

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

July 1, 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, Doug Howlett and Robert Tice present. Also in attendance was Joseph Youssof, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on June 3, 2019, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3184	A11-1	Reliance Graphics, Inc.	793.20
3185	A12-3	ABG Electric Co.	6,109.00
3186	A12-3	Brice's Auto Supply, Inc.	52.34
3187	A12-3	Cooper Electric Supply Co.	38.70
3188	A12-3	Electronic Measurement Laboratories, Inc.	165.00
3189	A12-3	Firefighter One	2,107.00
3190	A12-3	Freehold Towing, Inc.	125.00
3191	A12-3	G & L Lawn Service, Inc.	1,264.00
3192	A12-3	Hughes Environmental Services, Inc.	150.00
3193	A12-3	Lester Glenn Auto Group	1,134.98
3194	A12-3	PL Custom	1,458.65
3195	A12-3	Super Laundry Equipment	704.58
3196	A12-3	Underwriters Laboratories, Inc.	2,426.65
3197	A12-3	Wireless Communications and Electronics	1,527.00
3198	A12-4	Jeff Hodges	50.00
3199	A12-4	Family Practice of CentraState	130.00
3200	A12-4	NetLink	199.00
3201	A12-5	Howell Township Fire Company No. 1	60,000.00
3202	A12-6	Frank E. Biddle III	100.00
3203	A12-6	Pedroni Fuel Co.	1,089.52
3204	A12-7	Stephen Smith	6,000.00

3205	A12-7	Mike Whitehill	70.00
3206	A12-8	JCP&L	1,369.99
3207	A12-8	N. J. American Water	199.56
3208	A12-8	N. J. Natural Gas	258.19
3209	A12-8	Verizon	471.08
3210	A12-8	Verizon Communications	65.73
3211	A12-8	Verizon Wireless	574.03
3212	A12-9	N. J. American Water	8,205.12
3213	A12-9	N. J. American Water	7,038.00
3214	A12-10	Complete Security Systems, Inc.	525.00
3215	A12-10	Freehold Cartage, Inc.	131.28
3216	A12-10	Sakoutis Brothers Disposal	89.60
3217	A12-13	Continental Fire & Safety, Inc.	2,532.00
3218	A12-13	Grainger	561.34
3219	A12-13	Greg Player	1,073.77
Electronic	A9-1	Payroll by Paychex (for June 2019)	3,399.44
Electronic	A9-1	Tax Pay by Paychex (for June 2019)	690.30
Electronic	A9-1	Paychex Fees (deducted 07-10-19)	153.22
Electronic	A9-1	June 2019 PERS/DCRP Payment	180.44
Total			\$113,212.71

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 Bob Tice, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	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 both our Annual Financial Report and Annual LOSAP Report, from Robert A. Hulsart & Company, for the year ended December 31, 2018. We received a check, from the Township of Howell, which is payment number two of the 2019 Fire Taxes. The check, in the amount of \$247,500.00, was received and deposited on June 27, 2019.

We received a monthly report, from the Howell Township Fire Bureau, for May 2019. We received an email, from Liberty Mutual Insurance, stating that Firefighter Digraitis has been released to full duty on June 5, 2019. We received the minutes from the Joint Board Meeting, which was held on June 6, 2019.

Legal

Joe gave a report on the Annual Audit, which was completed by Robert A. Hulsart & Company. Joe said that the Audit was clean and we are still doing a great job. After some discussion, a resolution was offered by Frank Biddle III and seconded by George Patten, accepting the Annual Audit Report for the year ended December 31, 2018. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Joe gave a report on the Proposed Amendment to the New Jersey Rules concerning OPMA and OPRA. A long discussion followed.

Chief's Report

Chief Michael Whitehill gave his monthly report for June 2019. The Chief asked to purchase the following items.

- 1) Twelve (12) Metal Cutting Blades for the K-12 Saws, from Grainger on State Contract.
- 2) Ten (10) Scott SCBA Masks, from Firefighter One on State Contract.
- 3) Repair of the Route 33 Fire Console, from Wireless Communications, for \$1,468.90.
- 4) Addition of ten (10) users for the Power DMS Training Program for an annual cost of \$782.30.

After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, approving the Chief's purchase requests. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

The Chief asked the Board if they would approve the Annual Firefighter Physicals be given annually to Firefighters under the age of forty (40). Currently the Physical schedule is,

- 1) Every three (3) years up to age thirty (30).
- 2) Every two (2) years up to age forty (40).
- 3) Every year for anyone forty (40) years and over.

