

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

January 2, 2017

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 8:01 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 December 5, 2016, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2256	A11-1	Justin Gravatt	200.00
2257	A11-1	Doug Howlett	200.00
2258	A11-2	N. J. Motor Vehicle Commission	150.00
2259	A12-1	Asbury Park Press	133.00
2260	A12-3	Absolute Fire Protection Company, Inc.	3,962.03
2261	A12-3	A. R. Communications	71.50
2262	A12-3	Brice's Auto Supply, Inc.	18.00
2263	A12-3	Campbell Supply Co.	1,667.50
2264	A12-3	Circle Auto Group	348.60
2265	A12-3	Continental Fire & Safety	222.00
2266	A12-3	Cooper Electric Supply Co.	814.01
2267	A12-3	Edwards Tire Company, Inc.	10,161.72
2268	A12-3	Electronic Measurement Laboratories, Inc.	165.00
2269	A12-3	ESI Equipment, Inc.	115.00
2270	A12-3	Island Tech Services	4,207.00
2271	A12-3	Motorola	8,162.25
2272	A12-3	M & W Communications, Inc.	420.00
2273	A12-4	CNP Fittest of New Jersey, Inc.	1,000.00
2274	A12-4	Family Practice of CentraState	365.00
2275	A12-4	NetLink	199.00
2276	A12-6	Pedroni Fuel Co.	1,561.42

2277	A12-8	JCP&L	1,405.05
2278	A12-8	N. J. American Water	161.29
2279	A12-8	N. J. Natural Gas	2,070.82
2280	A12-8	Verizon	382.11
2281	A12-8	Verizon Communications	65.79
2282	A12-8	Verizon Wireless	895.77
2283	A12-9	N. J. American Water	6,900.30
2284	A12-9	N. J. American Water	7,719.70
2285	A12-10	Clean Air Company, Inc.	1,201.34
2286	A12-10	Complete Security Systems, Inc.	105.00
2287	A12-10	Freehold Cartage, Inc.	118.90
2288	A12-10	Sakoutis Brothers Disposal	75.00
2289	A12-13	Safe-T	25,526.68
Electronic	A9-1	Payroll by Paychex (for December 2016)	2,868.42
Electronic	A9-1	Tax Pay by Paychex (for December 2016)	575.73
Electronic	A9-1	Paychex Fee, No Fee December	0.0
Electronic	A9-1	December 2016 N. J. Pension Payment	205.20
Total			\$84,420.13

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
Thomas Ward	yes
Doug Howlett	yes

The resolution, which was duly adopted on this day, is attached to minutes.

The regular meeting agenda was altered so that the Board could hold the Public Hearing of the proposed 2017 Fire District Budget.

A motion was made by Tom Ward and seconded by Frank Biddle III, to open the Public Hearing for the proposed 2017 Fire District Budget. Motion passed.

Joe asked if we had received the Budget back from the State. Frank said yes and handed the packet to Mr. Youssouf. Joe read over the returned Budget and said that the State has approved our Budget for the year 2017.

Joe read a resolution, Adopting the 2017 Howell Township Fire District #2 Budget as follows.

Total proposed 2017 Fire District Budget	\$1,827,700.00
Less from Surplus	\$727,700.00
Total to be raised from Taxation	\$1,100,000.00

This proposed 2017 Fire District Budget would have a proposed tax rate of \$0.057.

Chairman Carter asked the Public for comment three times with no response. After a short discussion, the resolution was offered by George Patten and seconded by Tom Ward. A roll call vote was taken.

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

Joe said that this concluded the Budget Hearing. A motion was made by Tom Ward and seconded by Doug Howlett, to close to Public Hearing. Motion passed.

Chairman Carter asked Joe to finish his legal portion of the meeting at this time.

Joe read the results of the Special Meeting, which was held on December 17, 2016 between the hours of 2:00 pm and 9:00 pm. This Special Meeting was held to gain voter approval for the purchase of 43 new SCBA units at a total not to exceed \$438,000.00. Joe said that 44 voters showed up to vote and 100% of them approved the purchase of these SCBA units.

