

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

March 3, 2014

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.

The regular meeting agenda was changed due to the process of re-organization.

Legal

Joe asked Frank to read the Election Results from the February 15, 2014 District Election. Frank read the results as follows,

	Walk in Voters	
George Patten		38 votes
Budget Yes		35 votes
Budget No		5 votes
	Absentee Voters	
George Patten		0 votes
Budget Yes		0 votes
Budget No		0 votes
	Total Election Results	
George Patten		38 votes
Budget Yes		35 votes
Budget No		5 votes

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. Joe said that it was time for the re-organization of the Board of Fire Commissioners of Howell District #2. A motion was made by George Patten and seconded by Tom Ward, to retain all positions as last year. Motion passed. Following is a list of all positions.

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.

Chairman Pro-Temp Youssouf turned the meeting over to Chairman Carter at this time.

Chairman Carter asked 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 Harry Carter, scheduling the meeting dates for the year 2014-2015 as follows: April 7, May 5, June 2, July 7, August 4, September 8, October 6, November 3, December 1, January 5, February 2, and March 2, 2015, 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 Doug Howlett, designating Investors Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2014. 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 2014. 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 Doug Howlett, appointing Robert A. Hulsart and Company, District Auditor for the year 2014. 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 2014. 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 copies of the resolution Adopting a Temporary Budget for the year 2014. This resolution was approved at the January 2014 meeting.

This concluded the Legal portion of tonight's meeting.

Chairman Carter returned to the regular meeting agenda at this time.

A motion was made by Tom Ward and seconded by George Patten; to approve the minutes of the last meeting held on February 3, 2014, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1203	A11-1	Frank E. Biddle, III	351.13
1204	A11-1	Jeffery Digratis	200.00
1205	A11-1	Tom Hubert	200.00
1206	A11-1	Brian Prochnow	200.00
1207	A11-1	Roy Press Printers	443.50
1208	A11-2	Farmingdale Printing	85.00
1209	A12-2	Liberty Mutual Ins. Group	31,447.00
1210	A12-3	Allied Diesel Service Corp.	379.90
1211	A12-3	A. R. Communications	534.46
1212	A12-3	East Coast Emergency Lighting, Inc.	130.20
1213	A12-3	G & W Electric Company, Inc.	175.00
1214	A12-3	Minerva Cleaners	300.00
1215	A12-3	N. J. Emergency Vehicles	475.00
1216	A12-4	CNP Fittest of New Jersey, LLC	175.00
1217	A12-4	NetLink	199.00
1218	A12-6	ESI Equipment, Inc.	479.70
1219	A12-6	Pedroni Fuel Co.	825.69
1220	A12-7	Community Safety Consultants	1,070.00
1221	A12-7	ESI Equipment, Inc.	490.00
1222	A12-8	JCP&L	1,402.60
1223	A12-8	N. J. American Water	169.40
1224	A12-8	N. J. Natural Gas	3,324.97
1225	A12-8	Verizon	370.41
1226	A12-8	Verizon Communications	61.98
1227	A12-8	Verizon Wireless	575.19

1228	A12-9	N. J. American Water	6,670.80
1229	A12-9	N. J. American Water	6,495.58
1230	A12-10	Continental Fire & Safety, Inc.	1,755.00
1231	A12-10	Complete Security Systems, Inc.	56.00
1232	A12-10	EMR Power Systems, LLC	692.01
1233	A12-10	Freehold Cartage, Inc.	118.90
1234	A12-10	Jersey Coast Fire Equipment, Inc.	144.00
1235	A12-10	Sakoutis Brothers Disposal	75.00
1236	A12-7	Daniel Andrus	420.00
1237	A12-7	Gregory Player	300.00
1238	A12-7	Michael Hubert	420.00
1239	A12-7	Christopher Marron	420.00
1240	A12-7	Bob Tice	420.00
1241	A12-7	Thomas Ward	420.00
Electronic	A9-1	Payroll by Paychex (for February 2014)	2,875.77
Electronic	A9-1	Tax Pay by Paychex (for February 2014)	579.72
Electronic	A9-1	Paychex Fee (deducted 03-10-14)	116.05
Electronic	A9-1	February 2014 N. J. Pension Payment	193.86
Total			\$66,237.82

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 an alarm and detection equipment test report, from Complete Security Systems, for the alarm system test at the Route 33 Fire Station. This work was completed on January 31, 2014. We received two service reports, from EMR Power System, for the major services completed on our two Emergency Generators. This work was completed on February 5, 2014.

