

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

March 4, 2013

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, Tom 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.

A motion was made by Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on February 4, 2013, with one correction, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3913	A11-1	Frank Biddle III	327.40
3914	A11-1	Jeffery Digraitis	200.00
3915	A11-1	Tom Hubert	200.00
3916	A11-1	Brian Prochnow	200.00
3917	A11-1	Roy Press Printers	435.00
3918	A12-2	Liberty Mutual Insurance Group	26,083.00
3919	A12-3	Allied Diesel Service	20.00
3920	A12-3	A. R. Communications	402.96
3921	A12-3	Defender Emergency Products	730.00
3922	A12-3	ESI Equipment, Inc.	57.05
3923	A12-3	Grainger	1,190.37
3924	A12-3	Quality Communications Systems, Inc.	2,529.10
3925	A12-3	Team Life, Inc.	234.00
3926	A12-3	Trius, Inc.	573.68
3927	A12-3	Union Fire Equipment Corp.	127.00
3928	A12-4	NetLink	199.00
3929	A12-6	Pedroni Fuel Co.	1,600.40
3930	A12-6	Howell Township Dept. of Public Works	96.06
3931	A12-7	Community Safety Consultants	634.00
3932	A12-7	NFPA	670.00
3933	A12-7	Robert Tice	2,053.80

3934	A12-8	JCP&L	1,359.97
3935	A12-8	N. J. American Water	135.20
3936	A12-8	N. J. Natural Gas	2,637.87
3937	A12-8	Verizon	332.30
3938	A12-8	Verizon Communications	59.98
3939	A12-8	Verizon Wireless	718.91
3940	A12-9	N. J. American Water	6,670.80
3941	A12-9	N. J. American Water	6,143.41
3942	A12-10	EMR Power Systems, LLC	697.05
3943	A12-10	Freehold Cartage, Inc.	118.90
3944	A12-10	Jersey Coast Fire Equipment, Inc.	280.50
3945	A12-10	Sakoutis Brothers Disposal	75.00
3946	A12-12	N. J. State Association of Fire Districts	300.00
3947	A12-3	All Fenced In	550.00
3948	A12-3	G & L Lawn Service, Inc.	220.00
3949	A12-3	Snap-On Industrial	638.31
Electronic	A9-1	Payroll by Paychex (for 02-28-13)	2,876.81
Electronic	A9-1	Tax Pay by Paychex (for 02-28-13)	582.46
Electronic	A9-1	Paychex Fees (deducted 03-11-13)	110.92
Electronic	A9-1	February 2013 N. J. Pension Payment	190.08
Total			\$63,261.29

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 Harry Carter, seconded by Doug Howlett, and a roll call vote was taken.

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

The resolution, which was duly adopted on this day, is attached to minutes.

Legal

Joe asked Frank to read the Election Results from the February 16, 2013 District Election. Frank read the results as follows,

Walk in Voters	
Harry R. Carter	52 votes
Thomas P. Ward	51 votes
Budget Yes	47 votes
Budget No	8 votes

Absentee Voters

Harry R. Carter	1 vote
Thomas P. Ward	0 votes
Budget Yes	0 votes
Budget No	2 votes

Total Election Results

Harry R. Carter	53 votes
Thomas P. Ward	51 votes
Budget Yes	47 votes
Budget No	10 votes

As this being the reorganization meeting for the Board of Fire Commissioners, Howell Twp. Dist.2, Joe Youssof, acting as Chairman Pro-Temp, conducted the swearing in of re-elected Commissioners Harry R. Carter and Tom P. Ward. 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.

Mr. Youssof 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 Tom Ward, scheduling the meeting dates for the year 2013-2014 as follows: April 1, May 6, June 3, July 1, August 5, September 9, October 1, November 5, December 3, January 6, February 3, and March 3, 2014, 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 Doug Howlett, seconded by Tom Ward, designating Sun National Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2013. 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 2013. 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 Harry Carter, appointing Robert A. Hulsart and Company, District Auditor for the year 2013. 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 Frank Biddle III, appointing Joseph D. Youssouf Board Attorney for the year 2013. A roll call vote was taken.

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

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.

Joe gave a short report on New Jersey State Contracts. Joe said that several Fire Apparatus are listed on State Contract. Joe said that there are many options to choose from and all the bid specs are available on-line.

Joe also said that there was no need to renew the Fire Protection Agreement with the Fire Company, because we made the Agreement self-renewing last year.

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 two service reports, from EMR Power Systems, for the two major services performed on our two emergency generators on February 11, 2013. We received our State approved 2013 Budget on February 13; 2013. We received four vouchers, from the Township of Howell, for the 2013 fire tax payments. We received, signed and mailed the vouchers back to the Township of Howell on March 1, 2013.

