

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

January 6, 2014

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 Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on December 2, 2014, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE	VENDOR	AMOUNT
1131	A11-2	Dell Marketing, LP	920.21
1132	A11-2	N. J. Motor Vehicle Commission	150.00
1133	A11-2	Postmaster of Adelphia	460.00
1134	A12-3	Absolute Fire Protection Company, Inc.	1,148.95
1135	A12-3	Brice's Auto Supply, Inc.	52.22
1136	A12-3	Clean Air Company, Inc.	17.60
1137	A12-3	Defender Emergency Products	3,439.32
1138	A12-3	Fire Fighters Equipment Company, Inc.	358.20
1139	A12-3	Monarch Electric Co.	87.44
1140	A12-3	Motorola	460.80
1141	A12-3	MyFleetCenter.com	77.36
1142	A12-3	Pine Belt	100.00
1143	A12-3	Quality Communications Systems, Inc.	2,959.60
1144	A12-3	TASC Fire Apparatus, Inc.	783.90
1145	A12-3	Weilgus & Sons	4,902.40
1146	A12-4	CNP Fittest of New Jersey, LLC	750.00
1147	A12-4	Family Practice of Centra State	35.00
1148	A12-4	NetLink	199.00
1149	A12-4	Joseph D. Youssouf, Esq.	4,810.00
1150	A12-6	Pedroni Fuel Co.	1,963.58
1151	A12-7	Bob Tice	213.00

1152	A12-7	Mercer County Fire Academy	80.00
1153	A12-7	Daniel Roth	1,415.00
1154	A12-8	JCP&L	1,626.57
1155	A12-8	N. J. American Water	137.44
1156	A12-8	N. J. Natural Gas	2,593.22
1157	A12-8	Verizon	369.77
1158	A12-8	Verizon Communications	61.98
1159	A12-8	Verizon Wireless	480.84
1160	A12-9	N. J. American Water	6,670.80
1161	A12-9	N. J. American Water	6,456.45
1162	A12-10	Complete Security Systems, Inc.	105.00
1163	A12-10	Emanon Consulting, LLC	295.00
1164	A12-10	Freehold Cartage, Inc.	118.90
1165	A12-10	Jersey Coast Fire Equipment, Inc.	195.00
1166	A12-10	Sakoutis Brothers Disposal	75.00
1167	A12-13	Continental Fire and Safety, Inc.	1,596.06
1168	A12-13	Emergency Equipment Sales, LLC	479.24
1169	A12-13	Stan Engraving, LLC	48.10
Electronic	A9-1	Payroll by Paychex (for 12-31-13)	2,875.77
Electronic	A9-1	Tax Pay by Paychex (for 12-31-13)	579.72
Electronic	A9-1	Paychex Fees (deducted 01- -14)	115.95
Electronic	A9-1	December 2013 N. J. Pension Payment (includes annual employers share)	4,134.86
Total			\$54,399.25

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 a statement, from the New Jersey Motor Vehicle Services, for all drivers' license abstract retrievals completed in November, 2013. We received a doctor's note stating that Bob Tice can return to full duty as of December 31, 2013. We received a thank you letter, from Shore Business Solutions, for the purchase of the new copier for the Chief's office.

We received a letter from Monarch Electrical Company, stating that our application for an account has been approved. We received a form, from the State of New Jersey, for the filing for reconciliation of gross income tax withheld. Paychex files this form for us. We received an e-mail confirmation that our IROC was completed for the period ending December 31, 2013. We received an e-mail from Peter Hall of Fire District Website Compliance, stating that the State of New Jersey is checking all Fire District web sites for compliance prior to approving any 2014 Fire District Budgets. Mr. Hall stated that our website is compliant and that we should not have any problems with our 2014 Budget. We received some insurance information from VFIS in regards to our workers compensation policy. We received one Nominating Petition for Office of Fire Commissioner. That petition is for George Patten, whose term expires in 2014.