Joe reminded the Board of the February 18, 2017 election. Frank said that he has lined up three poll workers for the day of the election. Joe also reminded the Board that January 17, 2017 would be the last day to turn in a petition to run for the Office of Commissioner. Frank told Joe that only George Patten's term is up and he has already turned in his petition.

This concluded the Legal portion of the meeting.

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 two Affidavit of Publications from the Asbury Park Press. The first was for the publication of the Notice of Special Meeting for December 17, 2016. The second was for the publication of this evenings Public Hearing of the Proposed 2017 Fire District Budget. We received a third communication from the Asbury Park Press. This Affidavit stated that Thomas Donovan was the Publisher of the Asbury Park Press and the have a net paid circulation of 69,101. This letter also said that based on that circulation, the rate to be charged for official advertising will be \$0.55 per line.

Chief's Report

Chief Michael Banasz gave his incident report for both December 2016 and the year 2016. Chief Banasz asked to purchase three batteries for the thermal imaging cameras on 19-2-75. These batteries would be coming from Continental Fire & Safety for \$123.65 each.

A resolution was offered by Doug Howlett and seconded by Tom Ward, to purchase these batteries from Continental. A roll call vote was taken.

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

Assistant Chief Greg Player asked the Board for a copy of the vouch for Power DMS. George said that he would give Chief Player a copy after the meeting.

Committees

Tom gave a report from the Executive Board meeting which was held on December 15, 2016. Tom said that starting with the January meeting, each District will be asked to give a short report on what is going on with their District.

Frank gave a report on the trucks as follows.

1) We are continuing to work on the new 19-2-85. The truck is in service and working out well.

2) Absolute completed two of the repairs needed on 19-2-90. The last item should be completed in the next couple weeks. They also repaired a blower motor issue on the same truck.

3) Annual ground ladder testing took place on December 21, 2017. The 28' ground ladder from 19-2-90 failed this test and was taken to Absolute for repair. A new ladder would cost around \$1,000.00 and the repair should only be a few hundred dollars.

4) Frank reprogrammed the door locks again with the help of George Gravatt Jr.

5) Continental Fire & Safety repaired the SCBA fill station at the Route 33 Fire Station.

6) Edwards Tire replaced 4 tires on 19-2-90 and 16 tires on 19-2-96.

7) Art replaced the brakes on the 2015 Chevrolet Suburban Chief's Vehicle.

8) The mobile radio is scheduled to be installed in the new 19-2-85 this week. Wireless Communications will be doing the install and programming.

9) George Gravatt Sr. will be looking to see if he can repair the grinder at the Route 33 Fire Station.

10) We need some supplies from Grainger. Replacement filters for the shop vacuums at both Fire Stations and three new vehicle snow brushes for the Chief's vehicles.

11) Clean Air completed the annual inspection of the vehicle exhaust systems at both Fire Stations. They replaced the wireless transmitter on 19-2-75.

After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to purchase the needed supplies from Grainger. A roll call vote was taken.

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

New Business

Frank reminded Joe that we needed to establish a Temporary Budget for the first part of 2017. Joe said that we should create a Temporary Budget and it can be 14% of the 2016 Operating Budget, which comes out to \$194,558.00. A resolution was offered by Tom Ward, and seconded by Doug Howlett, approving a Temporary Budget of \$235,000.00 to carry us until March 6, 2017. 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 several new members came off probation and are now entitled to life insurance. George said that he would get them signed up. George also said that these new members will be added to the LOSAP program next month.

Tom said that he will be looking into purchasing some bunting or drapes for the front of the Route 33 Fire Station and also the sign out by the road. One of our Firefighters passed away and we would like to show our gratitude and respect the next time this happens.

With no further business to come before the Board, the meeting was adjourned at 9:08 PM.