sakoutis Brothers Disposal	81.45
3044	A12-10	Shore Business Solutions	63.80
3045	A12-13	Skylands Area Fire Equipment & Training	1,384.00
3046	A11-1	Monmouth County Treasurer	82.50
Electronic	A9-1	Payroll by Paychex (for January 2019)	3,399.65
Electronic	A9-1	Tax Pay by Paychex (for January 2019)	665.28
Electronic	A9-1	Paychex Fees (deducted 02-11-19)	285.71
Electronic	A9-1	January 2019 N. J. Pension Payment	173.00
Total from the 2018 Budget			\$30,986.64
Total from the 2019 Budget			\$80,699.00
Grand Total			\$111,685.64

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. We received information, from the Monmouth County Superintendent of Elections, about picking up all the election paperwork and the delivery of the Voting Machine. We received an Affidavit, from the Asbury Park Press, stating who the Operations Director is and what their circulation was for the period between October 1, 2017 and September 30, 2018. We received a report, from the Insurance Services Office (ISO), following their visit of last year.

We received a report, from Complete Security Systems, for the Annual Fire Alarm & Detection Equipment inspection for the 925 Adelpia Road Fire Station. An email was sent to Bob Lewis, of the Howell Township Fire Bureau, letting him know that we decided to not let Howell Township use the Route 33 Fire Station as a voting place.

We received an email, from the New Jersey Department of Community Affairs, that included the Annual LOSAP cost of living adjustment. The approved Fire District adjustment for 2018 is 0.49% with a maximum LOSAP award of \$1,717.00. See the resolution that was adopted earlier in this meeting.

Legal

Joe gave a report on the upcoming Election and Budget Vote. Joe said that we still do not know how many Absentee Ballots need to be sent out. As on this meeting, it looks like around 775. He reminded Frank that the paperwork needs to be picked up on Friday, February 15, 2019 and that the Voting Machine will be delivered sometime on Thursday, February 14, 2019.

Joe said that the County will be paying for the Absentee Ballots this year, but we will have to pay after that. Joe also suggested that we print up some Provisional Ballots for anyone that shows up that received an Absentee Ballot and wants to vote. It was decided to have Joe get 50 Provisional Ballots made up.

Chief's Report

Second Assistant Chief Dan Roth gave his incident report for the month of January 2019. The Chief asked if they could schedule the annual flow tests of the SCBA Packs with the local authorized dealer, Firefighter One, for a total of \$2,107.00. After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, to allow the Chief to schedule the annual testing with Firefighter One. A roll call vote was taken.

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

The Chief said that they have some surplus equipment that they would like to get rid of. The list and approximate quantity is as follows.

- 1) AV2000 SCBA Masks (50)
- 2) SCBA Voice Mics (40)
- 3) Outdated Turnout Gear (15)
- 4) Rubber Structure Boots (17)
- 5) Structure Boots (20)

After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, declaring all the items as surplus equipment. 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 they could order the airline and training tickets for FDIC 2019 in Indianapolis. The FDIC 2019 is early this year, starting on April 8, 2019. After some discussion, a resolution was offered by Tom Ward and seconded by Harry Carter, to allow the Chief to purchase the airfare and training tickets only after the 2019 Fire District Budget is passed. The Budget is up for voter approval on February 16, 2019. A roll call vote was taken.

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

Committees

Tom gave a report on the Executive Board Meeting, which was held on January 24, 2019.

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

1) 19-2-85 was dropped off at Campbell Supply on January 22 for the repair of the cascade system. The truck was picked up the following day after repairs were completed. They said to keep an eye on the cascade system for any leaks. This work might end the warranty period on this truck.

2) The check engine light came on in 19-2-66's vehicle. We dropped it off at Lester Glenn of Freehold on January 13, 2019. Along with some other items we asked them to work on, they replaced the engine oil pump on warranty. The check engine light came back on the next week, but went off the same day. We will keep an eye on it.

3) We replaced both batteries on 19-2-88 on January 23, 2019.

4) We replaced both fog lights and the fuse that powers them on 19-2-88.

5) We replaced the trailer plug on 19-2-93 with a RV Style.

6) 19-2-90 struck a deer while responding to a call on January 25, 2019. No damage was noticed on the truck.

7) We replaced two carburetors on two of the three water pumps. We will be replacing the third one after we get some more parts.

8) We purchased new belts and pulleys for 19-2-88. The parts will be installed in the next few weeks.

9) Graga Construction serviced the Station Air Compressor at the Route 33 Fire Station.

10) We are working on remounting the shore air connection on the side of 19-2-75.

11) Frank reprogrammed the door locks at both Fire Stations. While doing this, the battery in the program Lap Top went dead two times. We will be looking to replace that battery soon.

12) Clean Air was called to repair the Vehicle Exhaust Systems at both Stations. They should be here this week sometime.

13) The Emergency Generator at the Route 524 Fire Station on January 31, 2019 during a power outage with very cold conditions. This is the second time in about a year that this generator failed to start when needed.

Old Business

George said that we still have not received an invoice from the Boiler Inspection that was completed last month.

New Business

Firefighter and Ex-Chief Robert Tice asked the Board if they ever created a resolution supporting the Junior Firefighter Program that the Fire Company runs. George said that he thought that they did many years ago, but would probably not be able to find it. After some discussion, Joe was asked to draw up a resolution supporting the Junior Firefighter Program for the March meeting.

With no further business to come before the Board, the meeting was adjourned at 9:18 PM.