We received a check, from the State of New Jersey General Fund, for reimbursement for Hurricane Sandy. The check, in the amount of \$9,425.95, was received and deposited on February 22, 2013. We received a check, from VALIC, which were LOSAP funds of a Firefighter whom did not become vested before leaving the Fire Company. The check, in the amount of \$4,509.50, was received and deposited on February 2, 2013. We received the minutes from the New Jersey State Association of Fire Districts meeting, which was held on December 1, 2012.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of February, 2013. The Chief's would like to purchase the following items.

- 1) Three (3) Primary search rope bags with 200 feet of rope from All Hands Fire Equipment for \$605.69 each and a total of \$1,817.07.
- 2) Six (6) Heavy duty hose straps with seat belt buckle from All Hands Fire Equipment for \$16.99 each and a total of \$101.94.
- 3) One (1) Fire Hooks Unlimited Pro-Bar set from All Hands Fire Equipment for \$261.24.
- 4) Ten (10) Minitor V Pagers with chargers from A. R. Communications for \$410.00 each and a total of \$4,100.00.
- 5) Nine (9) Heads up display upgrade for SCBA regulators on 19-2-90, 19-2-66, 19-2-67 and 19-2-68 from Firefighters Equipment on NJ State Contract #A80961 plus labor for a total of \$10,843.20.
- 6) Eight (8) Air-Pak Fifty back frame and harness upgrades plus labor and extended duration hose from Firefighters Equipment on NJ State Contract #A80961 for a total of \$12,098.70.

After some discussion, a resolution was offered by Tom Ward and seconded by George Patten; to purchase the items the Chief's requested. 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 28, 2013. Frank also gave a report on the trucks as follows.

- 1) Frank has been working on the three light timers at the Route 33 Fire Station. Two are working well at this time and the third one still needs to be reprogramed.
- 2) All the tools and safety items have been received from Snap-On Industrial and Grainger.
- 3) The Will-Burt Light Tower on 19-2-85 needs repair. The Will-Burt authorized vendor is Campbell Supply. Campbell Supply said that they could not guaranty the rebuilding of the tower and said that it should be replaced. Their price for the replacement is \$19,497.63. Frank received several other prices after learning the cost from Campbell. Defender Emergency Products gave us a price of \$18,880.00. New Jersey Emergency

Vehicles gave us a price of \$18,302.00. First Priority Emergency Vehicles gave us a price of \$19,593.00. First Priority also gave us a price to rebuild the existing tower for \$1,330.41. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter; to have First Priority Emergency Vehicles rebuild the existing tower mast. Frank said that he would ask them to also repair the wiring at the light head and replace one damaged light head. A roll call vote was taken.

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

- 4) Frank received prices on a new fuel tank skid plate for 19-2-93. The old one is rotting out and should be replaced because the fuel tank is plastic. The lowest price was from Seabreeze Ford for \$349.07 which included some hardware. We would have to get Bill's Welding to modify the skid plate after we purchase it for an additional cost. A resolution was offered by George Patten and seconded by Tom Ward, purchase the needed parts from Seabreeze and have Bill's welding complete some modifications. A roll call vote was taken.

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

- 5) Frank said that it was time to schedule the annual Aerial Truck test and also the ground ladder testing. We have used Underwriters Laboratories for many years and are happy with their work. A resolution was offered by Harry Carter and seconded by Doug Howlett, to have Underwriters Laboratories complete the annual testing. 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 he received an order acknowledgment from Stanley Security Solutions on February 20, 2013. The total cost will be \$5,042.35. George said that we will use Frank's old laptop computer to store all the door code information. Frank said that he would clear out the old laptop for this purpose.

Tom said that All Fenced In completed the repair to the Fuel Tank Gate at the Route 33 Fire Station.

New Business

We received a new contract from Complete Security Systems, for the Fire Alarm System inspection at the Route 33 Fire Station. The cost for this three year service contract would be \$591.00. A resolution was offered by George Patten and seconded by Doug Howlett, to enter into this three year 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

We also received a contract from Fail Safe Testing for the annual fire hose testing. The cost for this testing would be \$3,108.60, based on the footage of hose from last year. A resolution was offered by Tom Ward and seconded by Doug Howlett, to award the hose testing to Fail Safe Testing for 2013. A roll call vote was taken.

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

Chief Bob Tice said that the hose bed cover on 19-2-76 is falling apart and he received a price from G's Auto Interiors to make up a new tarp while utilizing the rear flap from the old tarp. The cost for this new tarp would be \$760.00. A resolution was offered by Frank Biddle and seconded by George Patten, to have G's Auto Interior make up this new hose bed tarp. A roll call vote was taken.

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

Chief Brian Prochnow asked the Board if the Chiefs start to get information on an audio/visual system for the Route 33 Fire Station training room. The Board said that the Chiefs could put together some specs for the system.

With no further business to come before the Board, the meeting was adjourned at 10:02 PM.