

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

January 4, 2016

**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 Frank Biddle III, Harry Carter, Thomas Ward, and Doug Howlett present. Also in attendance, arriving at 8:30 PM, 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 Harry Carter; to approve the minutes of the last meeting held on December 7, 2015, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
1897	A11-2	N. J. Motor Vehicle Commission	150.00
1898	A11-2	Postmaster of Adelphia VOID	VOID
1899	A12-3	Absolute Fire Protection Company, Inc.	1,549.85
1900	A12-3	A. R. Communications	76.50
1901	A12-3	Batteries + Bulbs	51.43
1902	A12-3	Brice's Auto Supply, Inc.	554.25
1903	A12-3	Campbell Supply Co.	65.40
1904	A12-3	Cooper Electric Supply Co.	45.96
1905	A12-3	Defender Emergency Products	2,955.92
1906	A12-3	East Coast Emergency Lighting, Inc.	37.80
1907	A12-3	G & W Electric Company, Inc.	665.00
1908	A12-3	Howell Township Fire Company #1	556.09
1909	A12-3	Island Tech Services	4,807.00
1910	A12-3	Minerva Cleaners	922.75
1911	A12-3	Signal Control Products, Inc.	16,895.00
1912	A12-3	Team Life, Inc.	2,369.00
1913	A12-4	Family Practice of CentraState	296.50
1914	A12-4	NetLink	199.00
1915	A12-6	Pedroni Fuel Co.	417.29
1916	A12-8	JCP&L	1,343.17
1917	A12-8	N. J. American Water	132.41

1918	A12-8	N. J. Natural Gas	771.08
1919	A12-8	Verizon	355.54
1920	A12-8	Verizon Communications	65.81
1921	A12-8	Verizon Wireless	803.91
1922	A12-9	N. J. American Water	6,900.30
1923	A12-9	N. J. American Water	7,719.70
1924	A12-10	Complete Security Systems, Inc.	105.00
1925	A12-10	Electronic Measurement Laboratories, Inc.	1,188.00
1926	A12-10	ESI Equipment, Inc.	1,893.00
1927	A12-10	Freehold Cartage, Inc.	118.90
1928	A12-10	Sakoutis Brothers Disposal	75.00
1929	A12-13	Continental Fire & Safety, Inc.	1,475.00
Electronic	A9-1	Payroll by Paychex (for December 2015)	3006.60
Electronic	A9-1	Tax Pay by Paychex (for December 2015)	602.81
Electronic	A9-1	Paychex Fee (deducted 01-10-16)	132.77
Electronic	A9-1	December 2015 N. J. Pension Payment Including Annual Employer Appropriations	4,239.42
Total			\$63,543.16

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 Harry Carter, and a roll call vote was taken.

Harry Carter	yes
George Patten	absent
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 email, from the DCA, which is the LOSAP CY 2015 Annual CPI Adjustment. The approved increase for 2015 is 0%. We received a letter, from Glatfelter Claims Management, which is in response to our insurance claim for the accident with 19-2-75. Glatfelter approved the claim and sent us a check for the repairs less the \$500.00 deductible. The check, in the amount of \$2,634.79, was received and deposited on December 26, 2015. We received an Affidavit, from Thomas Donovan, stating that he is the publisher of the Asbury Park Press. The Affidavit also stated that the rate to be charged for official publication will be \$0.75 per line.

We received a recall notice from ECHO for Backpack Blowers. We received a communication, from the office of Christopher Smith, reminding us about the 2015 Assistance to Firefighters

Grant Program that will be open from December 7, 2015 through January 15, 2016. We received a fax, from the Howell Fire Bureau, telling us about a new Knox Box installation. We received the latest newsletter from VFIS. We received a service report, from Absolute Fire Protection, for work completed on 19-2-78. We received a statement, from the New Jersey Motor Vehicle Commission, for all abstract lookups completed in November, 2015. We received form, from the New Jersey Division of Taxation, which is the Annual Reconciliation of Tax Withheld. This form is taken care of for us by Paychex.

We received a service report, from ESI Equipment, for the annual service of all our Rescue Tools. We received a Certificate of Inspection, from the New Jersey Department of Labor and Workforce Development, for the inspection of the Boiler at the Route 33 Fire Station.

### **Chief's Report**

Chief Michael Banasz gave his incident report for the month of December, 2015 and also for the year 2015. The Chiefs have asked for the following items.

- 1) Four (4) Firefighters to attend the FDIC in Indianapolis.
- 2) Set up a Goggle email account. All Chief's would be tied together and they would have email separate from their personal accounts. The cost of this would be around \$500.00 per year.

After some discussion, a resolution was offered by Harry Carter, and seconded by Tom Ward, approving the Chief's requests. A roll call vote was taken.

