

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

**March 6, 2017**

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 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 meeting agenda has been changed due to the February 18, 2017 Fire District Election.

Joe asked Frank to read the Election Results from the February 18, 2017 District Election. Frank read the results as follows,

|               |                        |          |
|---------------|------------------------|----------|
|               | Walk in Voters (47)    |          |
| George Patten |                        | 37 votes |
| Budget Yes    |                        | 42 votes |
| Budget No     |                        | 4 votes  |
|               | Absentee Voters (0)    |          |
| George Patten |                        | 0 votes  |
| Budget Yes    |                        | 0 votes  |
| Budget No     |                        | 0 votes  |
|               | Total Election Results |          |
|               | Total Voters (47)      |          |
| George Patten |                        | 37 votes |
| Budget Yes    |                        | 42 votes |
| Budget No     |                        | 4 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 Doug Howlett, to retain all positions as last year. Motion passed 4 to 0. 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 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 Doug Howlett, seconded by Harry Carter, scheduling the meeting dates for the year 2017-2018 as follows: April 3, May 1, June 5, July 3, August 7, September 11, October 2, November 6, December 4, January 8, February 5, and March 5, 2018, 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      | absent |
| 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 2017. A roll call vote was taken.

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

A resolution was offered by Harry Carter, seconded by George Patten, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2017. A roll call vote was taken.

|                  |        |
|------------------|--------|
| Harry Carter     | yes    |
| George Patten    | yes    |
| Frank Biddle III | yes    |
| Thomas Ward      | absent |
| 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 2017. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Harry Carter, appointing Joseph D. Youssouf Esq., Board Attorney for the year 2017. A roll call vote was taken.

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

Joe passed out copies of a letter to Mr. Robert A. Hulsart, stating that as of the year ended December 31, 2016 the Howell Township Fire District #2 is not involved in any litigation of any nature whatsoever, neither as a party plaintiff nor party defendant.

Joe also passed out copies of the Professional Services Agreement for 2017, with Joseph D. Youssof, Esquire. This agreement was signed by Joe, Chairmen Carter and Clerk Biddle.

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 Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on February 6, 2017, motion carried.

The following Vouchers have been submitted for payment.

| <b>VOUCHER</b> | <b>LINE #</b> | <b>VENDOR</b>                          | <b>AMOUNT</b> |
|----------------|---------------|--|---------------|
| 2319           | A11-1         | Frank E. Biddle III                    | 316.77        |
| 2320           | A11-1         | Jeffrey DiGraitis                      | 200.00        |
| 2321           | A11-1         | Michael Hubert                         | 200.00        |
| 2322           | A11-1         | Carmelo LaMarca                        | 200.00        |
| 2323           | A11-1         | Roy Press Printers                     | 465.00        |
| 2324           | A12-2         | Liberty Mutual Insurance               | 43,887.00     |
| 2325           | A12-3         | Absolute Fire Protection Company, Inc. | 689.25        |
| 2326           | A12-3         | Brice's Auto Supply, Inc.              | 104.36        |
| 2327           | A12-3         | Clean Air Company, Inc.                | 1,289.60      |
| 2328           | A12-3         | FF1 Professional Safety Service        | 432.00        |
| 2329           | A12-3         | MyFleetCenter.com                      | 80.90         |
| 2330           | A12-3         | TASC Fire Apparatus, Inc.              | 134.63        |
| 2331           | A12-4         | Family Practice of CentraState         | 260.00        |
| 2332           | A12-4         | NetLink                                | 199.00        |
| 2333           | A12-7         | Dan Roth                               | 2,810.40      |
| 2334           | A12-8         | JCP&L                                  | 1,201.25      |
| 2335           | A12-8         | N. J. Natural Gas                      | 1,660.43      |
| 2336           | A12-8         | N. J. American Water                   | 142.84        |
| 2337           | A12-8         | Verizon                                | 384.68        |
| 2338           | A12-8         | Verizon Communications                 | 65.79         |
| 2339           | A12-8         | Verizon Wireless                       | 617.84        |

|            |        |  |             |
|------------|--------|--|-------------|
| 2340       | A12-9  | N. J. American Water                       | 6,900.30    |
| 2341       | A12-9  | N. J. American Water                       | 8,044.74    |
| 2342       | A12-10 | EMR Power Systems, Inc.                    | 665.11      |
| 2343       | A12-10 | Freehold Cartage, Inc.                     | 118.90      |
| 2344       | A12-10 | Sakoutis Brothers Disposal                 | 75.00       |
| 2345       | A12-6  | Pedroni Fuel Co.                           | 394.00      |
| 2346       | A12-10 | Jersey Coast Fire Equipment, Inc.          | 1,056.75    |
| Electronic | A9-1   | Payroll by Paychex ( for February 2017)    | 3,173.71    |
| Electronic | A9-1   | Tax Pay by Paychex (for February 2017)     | 679.84      |
| Electronic | A9-1   | Paychex Fee (deducted 03-10-17)            | 131.13      |
| Electronic | A9-1   | February 2017 Pension and Employers Annual | 4,421.15    |
| Total      |        |  | \$81,002.37 |

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 Doug Howlett, and a roll call vote was taken.

|                  |        |
|------------------|--------|
| Harry Carter     | yes    |
| George Patten    | yes    |
| Frank Biddle III | yes    |
| Thomas 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. We received a Management Representation Letter, from Robert A. Hulsart and Company, that needs to be signed and returned. George said that he has signed the letter and returned it to Mr. Hulsart. Copies will be filed with the 2016 Audit. We received a Fire Alarm Inspection Service Report, from Complete Security Systems, for the inspection of the system at the Route 33 Fire Station.

