

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

May 7, 2018

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 Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on April 2, 2018, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2722	A11-2	Alconic, LLC	360.00
2723	A12-2	USG Insurance Services, Inc.	783.67
2724	A12-2	VFIS	56,774.63
2725	A12-3	Allied Diesel Service	104.24
2726	A12-3	Circle Auto Group	350.63
2727	A12-3	Continental Fire & Safety, Inc.	644.90
2728	A12-3	Cooper Electric Supply Co.	1,000.31
2729	A12-3	Ecolab	670.64
2730	A12-3	Electronic Measurement Laboratories, Inc.	940.00
2731	A12-3	EMR Power Systems, LLC	502.95
2732	A12-3	Firefighter One	885.60
2733	A12-3	George Gravatt	1,425.00
2734	A12-3	G & L Lawn Service, Inc.	652.00
2735	A12-3	Graga Construction, Inc.	2,700.00
2736	A12-3	Jersey Coast Fire Equipment, Inc.	154.00
2737	A12-3	Minerva Cleaners	1,466.75
2738	A12-3	M & W Communications, Inc.	8.18
2739	A12-3	Dean Morris Plumbing & Heating, LLC	2,200.00
2740	A12-3	Team Life, Inc.	279.00
2741	A12-4	Family Practice of CentraState	260.00
2742	A12-4	Robert A. Hulsart & Co.	4,500.00

2743	A12-4	NetLink	199.00
2744	A12-5	Howell Township Fire Company No. 1	60,000.00
2745	A12-6	Pedroni Fuel Co.	378.41
2746	A12-7	Dan Roth	7,650.40
2747	A12-8	JCP&L	1,208.26
2748	A12-8	N. J. American Water	183.31
2749	A12-8	N. J. Natural Gas	1,051.56
2750	A12-8	Verizon	443.75
2751	A12-8	Verizon Communication	65.75
2752	A12-8	Verizon Wireless	600.80
2753	A12-9	N. J. American Water	6,697.58
2754	A12-9	N. J. American Water	8,015.16
2755	A12-10	Freehold Cartage, Inc.	118.90
2756	A12-10	Sakoutis Brothers Disposal	81.45
Electronic	A9-1	Payroll by Paychex (for April 2018)	3,415.35
Electronic	A9-1	Tax Pay by Paychex (for April 2018)	667.35
Electronic	A9-1	Paychex Fees (deducted 05-10-18)	152.14
Electronic	A9-1	April 2018 N. J. Pension Payment	169.48
Total			\$167,760.15

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 a letter, from the Freehold EMS, stating their interest in any four wheel drive SUV that we may be getting rid of. We received a check, from Liberty Mutual, for refund of our Workers Compensation insurance. The check, in the amount of \$9,908.00, was received and deposited on April 23, 2018. We received the minutes from the last New Jersey Association of Fire Districts meeting, which was held on March 3, 2018. The next meeting is scheduled for June 2, 2018.

We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in March of 2018. We received a service report, from EMR Power Systems, for repair of the Emergency Generator at the Route 524 Fire Station on March 22, 2018.

Legal

Joe gave a report on some things happening around the State.

Chief's Report

Chief Michael Whitehill gave his incident report for the month of April 2018. The Chief would also like to purchase the following items.

1) Annual flow test of the 43 SCBA's by Firefighter One, the local authorized Dealer, for a total of \$1,896.00.

2) Two (2) Motorola APX8000 portable radio with available options, on State Contract #83909 with Wireless Communications, for a total of \$17,216.00.

3) Fifty (50) Pair of Hex Armor Extrication Gloves, from Continental Fire & Safety, for a total of \$2,100.00 at \$42.00 per pair.

4) One (1) Howell Rescue Systems Crash Bag to replace one broken bag (bag only), from Howell Rescue Systems, for \$165.00 plus shipping.

5) Additional Fitness Equipment for the fitness workout room, from Fitness Lifestyles, for a total of \$8,698.75.