After some discussion, it was decided to keep the same schedule as we have been using for quite some time, no changes.

The Chief asked the Board about the newly adopted Social Media Policy. The Chief has some concerns about the New Policy and would like the Board to return to the old policy. After a long discussion, the Board said that they will be sticking with the newly adopted Social Media Policy.

Committees

Bob gave a report on the Executive Board Meeting which was held on June 27, 2019. Bob said that the rest of the Fire Districts do not seem to want to get the Radio Study Completed. The Howell Township Fire Districts have been talking about a radio study of the Howell Township Fire Radio System for years. Several, if not all, of the five Fire Districts have been having radio issues with both dispatching and communicating with Howell PD. From the beginning, Howell has never had a radio study completed to see if we could improve on what we have now. With the help of Chief Robert Lewis, of the Howell Township Fire Bureau, a proposal was received from Allegiant Wireless LLC. The scope of the Township Wide proposal includes 248 hours of work for a total of \$37,200.00. This cost, if all five Fire Districts agree, would be \$7,440.00 per District. As of this date, not all Fire Districts are in favor of getting the work completed. Howell Fire District 2, the Adelpia Fire Company, seems to have the most issues with the current radio system. Howell Fire District 2 had decided that they will contract this company to complete the work at their September 9, 2019 meeting. The Howell Township Fire Districts Joint Meeting is scheduled for Thursday September 5, 2019. District 2 will be looking for support with this project at that meeting.

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

1) 2-90 was picked up from Atlantic Detroit Diesel on June 6, 2019. The truck does not run any better. Frank asked the Board what they want him to do next. It was decided to take the truck to Allied Diesel.

2) 2-68's vehicle broke down at Griebing School. The truck was towed to Lester Glenn Chevrolet on June 5, 2019. They replaced the fuel pump and one vapor hose.

3) 2-99 was taken to PL Custom for an electrical issue on June 8, 2019.

4) Ground ladders and Aerial 2-90 were tested by UL on June 10 & 11, 2019.

5) Defender repaired one leaking valve on 2-96.

6) ABG Electric relocated one parking lot light at the Route 33 Fire Station.

7) Campbell Supply picked up 2-85 on June 27, 2019 for the final repair of the cascade system. Frank picked the truck up from them on June 28, 2019.

8) The Gear Dryer at the Route 524 Fire Station is back in service.

9) Frank repaired the pump shift on 2-96 on July 1, 2019.

Old Business

Frank said that he has been getting emails from Nick K.'s Insurance Company about an accident that Nick had while responding to a call on May 12, 2019. Frank asked the Board what they wanted to do with this issue. The Board said to notify VFIS and see if they would handle any part of this accident.

George said that he contacted Family Practice of CentraState to let them know that we added blood work to our Firefighter Physicals. George said that the new cost of our physicals would be as follows.

1) Charge for Physical, \$200.00.

2) Charge for EKG (40 years and older) \$50.00.

3) CDL paperwork completed at time of physical, \$40.00.

4) Charge for Hepatitis B Antibody, \$55.00.

5) Charge for Hepatitis B Vaccine, \$71.50 per vaccine.

Each Firefighter Physical is to include a history and physical examination, Audiometric Screening, Vision Screening, Pulmonary Function Testing, Lab work (CBC, CMP, Lipid Panel and Urinalysis) and Respirator Clearance.

After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, to enter into an agreement with Family Practice of CentraState to complete Firefighter Physicals at the rates listed. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

New Business

We received a letter, from the Township of Howell, stating that our Backflow Preventer is due for the annual inspection. George notified Hughes Environmental to come and complete this annual inspection. Hughes completed the work and a copy of the certification was given to the Township of Howell.

With to installation of the Security Cameras at both Fire Stations, a proposed Video Surveillance Policy was drawn up by members of the Fire Company. It was decided to let everyone look over the proposed policy before the Board acts on it.

A discussion was had on the rear parking lot of the Route 33 Fire Station and possibly adding a small piece of asphalt near the Training Prop.

Firefighter Brian Prochnow asked the Board if they were in favor of replacing the current Aerial Truck. Mr. Prochnow said that a truck committee has been putting in a lot of hours researching a New Aerial Truck that would meet the Fire District's needs. Several of the Board Members said that they were in favor of replacing the 1996 E-One Platform with a new truck. A short heated discussion followed.

With no further business to come before the Board, the meeting was adjourned at 10:03 PM.