

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

June 3, 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 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 George Patten; to approve the minutes of the last meeting held on May 6, 2019, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3142	A11-2	Thomson West	57.00
3143	A12-2	Glatfelter Specialty Benefits	16,254.00
3144	A12-3	Absolute Fire Protection Company, Inc.	315.00
3145	A12-3	Allied Diesel Service	68.85
3146	A12-3	Alpine Software	8,873.75
3147	A12-3	Defender Emergency Products	1,450.72
3148	A12-3	East Coast Emergency Lighting, Inc.	693.54
3149	A12-3	ESI Equipment, Inc.	1,964.00
3150	A12-3	G & L Lawn Service, Inc.	1,676.00
3151	A12-3	Grainger	754.88
3152	A12-3	M & W Communications, Inc.	181.13
3153	A12-3	MyFleetCenter.com	42.28
3154	A12-3	TRT Computer Services, LLC	17,169.75
3155	A12-3	Underwriters Laboratories, Inc.	453.75
3156	A12-4	Robert A. Hulsart & Co.	4,750.00
3157	A12-4	NetLink	199.00
3158	A12-6	Tim McKay	150.00
3159	A12-6	Stephen Smith	150.00
3160	A12-6	Pedroni Fuel Co.	797.43
3161	A12-7	Power DMS	4,693.80
3162	A12-8	Mike Banasz	270.00

3163	A12-8	JCP&L	1,230.03
3164	A12-8	N. J. American Water	217.04
3165	A12-8	N. J. Natural Gas	359.27
3166	A12-8	Tim McKay	270.00
3167	A12-8	Greg Player	270.00
3168	A12-8	Dan Roth	270.00
3169	A12-8	Robert Tice	180.00
3170	A12-8	Verizon	465.39
3171	A12-8	Verizon Communications	65.73
3172	A12-8	Verizon Wireless	574.05
3173	A12-9	N. J. American Water	8,205.12
3174	A12-9	N. J. American Water	7,038.00
3175	A12-10	Mike Banasz	700.00
3176	A12-10	Frank E. Biddle III	1,375.00
3177	A12-10	Complete Security Systems, Inc.	351.96
3178	A12-10	EMR Power Systems, LLC	230.00
3179	A12-10	Freehold Cartage, Inc.	131.37
3180	A12-10	William Goffe	285.00
3181	A12-10	Sakoutis Brothers Disposal	89.60
3182	A12-13	Firefighter One	1,357.20
3183	A9-1	Mike Whitehill	250.00
Electronic	A9-1	Payroll by Paychex (for May 2019)	3,399.43
Electronic	A9-1	Tax Pay by Paychex (for May 2019)	690.31
Electronic	A9-1	Paychex Fees (deducted 06-10-19)	153.22
Electronic	A9-1	May 2019 PERS/DCRP Pension Payment	180.44
Total			\$89,303.04

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 Doug Howlett, 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 a letter, from New Jersey American Water, stating that a representative from SSI Dynata will be calling for a short survey. We received the minutes from the last New Jersey Association of Fire

Districts meeting, which was held on March 2, 2019. We received a statement, from New Jersey Motor Vehicle Services, for all abstract retrievals completed in April 2019.

We received an apparatus report, from Absolute Fire Protection, for the work on 19-2-90. We received two service reports, from EMR Power Systems, for the two service checks completed on our Emergency Generators on May 10, 2019. We received a monthly report, from the Howell Township Fire Bureau, which included January thru April 2019. We received two emails, from Fire Research, indicating that they no longer sell the Gear Dryers that we have. They said that most of the parts needed to repair the units are available at Grainger.

We received several emails from Prudential, concerning payments for DCRP. We received the minutes from the last Radio Committee meeting which was held on May 16, 2019. We received an estimate, from Allegiant, to complete a radio study for the Howell Township Fire Districts. This will be discussed later in this meeting. We received several emails, from Campbell Supply Company, stating that they have had the leaking Cascade Bottle repaired and are continuing to check it for any more leaks. So far it is holding 6,000 psi and they will be calling for a date to reinstall it.

### **Legal**

Joe turned in an invoice, from Reliance Graphics, for their work on the 2019 Fire District Elections. This will be paid at the July 1, 2019 meeting.