We received two Service Reports, from EMR Power System, for the two major services on our Emergency Generators. These major services were completed on March 6, 2017. We received a scheduling date, from Fail Safe Testing, for our annual fire hose testing. The date which they have set for this testing is July 28, 2017. We received a letter, from the New Jersey Motor Vehicle Commission, stating the we need to re-apply for the CAIR Program. This is something that the State needs us to complete each year so that we can complete Abstract Information Retrievals on member driver's licenses. Frank said that he would complete the application and return it to the State.

We received a Settlement Statement for the completion of the sale of the three acre piece of property to 999 Route 33 LLC. The date of this settlement was February 17, 2017. We received several communications, from Glatfelter Claims Management, in regards to the Firefighter injury at a fire on February 15, 2017.

## Chief's Report

Chief Michael Banasz gave his incident report for the month of February 2017. The Chief asked to purchase the following items.

- 1) Forty (40) Scott 5.5 SCBA Air-Pak Complete.
- 2) Forty (40) Scott 5.5 SCBA spare bottles.
- 3) Eleven (11) Scott AV-3000 medium Face pieces.
- 4) Nine (9) Scott AV-3000 small Face pieces.
- 5) Fifteen (15) Scott AV-3000 large Face pieces.
- 6) Twenty (20) Epic 3 Voice amplifiers.

All six items are on New Jersey State Contract # A80961 with Firefighter 1. The total for this purchase with Firefighter 1 is \$357,246.00. A resolution was offered by Harry Carter and seconded by George Patten, to purchase the new SCBA's and related items from Firefighter 1. A roll call vote was taken.

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

Chief Greg Player presented a quote, from Red NMX, for a new incident reporting system for the Officers to complete fire reports. The complete new system would cost \$17,650.00. After a long discussion, a resolution was offered by George Patten and seconded by Harry Carter, to advertise for bids for a Records Management System equal to the Red NMX system. A roll call vote was taken.

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

## Committees

There was no Executive Board meeting in February. The next meeting will be March 23, 2017.

Frank gave a report on the trucks as follows.

- 1) Underwriters Laboratories completed the retest on 19-2-90. Truck passed.
- 2) The 28' Ground Ladder off 19-2-90 has been repaired and is back in service.
- 3) Art made repairs to one of the 110 volt lights on 19-2-75.
- 4) Frank will be reprogramming the door locks to include two new members.
- 5) Frank took 19-2-88 to Jiffy Lube for service on March 1, 2017.
- 6) The New 19-2-85 was taken to Beacon Auto Body on March 1, 2017 to have a door replaced on warranty. Campbell Supply will have the door relettered after it is completed.
- 7) Clean Air made changes to the exhaust system for the New 19-2-85. They will need to come back and install a wireless system at the Route 524 Fire Station.

### **Old Business**

George said that we have received the insurance rider for the Fire Company Steak Bake on May 6, 2017. George also said that we will be getting a rider for the Wet Down on June 3, 2017.

We received a quote, from Glatfelter Specialty Benefits, to add a Burial and Cremation Benefit and also a Rehabilitation Benefit to our insurance policy. After some discussion, a motion was made by George Patten and seconded by Doug Howlett, to decline these additional benefits. Motion passed.

### **New Business**

We received a quote, from Clean Air Company, to install a wireless system on the Vehicle Exhaust System at the route 524 Fire Station. This new system is needed for the exhaust system to operate with the New 19-2-85. The quote is for \$516.11, but could be more depending on what equipment may be required. A resolution was offered by Doug Howlett and seconded by Harry Carter, to have Clean Air install the wireless system as needed. A roll call vote was taken.

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

We received a Service Agreement, from Sakoutis Brothers Disposal, for dumpster service at the Route 33 Fire Station. This new agreement would be for a two yard dumpster with once a week pickup for the same price as it has been for several years. The price would be \$75.00 a month and the contract would run for 60 months. A resolution was offered by Frank Biddle and seconded by Doug Howlett, to enter into this contract with Sakoutis Brothers Disposal. A roll call vote was taken.

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

We received a service agreement, from Continental Fire & Safety, for the care and service on our two Breathing Air Compressors. The cost for this agreement would be \$3,480.00. A resolution was offered by Harry Carter and seconded by Doug Howlett, to enter into this agreement with Continental. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:26 PM.