

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

March 4, 2019

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, Doug Howlett and Robert Tice 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 16, 2019 Fire District Election.

Joe asked Frank to read the Election Results from the February 16, 2019 District Election. Frank read the results as follows,

Walk in Voters (84, includes 2 provisional)

Harry R. Carter	91 votes
Robert P. Tice	106 votes
Thomas P. Ward	79 votes
Budget Yes	112 votes
Budget No	57 votes

Absentee Voters (includes 48 hour late absentees and the 2 provisional voters)

Harry R. Carter	67 votes
Robert P. Tice	49 votes
Thomas P. Ward	73 votes
Budget Yes	33 votes
Budget No	85 votes

Total Election Results

Harry R. Carter	158 votes
Robert P. Tice	155 votes
Thomas P. Ward	152 votes
Budget Yes	145 votes
Budget No	142 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 Harry R. Carter and newly elected Commissioner Robert P. Tice. 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 appoint the positions as listed below. Motion passed. Following is the list of all positions.

Chairman – Harry R. Carter, Vice-Chairman – Doug Howlett, Treasurer – George Patten, Clerk/Secretary – Frank E. Biddle III, Commissioner at Large – Robert P. Tice, Executive Board Representative – Robert P. Tice, Executive Board Alternate Representative – Frank E. Biddle III.

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 Robert Tice, seconded by Harry Carter, scheduling the meeting dates for the year 2019-2020 as follows: April 1, May 6, June 3, July 1, August 5, September 9, October 7, November 4, December 2, January 6, February 3, and March 2, 2020, 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
Doug Howlett	yes
Robert Tice	yes

A resolution was offered by Frank Biddle III, seconded by George Patten, designating Investors Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2019. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

A resolution was offered by George Patten, seconded by Doug Howlett, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2019. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

A resolution was offered by George Patten, seconded by Frank Biddle III, appointing Robert A. Hulsart and Company, District Auditor for the year 2019. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

A resolution was offered by George Patten, seconded by Harry Carter, appointing Joseph D. Youssouf Esq., Board Attorney for the year 2019. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

A resolution was offered by George Patten, and seconded by Harry Carter, to enter into a Fire Protection Agreement with the Howell Township Fire Company Number One, aka the Adelphia Fire Company. This agreement states that the Board of Fire Commissioners will pay the sum of \$60,000.00 for the term commencing on March 1, 2019 and ending on February 29, 2020. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Joe also passed out copies of the Professional Services Agreement for 2020, with Joseph D. Youssouf, Esquire. This agreement was signed by Joe, Chairmen Carter and Clerk Biddle.

Joe handed out copies of a resolution that was drawn up Establishing Rules and Regulations Governing the Activities of the Junior Firefighters Auxiliary. Joe read the resolution and asked the Board to take some time and see if any changes needed to be made before they voted to adopt it.

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 George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on February 4, 2019, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3047	A11-1	Frank E. Biddle III	350.41
3048	A11-1	Michael Hubert	200.00
3049	A11-1	Carmelo LaMarca	200.00
3050	A11-1	Brian Prochnow	200.00
3051	A12-2	Liberty Mutual Insurance Co.	46,353.00
3052	A12-3	Absolute Fire Protection Co.	673.00
3053	A12-3	Batteries + Bulbs	75.54
3054	A12-3	Brannings Freehold Auto Body	1,734.33
3055	A12-3	Brice's Auto Supply, Inc.	186.45
3056	A12-3	Clean Air Company	739.33
3057	A12-3	Campbell Supply Co.	1,219.30
3058	A12-3	Clayton Block Company, Inc.	202.67
3059	A12-3	Firefighter One	55.00
3060	A12-3	Minerva Cleaners	518.00
3061	A12-3	George D. Patten	16.71
3062	A12-4	Family Practice of CentraState	425.00
3063	A12-4	Hartford Steam Boiler	55.00
3064	A12-4	NetLink	199.00
3065	A12-6	Pedroni Fuel Co.	1,330.58
3066	A12-7	Dan Roth	9,189.45
3067	A12-7	Safety & Survival Training, LLC	1,200.00
3068	A12-8	JCP&L	938.08
3069	A12-8	N. J. American Water	199.99
3070	A12-8	N. J. Natural Gas	2,886.91
3071	A12-8	Verizon	464.16
3072	A12-8	Verizon Communications	65.73
3073	A12-8	Verizon Wireless	627.21
3074	A12-9	N. J. American Water	8,205.12
3075	A12-9	N. J. American Water	7,038.00
3076	A12-10	EMR Power Systems, LLC	1,228.17
3077	A12-10	Freehold Cartage, Inc.	131.28
3078	A12-10	Sakoutis Brothers Disposal	81.45
3079	A12-12	N. J. State Association of Fire Districts	300.00
3080	A12-13	Stan Engraving, LLC	125.05
3081	A12-7	Community Safety Consultants	1,820.00
Electronic	A9-1	Payroll by Paychex (for February 2019)	3,428.16
Electronic	A9-1	Tax Pay By Paychex (for February 2019)	665.27
Electronic	A9-1	Paychex Fees (deducted 03-10-19)	144.92
Electronic	A9-1	February 2019 N. J. Pension Payment	173.00
Total			\$93,645.27

