

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

May 2, 2016

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.

A motion was made by Tom Ward and seconded by Doug; to approve the minutes of the last meeting held on April 4, 2016, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2012	A12-2	VFIS	52,382.13
2013	A12-3	Agin Signs & Designs	1,100.00
2014	A12-3	A. R. Communications	671.50
2015	A12-3	Brice's Auto Supply, Inc.	13.97
2016	A12-3	Edwards Tire Company, Inc.	374.08
2017	A12-3	G & L Lawn Service, Inc.	3,325.00
2018	A12-3	Hughes Environmental Services, Inc.	150.00
2019	A12-3	Tasc Fire Apparatus, Inc.	808.39
2020	A12-4	Family Practice of CentraState	260.00
2021	A12-4	NetLink	199.00
2022	A12-7	Community Safety Consultants	1,120.00
2023	A12-7	Tim McKay	1,717.43
2024	A12-7	Dan Roth	3,921.38
2025	A12-8	JCP&L	1,019.78
2026	A12-8	N. J. American Water	314.88
2027	A12-8	N. J. Natural Gas	675.69
2028	A12-8	Verizon	377.24
2029	A12-8	Verizon Communications	65.81
2030	A12-8	Verizon Wireless	647.66
2031	A12-9	N. J. American Water	6,900.30
2032	A12-9	N. J. American Water	7,719.70

2033	A12-3	FF1 Professional Safety Services	2,611.10
2034	A12-10	Freehold Cartage, Inc.	118.90
2035	A12-10	Sakoutis Brothers Disposal	75.00
2036	A12-13	FF1 Professional Safety Services	4,104.00
2037	A12-13	Skylands Area Fire Equipment & Training	16,454.25
2038	A12-3	Apple Roofing	4,800.00
Electronic	A9-1	Payroll by Paychex (for April, 2016)	3,115.63
Electronic	A9-1	Tax Pay by Paychex (for April, 2016)	622.95
Electronic	A9-1	Paychex Fee (deducted 05-10-16)	132.99
Electronic	A9-1	April 2016 N. J. Pension Payment	201.42
Total			\$116,000.18

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 check, from Liberty Mutual Insurance Company, as a result of the final audit for our Workers Compensation Policy. The check, in the amount of \$329.00, was received and deposited on April 25, 2016. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract lookups completed in March, 2016. We received an email, from Pam Brown at VFIS, about the renewal of our above ground fuel tank insurance. Frank filled out the questionnaire and faxed it back on April 15, 2016.

Legal

Joe was asked to draw up a resolution, for the Division of Fire Safety, designating the Route 33 Fire Station as an approved training facility. This resolution was offered by George Patten and seconded by Tom Ward. A roll call vote was taken.

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

The contact person for this facility will be Chairman Carter.

Joe also gave a report on the appraisal for the 3 acre piece of land next to Bobcat. The appraisal company is almost completed with the work and we should have the results soon. The owner of Bobcat, who is interested in the property, calls weekly to see if we have made a decision on the property.

Chief's Report

Chief Mike Banasz gave his incident report for the month of April, 2016. The chief asked to purchase the following items.

1) Two (2) Blow Hard Fans for the New Rescue Pumper from Safe-T for a total of \$6,900.00.

2) Eight (8) set of Turnout Gear from Safe-T, on State Contract #80948, for a total of \$26,168.72.

3) Various sizes of Fire Hose from Continental.

4) Web Based Policy Hosting from Power DMS for \$105.00 per user for up to 40 users, \$74.00 per user for up to 60 users and a onetime set up fee of \$1,900.00.

After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase the first two items. A roll call vote was taken.

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

For item number three, the Chiefs are still deciding what sizes of hose to get for the New Rescue Pumper. The Board asked for more information on item number four. Chief Player said that he would ask for a demo before the next Commissioner Meeting at 7:30 PM.

Ex-Chief Bob Tice asked if the Board would fund the roof sheathing and the shingles on the training prop. He said that he would like to get these items completed to protect the structure from the elements until the Fire Company can finish the prop. He has received two quotes for the job with the lowest being Apple Roofing for \$4,800.00. After some discussion, a resolution was offered by Frank Biddle III and seconded by George Patten, to contract with Apple Roofing to install sheathing and shingles on the training prop. 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 April 28, 2016. Frank also gave a report on the trucks and equipment as follows.

1) The repair kit for the Fluke Meter worked and the meter is back in service.

2) 19-2-96 went out for the lettering job and while at the facility was involved in a small accident in the parking lot of the vendor. The Owner said that he will take care of the repair of the right rear tractor fender.

3) 19-2-93 damaged two tires during a brush fire off Route 33. Edwards Tire has replaced both of the bad tires.

4) The front fuel tank on 19-2-93 has started to leak and Sea Breeze Ford is looking for a new tank.

5) The skid plate protecting the front fuel tank on 19-2-93 is in very poor shape and Big Bill's Welding is looking into what is needed to repair it.

6) 19-2-96 is in need of at least a trailer brake job. We will drop the truck off at Allied Diesel as soon as they can take it.

7) The TV and Internet went out at the Route 33 Fire Station. Frank called Verizon and they will come out later this week to see what could be the problem. Verizon has been on strike for the last few weeks.

Old Business

Frank called Hughes Environment and scheduled to have the backflow preventer inspected at the Route 33 Fire Station. They did come out and inspect the device and said that it is working as designed. Frank mailed a copy of the report to the Township of Howell.

Frank received a change order for the New Rescue Pumper. The changes, clarifications, additions and deletions added up to a credit of \$1,312.03. Frank signed the change order indicating our approval and emailed the signature page back on April 15, 2016.

Harry completed the 2017 Census of Governments Survey online and turned over the e-report to the Clerk for filing.

New Business

New Jersey American Water said that Fire Hydrant #755 was destroyed in an accident. They want us to let them know if we would like it repaired. The Board discussed this and decided to have it repaired. Frank will email the proper people and let them know that we want it repaired.

George said that due to his health that this may very well be his last year as a Commissioner. He said that the Board should think about someone to start looking at what the Treasurer has been taking care of for the last 20 plus years.

With no further business to come before the Board, the meeting was adjourned at 9:29 PM.