

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

January 7, 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 8:03 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 George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on December 3, 2012, motion carried.

A resolution was offered by Frank Biddle, and seconded by Tom Ward, to change the agenda of the meeting and open the Public Hearing for the 2013 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

Joe read the resolution adopting the 2013 Fire District Budget as follows,

Total Budget	\$1,634,400.00
Less from Capital	\$234,400.00
Amount to be raised by taxation	\$1,400,000.00

Chairman Carter called for public comment three times with no answer. A resolution was then offered by Frank Biddle and seconded by Doug Howlett, to close the Public Hearing. A roll call vote was taken.

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

The resolution was offered by George Patten, and seconded by Tom Ward, adopting the 2013 Fire District Budget as read. A roll call vote was taken.

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

A resolution was offered by Harry Carter and seconded by Tom Ward, adopting a temporary budget for the period January 1, 2013 thru March 4, 2013. This temporary budget would be 14% of the 2012 operating budget, or \$360,000.00. A roll call vote was taken.

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

A motion was made by Doug Howlett and seconded by Tom Ward, to return the meeting to the regular agenda. Motion passed.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3849	A11-2	N. J. Motor Vehicle Commission	150.00
3850	A11-2	E. J. Schuster Office Supplies	406.42
3851	A11-2	Shore Business Solutions	147.99
3852	A12-1	Asbury Park Press	67.00
3853	A12-3	Absolute Fire Protection Company, Inc.	1,447.35
3854	A12-3	A. R. Communications	600.50
3855	A12-3	Breeze Heating & Air Conditioning Co.	170.00
3856	A12-3	Brice's Auto Supply, Inc.	300.70
3857	A12-3	Edwards Tire Company, Inc.	1,115.82
3858	A12-3	Electronic Measurement Laboratories, Inc.	135.00
3859	A12-3	Fire Fighters Equipment Company, Inc.	31,472.76
3860	A12-3	Grainger	1,097.75
3861	A12-3	Quality Communications Systems, Inc.	27,914.85
3862	A12-3	Trius, Inc.	573.68
3863	A12-4	CNP Fittest of New Jersey, LLC	1,075.00
3864	A12-4	Robert A. Hulsart & Co.	2,000.00
3865	A12-4	Net Link	199.00
3866	A12-4	Joseph D. Youssof, Esq.	10,230.00
3867	A12-6	Pedroni Fuel Co.	1,041.61
3868	A12-6	Howell Township Public Works	114.32
3869	A12-8	JCP&L	1,468.18
3870	A12-8	N. J. American Water	260.62

3871	A12-8	N. J. Natural Gas	2,126.12
3872	A12-8	Verizon	338.93
3873	A12-8	Verizon Communications	59.98
3874	A12-8	Verizon Wireless	722.95
3875	A12-9	N. J. American Water	6,670.80
3876	A12-9	N. J. American Water	6,065.15
3877	A12-10	Complete Security Systems, Inc.	105.00
3878	A12-10	Electronic Measurement Laboratories, Inc.	1,188.00
3879	A12-10	Emanon Consulting, LLC	295.00
3880	A12-10	EMR Power Systems	210.00
3881	A12-10	Freehold Cartage, Inc.	118.90
3882	A12-10	Jersey Coast Fire Equipment, Inc.	72.00
3883	A12-10	Sakoutis Brothers Disposal	75.00
3884	A12-13	American Uniform & Supply	306.98
3885	A12-13	ESI Equipment, Inc.	2,841.00
3886	A12-3	Myfleetcenter.com	42.27
Electronic	A9-1	Payroll by Paychex ( for 12-31-12 )	2,873.49
Electronic	A9-1	Tax Pay by Paychex ( for 12-31-12 )	585.78
Electronic	A9-1	Paychex Fee ( deducted 01-10-13 )	110.90
Electronic	A9-1	December 2013 N. J. Pension Payment	3,822.08
Total			\$110,618.88

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 Harry Carter, seconded by Doug Howlett, 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 an e-mail from the N. J. State Division of Pensions concerning employer demographic changes required online through EPIC. We need to keep current the names of the people that serve as Certifying Officer and Supervisor of the Certifying Officer. Any changes to these two individuals will need to be updated as soon as possible online with EPIC. We received an Air System Inspection Report, from Continental Fire and Safety, for work performed on our Eagle Talon Breathing Air Compressor on December 14, 2012. We received an Annual Fire Prevention Inspection Report, from the Howell Township Fire Bureau, for inspections completed on December 26, 2012. The following items need to be corrected,

- 1) An occupancy load must be posted in the meeting room at the Route 33 Fire Station.
- 2) The loose propane cylinders in the engine bays at the Route 33 Fire Station must be stored outside in an area protected from the public.
- 3) The one missing ceiling tile in the men's room at the Route 33 Fire Station must be installed.
- 4) The kitchen ventilation equipment in the Morton Building must be cleaned according to schedule. It is currently overdue.
- 5) An internally illuminated exit sign with directional arrow must be installed in the Old Fire House near the stairway to the second floor.

