

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

March 7, 2011

REORGANIZATION 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, 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 Commissioner George Patten. A motion was made by Doug Howlett and seconded by Tom Ward, appointing the positions for 2011 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, Executive Board Alternate Representative – Thomas Ward. Motion passed. At this time, Chairman Pro-Temp, Joe Youssouf, turned the meeting over to Chairman Harry Carter.

Chairman Carter introduced Jack Purvis, AIA and Philip Eager, PE to the Board. Mr. Eager is the President of OMEGA Engineering of New Jersey, the company that designed the heating system at the Route 33 Fire Station. Both Mr. Purvis and Mr. Eager answered questions on the reasons for the temperature differences in the hallway. Each Board member spoke on things which could be done to remedy the problems. George has been keeping track of the differences in the temperature setting and the actual temperature in the Radio Room. The Radio Room thermostat controls the temperature in the hallways. It was decided that for now we would mount 2 thermometers in the hallway, one low and one high, to see what the temperatures actually are. We will monitor these thermometers and report back on the results at the next meeting. Chairman Carter thanked both Mr. Purvis and Mr. Eager for their attendance and told them that we would let them know the results. Chairman Carter asked Mr. Youssouf to finish up with his legal report at this time.

Mr. Youssouf passed out several resolutions for the Board to act on at this time. Joe read each resolution and the Board passed them as follows.

A resolution was offered by Harry Carter, seconded by Doug Howlett, scheduling the meeting dates for the year 2011-2012 as follows: April 4, May 2, June 6, July 13, August 1, September 14, October 3, November 7, December 5, January 2, February 6, and March 5, 2012 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 George Patten, seconded by Harry Carter, designating Sun National Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2011. 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 Tom Ward, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2011. 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 Doug Howlett, appointing Robert A. Hulsart and Company, District Auditor for the year 2011. 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 Harry Carter, seconded by George Patten, appointing Joseph D. Youssouf Board Attorney for the year 2011. A roll call vote was taken.

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

Joe handed out an addition resolution which authorizes the sale of the old 19-2-75, a 1982 Mack CF pumper. Bids would be received at 8:00 PM on April 4, 2011 at the start of the Boards next

meeting. This resolution was offered by George Patten and seconded by Tom Ward. A roll call vote was taken.

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

Joe handed out a new Fire Protection Agreement, between the Fire Company and the Board, for both parties to sign and date. Joe also handed out a Professional Services Agreement between Joseph D. Youssef and the Board of Fire Commissioners, Howell Twp. Dist.2. This Agreement was signed by Chainman Carter, Clerk Biddle and Mr. Youssef.

A motion was made by Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on February 7, 2011, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3145	A11-1	Frank Biddle III	280.30
3146	A11-1	Tom Hubert	200.00
3147	A11-1	Brian Prochnow	200.00
3148	A11-1	Bob Tice	200.00
3149	A11-1	Roy Press Printers	405.00
3150	A11-2	Grainger	267.12
3151	A12-2	Liberty Mutual Ins. Group	19,881.00
3152	A12-3	A. R. Communications	774.00
3153	A12-3	Big Bill's Welding, LLC	2,475.00
3154	A12-3	Cooper Electric Supply Co.	303.43
3155	A12-3	Minerva Cleaners	526.50
3156	A12-3	M & W Communications, Inc.	656.40
3157	A12-3	MyFleetCenter.Com	154.71
3158	A12-3	Pine Belt	790.14
3159	A12-3	RSI-Fire	2,916.00
3160	A12-3	Trius, Inc.	4,739.00
3161	A12-4	Family Practice of Central Jersey, OHS	130.00
3162	A12-6	Pedroni Fuel Co.	1,724.49
3163	A12-7	Jane Beckenstein	50.00
3164	A12-7	Daniel Roth	50.00
3165	A12-7	Community Safety Consultants	652.00
3166	A12-8	JCP&L	1,603.39
3167	A12-8	N. J. American Water	308.75
3168	A12-8	N. J. Natural Gas	1,493.43
3169	A12-8	Verizon	312.44

