

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

June 4, 2018

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 Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on May 7, 2018, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2757	A11-2	Thomson Reuters West	52.00
2758	A12-2	Glatfelter Specialty Benefits	18,143.80
2759	A12-3	Allied Diesel Service	18.30
2760	A12-3	Brice's Auto Supply, Inc.	663.16
2761	A12-3	Clean Air Company	120.00
2762	A12-3	Cooper Electric Supply Co.	744.95
2763	A12-3	Ecolab	319.32
2764	A12-3	Firefighter One	1,896.30
2765	A12-3	Front End Shop, Inc.	566.40
2766	A12-3	G & L Lawn Service, Inc.	1,026.00
2767	A12-4	NetLink	199.00
2768	A12-6	Tim McKay	150.00
2769	A12-6	Stephen Smith	150.00
2770	A12-6	Pedroni Fuel Co.	1,828.34
2771	A12-8	JCP&L	1,283.03
2772	A12-8	N. J. American Water	197.34
2773	A12-8	N. J. Natural Gas (VOID, no bill, TA Credit)	0.00
2774	A12-8	Mike Banasz	270.00
2775	A12-8	Tim McKay	270.00
2776	A12-8	Greg Player	270.00
2777	A12-8	Dan Roth	270.00

2778	A12-8	Verizon	446.66
2779	A12-8	Verizon Communications	65.75
2780	A12-8	Verizon Wireless	605.28
2781	A12-9	N. J. American Water	6,494.85
2782	A12-9	N. J. American Water	7,571.52
2783	A12-10	Mike Banasz	700.00
2784	A12-10	Frank E. Biddle III	1,375.00
2785	A12-10	Complete Security Systems, Inc.	496.96
2786	A12-10	EMR Power Systems, LLC	230.00
2787	A12-10	Freehold Cartage, Inc.	118.90
2788	A12-10	William Goffe	285.00
2789	A12-10	Sakoutis Brothers Disposal	81.45
2790	A12-13	Continental Fire & Safety	850.00
2791	A12-13	Howell Rescue Systems, Inc.	176.40
2792	A12-13	M & W Communications, Inc.	3,638.57
2793	A9-1	Michael Whitehill	250.00
2794	A12-13	Motorola	17,216.00
Electronic	A9-1	Payroll by Paychex (for May 2018)	3,415.34
Electronic	A9-1	Tax Pay by Paychex (for May 2018)	667.36
Electronic	A9-1	Paychex Fees (deducted 06-11-18)	145.22
Electronic	A9-1	May 2018 N. J. Pension Payment	169.48
Total			\$73,437.68

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
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 the May 2018 Monthly Report from the Howell Township Fire Bureau. We received a letter, from the Farmingdale Fire Department, requesting a possible donation of any of our old SCBA 4.5 bottles that are still within service date. We received two postcards, from N. J. American Water, stating that the water rates may go up. We received a letter, from The O’Gara Group, asking us to fill out a W9 form from the sale of our 1988 GMC Mini Pumper on January 19, 2018. George filled the form out and returned it to them.

We received a Safety Data Sheet, from Ecolab, for the Advocare 120 Sanitizer we purchased for our Gear Washing Machines. Copies will be put in both of our Right To Know areas. We received several emails, from the Insurance Services Office (ISO), about our May 8, 2018 meeting. We received several emails, from Howell Rescue Systems, concerning the purchase of one new Crash Bag. One of these emails contained the invoice which we paid in this evenings vouchers. We received two Service Reports, from EMR Power System, for the two service checks completed on our two Emergency Generators on May 8, 2018.

Legal

Joe said that we received the completed 2017 Audit from the Auditor. After reading through the report, Joe said that there are no recommendations and the Audit is good. Frank said that he has sent the completed Audit to the Website for posting. Joe then read a resolution Accepting the Audit Report for the Year Ended December 31, 2017. This resolution was offered by George Patten and seconded by Harry Carter and a roll call vote was taken.

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

Joe then handed out the Annual Audit Review Group Affidavit for all the Commissioners to sign. After all the Commissioners signed the Affidavit, Joe signed it to certify it.

Chief's Report

Chief Michael Whitehill gave his incident report for the month of May 2018. The Chiefs would like to purchase the following items.

1) Sixty (60) Majestic Nomex Hoods from Continental Fire and Safety for \$85.00 each on State Contract 80955 with a total of \$5,100.00.

2) Six (6) Cairns/MSA 1010 Black Helmets from Continental Fire and Safety for \$308.00 each on State Contract 80953 with a total of \$1,848.00.

3) Electrical supplies from Cooper Electric Supply Company to install in the training prop at the Route 33 Fire Station for a total of \$850.07.

4) Reimburse Firefighters Smith and Tice \$60.00 each for luggage fees to and from FDIC.

After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, approving the Chiefs purchase requests. A roll call vote was taken.

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

Committees

Tom gave a report on the Executive Board Meeting which was held on May 24, 2018.

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

- 1) 19-2-85 is finished with warranty work at Campbell Supply and is back in service.
- 2) The meeting with ISO was changed to May 8, 2018. Frank and Second Assistant Chief Roth met with the representative and all went well.
- 3) 19-2-78 will be sent out in the next month or so for service, repair and a recall.
- 4) Frank repaired some electrical issues on 19-2-78.
- 5) Clean Air came out and adjusted the exhaust drop for 19-2-78 at the Route 524 Fire Station.
- 6) Continental Fire and Safety came out and replaced a blown high pressure hose on the SCBA Refill Station at the Route 524 Fire Station.
- 7) An air brake hose was repaired on 19-2-90 by Mike and Frank.
- 8) 19-2-67's Command Vehicle was repaired at the Front End Shop, electrical issues.
- 9) There is still an open recall on 19-2-67's vehicle. Waiting on availability from the Chief.
- 10) All the SCBA packs were flow tested by Firefighter One.
- 11) Frank filled out a PO for Motorola for the purchase of the two Portable Radios.
- 12) Complete Security Systems was called out to the Route 524 Fire Station to find a faulty detector.
- 13) The check engine light on 19-2-85 came on and Frank notified Campbell Supply.
- 14) One of the Honda 3" water pumps needs to go to Bargs for repair.

Old Business

George said that Hughes Environmental was called to complete the Annual Backflow Valve inspection at the Route 33 Fire Station. He believes that they may have already completed the inspection and will be contacting them again to confirm.

Tom said that he spoke to Dean Morris Plumbing and Heating about the heating issues at the Route 33 Fire Station. He would be interested in checking the system out for us. He will let Tom know when he wants to come by.

New Business

George said that deceased member Dave Golom had all four of his children as beneficiaries. George will be talking to the Insurance Company to make sure the benefits are paid.

Frank reminded everyone that the next Joint Board of Fire Commissioners meeting will be at the Route 33 Fire Station on Thursday June 7, 2018. Frank said that we will need to provide food for the meeting. A resolution was offered by Frank Biddle III and seconded by Tom Ward, to have the Cabin Restaurant provide the food for the meeting. A roll call vote was taken.

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

Doug said that he would talk to the Cabin and order the food.

We were given a map of the area that dates back to 1851. In 1851, Adelpia was called Blue Ball. George said that we should preserve this map and hang it in the entrance way of the Route 33 Fire Station.

We received a communication from the First Responder Joint Insurance Fund. George said that maybe we should start looking around for another Insurance Company because the insurance costs have been steadily going up.

Doug said that we need to get the fuel tank painted at the Route 524 Fire Station. The Chiefs said that they have purchased the paint and they were looking for a volunteer to take on the job.

With no further business to come before the Board, the meeting was adjourned at 9:25 PM.