

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

July 2, 2012

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, Thomas Ward, and Doug Howlett present. Also in attendance was Joseph Youssouf, Board Attorney. Also in attendance was Pete Hall, from Net Link. 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 4, 2012, motion carried.

The meetings agenda was altered to allow Pete Hall to give a report on the Board's website and computers. Mr. Hall gave a short report on the Board's website, stating that he is still waiting on some more information from the Board. Pete asked the Board what name they would like for the website. After some discussion, it was decided that the name would be howellfiredistrict#2.com. Pete then gave a report on the Board's computers. Pete said that three computers should be replaced. The Board's office desktop, the Board's laptop and the old desktop in the Chief's office. Chairman Carter thanked Mr. Hall for his reports and the meeting agenda returned to normal.

The following Vouchers have been submitted for payment.

| <b>VOUCHER</b> | <b>LINE #</b> | <b>VENDOR</b>                             | <b>AMOUNT</b> |
|----------------|---------------|---|---------------|
| 3676           | A11-2         | E. J. Schuster's Office Supplies          | 179.95        |
| 3677           | A12-3         | A. R. Communications                      | 105.00        |
| 3678           | A12-3         | Big Bill's Welding, LLC                   | 2,900.00      |
| 3679           | A12-3         | Electronic Measurement Laboratories, Inc. | 141.00        |
| 3680           | A12-3         | G & L Lawn Service, Inc.                  | 1,840.00      |
| 3681           | A12-3         | My Fleet Center . Com                     | 56.66         |
| 3682           | A12-3         | RSI Fire                                  | 64.91         |
| 3683           | A12-3         | Underwriters Laboratories, Inc.           | 57.50         |
| 3684           | A12-4         | CentraState Medical Associates, PC        | 260.00        |
| 3685           | A12-4         | Net Link                                  | 199.00        |
| 3686           | A12-6         | Pedroni Fuel Co.                          | 655.45        |
| 3687           | A12-8         | JCP&L                                     | 1,454.45      |

|            |        |                                       |             |
|------------|--------|---------------------------------------|-------------|
| 3688       | A12-8  | N. J. American Water                  | 191.48      |
| 3689       | A12-8  | N. J. Natural Gas                     | 91.69       |
| 3690       | A12-8  | Verizon                               | 333.14      |
| 3691       | A12-8  | Verizon Communications                | 59.98       |
| 3692       | A12-8  | Verizon Wireless                      | 710.53      |
| 3693       | A12-9  | N. J. American Water                  | 6,708.40    |
| 3694       | A12-9  | N. J. American Water                  | 5,791.24    |
| 3695       | A12-10 | Complete Security Systems, Inc.       | 603.00      |
| 3696       | A12-10 | Freehold Cartage, Inc.                | 118.90      |
| 3697       | A12-10 | Jersey Coast Fire Equipment, Inc.     | 99.00       |
| 3698       | A12-10 | Sakoutis Brothers Disposal            | 75.00       |
| 3699       | A12-13 | Fire Fighters Equipment Company, Inc. | 4,207.75    |
| 3700       | A12-3  | Circle Chevrolet                      | 44.74       |
| Electronic | A9-1   | Payroll by Paychex ( for 06-30-12 )   | 2,942.05    |
| Electronic | A9-1   | Tax Pay by Paychex ( for 06-30-12 )   | 517.98      |
| Electronic | A9-1   | Paychex Fees ( deducted 07-10-12 )    | 110.90      |
| Electronic | A9-1   | June 2012 N. J. Pension Payment       | 190.06      |
| Total      |        |                                       | \$30,709.76 |

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 service report, from Complete Security Systems, for the inspection of the fire alarm system at the Route 524 Fire Station. A copy of this report was forwarded to Chief Brian Prochnow and also to the Fire Bureau. We received a letter, from the New Jersey Division of Pensions, stating that Frank Biddle III has filed for retirement effective June 1, 2013. We will need to send them a Certification of Service and Final Salary before this retirement date.

We received second payment, from the Township of Howell, for the 2012 fire taxes. The check, in the amount of \$315,000.00, was received and deposited on June 29, 2012. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract lock-ups in May, 2012. We received a letter, from New Jersey American Water, stating that a rate increase of 1% went into effect on May 1, 2012. This increase comes out to \$0.39 per hydrant per month. We

received a letter, from Verizon, stating that beginning July 15, 2012 the monthly rate for FiOS digital adapters will increase \$2.00 each.

### **Legal**

Joe gave a report on a letter we received June 16, 2012 from FGIC Rehabilitation. Joe said that these court documents, from Financial Guaranty Insurance Company, have something to do with AIG/Valic and that we do not have to respond at this time. Joe also said that he has sent out the Group Affidavit and the Resolution Accepting the Audit for the year ended December 31, 2011 to the State.

### **Chief's Report**

Chief Brian Prochnow gave his incident report for the month of June 2012. The Chief has asked to purchase the following items.

- 1) Two (2) Motorola HT 1250 Portable Radios with Vehicle Chargers and installation in 19-2-90 from A. R. Communications for a total of \$1,940.80.
- 2) Six (6) Groves Wall Mounted Gear Lockers with security boxes and coat hangers from N. J. Fire Equipment for a total of \$1,714.00.
- 3) Fifty (50) Dragon Fire BBP Extrication Gloves from Emergency Equipment Sales for a total of \$2,037.54.
- 4) Two (2) WEH Click Mate SCBA Adapters with bleeder valves for the cascade refill station on 19-2-85 from Airpower International for a total of \$1,450.00.

After a short discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, granting the Chief's purchase requests. A roll call vote was taken.

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

Brian said that we responded to Middletown for mutual aid and were on standby during the New Jersey American water main break. Brian said that it was declared a State of Emergency and he would see if we will be reimbursed for any costs related to the emergency.

### **Committees**

Frank gave a report on the Executive Board Meeting, which was held on June 28, 2012. Frank also gave a report on the trucks as follows.

- 1) East Coast Emergency Lighting will finish 19-2-96 the first or second week of August.
- 2) The Brush Truck was repaired at Big Bill's Welding and is back in service.
- 3) 19-2-90 will be going to Campbell Supply for service and repairs next week.
- 4) Station 19-5 borrowed our spare suction hose for 19-2-96. they will return it when their new one arrives.

### **Old Business**

George asked for all the old phones to be turned in so that we could donate them to Howell Township Seniors. George also said that he has already acquired prices for the replacement computers if the Board wishes to act on Mr. Hall's recommendations. The costs would be as follows.

- 1) One (1) Dell Notebook \$950.29.
- 2) One (1) Dell Carry Case for the new Notebook \$38.49.
- 3) One (1) Dell Desktop Computer \$1,399.62.
- 4) One (1) External Hard Drive \$113.99.

A resolution was offered by Tom Ward and seconded by Harry Carter, to purchase these items from Dell. A roll call vote was taken.

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

At this time a resolution was offered by Harry Carter and seconded by George Patten, to go into Executive Session. A roll call vote was taken at 9:10 PM.

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

A resolution was offered by Frank Biddle and seconded by Tom Ward, to come out of Executive Session at 9:35 PM. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:36 PM.