3170	A12-8	Verizon Communications	62.97
3171	A12-8	Verizon Wireless	556.24
3172	A12-9	N. J. American Water	6,605.01
3173	A12-9	N. J. American Water	5,694.78
3174	A12-10	EMR Power Systems, LLC	666.19
3175	A12-10	Freehold Cartage, Inc.	118.90
3176	A12-10	Sakoutis Brothers Disposal	75.00
3177	A12-10	Shore Business Solutions	220.00
3178	A12-10	Tri Air Testing, Inc.	383.60
3179	A12-7	Jason Howlett	420.00
3180	A12-7	William Patelis	420.00
3181	A12-7	Brian Prochnow	420.00
3182	A12-7	Robert Tice	420.00
Electronic	A9-1	Payroll by Paychex (for 02-28-11)	2,966.88
Electronic	A9-1	Tax pay by Paychex (for 02-28-11)	523.17
Electronic	A9-1	Paychex Fees (deducted 03-10-11)	102.08
Electronic	A9-1	February 2011 N. J. Pension Payment	159.30
		Sub Total	\$60,907.22
		The Following is from the Construction Fund	
5624	E-9	Precision Analytical Services	75.00
		Total all Accounts	\$60,982.22

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 Tom Ward, 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 a letter from the New Jersey Motor Vehicle Commission stating that there are new password requirements when logging into the CAIR system. We also received a report of all the abstract retrievals for the month of January, 2011. We received a Fire Alarm Inspection Service Report for the inspection completed on February 16, 2011 at the Route 33 Fire Station. We received a copy of a resolution, from the Township of Howell, authorizing the return of our unused Engineering Escrow Monies. The balance in the Engineering Escrow Account is \$2,489.87.

We received the minutes from the New Jersey Association of Fire Districts meeting, which was held on December 4, 2010. We received two Certificate of Compliance letters from the

Monmouth County Board of Health. These are for our water system and our sewage disposal system at the Route 33 Fire Station.

We received the completed Audit, from Robert A. Hulsart and Company. Robert A. Hulsart and Company does not recommend any changes to the practices the Board uses. We received two service reports from EMR Power Systems for the Major Services completed on our two emergency generators. George sent a fax to N. J. American Water with a list of all known Fire Hydrants with missing flags. N. J. American Water faxed George with the information about the Fire Hydrant fee increase effective January 1, 2011. We received four vouchers from the Township of Howell, for the 2011 fire tax payments. George signed the vouchers and returned them to the Township. We received the 2011 approved adopted budget back from the State of New Jersey.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of February, 2011. Brian asked if the Board could give the meal money to the four Firefighters before they leave for the FDIC in two weeks. After some discussion, a resolution was offered by Frank Biddle III and seconded by George Patten, to forward the meal money to the four Firefighters before they leave for Indianapolis. The total for each Firefighter would be \$420.00, and would be included in tonight's bills. A roll call vote was taken.

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

Brian stated that some of the Mutual Aid Fire Companies have requested that any of our members who respond to their Districts should be clean shaven. This would include any Driver's of the Fire Apparatus. Brian said that all of our members should keep their faces in the same condition as when they are fit tested. Tom said that the Officers should take care of this in the Fire Company's SOP's. A lot of discussion followed on this matter. Harry said that we should put the State Mandate in the SOP's.

Brian asked to purchase three sets of jumper cables for the Chief's cars and a jump pack for the new 19-2-75. A resolution was offered by Doug Howlett and seconded by Tom Ward, to have Frank purchase the three jumper cable sets and the jump pack from Brice's Auto Supply. A roll call vote was taken.

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

Captain Mike Banasz asked about the purchase of the New Chief's Suburban. After a brief discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, to advertise the notice to bidders and receive bids on April 12, 2011 at 4:00 PM at the Route 33 Fire Station. A roll call vote was taken.