Joe read a letter that he sent to Robert A. Hulsart and Company, stating that the Board was not involved in any litigation of any nature at the year ended December 31, 2018. This letter is part of the Annual Audit of the Board of Fire Commissioners. Joe also read over the Annual Audit and said that we have a clean Audit once again.

Joe gave a report on the proposed new Social Media Policy that was put together by Sendzik & Sendzik of Fire District number four, Howell Township. Joe said that the proposed policy would work for us. It is the intension of all five Fire Districts in Howell Township to adopt the same policy. After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to adopt this New Social Media Policy. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	no
Doug Howlett	yes
Robert Tice	yes

### **Chief's Report**

Chief Michael Whitehill gave his incident report for the month of May 2019. The Chief asked to purchase the following items.

1) Additional Chains, Binders, Hooks and Shoring Hammers to complete the Paratech Stabilization Equipment, from Continental Fire and Safety, for a total of \$2,532.00.

2) Additional Mics, Spare Batteries and Antennas for the New Radio Equipment, from Wireless Communications and Electronic, for a total of \$4,156.60 on State Contract #83909.

3) Five (5) Refill kits for current First Aid Kits, and three (3) complete Wall Mounted Fire Aid Kits, from Grainger on State Contract.

After some discussion, a resolution was offered by Bob Tice and seconded by Harry Carter, to purchase the items that the Chief requested. A roll call vote was taken.

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

Chief Whitehill said that he has signed an agreement with County Communications that states that they will send out alerts on the I Am Responding App when they are requested to dispatch Station 19-2. This agreement states that this service will be done at no cost to the Fire District. The agreement also states that no one from Station 19-2 is to use any of the information from the IAR alert for any other reason not related to responding to the incident.

### **Committees**

Bob gave a report on the Executive Board meeting, which was held on May 23, 2019. Bob also stated that we seem to be having issues with the Howell PD Dispatch. At times Dispatch will attempt to call us off an incident without any Fire Officers on location. At other times Dispatch does not seem to want to get us the resources that we requested. After some discussion, it was decided to arrange a meeting with Howell PD, to discuss these issues.

Bob read the proposed Howell Township Fire Radio Study from Allegiant. The total cost of this complex study would be \$37,200.00. Any work authorized and performed beyond the scope of work would be billed at \$150.00 per hour. The total cost would be divided equally between the five Howell Township Fire Districts. After some discussion, a resolution was offered by Harry Carter and seconded by Bob Tice, approving the very much needed study to be completed. A roll call vote was taken.

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

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

1) 19-2-90 was sent to Atlantic Detroit Diesel, on May 10, 2019, for an engine power issue. They said that the truck is ok to use for now and is already scheduled for a more extensive evaluation on May 20, 2019. The truck was picked back up on May 11.

2) Campbell Supply picked up 19-2-85 to check the cascade system for leaks again on May 14, 2019. They found a leak in bottle #2 and removed the bottle to be repaired at Continental Fire and Safety. The truck was back in service, without this bottle, on May 17, 2019. The truck will be scheduled to have the bottle installed at a later date.

3) 19-2-90 was taken to Atlantic Detroit Diesel for repair on May 20, 2019.

- 4) East Coast Emergency Lighting installed the new siren in 19-2-96 on May 28, 2019.
- 5) Defender rebuilt the four discharge valves on 19-2-96 on May 21, 2019.
- 6) Super Laundry Service repaired the Gear Washing Machine at the Route 524 Fire Station on May 22, 2019.
- 7) Mike repaired the door open issue on 19-2-78.
- 8) The Gear Dryer at the Route 524 Fire Station had bigger issues. We purchased a new motor and fan blade and will be installing them soon.
- 9) The new insurance cards have been installed in all Fire District Vehicles.
- 10) Aerial and Ground Ladder testing is scheduled for June 10 and 11, 2019.

### **Old Business**

A discussion was had on completing the Training Prop at the Route 33 Fire Station.

Doug said that G & L Lawn Service stood the fallen tree back up at the Route 33 Fire Station. They also installed cables to help several trees stay straight.

### **New Business**

There was no new business.

With no further business to come before the Board, the meeting was adjourned at 9:28 PM.