

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

May 6, 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.

A motion was made by Bob Tice and seconded by George Patten; to approve the minutes of the last meeting held on April 1, 2019, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3113	A11-2	Alconic, LLC	300.00
3114	A11-2	The Weeks Lerman Group	359.12
3115	A12-2	Liberty Mutual Insurance Group	6,939.00
3116	A12-2	USG/AAU	811.84
3117	A12-2	VFIS	57,552.26
3118	A12-3	Absolute Fire Protection Company, Inc.	11,583.81
3119	A12-3	Brice's Auto Supply, Inc.	451.11
3120	A12-3	Cooper Electric Supply Co.	29.32
3121	A12-3	G & L Lawn Service, Inc.	655.00
3122	A12-3	Wireless Electronics, Inc.	690.00
3123	A12-4	Family Practice of CentraState	260.00
3124	A12-4	NetLink	199.00
3125	A12-6	Allied Diesel Service	23.90
3126	A12-6	ESI Equipment, Inc.	420.00
3127	A12-7	Frank E. Biddle III	404.88
3128	A12-7	Dan Roth	5,202.72
3129	A12-8	JCP&L	1,168.12
3130	A12-8	N. J. American Water	182.24
3131	A12-8	N. J. Natural Gas	652.13
3132	A12-8	Verizon	458.83
3133	A12-8	Verizon Communications	65.73
3134	A12-8	Verizon Wireless	574.03

3135	A12-9	N. J. American Water	8,205.12
3136	A12-9	N. J. American Water	7,038.00
3137	A12-10	Freehold Cartage, Inc.	131.37
3138	A12-10	Sakoutis Brothers Disposal	89.60
3139	A12-10	Shore Business Solutions	55.00
3140	A12-13	Continental Fire & Safety	121.00
3141	A12-13	Firefighter One	2,862.00
Electronic	A9-1	Payroll by Paychex (for April 2019)	3,399.48
Electronic	A9-1	Tax Pay by Paychex (for April 2019)	690.30
Electronic	A9-1	Paychex Fees (deducted 05-10-19)	162.12
Electronic	A9-1	April 2019 N. J. Pension Payment	235.80
		The above Pension payment includes a March and April 2019 DCRP payment.	
		Total	\$111,972.83

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 a check, from Glatfelter Claims Management, for securing full reimbursement for the accident with the 2011 Chief's Command Vehicle. The check, in the amount of \$500.00, was received and deposited on April 29, 2019. This was to reimburse us for the \$500.00 deductible. We received a letter, from General Motors, to inform us of a possible issue with the power steering on our 2015 Chevrolet Chief's Command Vehicle. General Motors is adding warranty coverage for the possible power steering issue.

We received an invoice, from New Jersey Emergency Vehicles, for warranty work completed on our 2011 Chief's Command Vehicle. There was no cost associated with this invoice. We received a communication, from Paychex, stating that we have a check over four months old that has not been cashed. George has been in contact with Paychex for over four months to get this issue taken care of. George said that he called again and spoke with Tom, who said that this will be corrected. We received a statement, from New Jersey Motor Vehicle Services, for all abstract retrievals completed in March 2019. We received a questionnaire, from Allied American Underwriters, for our above ground fuel tanks. George completed the form and returned it.

We received a nonrenewal of insurance notice, from ACE American Insurance, for our above ground fuel tanks. This seems to be a standard annual thing even though the renewal is in the process of being completed.

We received several Apparatus Reports, from Absolute Fire Protection Company, for work completed on 19-2-90. We received an email, from the Township of Howell Deputy Township Clerk, reminding all Commissioners to file their Annual Financial Disclosure Statements before the end of April 2019. We received a set of notes from the Communications Meeting, which was held on April 4, 2019. We received a copy of a new Social Media Policy, drafted by the Attorney for Fire District #4, Howell Township. We are to look this over and see if we would like to use it as our Social Media Policy. We received an email, from Underwriters Laboratories, for the finale inspection on 19-2-90. This email included the Annual Certificate of Inspection for Aerial Devices for the 2018 inspection.

### **Legal**

Joe gave a report on New Jersey passing a law about the use of marijuana. Joe went on to say that we do not want Firefighters to show up when they are under the influence on medical or recreational marijuana. We currently have a zero tolerance policy in place. We need to make sure that all personnel sign off on the policy. We can send someone for a blood test if we feel that they are under the influence of anything.

Joe was given a copy of the Proposed Social Media Policy to look over before our June meeting. Joe said that he would read it over and give us his opinion. The five Howell Township Fire Companies would like to adopt one policy that would work for all.

### **Chief's Report**

Second Assistant Chief Dan Roth gave his monthly incident report for April 2019. The Chief's would like to purchase the following items.

1) Four (4) Scott AV-3000 HT medium SCBA Face piece from Firefighter One, on State Contract #A80961, for a total of \$1,357.20.

2) One (1) Whelen 295SL101 Siren from East Coast Emergency Lighting, on State Contract #A81338, for a total including installation of \$693.54.