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

Committees

Frank gave a report on the Executive Board Meeting which was held on February 24, 2011. Frank said that a communications committee is being formed and the first meeting will be March 16, 2011 at Howell Police Headquarters. The purpose of this committee is to try and prepare for the FCC Narrowbanding, which is mandated as of January 1, 2013. Frank said that we should have someone sit on this committee to keep us informed. Harry Carter said that he would be our representative on this committee and will be at the March 16, 2011 meeting.

Frank gave a report on the trucks as follows.

- 1) The snow plow has been installed on 19-2-88.
- 2) Frank would like to swap the rear tire on the two Mack Pumpers. The tires on the old 19-2-75 are new and the tires on 19-2-76 should be replaced.
- 3) All six tires on 19-2-85 need replacing.
- 4) The shop vac is missing from the Route 33 Fire Station.
- 5) We need to set up annual testing of the Aerial and ground ladders.
- 6) We should install a wireless headset in the new 19-2-75.
- 7) All three Chief's cars were serviced in February.

After some discussion, a resolution was offered by George Patten and seconded by Tom Ward for the following items.

- 1) Swap the rear tires on the Macks at Edwards Tire.
- 2) Replace all six tires on 19-2-85 at Edwards Tire.
- 3) Purchase a new wireless headset for 19-2-75.
- 4) Have the Aerial and the Ground Ladders tested by Underwriters Laboratories.

A roll call vote was taken.

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

Old Business

George said that the water at the Route 33 Fire Station has passed the certification. You can now drink from the water fountain.

Tom said that he looked in the attic after last meeting and he thinks that some gaps between the block walls need to be filled with insulation to stop the wind from blowing snow in. Tom said that he would install the insulation if approved. A resolution was offered by Harry Carter and seconded by Doug Howlett, to have Tom purchase what he needs to complete the job. Both Harry and Doug also asked Tom to purchase two thermometers for the hallway, a wireless doorbell for the front door and a mailbox for the rear entrance. A roll call vote was taken.

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

Frank asked what we need to act on the hose testing. Joe said that we need two more prices because of the cost of the hose testing. Joe said that we would also need two more prices in order to act on the lawn care contract.

New Business

George said that we received a Galls bill that does not make much sense. He asked if anyone know what we are being billed for and no one knew. He said that he would call them to get an answer.

George said that the Auditor will return our books soon and that everything looks good.

Frank said that we received a quote to have some White Pine trees planted along to north property line at the Route 33 Fire Station. The price for these 6 to 7 foot trees including delivery and installation is \$94.00 each from McLaughlin Tree Farm. A resolution was offered by Harry Carter and seconded by Doug Howlett, to have up to 26 trees planted along the north side of the property. A roll call vote was taken.

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

Frank said that we received a letter from Fire District #1 of the Township of Ocean, stating that they are interested in the Sierra Precision Booster Pump that we removed from 19-2-85. After a brief discussion, a motion was made by George Patten and seconded by Harry Carter, to sell the Sierra Booster for \$100.00 to Fire District #1, Ocean Township. Motion passed.

Frank gave the results from the election, which was held on February 19, 2011. Frank said that, including the absentee ballots, George Patten received 50 votes and no other votes were cast for the position of Commissioner. Frank said that, including the absentee ballots, the budget passed by a vote of 48 for and 20 against.

Frank said that he received some prices for some audio and video equipment for the meeting room at the Route 33 Fire Station. After some discussion, it was decided to table this until we see if there is any money left in the training budget later this year.

Frank asked about purchasing a dedicated laptop and the software to program the entrance doors at both Fire Stations. This decision was also tabled till a later date.

George said that all of the Commissioners have had funds deducted from their checks, from 2006, that the IRS has not taken for Social Security and Medicare. George said that we have tried

several times to get the funds to where they belong, and no one seems to want it. George said that we should give the funds back to each Commissioner. A resolution was offered by George Patten and seconded by Tom Ward, authorizing the return of these funds to each Commissioner. A roll call vote was taken.

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

Chris Pujat said that we have two OPTICOM 792 heads that we no longer use or need. These heads could be used by another Fire Company and we should declare them as excess equipment. A resolution was offered by Tom Ward and seconded by Doug Howlett, declaring these heads as excess equipment. 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 10:44 PM.