

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

July 11, 2016

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. Board Attorney, Joseph Youssouf, was absent from tonight's meeting. 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 6, 2016, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2079	A11-2	Shore Business Solutions	50.00
2080	A12-3	Absolute Fire Protection Company, Inc.	7,656.98
2081	A12-3	A. R. Communications	185.00
2082	A12-3	Defender Emergency Products	1,015.66
2083	A12-3	Electronic Measurement Laboratories, Inc.	172.50
2084	A12-3	G & L Lawn Service, Inc.	1,240.00
2085	A12-3	MyFleetCenter.com	72.86
2086	A12-3	Precision Art, LTD	1,581.00
2087	A12-4	Family Practice of CentraState	71.50
2088	A12-4	NetLink	199.00
2089	A12-4	Robert A. Hulsart & Co.	6,000.00
2090	A12-6	Pedroni Fuel Co.	1,291.58
2091	A12-7	Power DMS	6,324.00
2092	A12-8	JCP&L	1,503.54
2093	A12-8	N. J. American Water	211.63
2094	A12-8	N. J. Natural Gas	179.98
2095	A12-8	Verizon	352.34
2096	A12-8	Verizon Communications	65.81
2097	A12-8	Verizon Wireless	647.91
2098	A12-9	N. J. American Water	6,900.30
2099	A12-9	N. J. American Water	7,719.70

2100	A12-10	Complete Security Systems, Inc.,	525.00
2101	A12-10	Freehold Cartage, Inc.	118.90
2102	A12-10	Jersey Coast Fire Equipment, Inc.	105.00
2103	A12-10	Sakoutis Brothers Disposal	75.00
Electronic	A9-1	Payroll by Paychex (for June 2016)	2,870.33
Electronic	A9-1	Tax Pay by Paychex (for June 2016)	577.60
Electronic	A9-1	Paychex Fee (deducted 7-11-16)	132.04
Electronic	A9-1	June 2016 N. J. Pension Payment	201.42
Total			\$48,046.58

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 our Summary of Audit Report, from Robert A. Hulsart and Company, for the year ended December 31, 2015. We received a request for a tax exempt certificate from G & L Lawn Service. George sent out a letter of exemption on July 5, 2016. We received a check, from the Township of Howell, which is payment #2 of the 2016 Fire Taxes. The check, in the amount of \$247,500.00, was received and deposited on July 5, 2016. We received a statement, from the State of New Jersey Motor Vehicle Services, for all abstract retrievals requested during May, 2016.

Legal

With the absence of Mr. Youssouf, no legal report was completed.

Chief's Report

Chief Michael Banasz gave his incident report for the month of June, 2016. Chief Banasz would like to purchase a variety of hand and cordless power tools from Fastenal for the New Rescue Pumper. Total for the requested tools would be \$2,394.77, and all are on State Contract #A79873. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase these tools from Fastenal. A roll call vote was taken.

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 23, 2016.

Frank also gave a report on the trucks and other equipment as follows.

- 1) 19-2-78 is back in service after a lengthy repair for a pump shift issue. The repairs were completed at Absolute Fire Protection.
- 2) 19-2-67 had his vehicle serviced at Jiffy Lube.
- 3) One of the ventilation saws, off of 19-2-90, was repaired at Barg's Lawn and Garden Shop.
- 4) Art is working to repair the Officer's seat on 19-2-75.
- 5) Defender Emergency Products was asked to quote some additional needed repairs on 19-2-96. The quote for the repairs to the pump is \$4,045.73. If approved, Frank would like to truck serviced at the same time. The service would be an additional cost.
- 6) The truck committee went out to look at the New Rescue Pumper in June. The truck is coming along very well and the final inspection trip should be in early August.
- 7) We will be needing a new Knox Box for the New Rescue Pumper. This purchase would be around \$800.00 and is from the sole source of the Knox Company.
- 8) We will also be needing a new Laptop for the New Rescue Pumper. The current Rescue Truck, 19-2-85, does not have one. The cost for this addition would be \$4,207.00 from Island Tech Services. This is the same company that installed the Laptop in 19-2-78. State of New Jersey Contract MO483-89974.

After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, to have Defender Emergency Products repair and service 19-2-96, order a new Knox Box for the New Rescue Pumper and order the new Laptop for the New Rescue Pumper from Island Tech Services. A roll call vote was taken.

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

Old Business

George gave a short report on the Audit for the year ended December 31, 2015. The report stated that there were no issues and the Audit was clean.

George asked the Chief's to let us know when they are dropping members from the Fire Company. We need to let the Insurance Company know and also need to take the door codes out of the entrance doors of the Fire Stations.

New Business

Harry said that we received the appraisal for the three acre piece of land next to the Bobcat Dealership. The appraisal said that the property is worth \$450,000.00. After some discussion, a resolution was offered by Frank Biddle III and seconded by Harry Carter, to have Mr. Youssouf advertise the property for sale with a minimum to be accepted of \$450,000.00. A roll call vote was taken.

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

Tom said that the Fire District Web Site was off line for a while today, but seems to be back up and running now. Frank said that he contacted NetLink earlier today about the issue and they said that they were working on the repair.

Frank asked if we have decided what vehicles we were going to sell when the New Rescue Pumper goes in service. This generated some good discussion and it was decided to make that decision at the August 1, 2016 meeting.

With no further business to come before the Board, the meeting was adjourned at 9:00 PM.