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

### **Legal**

Joe read a resolution, with the State of New Jersey, for the Execution of a Traffic Signal Agreement. This agreement would be for the installation of the OPTICON System in the New Traffic Signal at the intersection of Route 33 and Colts Neck Road. This resolution was approved at the December 7, 2015 Fire District Meeting. The Board signed all the copies of the Agreement and Joe will send them back to the State.

Commissioner Howlett told Joe that the owner of Bobcat has been calling to see if we were interested in selling the 3 acre parcel of land between us and the Bobcat Dealership. Joe explained the process that would have to take place in order for the Board to sell this piece of land. Joe said that one of the first things would be to declare this property as excess. After some discussion, a resolution was offered by Tom Ward, and seconded by Doug Howlett, declaring the property as excess. A roll call vote was taken.

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

Joe said that should next have the property appraised. A resolution was offered by Harry Carter, and seconded by Tom Ward, to have Joe hire a company to have the property appraised. A roll call vote was taken.

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

Joe said that this was all we would have to do for now.

Frank reminded Joe that we needed to establish a Temporary Budget for the first part of 2016. Joe said that we should create a Temporary Budget and it can be 14% of the 2015 Operating Budget, which comes out to \$194,558.00. A resolution was offered by Doug Howlett, and seconded by Tom Ward, approving the Temporary Budget of \$194,558.00. A roll call vote was taken.

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

### **Committees**

Harry said that he met with Mayor Gotto and the Howell Financial Manager. Harry said that the Mayor wants Fire District #2 and Fire District #4, to take over Fire District #1. A long discussion followed with concerns of what that would do to the Fire Taxes in Fire District #2. Harry said that he would meet with Fire District #4 next.

Tom gave a report on the Executive Board Meeting which was held on December 17, 2015.

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

- 1) 2-66 vehicle had another issue with a gas leak.
- 2) 2-96 was picked up by Defender, repaired and returned. The truck was put back in service.
- 3) Art replaced the batteries in 19-2-96.
- 4) Absolute finished the service to 19-2-78. They will be coming back to replace two window regulators.
- 5) First Priority has ordered the front bumper for 19-2-75.
- 6) Frank repaired the door open light on 19-2-78.
- 7) Frank ordered another Post Office Box key.

8) Frank has received the final specs on the New Rescue Pumper. These are the specs they will build the truck from.

9) Frank will call Verizon to release Ex-Chief Tice's phone number to him. We have done this for the last few Chief's when they leave office.

10) Frank replaced the electronic door control for the man door by the sign at the Route 524 Fire Station.

11) Continental said that the SCBA storage bottles at the Route 33 Fire Station are out of date.

### **Old Business**

Frank said that we should replace the hot water heater for the kitchen at the Route 33 Fire Station. It has been giving us trouble for some time and it will not work at this time. A resolution was offered by Harry Carter, and seconded by Doug Howlett, to have Breeze Heating and Air Conditioning replace the hot water heater. A roll call vote was taken.

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

Doug said that he would take care of contacting Breeze.

### **New Business**

We received a new Breathing Air Service Contract, from Continental Fire & Safety, for the care of our two Breathing Air Compressors. This contract, which also includes air sampling, is for a total of \$3,480.00. A resolution was offered by Doug Howlett, and seconded by Tom Ward, to enter into this contract with Continental Fire & Safety for the year 2016. A roll call vote was taken.

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

Frank said that Art's phone has been not working correctly for a while. His phone is old enough to qualify for an upgrade at no cost. Chief Banasz said that Tim just came onboard as a Line Officer and that we should also get him a new phone. Several of the Chief's said that it has always been an issue carrying around several phone, Fire Company, personal and work. They asked if they could use their personal phones and get reimbursed somehow. The Board said that they would consider reimbursing for phones and would let them know at the February meeting. For now, a resolution was offered by Harry Carter, and seconded by Tom Ward, to replace Art's phone. A roll call vote was taken.

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

Frank asked what the Board wants to do about the Electronic Door Locks. Frank said that he used the last one at the Route 524 Fire Station. A resolution was offered by Tom Ward, and seconded by Doug Howlett, to order two spare locks and a core key from Best Locks. A roll call vote was taken.

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

Frank said that the LOSAP Administrator has turned in the 2015 LOSAP totals. 41 members qualify for LOSAP in 2015. This includes three new members. The State approved LOSAP contribution for 2015 is \$1,669.00 per member. A resolution was offered by Harry Carter, and seconded by Tom Ward, to send VALIC \$1,669.00 for each member that qualified for the year 2015. A roll call vote was taken.

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

At this time, a resolution was offered by Harry Carter, and seconded by Tom Ward, to go into Executive Session at 9:45 PM. A roll call vote was taken.

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

A resolution was offered by Harry Carter, and seconded by Doug Howlett, to come out of Executive Session at 10:18 PM. A roll call vote was taken.

Harry Carter	yes
George Patten	absent
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: 19 PM.