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
Doug Howlett	yes
Robert Tice	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 the minutes from the December 1, 2018 New Jersey Association of Fire Districts meeting. We received four vouchers, from the Township of Howell, for the 2019 Fire District Tax Payments. George signed these vouchers and sent them back on March 1, 2019. We received a check, from Glatfelter Claims Management, for the repair of our 2011 Chevrolet Chief's Vehicle which was struck while parked at the Chief's residence. The check, in the amount of \$1,234.33, was received and deposited on February 19, 2019. This check was less our deductible of \$500.00. If Glatfelter is able to recover the full amount from the other party, they will send us another check for the \$500.00.

We received an Air System Inspection Report, from Continental Fire & Safety, for the service and air test completed on March 1, 2019 on our Breathing Air Compressor at the Route 524 Fire Station. We received an Apparatus Report, from Absolute Fire Protection, for work completed on 19-2-90 on February 21, 2019. We received two Service Reports, from EMR Power Systems, for the two major services completed on our Emergency Generators on February 15, 2019. We received a service call report, from EMR Power Systems, for a requested service for the Route 33 Emergency Generator running continually. They found that the power coming in was not correct which turned into a service call to JCP&L.

Chief's Report

First Assistant Chief Greg Player gave his incident report for the month of February 2019. The Chiefs asked to purchase the following items.

- 1) Thirty two (32) Motorola APX8000HXE All Band Portable Radios.
Seven (7) Motorola APX8500 All Band Dual Head MP Mobile Radios.
Two (2) Motorola APX8500 All Band MP single Head Mobile Radios.
Two (2) Motorola APX Consolette Single Head 7/800 Band Radios.
All on State Contract #83909 from Wireless Communications and Electronics for a total of \$329,938.85.
- 2) Engraving of the 32 Portable Radios from Wireless Communications and Electronics for a total of \$928.00.
- 3) Ten (10) Unication G1 Pagers from M & W Communications for a total of \$3,555.00.
- 4) Twelve (12) sets of Turnout Gear on State Contract #80948 from SAFE-T for \$3,234.23 per set and a total of \$38,810.76.

5) Ten (10) pair of Fire Eagle Air Firefighting Boots on State Contract #80958 from SAFE-T for a total of \$3,460.00.

6) Ten (10) Cairns MSA 1010 Black Helmets with NFPA Compliant Bourkes on State Contract #80953 from Continental Fire & Safety for a total of \$3,180.00.

7) Eighty (80) pair of Work Gloves, assorted sizes, on State Contract #19-FLEET-00566 with Grainger for a total of \$410.40.

8) Five (5) Uniden Bearcat BCD996P2 Police Scanner and programming software from Scannermaster for a total of \$2,394.70.

After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to purchase all of the Chiefs requests. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Lieutenant Stephen Smith introduced a plane to send three Drivers to CDL Driving School in order to obtain their CDL Class A Driver's License. Mr. Smith had three quotes from Companies that ranged from \$2,000.00 to \$3,000.00 depending on what options you picked. A long discussion was had and the Chief said they would bring back the names of three Drivers that they would choose at the next meeting.