After some discussion, a resolution was offered by George Patten and seconded by Tom Ward, to purchase the items that the Chief requested. A roll call vote was taken.

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

The Chief said that he would like to get rid of all the old AV-2000 Scott Air Masks. These Air Masks do not work with the new Scott 5.5 SCBA's that we purchased last year. He also has about 16 pairs of old boots.

A resolution was offered by Harry Carter and seconded by Tom Ward, declaring all the old Scott AV-2000 Air Masks, the Voice Amplifiers that go with them and 16 pairs of old boots as surplus equipment so we can sell or dispose of. A roll call vote was taken.

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

The Chief asked if they could have an informal get together at 7:00 PM before the next scheduled Commissioner's meeting to discuss some future purchase ideas. This would be a workshop meeting. The Board agreed with the Chief's request.

Committees

Tom gave a report on the Executive Board meeting which was held on April 26, 2018.

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

- 1) The New Station Air Compressor is up and running at the Route 33 Fire Station.
- 2) 19-2-85 was taken to Campbell Supply for warranty work.
- 3) Frank repaired the exhaust on 19-2-78 with parts purchased from Allied Diesel.
- 4) Mike repaired the portable radio charger on 19-2-93.
- 5) One of the lanyards for the Flir Camera's on 19-2-85 has broken. 19-2-69 said that he would take care of it.
- 6) We have a scheduled meeting with ISO on Tuesday May 8, 2018 at 1:00 PM.
- 7) Would like permission the schedules the annual Aerial and Ground Ladder testing with UL. They have August 8 and 9, 2018 available.
- 8) Dean Morris Plumbing has finished the work for the Gear Washing Machine at the Route 33 Fire Station.
- 9) The Gear Washing Machine at the Route 33 Fire Station has been hooked up and is operational.
- 10) The right rear cab mount on 19-2-78 broke off again. Frank and Mike installed new hardware to put the truck back in service. It was our understanding that Absolute completed a recall on these rear cab mounts a few years back. The recall included drilling out the holes in the mounts and the frame and installing larger bolts. Frank has already called Absolute.
- 11) 19-2-68 Chief Vehicle hit a tree with the right side mirror. Frank and Mike replaced this mirror with a new one purchased from Circle Auto Group.

After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, approving the Ground Ladder and Aerial testing with Underwriters Laboratories. 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 we need to get the Backflow Valve tested on the Boiler at the Route 33 Fire Station. This work is completed each year by Hughes Environmental. A resolution was offered by George Patten and seconded by Harry Carter, to have Hughes Environmental complete this annual test. A roll call vote was taken.

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

Tom said that he did an inventory and we have 40 old SCBA frames. He would like to start listing them for sale with Gov Deals. After some discussion, a resolution was offered by Frank Biddle III and seconded by Harry Carter, to list 20 of these SCBA Frames for sale and see how it goes. A roll call vote was taken.

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

New Business

George said that Verizon will be converting the Route 33 Fire Station from copper to FIOS. He is not sure when this will take place.

We received a new contract from Complete Security Systems for the annual inspection of the fire alarm system at the Route 33 Fire Station. This contract would be for a term of three years and would cost \$597.00 per year. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to enter into this 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

George Gravatt received a quote from Cooper Electric Supply for the parts needed to add an overhead light at the fuel pump at the Route 33 Fire Station. The cost of the material needed is \$299.75. A resolution was offered by Harry Carter and seconded by George Patten, to purchase the materials needed to illuminate the fuel pump area at the Route 33 Fire Station from Cooper. A roll call vote was taken.

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

Tom asked what the Board would like to do with the washing machine and the dryer at the Route 33 Fire Station. These two items were moved out of the way in order to hook up the New Gear Washer. Tom said that he would get some prices for replacing these two items.

With no further business to come before the Board, the meeting was adjourned at 9:49 PM.