

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

July 6, 2009

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 8:05 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 June 1, 2009, motion carried.

The following Vouchers have been submitted for payment.

| VOUCHE | LINE # | VENDOR | AMOUNT |
|---------------|---------------|--|---------------|
| 2597 | A11-2 | Frank Biddle III | 74.89 |
| 2598 | A12-1 | Asbury Park Press | 66.32 |
| 2599 | A12-3 | Absolute Fire Protection Company, Inc. | 2,811.37 |
| 2600 | A12-3 | A. R. Communications | 288.90 |
| 2601 | A12-3 | Brice's Auto Supply, Inc. | 44.06 |
| 2602 | A12-3 | G & L Lawn Service, Inc. | 1,520.00 |
| 2603 | A12-3 | Sound Billing | 36.99 |
| 2604 | A12-4 | Access Health Systems | Cancelled |
| 2605 | A12-4 | Family Practice of Central Jersey | 130.00 |
| 2606 | A12-6 | Pedroni Fuel Co. | 859.60 |
| 2607 | A12-8 | JCL&L | 1,859.44 |
| 2608 | A12-8 | N. J. Natural Gas | 98.02 |
| 2609 | A12-8 | Nextel Communications | 613.74 |
| 2610 | A12-8 | Verizon | 266.32 |
| 2611 | A12-10 | Complete Security Systems, Inc. | 525.00 |
| 2612 | A12-10 | EMR Power Systems, LLC | 100.00 |
| 2613 | A12-10 | Fire Fighters Equipment Company, Inc. | 141.70 |
| 2614 | A12-10 | Freehold Cartage | 118.90 |
| 2615 | A12-10 | Sakoutis Brothers Disposal | 75.00 |
| Electronic | A9-1 | Payroll by Paychex (for 6-30-09) | 2,920.50 |
| Electronic | A9-1 | Tax Pay by Paychex (for 6-30-09) | 569.55 |

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|------------|------|---------------------------------|----------------------|-------------|
| Electronic | A9-1 | Paychex Fees | (deducted 7-10-09) | 99.29 |
| Electronic | A9-1 | June 2009 N. J. Pension Payment | | 159.30 |
| | | | Total | \$13,378.89 |

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 Harry Carter, and a roll call vote was taken.

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| 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 our second check from the Township of Howell for the 2009 Fire Taxes. The check, in the amount of \$340,593.75, was received and deposited on July 3, 2009. We received a return premium check from VFIS for deleting the 2000 Ford Crown Victoria from our Commercial Automobile Policy. The check, in the amount of \$233.21, was received and deposited on July 1, 2009. We received the original inspection form, from Complete Security Systems, for the fire alarm inspection completed at the Route 524 Fire Station. A copy of this inspection was sent to the Howell Township Fire Bureau. We received the death claim check from VFIS for Michael Goffe. George delivered the check to Bill Goffe on June 26, 2009.

We received a notice from Liberty Mutual stating that we need to schedule an on-site consultation on control of workplace hazards. George called and made an appointment for June 11, 2009 at 13:00 hours. Harry and George met with Dan and went over safety programs, and received some safety information. We received a Loss Prevention Visit and Recommendations form for our Worker's Compensation Policy from VFIS. George filled this form out and faxed it back to VFIS on June 22, 2009 at 14:00 hours. We received a report, from EMR Power Systems, for the Service Check on our Emergency Generator at the Route 524 Fire Station completed on May 29, 2009. We received a report, from Continental Fire and Safety, for the service completed on our Breathing Air Compressor on June 25, 2009. We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Planning Board Capital Review Resolution, which was adopted on June 4, 2009.

Legal

Joe read the Resolution from the Township of Howell Planning Board granting approval for our Radio Communications Tower at the Route 33 Fire Station. Joe also read a letter from the Township of Howell Engineering/Housing Department stating that we need to submit the correct plans with a Professional Raised Seal affixed and also produce documentation from the FCC and the FAA pertaining to the height and that the tower does not interfere with flight patterns.

Joe said that our application has been denied until we hand over these requests. Joe said that he has filed our Group Affidavit with the Auditor.

Chief's Report

Chief Wayne Gravatt read his incident report for the month of June, 2009. The Chief's would like to purchase some replacement and spare AED pads from TEAM Life. These are for some of the trucks and in both Fire Stations to replace expired pads. The cost for these pads would be \$464.90. Wayne also asked if the Board would replace 19-2-70's cell phone. This phone has been broken for a couple of weeks. A resolution was offered by Tom Ward and seconded by Doug Howlett granting the Chief's request for the AED pads and also the new cell phone. A roll call vote was taken.