Committees

Frank read the minutes from the Executive Board Meeting which was held on February 28, 2019.

Frank gave a report on the trucks and equipment as follows.

- 1) George replaced the battery in the laptop that we use to program the door locks.
- 2) One of the batteries in 19-2-85 shorted out and Campbell Supply replaced all 6 batteries in the truck.
- 3) The check engine light came back on in 19-2-66's vehicle. Lester Glenn replaced the engine oil pump for a second time on warranty.
- 4) 19-2-67's vehicle was backed into while parked at his residence. There was damage to the rear bumper and the left rear taillight. Frank took it to Brannings Freehold Auto Body for an estimate on February 13, 2019 and dropped it off for repair on February 19 after Glatfelter approved the repair. The vehicle was completed and picked up on February 22, 2019.
- 5) Absolute came out on February 21, 2019 to repair some leaks on 19-2-90. They tightened the packing several times to stop a water leak. They could not locate the hydraulic leak. They tightened some hoses to stop the engine coolant leak.
- 6) Clean Air came out on February 6, 2019 and repaired the Vehicle Exhaust System at both Stations.
- 7) ERM Power Systems serviced both of our Emergency Generators on February 6, 2019.
- 8) We are having some issues with the Gear Washing Machine at the Route 524 Fire Station. We are looking to find someone to repair it but not having any luck.

9) UL came out on February 25, 2019 for the retest of 19-2-90. They passed everything that the truck failed for except the waterway relief valve. We have set up an appointment with Absolute for March 18, 2019 for the repair of the relief valve. The truck will have to go up to them for this repair.

10) Frank installed a new rope in the flagpole at the Route 33 Fire Station.

11) Frank called EMR to check the Emergency Generator at the Route 33 Fire Station. We have had several reports of the generator running since the service was completed on February 6, 2019. They came out on February 15, 2019 and confirmed that the generator was running. They checked the incoming power from the street and said that is was not correct. The hour meter on the generator had 195 more hours on it since it was serviced on February 6, 2019. Frank called JCP&L to check the power coming into the Fire Station. Frank also asked EMR to change the engine oil again in the generator. When JCP&L came out later in the day, they found a blown fuse at the pole on Route 33. They reset the fuse and all is well.

Old Business

Frank brought up the three quotes that we received for the security cameras at both Fire Stations. No discussion and no action was taken for the second time.

New Business

George said that Complete Security Systems will be coming to the Route 33 Fire Station to complete the annual Fire Alarm System Inspection on March 7, 2019.

George asked Bob if he wanted the Board to add his phone to our account or get reimbursed for it as we do for several Officers. Bob said that he would rather get reimbursed for it. A resolution was offered by George Patten and seconded by Doug Howlett, to reimburse Bob Tice for his cell phone at a rate of \$45.00 per month. This reimbursement would take place twice a year, June and December. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

George asked the Board if they wanted to let Tom Ward keep his cell phone and number like we do with outgoing Chiefs. After some discussion, a motion was made by George Patten and seconded by Doug Howlett, to let Tom keep his phone and number. Motion passed. George said that he would have Tom's phone taken off our account.

Harry said that he has set up a date for the Annual Firefighter Physicals with Access Health. This year's physicals will take place on June 19, 2019. A resolution was offered by Harry Carter and seconded by Doug Howlett, to have Access Health complete the Annual Firefighter Physicals. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Brian Prochnow asked the Board if they considered adding some kind of cancer screening to the Annual Firefighter Physical. The Board said that they would see if Access Health offers some kind of cancer screening.

George said that the Auditor has finished the Annual Audit and said that we have a clean audit, no issues. We should be getting the paperwork back sometime in the next few weeks.

At this time the Board told everyone in attendance that they had to go into Executive Session to discuss some personnel matters. A resolution was offered by Harry Carter and seconded by George Patten, to go into Executive Session at 10:09 PM. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

A resolution was offered by Doug Howlett and seconded by George Patten, to come out of Executive Session at 10:30 PM. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

With no further business to come before the Board, the meeting was adjourned at 10:31 PM.