

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

February 4, 2013

**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 8:04 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, Tom 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 Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on January 7, 2013, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3887	E-7	VALIC (LOSAP) from 2012 Budget Monies	68,166.00
3888	A12-3	Absolute Fire Protection Company, Inc.	3,360.41
3889	A11-1	Monmouth County Treasurer	70.50
3890	A12-1	Asbury Park Press	75.50
3891	A12-3	Thompson-Batteries Plus	143.70
3892	A12-3	Brice's Auto Supply, Inc.	89.98
3893	A12-3	Cooper Electric Supply Co.	663.40
3894	A12-3	Grainger	23.10
3895	A12-3	MyFleetCenter.com	38.68
3896	A12-4	NetLink	199.00
3897	A12-6	Pedroni Fuel Co.	1,950.51
3898	A12-7	Penn Well / FDIC 2013	4,365.00
3899	A12-8	JCP&L	1,422.74
3900	A12-8	N. J. American Water	135.20
3901	A12-8	N. J. Natural Gas	2,231.02
3902	A12-8	Verizon	337.56
3903	A12-8	Verizon Communications	59.98
3904	A12-8	Verizon Wireless	725.72
3905	A12-9	N. J. American Water	6,670.80
3906	A12-9	N. J. American Water	6,221.67
3907	A12-10	Continental Fire & Safety, Inc.	2,344.00

3908	A12-10	Freehold Cartage, Inc.	118.90
3909	A12-10	Jersey Coast Fire Equipment Co.	50.00
3910	A12-10	Sakoutis Brothers Disposal	75.00
3911	A12-13	Fire Fighters Equipment Company, Inc.	2,812.50
3912	A12-3	Nolze Garage Door	120.00
Electronic	A9-1	Payroll by Paychex	2,876.82
Electronic	A9-1	Tax Pay by Paychex	582.45
Electronic	A9-1	Paychex Fee	221.90
Electronic	A9-1	January 2013 N. J. Pension Payment	190.08
		Total	\$38,176.12

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
Tom 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 service and repair report, from Continental Fire and Safety, for work completed on our Breathing Air Compressor. This work was completed on January 7, 2013. We received a notice, from Chevrolet, about a possible problem with our 2009 Chief's vehicle. Frank said that he would keep an eye on this vehicle to see if the problem exists. We received the Affidavit of Publication, from the Asbury Park Press, for the publication of our Notice of Budget Adoption and Annual Referendum. This advertisement was published in the January 10, 2013 Asbury Park Press. We received a statement, from AmeriGas, stating that our account balance is \$0.00. Since we have switched the Route 33 Fire Station over to natural gas, we are no longer using propane.

### **Legal**

Joe said that we are all prepared for the upcoming election on February 16, 2013. The voting machine has been ordered and Frank was reminded to pick up the keys and the voter registration lists on Friday, February 15, 2013 by 4:30 PM.

Joe gave a report on a phone conversation he had with Mr. Brasslow, concerning the Township's proposed ordinance that would take back financial control of the Howell Township Fire Bureau. The Joint Board of Fire Commissioners has been in control of the Howell Township Fire Bureau for many years after being asked to do so by the Township of Howell. Joe read a letter from Mr. Gannon addressed to Mrs. McKenna Kingdon, of the Township of Howell. Joe also read a letter

from Mr. Sendzik addressed to Mr. Gannon. Joe gave to Board his opinion of these letters and the proposed new Township of Howell ordinance.

### **Chief's Report**

Chief Brian Prochnow gave his incident report for the month of January 2013. Chief Prochnow said that he is in the process of obtaining prices to replace the search rope bag on 19-2-85. The bag is damaged and most likely unable to be repaired. After a brief discussion, a resolution was offered by Doug Howlett and seconded by Tom Ward, allowing the Chief to purchase a new search rope bag from the vendor with the lowest price. A roll call vote was taken.

