

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

January 7, 2019

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 3, 2018, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2982	A11-2	Alconic	123.70
2983	A11-2	N. J. Motor Vehicle Commission	150.00
2984	A12-3	Branning Collision Centers at Freehold	1,848.93
2985	A12-3	Brice's Auto Supply, Inc.	235.50
2986	A12-3	Campbell Supply Co.	1,743.10
2987	A12-3	Continental Fire & Safety	666.00
2988	A12-3	Cooper electrical Supply Co.	881.03
2989	A12-3	Edwards Tire Company, Inc.	104.95
2990	A12-3	Electronic Measurement Laboratories, Inc.	30.00
2991	A12-3	Fire One	225.00
2992	A12-3	Firefighter One	160.00
2993	A12-3	Frank E. Biddle III	92.16
2994	A12-3	Jersey Coast Fire Equipment, Inc.	52.00
2995	A12-3	1 st Choice Safety Equipment	507.00
2996	A12-3	J. Ford Electric	526.00
2997	A12-3	JPS Masonry, LLC	17,375.00
2998	A12-3	Minerva Cleaners	814.00
2999	A12-3	MyFleetCenter.com	84.56
3000	A12-3	Signal Control Products, Inc.	17,990.00
3001	A12-4	CNP Fittest of New Jersey, LLC	1,100.00
3002	A12-4	NetLink	199.00

3003	A12-4	Joseph D. Youssef, Esq.	11,624.00
3004	A12-6	ESI Equipment, Inc.	252.00
3005	A12-6	Pedroni Fuel Co.	1,219.43
3006	A12-7	Emergency Services Marketing Corp., Inc.	10.00
3007	A12-7	Safety & Survival Training, LLC	500.00
3008	A12-8	JCP&L	1,314.62
3009	A12-8	N. J. American Water	252.66
3010	A12-8	N. J. Natural Gas	2,229.80
3011	A12-8	Verizon	448.61
3012	A12-8	Verizon Communications	65.73
3013	A12-8	Verizon Wireless	618.25
3014	A12-9	N. J. American Water	15,327.17
3015	A12-9	N. J. American Water	7,038.00
3016	A12-10	Complete Security Systems, Inc.	105.00
3017	A12-10	Freehold Cartage, Inc.	131.33
3018	A12-10	Sakoutis Brothers Disposal	81.45
3019	A12-13	SAFE – T	16,463.70
3020	A12-13	Continental Fire & Safety, Inc.	31,335.40
3021	A12-13	Tim McKay	536.99
Electronic	A9-1	Payroll by Paychex (for December 2018)	3,277.63
Electronic	A9-1	Tax Pay by Paychex (for December 2018)	640.07
Electronic	A9-1	Paychex Fees (deducted 01-10-19)	143.96
Electronic	A9-1	December 2018 N. J. Pension Payment which Includes Employer Annual Appropriation	3,912.00
Total			\$142,435.73

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.

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 Loss Run, from Liberty Mutual, for any claims against our Workers Compensation policy. We received an Annual Reconciliation of Tax Withheld form, from the New Jersey Division of

Taxation, which is filed annually for us by Paychex. We received a letter, from New Jersey American Water, stating that they are changing the billing cycles again.

We received a notice, from the New Jersey Motor Vehicle Commission, stating that some customers were receiving fictitious emails with invoices attached. They said to disregard any of these emails and that they would always send out invoices by mail. We also received our statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in November 2018.

We received a check, from Glatfelter Claims Management, for additional damages to 19-2-88 from the deer strike. The check, in the amount of \$294.46, was received and deposited on December 13, 2018. We received a Holiday Season card from Access Health Systems. We received a Life Hazard Use Certificate of Registration, from the New Jersey Department of Community Affairs Bureau of Fire Code Enforcement, for the Training Room at the Route 33 Fire Station. This Certificate will be posted at the Route 33 Fire Station.

Legal

Joe went over the dates that the State of New Jersey sets for the 2019 Fire District Budget Schedule. As of this meeting, the State has yet to return our approved and adopted 2019 Budget. Joe also talked about the 2020 Fire District Budget changes. Joe went over the dates and times for the 2019 Fire District Election. The date for this year's Elections is February 16 from 2:00 PM to 9:00 PM. The last date for filing a petition for the office of Fire Commissioner is January 21, 2019. Frank said that two Commissioners are up for re-election, Harry R. Carter and Thomas P. Ward. Frank said that he would call Joe with the names on the petitions sometime on January 21, 2019.

