

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

June 3, 2013

**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 8:02 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter and Doug Howlett present. Also in attendance was Joseph Youssef, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on May 6, 2013, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
4017	A9-1	Brian Prochnow	250.00
4018	A12-3	Absolute Fire Protection Company, Inc.	2,334.53
4019	A12-3	Allied Diesel Service	95.79
4020	A12-3	Bargs Lawn & Garden Shop, Inc.	136.00
4021	A12-3	Defender Emergency Products	198.49
4022	A12-3	Fire Fighters Equipment Company, Inc.	62.50
4023	A12-3	G & L Lawn Service, Inc.	1,536.00
4024	A12-3	MyFleetCenter.com	38.68
4025	A12-3	Signal Control Products, Inc.	2,495.00
4026	A12-4	NetLink	199.00
4027	A12-4	Joseph Youssef, Esq.	5,005.00
4028	A12-6	Pedroni Fuel Co.	1,076.82
4029	A12-6	Greg Player	150.00
4030	A12-6	Mike Whitehill	150.00
4031	A12-7	ACS Firehouse Software	845.00
4032	A12-7	Christopher Larkin	256.92
4033	A12-7	Daniel Roth	126.41
4034	A12-8	JCP&L	1,447.72
4035	A12-8	N. J. American Water	369.08
4036	A12-8	N. J. Natural Gas	270.07
4037	A12-8	Verizon	366.68

4038	A12-8	Verizon Communications	61.98
4039	A12-8	Verizon Wireless	722.64
4040	A12-9	N. J. American Water	6,670.80
4041	A12-9	N. J. American Water	6,143.41
4042	A12-10	Frank E. Biddle, III	1,375.00
4043	A12-10	Complete Security Systems, Inc.	348.00
4044	A12-10	EMR Power Systems, LLC	230.00
4045	A12-10	Art Fariello	700.00
4046	A12-10	Freehold Cartage, Inc.	118.90
4047	A12-10	William Goffe	285.00
4048	A12-10	Sakoutis Brothers Disposal	75.00
4049	A12-13	Continental Fire & Safety, Inc.	414.04
4050	A12-7	Cygnus Business Media	2,400.00
4051	A12-2	VFIS	18,706.56
Electronic	A9-1	Payroll by Paychex ( for 05-31-13 )	2,876.82
Electronic	A9-1	Tax Pay by Paychex ( for 05-31-13 )	582.45
Electronic	A9-1	Paychex Fees ( deducted 06-10-13 )	115.95
Electronic	A9-1	May 2013 N. J. Pension Payment	190.08
Electronic	A11-2	Sun Bank Charges	95.10
		Total	\$59,521.42

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 Doug Howlett, seconded by Harry Carter, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	absent
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. The State of New Jersey has created a new procedure for filing Financial Disclosure Statements. All Fire Commissioners are required to file Financial Disclosure Statements o-line with the State. All Fire Commissioners were required to have completed this by May 31, 2013. We received a service report, from Absolute Fire Protection, for work performed on 19-2-78. This service report was dated May 17, 2013. We received a second service report, from Absolute Fire Protection, for work performed on 19-2-90. This service report was dated May 29, 2013. We received two service reports, from EMR Power Systems, for two service checks performed on our two Emergency Generators. These service reports were dated May 24, 2013. We received the minutes, from the New Jersey Association of Fire Districts, for the meeting held on March 9,

2013. We received a confirmation, from Access Health, for our annual Firefighters Physicals to be performed on June 26, 2013 at the Route 33 Fire Station. We received a notification, from US Assure, informing us that they will no longer be providing us with insurance on our above ground fuel storage tanks. George said that he has already been in contact with VFIS to see if they have another company in mind to take over for them. US Assure was also known to us as Zurich. We received our Commercial Package Policy renewal, from VFIS, which was paid in tonight's bills. We received a statement, from the New Jersey Motor Vehicle Commission, of all drivers' license abstract checks requested during April 2013. We received a Certificate of Liability Insurance for Performance Mechanical Corporation.

### **Legal**

Joe read the resolution, Accepting the Audit Report for the Year Ended December 31, 2012. This resolution was then offered by Frank Biddle III and seconded by George Patten. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	absent
Doug Howlett	yes

Joe also passed out five copies of the Annual Audit Review Group Affidavit. All four of the Commissioners in attendance signed the forms. Frank said that he would bring these back to the July meeting so that Commissioner Ward could also sign them.

Joe read over a prepared agreement between the five Boards of Fire Commissioners of Howell Township. Joe said that the agreement, as written, should not be signed. This issue will be on the agenda at the Joint Boards of Fire Commissioners meeting on June 6, 2013 at our Route 33 Fire Station.

### **Chief's Report**

Chief Brian Prochnow gave his incident report for the month of May, 2013. Chief Prochnow asked if the Board had made a decision on hiring a company to clean the Route 33 Fire Station. Chairman Carter told the Chief that we were still working on the specifications in order to get some prices. The Chief asked to purchase the following items.

- 1) Three (3) spools of 1" tubular webbing from Evac System Sales for \$90.00 each and a total of \$270.00.
- 2) Forty five (45) Omega Pacific non locking carabiner from Evac System Sales for \$5.50 each and a total of \$247.50.

A resolution was offered by Doug Howlett and seconded by Harry Carter, granting the Chief's purchase request. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	absent
Doug Howlett	yes

First Assistant Chief Bob Tice said that the permit process has started for the construction work at the Route 524 Fire Station.

### **Committees**

Frank gave a report on the Executive Board meeting which was held on May 23, 2013. Frank also gave a report on the trucks as follows.

- 1) 19-2-78 came back from repairs at Absolute on May 17, 2013 and is working well at this time.
- 2) 19-2-68 has his vehicle serviced at Jiffylube.
- 3) 19-2-90 had a problem during the Memorial Day Parade on May 27, 2013. Absolute came out the next day to see what parts they needed and returned on May 29, 2013 and made the repairs.
- 4) Art will be replacing one of the electric cords between the tractor and the trailer on 19-2-96.
- 5) Frank will be getting prices for the service and repair on 19-2-90 for the next meeting.

### **Old Business**

George said that he is checking into Workers Compensation coverage when we send Firefighters out of state for training or conferences. Currently they are not covered in the states of Indiana and Maryland.

George also said that he was in contact with VFIS to see about insurance for the above ground fuel storage tanks. Zurich will no longer be insuring above ground fuel tanks.

Doug said that the repair parts for the toilets at the Route 33 Fire Station had come in. These parts were all on warranty and Doug will be installing them soon.

### **New Business**

Frank said that we needed some office supplies for the Commissioner's office. A resolution was offered by Harry Carter and seconded by Frank Biddle III, to purchase the needed supplies from E. J. Schuster's Office Supply. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	absent
Doug Howlett	yes

With no further business to come before the Board, the meeting was adjourned at 9:35 PM.