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

### **Committees**

Frank gave a report from the Executive Board meeting which was held on January 24, 2013. Frank said that Chief Hotmar gave out all the 2012 Site Plan Reviews to each District. Chief Hotmar also gave out the Howell Township Fire Bureau's 2012 yearly report. Frank also gave a report on the trucks and other items as listed below.

- 1) 19-2-78 went up to Absolute for repairs and came back on January 30, 2013. The major repair was to the right rear cab mount, which had snapped all the mounting bolts for the second time.
- 2) The bay door at the Route 33 Fire Station in front of 19-2-74 has been acting up. Frank installed some missing hardware, but the door still needs some work. Frank called Nolze Garage Door on February 2, 2013 to come and repair. Nolze Garage Door came and repaired the door on February 4, 2013.
- 3) The light tower on 19-2-85 is still drifting down during operation. Frank e-mailed Wil-Burt and is still waiting for a return e-mail. Frank went over some choices for repair. Frank said that the Wil-Burt authorized repair vendor, in our area, is Campbell Supply. Frank will ask Campbell Supply to give us a price to repair the light tower.
- 4) Frank said that he mounted the two grinders at the two Fire Stations.
- 5) Frank has received prices, after being asked by the Chief, for the needed tools on 19-2-90. These prices also include safety items for the two Grinders and an electrical test meter for the Route 33 Fire Station. These items will be coming from Grainger and Snap-On Industrial. All prices are on State Contract.

A resolution was offered by Tom Ward and seconded by George Patten, to purchase the items from Grainger and Snap-On Industrial as requested by the Chief and Engineer. A roll call vote was taken.

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

### **Old Business**

George is still waiting for more information from Stanley Security Solutions in order to order the needed items for programming the Fire Station locks. He will hopefully tell us that he has ordered the items by the March meeting.

George said that he spoke to someone in Florida about the location of the extra Fire Hydrant that we are being billed for on our New Jersey American Water bill. They said that the new Fire Hydrant is in the Equestra Development. No one in New Jersey could tell us that.

### **New Business**

George said that we have to complete the asset inventory for the end of 2012. In the past we have been assigning asset numbers to any item purchased over \$2,500.00. George said that we should up the dollar amount or we will have to assign numbers to almost any item we purchase. After some discussion, a resolution was offered by Doug Howlett and seconded by Tom Ward, to increase the asset threshold for 2012 and after to \$3,000.00. A roll call vote was taken.

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

Tom said that the gate for the fuel tank enclosure at the Route 33 Fire Station has worked its way out of the ground and the gate has fallen off. It looks as if the post was only put a few inches down into the concrete. Tom said that he obtained a price, from All Fenced In, to repair the gate for \$550.00. After a brief discussion, a resolution was offered by George Patten and seconded by Frank Biddle, to contract All Fenced In to repair the gate. A roll call vote was taken.

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

We receive a subscription renewal from NFPA. The cost is \$670.00 for five years. This price has the best annual cost. If renewed on an annual basis, the cost would be \$165.00 per year. This will be a savings of \$155.00 over the five year period. A resolution was offered by Harry Carter and seconded by Tom Ward, to renew the subscription with NFPA for \$670.00 for five years. A roll call vote was taken.

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

We received a contract, from EMR Power Systems, for the annual service and system checks for our two Emergency Generators. The total contract price is \$1,253.50. We have been very happy with the work that EMR has performed for us in the past. A resolution was offered by Doug Howlett and seconded by Tom Ward, to enter into this contract with EMR Power Systems. A roll call vote was taken.

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

We received a contract, from G & L Lawn Service, for the annual lawn maintenance at the Route 33 Fire Station. G & L has been the annual lawn maintenance contractor since the Route 33 Fire Station has been completed. The prices for this service have not changed since inception. Each year we request price's for other vendors and each year G & L Lawn Service is the only quote that we receive. A resolution was offered by Doug Howlett and seconded by Tom Ward, to enter into contract with G & L Lawn Service for the annual lawn maintenance at the Route 33 Fire Station. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 10:26 PM.