A resolution was offered by George Patten and seconded by Bob Tice, to purchase these two items. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	no
Robert Tice	yes

The Chief asked if they could pay Smith and Solomon by credit card so that the three Drivers can get started with the CDL License process. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to allow one of the Chiefs to pay Smith and Solomon by credit card. The Board would reimburse that Chief after the individual passes the CDL Course. A roll call vote was taken.

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

The Chief said that they received a request, from The Howell Township Fire Bureau, for the old mobile radios that were just replaced in the trucks. They said that their current radios have limited capabilities and that the ones that we just removed are far better with more current upgrades. After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, to declare the old Mobile Radios as surplus equipment and to let the Howell Township Fire Bureau have their pick. We just need the model numbers and serial numbers of what units they take. A roll call vote was taken.

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

Chief Roth asked if they would be able to sign up for FDIC 2020, for six Firefighters, when enrollment opens up. Dan said that the sooner you sign up, the closer motel rooms are available. After a short discussion, a resolution was offered by Harry Carter and seconded by George Patten, to allow the Chief to register for FDIC 2020. A roll call vote was taken.

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

## Committees

Bob gave a report on the Executive Board meeting, which was held on April 25, 2019.

Frank gave a report on the trucks as follows.

- 1) 19-2-90 was completed at Absolute and picked up on April 16, 2019.
- 2) 19-2-90 was taken back to Absolute on April 19, 2019 for a broken hydraulic line track on the left front jack.
- 3) 19-2-90 was completed and picked up on April 22, 2019.
- 4) 19-2-67's vehicle was taken to PL Custom for some warranty work.
- 5) Campbell Supply was back out to look at the cascade system on 19-2-85. #2 bottle is still leaking.
- 6) Campbell Supply came out and completed two recalls on 19-2-85 on April 24, 2019.
- 7) Defender was called to repair leaks in the discharge valves on 19-2-96.

8) Super Laundry came out to service the two Gear Washing Machines at both Fire Stations. They said that the Route 33 machine is in good shape and could use water filters on the

incoming water supply lines. He is ordering some parts for the machine at the Route 524 machine and will call to schedule.

9) 19-2-90 passed the UL Annual test and we received the Certificate.

10) Need approval to have UL start the Annual Aerial test for 2019? Which will also include the ground ladders.

11) We had the 16 foot roof ladder off of 19-2-90 repaired and is back in service.

12) Absolute came out to check a loss of power in 19-2-90. They suggested taking the truck to Atlantic Detroit Diesel for the engine issue.

13) 19-2-78 has an electrical issue. The open door light is staying on and we are continuing to check for the repair.

14) The Gear Dryer at the Route 524 Fire Station has stopped working. We will try and replace the motor capacitors to repair it.

A resolution was offered by Doug Howlett and seconded by Harry Carter, to have Underwriters Laboratories complete to annual Aerial Truck and Ground Ladder Inspection for 2019. A roll call vote was taken.

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

### **Old Business**

Bob asked if we could adopt the New Adelphia Fire Company Explorer/Junior Firefighter Program Guidelines and Rules. We need to get things going and have several people waiting to join. The cost for the startup of the program will be around \$1,500.00. After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, adopting the New Explorer/Junior Program. A roll call vote was taken.

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

Bob said that we should decide what tests that we want to add to the Firefighter Physicals coming up on June 19, 2019. After a lengthy discussion, a resolution was offered by Harry Carter and seconded by Bob Tice, to add basic bloodwork to this year's Firefighter Physicals. The added cost of this bloodwork will be \$80.00 per test. A roll call vote was taken.

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

A discussion was held on what Fire Company Member qualifies for the Annual Firefighter Physicals. After a while, a motion was made by Harry Carter and seconded by Bob Tice, that states if a member does not wear turnout gear and does not ride on Fire Apparatus going to emergency calls they are not requested, and do not qualify, to get a Firefighter Physical. Motion passed.

Last month we decided to get one more quote for the security cameras at both Fire Stations. The latest quote is from TRT Computer Services, LLC. The total cost for all the work at both Fire Stations is \$17,393.00. After a long discussion, a resolution was offered by Bob Tice and seconded by Frank Biddle, to have TRT complete the security camera installation at our two Fire Stations. A roll call vote was taken.

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

### **New Business**

We received a renewal notice from Power DMS for the period July 6, 2019 and ending July 5, 2020. The total cost for this renewal is \$4,693.80. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to continue with this Power DMS subscription. A roll call vote was taken.

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

Commissioner Bob Tice gave the Board a list of reasons why he decided to run for the position of Fire Commissioner.

George Gravatt Sr. asked the Board if they wanted to get an estimate to have all the AC units at the Route 33 Fire Station serviced. The Fire Company is having a company service the ice machines and AC units at the Route 524 Fire Station. It was decided to at least get a price to see what it would cost.

With no further business to come before the Board, the meeting was adjourned at 9:56 PM.