Chief's Report

Chief Bob Tice gave his incident report for the month of February, 2014. The Chief would like to purchase the following items.

1) Four (4) Motorola 1250 Portable Radios for mounting in 19-2-99 from M & W Communications for a total of \$2,832.00.

2) Eight (8) Motorola Speaker Mics from M & W Communications for a total of \$496.80.

3) Three (3) Motorola Vehicle Chargers including installation in 19-2-99 from A. R. Communications for a total of \$522.00.

4) Five (5) Motorola Minitor 6 Pagers with standard chargers from A. R. Communications for a total \$2,135.00.

5) Two (2) Bullard Eclipse Powerhouse Truck Mount Chargers from Continental Fire & Safety for a total of \$935.54.

6) One (1) Purchase and install a custom bulkhead in 19-2-99 from Monmouth Truck Equipment for a total of \$589.00.

A resolution was offered by George Patten and seconded by Harry Carter, granting the Chief's purchase requests. A roll call vote was taken.

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

Chief Tice said that he had six (6) members attending the FDIC in Indianapolis. In the past each member received funds to pay for meals. After some discussion, a resolution was offered by Doug Howlett and seconded by Tom Ward, to give each member a Per Diem of \$60.00 per day for the FDIC. Five (5) members are attending for seven (7) days, \$420.00 each, and one (1) member is attending for five (5) days, \$300.00. 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 27, 2014. Frank also gave a report on the trucks as follows.

1) Art replaced the batteries on 19-2-74 and also repaired the charger,

2) The house air compressor at the Route 33 Fire Station has been repaired.

3) All repairs have been made to 19-2-67's vehicle after the deer strike,

Old Business

Chief Tice asked if it would be possible to install a roof on the old propane storage enclosure at the Route 33 Fire Station. This enclosure is no longer used, since the switch to Natural Gas. Bob said that the area could be used for storage and also for training. Lots of discussion followed with no decision being made.

New Business

Frank said that the Knox Box Decoder in 19-2-68's vehicle is not working. This decoder is the old style and no longer available. We will need to purchase a new one after we order the approved new Chief's Command Vehicle. We can install this new decoder in the old vehicle until the new vehicle is ordered. A resolution was offered by Harry Carter and seconded by Doug Howlett, to purchase this new decoder from the Knox Company for \$751.00. 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 the hot water heater for the kitchen at the Route 33 Fire Station is not working. After some discussion, a resolution was made by Harry carter and seconded by George Patten, to have Breeze Mechanical come out and repair the hot water heater. 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 it is time for the Annual Firefighter Physicals. Harry said that we have been happy with the work that Access Health has done for us in the past few years and that we should sign them up for this year's physicals starting on June 25, 2014. A resolution was offered by Harry carter and seconded by George Patten, to have Access Health perform the Annual Firefighter Physicals. 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 have run out of salt for the walkways at both Fire Stations. At this time we cannot find any to purchase. Frank said that we should purchase a pallet of salt as soon as it becomes available. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase a pallet of salt from the lowest vendor when it becomes available. A roll call vote was taken.

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

George said that three (3) Firefighters have left the Fire Company before they were vested in the LOSAP program. George would like to retrieve their funds from VALIC. A resolution was offered by Frank Biddle and seconded by Tom Ward, to retrieve these LOSAP funds. 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 for the testing of our fire hose. This contract is for \$3,303.52 and is based on last year's total feet of hose. A resolution was offered by Tom Ward and seconded by Harry Carter, to enter into this contract with Fail Safe. 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 9:25 PM.