

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

March 1, 2010

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. Also in attendance was Joseph Youssouf, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

As this being the reorganization meeting for the Board of Fire Commissioners, Howell Twp. Dist.2, Joe Youssouf, acting as Chairman Pro-Temp, conducted the swearing in of re-elected Commissioners Harry Carter and Tom Ward. The Commissioners were appointed to positions for 2010 as follows: Chairman – Harry Carter, Vice-Chairman – Thomas Ward, Treasurer – George Patten, Clerk/Secretary – Frank Biddle III, Assistant Clerk – Doug Howlett, Executive Board Representative – Frank Biddle III, and Executive Board Alternate Representative – Thomas Ward. All of these positions were approved by a 5 to 0 vote. At this time, Chairman Pro-Temp, Joe Youssouf, turned the meeting over to Chairman Harry Carter.

A resolution was offered by Tom Ward, seconded by Harry Carter, scheduling the meeting dates for the year 2010-2011 as follows: April 5, May 3, June 7, July 5, August 2, September 8, October 4, November 1, December 6, January 3, February 7, and March 7, 2011 which shall serve as the annual reorganization meeting of the Board. A roll call vote was taken.

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

A resolution was offered by Tom Ward, seconded by George Patten, designating Sun National Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2010. A roll call vote was taken.

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

A resolution was offered by Doug Howlett, seconded by George Patten, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2010. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Harry Carter, appointing Robert A. Hulsart and Company, District Auditor for the year 2010. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Harry Carter, appointing Joseph D. Youssouf Board Attorney for the year 2010. A roll call vote was taken.

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

Joe read the resolution adopting a temporary Budget for the year 2010. This temporary Budget runs from January 1, 2010 thru March 1, 2010 and is for 14% of the operating Budget of 2009, or \$111,720.00. This resolution was adopted at the January 2010 meeting.

Joe also read the new Fire Protection Agreement with the Howell Township Fire Company #1, aka, The Adelphia Fire Company. Both Parties need to sign this agreement for it to take affect.

Joe asked Frank for the Election results for the record. Frank said the Election results were as follows, Harry Carter, 64 votes, Tom Ward, 56 votes, Chris Estevez, 1 vote, Budget Yes, 52 votes, and Budget No, 19 votes. Frank certified the Election results and sent them to both the State of New Jersey and the Township of Howell. These were both completed on February 22, 2010.

A motion was made by George Patten and seconded by Tom Ward; to approve the minutes of the last meeting held on February 1, 2010, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
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2784	A11-1	Frank Biddle, III	251.29
2785	A11-1	Tom Hubert	200.00
2786	A11-1	Brian Prochnow	200.00
2787	A11-1	Robert Tice	200.00
2788	A12-2	Liberty Mutual Insurance Group	21,075.00
2789	A12-3	Allied Diesel Service	924.75
2790	A12-3	Brice's Auto Supply, Inc.	377.54
2791	A12-3	Edwards Tire Company, Inc.	29.95
2792	A12-3	Electronic Measurement Labs, Inc.	170.00
2793	A12-3	Pine Belt	882.11
2794	A12-3	Ramco	552.93
2795	A12-6	Kempton Flags	552.00
2796	A12-6	Pedroni Fuel Co.	498.76
2797	A12-7	Robert Tice (for FDIC 2010)	1,157.60
2798	A12-8	Amerigas	4,668.78
2799	A12-8	JCP&L	1,701.54
2800	A12-8	N. J. Natural Gas	1,578.83
2801	A12-8	N. J. American Water	644.63
2802	A12-8	Verizon	285.22
2803	A12-8	Verizon Wireless	529.40
2804	A12-9	N. J. American Water	10,885.94
2805	A12-10	Electronic Measurement Labs, Inc.	1,188.00
2806	A12-10	EMR Power Systems, LLC.	649.00
2807	A12-10	Freehold Cartage	118.90
2808	A12-10	Sakoutis Brothers Disposal	75.00
2809	A12-13	Fire Hooks Unlimited, Inc.	1,260.00
2810	A12-4	Jack A. Purvis, AIA.	1,270.00
2811	A11-1	Roy Press, Inc.	405.00
Electronic	A9-1	Payroll by Paychex (for 2-28-10)	2,784.23
Electronic	A9-1	Tax Pay by Paychex (for 2-28-10)	544.34
Electronic	A9-1	Paychex Fees (deducted 3-10-10)	99.29
Electronic	A9-1	February 2010 N. J. Pension Payment	159.30
		Total all Accounts	\$55,919.33
		The following was from monies set aside from previous years	
Electronic	A9-1	Employer contribution for all years in PERS	2,757.00
		Grand Total	\$58,676.33

Frank said that he expects a bill from the Public Employee's Retirement System for the Annual Employer's Appropriation. We have not received a bill for our portion of the Pension since we joined. This bill should show up before the end of March and Frank would like to pay it and add it to tonight's bills. Frank said that he is not sure about the amount of this bill.