We received some updated information from Valic, our LOSAP provider, stating that a new fund will be added to the choices available in the program. We received a final bill from AmeriGas, after our switching over to natural gas at the Route 33 Fire Station. AmeriGas pumped out the remaining propane and removed the three large storage tanks. The cost included with this work was calculated into the final bill. This action resulted in a credit of \$4,021.75. The check, in the amount of \$4,021.75, was received and deposited on December 21, 2012. We received a letter, from JCP&L, stating that our account has been rebilled from August 31, 2012 to November 12, 2012 due to an over estimate. We received an Annual Reconciliation of Tax Withheld form from the N. J. State Division of Taxation. Paychex takes care of this for us each year. We received the Affidavit of Publication, from the Asbury Park Press, for the publication of the Public Hearing on our proposed 2013 Budget.

We received Holiday Greetings from the following Companies,

- 1) Fail Safe Testing, fire hose testing.
- 2) Firefighter One, fire, police, and ems supplies.
- 3) VFIS, insurance.
- 4) G & L Lawn Service, lawn maintenance.
- 5) Sakoutis Brothers Disposal, refuse collection.

We received a service report, from Absolute Fire Protection, for the work performed on 19-2-78. This report stated that more work is needed and the truck will have to go to their shop to be completed. We received two service reports, from EMR Power System, for the service checks on our two Emergency Generators. This work was completed on December 5, 2012.

### **Legal**

Joe went over the timeline for the election again and said that the last date to file for the position of Commissioner is January 2, 2013. Joe asked Frank to call him on January 21, 2013 and tell him the names of the Candidates.

### **Chief's Report**

Chief Bob Tice gave the incident report for the month of December 2012. Chief Tice also gave a short report for the year 2012. We had a total of 439 calls for the year. Chief Tice also said that they would provide the names of the Firefighters selected to attend the FDIC in Indianapolis at the February 2013 meeting.

### **Committees**

Frank gave a report on the Executive Board meeting which was held on December 13, 2012. Frank also gave a report on the trucks as follows,

- 1) 19-2-90 is back in service and performing well at this time.
- 2) 19-2-78 was serviced by Absolute. The truck will need to go up to Absolute for some more work sometime in January.
- 3) The light tower on 19-2-85 was repaired. We will be keeping an eye on it to see how it is working.
- 4) Defender came back and finished the work on 19-2-96.
- 5) Trius repaired the plow on 19-2-98.
- 6) Edwards replaced all six tires on 19-2-93.
- 7) Frank and Jeff repaired the flagpole at the Route 33 Fire Station. We will need to get the bearing assembly replaced on the top of the flagpole. Frank will call for prices.

### **Old Business**

George said that the price for the software and hardware for the Stanley Electronic Door Locks is around \$2,932.15. George thinks that we do not need all the items on the quote and he will contact the vendor and get a new quote.

George said that Breeze Heating and Air Conditioning came and checked out our heat and ac system at the Route 33 Fire Station. George said that the technician removed moisture saturated insulation from the ductwork in the attic and said that he would be back in the spring to repair. This ductwork is only for the air conditioning system and does not need to be repaired at this time. A short discussion was had on the servicing of the HVAC Systems at the Route 33 Fire Station. After this discussion, a resolution was offered by George Patten and seconded by Tom Ward, to enter into an annual maintenance agreement with Breeze Heating and Air Conditioning for 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

### **New Business**

Frank said that he received the Annual LOSAP increase information from the State of New Jersey. The Fire Districts increase for the year 2012 is 2.2%. This will bring the annual contribution per Firefighter up to \$1,623.00. A resolution was offered by George Patten and seconded by Tom Ward, to increase the annual LOSAP contribution up to \$1,623.00. A roll call vote was taken.

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

The annual payment for LOSAP will be in February, 2013. This payment will come from monies in the 2012 budget year. George also asked permission to retrieve LOSAP funds for a Firefighter that was dropped from membership for failure to meet drill requirements. This Firefighter was

not yet vested in the LOSAP program. A motion was made by Harry carter and seconded by Doug Howlett, granting permission for George to retrieve these funds. Motion passed.

George said that we need a new drum cartridge for the copier in our office. He will purchase this from Shore Business Solutions if approved. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase the new drum cartridge from Shore Business Solutions. 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 9:21 PM.