We received Holiday Greetings from the following Companies,

- 1) Fail Safe Testing
- 2) Campbell Supply Company
- 3) Sakoutis Brothers Disposal
- 4) VFIS
- 5) The Howell Township Fire Bureau
- 6) Investors Bank
- 7) Election Source

Legal

Joe read a Resolution Creating a Temporary Budget for the period of January 1, 2014 thru March 3, 2014. This Temporary Budget would be for 14% of the 2013 Operating Budget. The resolution was offered by Tom Ward and 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

Joe went over the 2014 Election again, stating that it will take place on February 15, 2014 from the hours of 2:00 PM to 9:00 PM.

Joe read a Resolution of the Board of Fire Commissioners Fire District No. 2 Howell Township Authorizing Execution of an Agreement Creating the Howell Township Joint Board of Fire Commissioners. This resolution was offered by George Patten and 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

Frank will distribute copies of this resolution to the other four Fire Districts.

Joe read a newly prepared resolution Establishing a Policy Regarding the Return to Active Duty of Injured Firefighters. The Fire Company is also considering adopting a sick leave policy. After a lot of discussion, it was decided to look over some options before adopting a policy.

Chief's Report

Chief Bob Tice gave his incident report for the month of December 2013. The Chief asked for the approval to have ESI Equipment conduct a training class on Modern Vehicle Construction, Doors and Dashboards. The cost of this training class would be \$490.00. A resolution was offered by George Patten and seconded by Tom Ward, approving the training by ESI Equipment. A roll call vote was taken.

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

Committees

Frank gave a report on the Executive Board Meeting, which was held on December 19, 2013. Frank also gave a report on the trucks and equipment as follows,

- 1) 19-2-96 was serviced and repaired before the end of last year.
- 2) A new suction hose was ordered for 19-2-96.
- 3) The rear 6" valve on 19-2-96 will have to be replaced in the next couple months.
- 4) Chief Tice had his vehicle serviced at Jiffy Lube.
- 5) 19-2-90 was repaired by Absolute. It had a fuel issue.
- 6) Clean Air Company came and repaired the air compressor at the Route 524 Fire Station. This air compressor is used for the vehicle exhaust system.
- 7) The bus has been taken out of service and will not be repaired. The cost to repair the brake system is more than the bus is worth.

Frank said that we needed a few things for the Route 33 Fire Station from Grainger. We need a small walk behind salt spreader for the walkways and some replacement batteries for the garage door remotes. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase these items from Grainger. A roll call vote was taken.

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

Old Business

George said that we received the Boiler Certificate from the State of New Jersey, for the annual inspection of the boiler at the Route 33 Fire Station.

George said that He and Frank will be programing all the door locks in the next few weeks. We will be adding a code for Bailey's Cleaning Service to the Route 33 Fire Station doors.

New Business

Frank said that the members at the Route 33 Fire Station have asked if we could add two switches in the Radio Room for the control of the lights. The original design has only switches on the interior hallway side of the room, not the engine bay side of the room, which is used all the time. George Gravatt has received prices for the electrical supplies needed for the job from Cooper Electrical Supply Company. The cost for these parts would be \$244.24 and labor of \$175.00. We do need some other wire from Cooper for an additional \$300.00, for the repair of the outside bay door gooseneck lights. A resolution was offered by George Patten and seconded by Tom Ward, approving these purchases from Cooper and the labor to install. 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 received new contracts, from Complete Security Systems, for the monitoring of the alarm systems at the two Fire Stations. Each of the contracts are for a three year term. The Route 524 Fire Station would be for \$105.00 per quarter, or \$420.00 per year. The Route 33 Fire Station would be for \$420.00 per year. We have been pleased with the service we have received in the past with Complete Security Systems. A resolution was offered by George Patten and seconded by Tom Ward, to enter into these contracts 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 an Annual Fire Prevention Inspection report from the Howell Township Fire Bureau. This report included two violations at the Route 33 Fire Station. These violations were related to the new installation of the Gear Dryer. George Gravatt said that he would repair the areas of the violations.

George said that this year's Workers Compensation Payment is due March 20, 2014, and the cost will be around \$31,000.00.

George also said that the new Fire Company Officer, Dan Roth, will be needing a new cell phone. The cost of the phone will be around \$50.00 and he will be added to our contract with Verizon Wireless. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase this replacement phone and add it to our contract. 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 10:09 PM.