A resolution of the Board of Fire Commissioners of District 2, Howell Township was passed authorizing the payment of vouchers, including the Employer's Annual Pension Payment. 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 two returned LOSAP surrender checks from VALIC. These checks were from the accounts of Jim Archinaco and Becky Morone. The checks, in the amounts of \$5,485.50 and \$5,533.96, were received and deposited on February 13, 2010. We received the payment vouchers, from the Township of Howell, for the four 2010 Fire Taxes. George signed these vouchers and returned them to the Township of Howell on February 27, 2010. We received several Workers' Compensation Insurance fliers for changing our policy to another company. These fliers will be put on file.

We received the minutes from the New Jersey State Association of Fire Districts meeting, which was held on December 5, 2009. We also received the meeting notice for the March 6, 2010 meeting, to be held at our Route 33 Fire Station at 9:30 AM. We received a statement from Sound Billing, Jiffy Lube, for \$36.87. They stated that we had an overpayment credit of \$73.43 and wanted to know if they could take the \$36.87 from the credit. George sent this invoice back authorizing the use of the credit for this bill. We received a request from ESI Equipment, to start sending invoices by e-mail. The Board was in agreement with this and Frank will e-mail ESI the information they need.

Chief's Report

Chief Jason Howlett read his incident report for the month of February, 2010. Jason said that would like to donate some of the Rehab equipment to the Howell First Aid, 19-21. The Chief's will make a list of the equipment and present it to the Board for their approval at the next meeting. The Chief's would like to purchase the following items,

- 1) 2 EMS Bags from Galls for a total of \$238.00
- 2) 8 Ex-Chief's helmet frontals for a total of \$304.00
- 3) 2, 20 pound Fire Extinguishers with outdoor cabinets from Jersey Coast Fire Equipment Company for a total of \$296.00.

The Fire Extinguishers are for mounting at the fuel tanks at both Fire Stations. A resolution was offered by Tom Ward and seconded by Doug Howlett, granting the Chief's request. A roll call vote was taken.

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

The Chief's asked the Board to approve the annual respirator Fit Tests for both interior and exterior Firefighters. There are times when the conditions outside the burning structure are just as bad as the inside. After some discussion, a motion was made by Tom Ward and seconded by Harry Carter, to have both interior and exterior Firefighters fit tested at the end of the year. Motion passed.

The Chief's stated that the State Contract for Turnout Gear was extended and now was a good time to purchase some additional gear. After some discussion, it was decided to not order any more Turnout gear for we do not know what sizes we will need in the future. The Chief's said that Bosco is going to put a list together on what items we need at the 2 Fire Stations. These items would be Right to Know and safety things. The Knox Box in Chief's car 2-66 is being sent out for repair.

Committees

Frank said that the Executive Board meeting from February 25, 2010 was cancelled due to weather. Frank said that 19-2-93 came back from Allied Diesel, where they completed a brake job. The brakes are working a lot better. 19-2-74 has also returned from Allied, where they serviced it, checked the brakes and flushed the cooling system. Frank said that the passenger side mirror was replaced on 19-2-78 last week. The mirror was broken off the truck on a stormy night last week.

Old Business

We asked 4 Lawn Service Companies for a quote on the care of the property at the Route 33 Fire Station. Two of the Companies did not submit a quote, Down to Earth and Brickman. The two quotes which we did receive were from Steve's Lawn Care and G & L Lawn Service. After a comparison was completed, it was decided that G & L Lawn Service would be the lowest bidder overall. A resolution was offered by George Patten and seconded by Harry Carter, awarding a contract to G & L Lawn Service for the 2010 season. A roll call vote was taken.

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

George read a list of the things which BurMarc said they will still repair at the New Fire Station.

New Business

George said that the books were at the Auditors, and there were eight items that they would like more information on.

We have received a contract from Fail Safe Fire Hose Testing for the testing of our hose in 2010. The estimate is based on the total amount of hose which was tested last year. This year's estimate

is for \$3,087.48. A resolution was offered by Tom Ward and seconded by Doug Howlett, awarding a contract to Fail Safe for this year hose testing. A roll call vote was taken.

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

We received a Service Contract from EMR Power Systems, for the year-round maintenance and service of our Emergency Generators. The total price for this year's contract would be \$1,150.00, this includes both Emergency Generators. A resolution was offered by George Patten and seconded by Frank Biddle III, awarding a contract to EMR Power Systems for 2010. A roll call vote was taken.

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

We received a quote from Underwriters Laboratories for the annual Aerial and Ground Ladder testing. This quote is for \$1,075.00 for the Aerial Truck and \$2.50 pre foot for Ground Ladders. A resolution was offered by Tom Ward and seconded by George Patten, awarding this annual testing to Underwriters Laboratories. A roll call vote was taken.

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

Harry said that he would like to schedule the Firefighters Physicals for May or June of this year with Access Health. This is the same Company which we used last year. A resolution was offered by George Patten and seconded by Doug Howlett, awarding this contract to Access Health for 2010. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:43 PM.