Frank asked Joe about a Temporary Budget to get us through until our March meeting or until our 2019 Budget is passed by the Voters. Joe said that the Temporary Budget would be 14% of the operating portion of the 2018 Fire District Budget. After some calculations, Joe said that the Temporary Budget would be \$137,057.20. A resolution was offered by Frank Biddle III and seconded by Tom Ward, creating a Temporary Budget of \$137,057.20 to carry us from January 1, 2019 to March 4, 2019 pending Voter approval of the 2019 Fire District Budget. A roll call vote was taken.

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

Chief's Report

First Assistant Chief Greg Player gave his incident report for the month of December 2018 and also the yearend report for 2018. The Chief asked if they could purchase a few items. The Board said that unless it is an emergency purchase, they would rather wait until the 2019 Budget is passed by the voters to make any purchases.

The Chief asked about records storage and how long they needed to keep some records. Joe said that all records need to be kept forever. They could be stored electronically and kept that way in order to save space, but that would take a lot of time to convert things over.

The Chief asked about other ways of recruiting Firefighters. The Fire Company is talking about adding an Active Associate class to the current bylaws. This new class might be limited to around five people. The Chief asked about insurance and LOSAP for this new class if it is passed by the Fire Company. The total process, if started sometime this year, would not take effect until 2020 or later. The Board said that they would get some information from the Insurance Company the next time they are in contact with them.

Ex-Chief Bob Tice asked the Board about the future of the Fire Company Junior Program. As of now, there are no Juniors in the program. The Fire Company wants to continue with the program, but is revamping the requirements. They will be requiring all Juniors to get a physical before they would be allowed to participate in the program. This physical would only count during the time that they would be a Junior. They would need another Physical when they become age 18 and join the Fire Company. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to provide physicals for all Juniors. A roll call vote was taken.

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

Ex-Chief George Gravatt Jr. asked the Board if they could have an Insurance Company Representative come to one of the Fire Company meetings. The members have some questions about what is and what is not covered in the Boards Insurance Policies. George Patten said that he would ask about someone attending a Fire Company meeting.

Chief Player told the Board that the December Harassment Training was good and that they will try to schedule this class each year. Chief Player said that they are looking for a more extensive class for Fire Company Officers and even Fire Commissioners.

Second Assistant Chief Dan Roth told the Board that the Monmouth County Fire Academy is looking for some used equipment. Chief Roth said that he would make a list of the items that they are looking for, check our availability, and come back with what items we have. As of now, they are looking for about ten to fifteen old SCBA Masks.

Committees

Due to the Holidays, there was no E-Board meeting in December.

Frank gave a report on the trucks as follows.

- 1) We replaced the batteries on 19-2-68's vehicle.
- 2) Brannings finished the repairs on 19-2-88 after the deer strike.
- 3) 19-2-85 went to Campbell Supply on December 7th for warranty work. The Truck came back on January 4, 2019, but is not completed.
- 4) 19-2-90 passed the Annual Pump Test on January 2, 2019.
- 5) Still waiting on a date from UL for the retest of 19-2-90.
- 6) Both 19-2-67 and 19-2-68 had their vehicles serviced at Jiffy Lube.
- 7) Edward Tire Company replaced another tire pressure sensor on 19-2-68's vehicle.

Old Business

George said that the Boiler at the Route 33 Fire Station was inspected and passed.

New Business

We received a request, from the Township of Howell, for the use of the Route 33 Fire Station as a voting facility starting in 2019. Lots of discussion was had on the security issues that we would face during the full day of voting. When all was said and done, a motion was made by Harry Carter and seconded by George Patten, to turn down the Township of Howell’s request. Motion passed.

Frank said that we need replace the air card in 19-2-85’s computer with one that is installed internally. We would need to call Verizon and cancel the current one and add the new one to our contract. Frank said that he thought that this would not cost anything additional. After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, to get the needed air card from Verizon and cancel the current one. 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 Breathing Air Service Contract, from Continental Fire and Safety, for the care of the Mako Breathing Air Compressor at the Route 524 Fire Station. The cost of this contract would be \$1,759.00 and run till December 31, 2019. A resolution was offered by Tom Ward and seconded by Harry Carter, to enter into this contract with Continental Fire and Safety. 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 contract, from G & L Lawn Service, for the care on the property at the Route 33 Fire Station during 2019. The cost for this year’s contract is up \$3.00 per cut over previous years. A resolution was offered by Tom Ward and seconded by Doug Howlett, to enter into this contract with G & L Lawn Service for 2019. A roll call vote was taken.

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

Bill Goffe said that the 2018 LOSAP report was completed and he turned it over to George. These results will be posted at both Fire Stations. The LOSAP annual payment to VALIC will be the first voucher on the list for payment at the February 4, 2019 meeting. This voucher will also be the last one to come out of the 2018 Fire District Budget. The State allowed LOSAP increase should be out before the end of January, 2019 so we can act on it at the next meeting.

With no further business to come before the Board, the meeting was adjourned at 9:38 PM.