

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

March 5, 2012

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 8:01 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 Frank Biddle III and Doug Howlett. A motion was made by Doug Howlett and seconded by Tom Ward, appointing the positions for 2012 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 told Joe to finish his Legal portion of the meeting 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 George Patten, seconded by Tom Ward, scheduling the meeting dates for the year 2012-2013 as follows: April 2, May 7, June 4, July 2, August 6, September 10, October 1, November 5, December 3, January 7, February 4, and March 4, 2013, 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 Doug Howlett, designating Sun National Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2012. 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 2012. 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 2012. 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. Youssof Board Attorney for the year 2012. 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. The Board wanted some changes to this contract and Joe will bring the revised version back at the April 2, 2012 meeting. Joe also handed out a Professional Services Agreement between Joseph D. Youssof and the Board of Fire Commissioners, Howell Twp. Dist.2. This Agreement was signed by Chainman Carter, Clerk Biddle and Mr. Youssof. Copies will be on file and attached to these minutes.

Joe again reminded the Board that they are required by State Law to have a Web Site up and running before the end of the 2012 year. Joe said that several neighboring Districts have hired an IT person to set this up and update it each month. Joe said that Peter Hall has been hired by a few Districts and Joe thinks that he would be interested in the job. The Board asked Joe to invite Mr. Hall to the April 2, 2012 meeting, so they could interview him. Joe said that he would.

Joe asked Frank to give the Election results at this time. Frank said that the results were as follows,

- 1) Frank Biddle III 43 votes.
- 2) Doug Howlett 39 votes.
- 3) Shyamal Joshi 2 votes.
- 4) Budget Yes 40 votes.
- 5) Budget No 14 votes.

Frank said that he certified the election results and sent them to both the State of New Jersey and the Township of Howell on the night of the election.

A motion was made by George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on February 6, 2012, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3540	A11-1	Frank Biddle, III	293.38
3541	A11-1	Jeffery DiGraitis	200.00
3542	A11-1	Tom Hubert	200.00
3543	A11-1	Robert Tice	200.00
3544	A11-1	Roy Press Printers	425.00
3545	A12-2	Liberty Mutual Insurance Group	25,099.00
3546	A12-3	Brice's Auto Supply, Inc.	90.31
3547	A12-3	My Fleet Center.Com	73.71
3548	A12-3	New Jersey Emergency Vehicles	816.46
3549	A12-6	Pedroni Fuel Co.	1,114.24
3550	A12-7	Robert Tice	1,877.40
3551	A12-8	Amerigas	3,228.18
3552	A12-8	JCP&L	1,533.26
3553	A12-8	N. J. American Water	132.76
3554	A12-8	N. J. Natural Gas	960.81
3555	A12-8	Verizon	321.05
3556	A12-8	Verizon Communications	58.98
3557	A12-8	Verizon Wireless	533.42
3558	A12-9	N. J. American Water	6,605.01
3559	A12-9	N. J. American Water	5,733.52
3560	A12-10	EMR Power Systems, LLC	725.01
3561	A12-10	Freehold Cartage, Inc.	118.90
3562	A12-10	Sakoutis Brothers Disposal	75.00
3565	A12-3	Electronic Measurement Labs, Inc.	135.00
3566	A12-3	Signal Control Products, Inc.	85.00
3567	A12-3	Electronic Measurement Labs, Inc.	960.00
Electronic	A9-1	Payroll by Paychex (for February, 2012)	2,944.83
Electronic	A9-1	Tax Pay by Paychex (for February, 2012)	518.22

Electronic	A9-1	Paychex Fee (deducted 03-12-12)	106.67
Electronic	A9-1	February 2012 N. J. Pension Payment	186.30
		Total	\$55,351.42

The following vouchers are being paid from Insurance money received on claims made in 2011. These payments are not part of the Fire District Budget.

3563	A12-3	Howell Township Fire Company #1	3,159.00
3564	A12-3	Oceanside Service, Inc.	4,981.00
		Insurance claims	\$8,140.00
		Grand total	\$63,491.42

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 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 Fire Alarm Inspection Report, from Complete Security Systems, for the inspection completed on the fire alarm system at the Route 33 Fire Station on March 5, 2012. We received a letter, from Glatfelter Claims Management, stating that the Boards insurance coverage does not include the damages to the OPTICOM System components damaged in motor vehicle accidents. The Board would have to file a claim with the Parties involved in the accidents in order to get reimbursed for any damages.

