

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

February 2, 2009

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 5, 2009, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHE</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
2455	A11-1	Monmouth County Treasurer	16.50
2456	A11-2	E. J. Schuster Office Supplies	264.00
2457	A12-1	Asbury Park Press	73.88
2458	A12-3	Barg's Lawn & Garden Shop, Inc.	63.83
2459	A12-3	Brice's Auto Supply, Inc.	341.69
2460	A12-3	Electronic Measurement Labs, Inc.	15.00
2461	A12-3	Grainger, Inc.	487.00
2462	A12-3	Tasc Fire Apparatus, Inc.	126.72
2463	A12-4	Family Practice of Central Jersey	280.00
2464	A12-4	Robert A. Hulsart & Co.	2,000.00
2465	A12-6	Pedroni Fuel Co.	985.88
2466	A12-6	Zep Manufacturing Co.	466.31
2467	A12-8	Amerigas	3,452.61
2468	A12-8	JCP&L	899.56
2469	A12-8	N. J. Natural Gas	2,078.19
2470	A12-8	Nextel Communications	581.07
2471	A12-8	Verizon	243.87
2472	A12-9	N. J. American Water Co.	4,658.99
2473	A12-10	Complete Security Systems, Inc.	420.00
2474	A12-10	ESI Equipment, Inc.	106.00
2475	A12-10	Freehold Cartage, Inc.	84.45

2476	A12-10	Sakoutis Brothers Disposal	75.00
2477	A12-12	N. J. State Association of Fire Districts	300.00
2478	E-7	( LOSAP ) AIG / Valic ( 2008 budget )	78,832.00
Electronic	A9-1	Payroll by Paychex ( for 01-31-09 )	2,900.74
Electronic	A9-1	Tax Pay by Paychex ( for 01-31-09 )	589.31
Electronic	A9-1	Paychex fee ( deducted 02-10-09 )	96.74
Electronic	A9-1	January 2009 N. J. Pension Payment	145.60
		2009 Sub Total	\$21,752.94
		The following is from the construction fund	
5612	E-9	M & W Communications	4,613.16
		2009 Total for all accounts	\$26,366.10
		E-7 LOSAP – 2008	\$78,832.00
		Grand Total	\$105,198.10

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 Doug Howlett, 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 also received the latest Local Finance Notice which identifies the limits on Bid Acceptance Dates. We received 2 petitions for the position of Commissioner for the February 21, 2009 election. Doug Howlett and Frank Biddle III turned their petitions in before the January 23, 2009 deadline. We received a quarterly statement, from TD Bank, for our escrow master account. The balance as of December 31, 2008 was \$3,079.98. We received a service report, from ESI Equipment, for work performed on our Holmatro Rescue tools on December 28, 2008. We received a check from Penn Well for overpayment for the FDIC 2009 in Indianapolis. The check, in the amount of \$40.00, was received and deposited on January 26, 2009. We received an Affidavit of Publication, from the Asbury Park Press, for the publishing of our Budget Referendum. We received a 3 year injury history report from Liberty Mutual. This report will be filed in with our 03/20/2009 thru 03/20/2010 insurance policy. We received our approved adopted Budget from the State Department of Community Affairs on January 31, 2009.

We received a letter from Sergeant Joseph Markulic, of the Howell Township Police Department. Mr. Markulic is asking the Board for the use of the New Fire Station to conduct

Child Passenger Seat Inspections on a monthly basis. After a long discussion, it was decided to invite Mr. Markulic to our next meeting on March 2, 2009. The Line Officers said that they would ask Mr. Markulic to attend the next meeting. George faxed over our JCP&L information to Bob Burgess so that he can turn over the electric bill for the New Fire Station.

### **Legal**

Joe stated that we would not be able to get a voting machine from the County Board of Elections this year. This machines have not been modified with a paper trail as of yet. Joe said that we need to pick up the ballots and the voter lists on Friday, February 20, 2009 before 4:30 PM. Frank said that he would pick all the paperwork up from the Board of Elections. Joe read a resolution adopting a Temporary Budget for the Year 2009. This Temporary Budget, in the amount of \$141,900.00, was adopted at the January 5, 2009 meeting. This resolution will be attached to the January 5, 2009 minutes. Joe also stated that he has sent a letter to the Township of Howell, concerning the installation of our Radio Tower at the New Fire Station, but has not heard anything back.

### **Chief's Report**

Chief Wayne Gravatt gave his monthly incident report for January 2009. The Chief would like to purchase 6 sets of Turn Out Gear from Skylands Area Fire Equipment for \$11,353.20. This price, \$1,892.20 per set, is the same that we paid last year. Wayne stated that Skylands said there will be a 20-25% increase in price as of February 28, 2009. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase 6 sets of Turn Out Gear from Skylands for \$11,353.20. 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 can start using the New Fire Station for training. A motion was made by Frank Biddle III and seconded by George Patten, allowing the Chief to schedule training at Station 2. Motion passed.