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| 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 June 25, 2009. Frank said that this meeting went into Executive Session to start discussing matters relating to Non-Administrative employee contract proposal. This Executive session only lasted about 20 minutes.

Frank gave a report on the trucks, stating the following,

- 1) 19-2-90 has been repaired again for the problem with the jacks. The road mechanic found that the 2 sensors for the front jacks were corroded and defective. He replaced both of these sensors.
- 2) 19-2-75 has been repaired at NJEV. They serviced the pump and also rewired some of the switches on the dash.
- 3) 19-2-76 should be coming back from NJEV this week. They are servicing the pump, repairing the transfer valve and also rewiring some of the dash switches.

Old Business

Harry gave a report on the physicals that were completed by Access Health Systems. Only 3 people did not complete a physical. These people will have to go to Family Practice of Central Jersey. Harry has received a quality assurance survey from Access Health Systems and will fill it out and return it this week.

Frank said that he has tried to fill out the General Permit on-line for the Emergency Generator, but is having some problems. He will try again this month to complete our permit.

George said that the Hydrant bill is still not correct. He has called several times but the bill continues to be wrong.

Frank said that Underwriters Laboratories will not issue a Certification for the Aerial Truck with out re-inspection the repaired items. Frank said that there will be an additional charge for this re-inspection, but he did not know what it would be. A resolution was offered by George Patten and seconded by Harry Carter, to get the truck re-inspected. A roll call vote was taken.

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

George said that we have received a quote from another landscape company which is cheaper than G&L. The quote is very similar except for the weekly cutting of the 6 acre side. Frank said that he spoke to Grant, from G&L, and he is willing to lower his price for the weekly cutting to \$200.00. The Board is very happy with the work completed by G&L. A resolution was offered by Tom Ward and seconded by Doug Howlett, to stay with G&L with the new cutting rate. A roll call vote was taken.

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

Tom said that a local farmer would like to use the 3 acre side of the Route 33 property for farming. After some discussion, a motion was made by Tom Ward and seconded by Doug Howlett, granting permission to Richard Gibson to farm the 3 acre side. Motion passed. This would save us the cost of mowing in the future.

New Business

Frank would like to schedule the annual pump tests for the trucks. The cost of last years tests were \$210.00 each with Fire-One. A resolution was offered by Harry Carter and seconded by Tom Ward, to have the pumps tested by Fire-One. A roll call vote was taken.

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

Frank asked Harry to write a letter or e-mail to the Clean Air Company, telling them how much we like the system at the Route 524 Station. Clean Air will perform the annual inspection of our exhaust system at no cost to us if we write this letter. Frank asked about an exhaust system for our new Fire Station. The Board said that we can get prices together for an exhaust system at this time. George said that he is not sure if we have enough monies to pay for a new exhaust system. George said that one day he entered the New Fire Station and a car raced out one of the rear doors. When he went back to see what was going on he saw another car in the other rear bay. Both of these men are Fire Company members and should know that using the Fire Station for personal use is not allowed.

A resolution was offered by George Patten and seconded by Harry Carter, which states that the Fire Station is not for private use. Joe will prepare this resolution for the August meeting. A roll call vote was taken.

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

George also asked that we start a file for resolution so we can find them easier. George said that 19-2-88 was spotted on Route 9 with its emergency lights on, with only 2 young Firefighters using the vehicle. We were not called for an emergency at that location. George said that there should be a resolution on file stating that no members under the age of 21 should be driving Fire District owned vehicles. George asked that the Clerk look for this resolution. Frank found this resolution in his brief case.

George said that some Firefighters are getting double LOSAP credit for the same call. Some Firefighters belong to 2 or more organizations and receive credit for all. George said that the LOSAP rules prohibit this and the Chief's should not give anyone credit if they are responding with a different organization. Harry asked Joe to draft a resolution about this for our August meeting.

George said that the Nextel bill was \$30.60 over what it should be, because Brian Prochnow went way over his texting allotment. Brian was 153 messages over the 1,000 allotted for each phone. After a very long discussion, the Board said that if this happens again the phones will lose the texting ability.

George said that the AC is not working as it should in the New Fire Station. George said that he will call BurMarc tomorrow and see if they will send someone to repair the system. A very long discussion followed about what we should do with BurMarc. They still have not repaired all the items on the punch list and do not seem like they ever will. Joe will call Jack Purvis and see about writing a letter to BurMarc to explain our dissatisfaction.

Doug and Tom said that the Howell Township Police SWAT team may want to use this meeting room. They were told that they should write a letter stating the date or dates and for how long they would be using the room.

With no further business to come before the Board, the meeting was adjourned at 10:40 PM.