We received the minutes from the December 3, 2011 New Jersey State association of Fire Districts meeting. We received an Affidavit of Publication, from the Asbury Park Press, for the publication of the Boards 2012 Budget Adoption and Annual Referendum. We received two Service Reports, from EMR Power Systems, for the two major services on our Emergency Generators. These were completed on February 21, 2012.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of February 2012. The Chief's asked to purchase the following items.

- 1) Upgrade lighting on 19-2-96, including emergency and work lights. \$12,581.54 from East Coast Emergency Lighting.

- 2) Upgrade emergency lighting on 19-2-90. \$2,315.06 from East Coast Emergency Lighting.
- 3) Install new light bar on 2002 Suburban. \$2,740.62 from East Coast Emergency Lighting.
- 4) Have brackets made up and welded on the tank of 19-2-96 for the installation of water level tank lights.

All East Coast Emergency Lighting Quotes are on State Contract #A74184, this includes labor. A resolution was offered by George Patten, and seconded by Tom Ward, to purchase these items. A roll call vote was taken.

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

The Chief said that the next Communications Committee meeting, with the Township of Howell, is set for March 19, 2012. Chief Prochnow also said that the new Township Radio Repair Company found a problem during last weeks testing. This might help us with our pager issues.

Committees

Frank gave a report on the Executive Board meeting, which was held on February 23, 2012. Frank also gave a report on the trucks as follows.

- 1) New speedometer was ordered for 19-2-90.
- 2) New pump shift motor was ordered for 19-2-76. This truck will have to go up to Campbell Supply to be repaired. They will also repair the water leak behind the pump panel and the sending unit for the water tank lights.
- 3) All the new ICC lights have been replaced on 19-2-90.
- 4) The new Piston Intake Valve was ordered for 19-2-74.
- 5) The driver's seat foam was ordered for the 2002 Suburban. We will send the vehicle to G's Auto Interior for completion as soon as the seat cushion comes in.
- 6) Campbell Supply will be performing a recall on 19-2-75 this week.

Old Business

George gave a short report on LOSAP. George said that four of the members that were dropped at the end of 2011 were not vested in the LOSAP Program. George asked the Board's permission to retrieve these individuals' monies. A motion was made by Frank Biddle and seconded by Tom Ward, giving permission to George to retrieve these funds. Motion passed.

George said that he has been in contact with New Jersey Natural Gas about hooking up the Route 33 Fire Station to natural gas. They said that they are able to hook us up and would give us a price. George said that they still have not said what the price would be, but estimated it to be around \$5,000.00. N. J. Natural Gas said that we would most likely save the cost of installation in the first year. George said that he has told Amerigas not to automatically fill the tanks at the Route 33 Fire Station after the February, 2012 delivery.

Harry gave an update on the subject of downed power wires. The Chief's said that they will update the GOG's to include how to handle downed power wires.

New Business

George said that Complete Security Systems were at the Route 33 Fire Station today and performed the annual fire alarm inspection. George said that he has been in contact with the Insurance Company and is waiting for the check, so he can give it to Barbara Reed. George also said that he has a meeting tomorrow, March 6, 2012, at the Route 524 Fire Station, with the Auditor. George said that the telephone system, at the Route 33 Fire Station, has been repaired again.

George Gravatt said that he has found the problem with the driveway lights at the Route 33 Fire Station, and why they keep blowing out. He said that the problem is with the timers and when they start coming on they are supplying the wrong voltage. George said that he can fix the problem by adding 2 relays and it would take about 3 hours of his time. The relays cost \$85.00 each and George's hourly rate is \$65.00. A resolution was offered by Tom Ward, and seconded by Frank Biddle, to hire George Gravatt to repair the lighting problem. 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 contract, from Complete Security Systems, for the Fire Alarm System at the Route 524 Fire Station. This contract's term is for 3 years, and costs \$348.00 annually. A resolution was offered by George Patten, and seconded by Harry Carter, to enter into this contract with Complete Security Systems. 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 need to ask on the Lawn Care Contract for the Route 33 Fire Station. Frank said that we have already received one price from G & L Lawn Service. This is the company that we have been using since we built the New fire Station. Tom said that he has called a few other Lawn Service Companies, but none have called back. A resolution was offered by Harry Carter, and seconded by Doug Howlett, to award the lawn care contract for 2012 to G & L Lawn Service. 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 contract, from Fail Safe Testing, for the annual testing of our fire hose. The cost for the testing is &0.22 per foot. Frank said that he asked Underwriters Laboratories about hose testing and they said that they do not test fire hose. Frank said that he also asked TASC Fire Apparatus about hose testing and they said the same. A resolution was offered by Tom Ward,

and seconded by Harry Carter, to award the fire hose testing for 2012 to Fail Safe Testing. 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 9:35 PM.