### **Committees**

Frank gave a report from the Executive Board meeting, which was held on January 22, 2009. Chief Hotmar handed out the 2008 site plan reviews to each District. The Chief also handed out the 2008 Yearly Report. Frank also gave a report on the trucks with no concerns at this time.

### **Old Business**

George said that we are not having any luck with Family Practice of Central Jersey for last year's physicals. Wayne Gravatt has stated that both Squankum and Southard are using Access Health Systems, from 622 Georges Road, in North Brunswick. After a lengthy discussion, Harry said that he would call Access Health Systems, to get a price for Firefighter Physicals at our Station.

George said that the Farmingdale Fire Department is interested in the 2000 Ford Crown Victoria Chiefs Car. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, declaring the 2000 Ford Crown Victoria as excess equipment and to transfer this Vehicle to the Farmingdale Fire Department. 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 is still working with Verizon to upgrade the TV service at Station 2. George also said that the New Meeting Table at the New Fire Station is not good. The brackets that hold it together are not the correct ones and do not seem to support the table very well. E. J. Schuster's said that a new 14 foot table would cost an additional \$413.64. A resolution was offered by Frank Biddle III and seconded by Tom Ward, to order this new table from E. J. Schuster's. A roll call vote was taken.

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

**New Business**

We have received a quote from Complete Security Systems for the replacement of the damaged fire alarm panel at the Route 524 Fire Station. This quote also includes the replacing of 12 obsolete smoke detectors. The total cost of both the fire alarm panel and the 12 sensors would be \$1,700.00. A resolution was offered by Harry Carter and seconded by Tom Ward to have Complete Security Systems complete both of these replacement projects. 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 new alarm monitor rate for Complete Security Systems will be \$35.00 per month.

We received a service contract from Sakoutis Brothers Disposal for dumpster service at the Route 33 Fire Station. This contract, which is for 3 years, is for a 2 yard dumpster being emptied once a week for the cost of \$75.00 per month. A resolution was offered by Harry Carter and seconded by Doug Howlett, to enter into this contract with Sakoutis Brothers Disposal. 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 service contract from Complete Security Systems for Fire Alarm Inspection at the Route 524 Fire Station. This contract, which is for 3 years, is for a one time inspection and test each year. The cost for this contract is \$345.00 per year. A resolution was offered by Harry Carter and seconded by Tom Ward, to enter into this contract with Complete Security Systems. 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 service contract from Fail Safe Testing for fire hose testing for 2009. The total cost for the hose testing for 2009 would be \$3,079.56. This cost is based on the total of hose tested in 2008. A resolution was offered by Tom Ward and seconded by Harry Carter to enter into this contract with Fail Safe Testing. 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 service contract from Electronic Measurement Labs for our gas meter calibrations. This contract, which is for \$ 1,188.00, is for 2 calibrations for each of our 6 meters during 2009. A resolution was offered by George Patten and seconded by Doug Howlett, to enter into this agreement with Electronic Measurement Labs. 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 we could use a gavel and a block at our New Fire Station in order to conduct meetings. Frank said that it would be a good idea to also have a podium. A resolution was offered by Harry Carter and seconded by Tom Ward, to purchase these items from E. J. Schuster's. A roll call vote was taken.

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

Doug Howlett                      yes

George asked what we are going to use as voting booth this year. We received a lot of negative comments from the make shift voting we used last year. Frank said that he has been searching the internet for voting booths and can purchase 2 portable booths, which include lights, for less than \$500.00. Frank said that if we to purchase these voting booths, that one of them should by a handicap accessible booth. A resolution was offered by Harry Carter and seconded by Frank Biddle III, to purchase 2 of these portable voting booths, one being a handicap accessible one. A roll call vote was taken.

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

George asked when we were going to move all of our stuff over to the New Fire Station. No date was picked, but Frank said that he will start to bring things over on February 21, 2009. George also asked about the agreement with Complete Security Systems for the burglar alarm at the New Fire Station. We need to give them a list of phone numbers that they can call if there is a problem. Frank said that he could put his name on the list first. This was followed by Harry, Doug and Tom. At this time we are not going to set the alarm until we investigate the procedure further. George said that the password for now will be { blueball }.

Tom said that he stopped in at Bargs Lawn and Garden Shop to ask Bob if he had any snow blowers on sale. Bob told him that he did, and would sell one to the Board for less then the sale price. This snow blower, a Toro model 38640, lists for \$1,769.95. It is on sale for \$1,669.95, but Bob would sell it to the Board for \$1,325.00. After some discussion, a resolution was offered by Tom Ward and seconded by Frank Biddle III, to purchase this snow blower from Bargs Lawn and Garden Shop. A roll call vote was taken.

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

Tom would like it to be on the record, that this snow blower only be used at the 2 Fire Stations and not at anyone's home. The Board agreed with Tom.

George said that our AIG/Valic representative will be at the next Fire Company Meeting on February 4, 2009.

With no further business to come before the Board, the meeting was adjourned at 10:04 PM.