

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

May 5, 2014

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 8:01 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 7, 2014, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1274	A12-2	VFIS	54,006.72
1275	A12-3	Allied Diesel Service Corp.	68.87
1276	A12-3	A. R. Communications	699.35
1277	A12-3	Barg's Lawn & Garden Shop, Inc.	400.00
1278	A12-3	Continental Fire & Safety, Inc.	403.49
1279	A12-3	Electronic Measurement Labs, Inc.	150.00
1280	A12-3	Fitness Lifestyles	70.00
1281	A12-3	G & L Lawn Service, Inc.	840.00
1282	A12-3	Minerva Cleaners	395.25
1283	A12-4	Family Practice of CentraState	220.00
1284	A12-4	NetLink	199.00
1285	A12-6	Pedroni Fuel Co.	3,825.74
1286	A12-7	Gregory Player	209.68
1287	A12-7	Bob Tice	5,992.34
1288	A12-8	JCP&L	1,319.72
1289	A12-8	N. J. American Water	143.56
1290	A12-8	N. J. Natural Gas	860.93
1291	A12-8	Verizon	369.13
1292	A12-8	Verizon Communications	61.98
1293	A12-8	Verizon Wireless	623.13
1294	A12-9	N. J. American Water	6,670.80

1295	A12-9	N. J. American Water	6,808.62
1296	A12-10	Freehold Cartage, Inc.	118.90
1297	A12-10	Sakoutis Brothers Disposal	75.00
1298	E-9	Cede & Co.	7,250.00
Electronic	A9-1	Payroll by Paychex (for April 2014)	2,875.77
Electronic	A9-1	Tax Pay by Paychex (for April 2014)	579.72
Electronic	A9-1	Paychex Fees (deducted 05-12-14)	129.05
Electronic	A9-1	April 2014 N. J. Pension Payment	193.86
Total			\$95,560.61

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 an e-mail confirmation that Glatfelter's was in receipt of or loss claim for the fire on Thoroughbred Drive. We also received a check, minus \$100.00 deductible, for the replace of the three items. The items are one 50 foot length of 1.75" orange attack hose, one 10 foot folding attic ladder and one Little Giant ladder. The check, in the amount of \$623.99, was received and deposited on April 18, 2014. We received notification of our Commercial Package Policy from VFIS. This policy runs out on June 3, 2014 and will be renewed with VFIS. The notification stated that our deductible will increase to \$250.00 for the new policy and that the premium will be \$24,845.00 due by July 3, 2014. We received an overpayment check from the New Jersey Public Employees' Retirement System. The check, in the amount of \$402.00, was received and deposited on April 21, 2014

We received a notice from Ace American Insurance Company stating that they may not renew our policy for above ground fuel storage tanks. They said that we should contact our agent to submit the underwriting information necessary for the renewal process. George said that he would get in touch with VFIS next week to take care of this. We received a recall notice, from Spartan Chassis, for an issue with 19-2-75. Frank made a copy of the notice and gave it to Campbell Supply. We received a packet of information from Liberty Mutual as a result of our safety survey. This packet included work place safety guidelines and some recommendations.

Legal

Joe read a resolution Accepting The Audit Report For The Year Ended December 31, 2014. This resolution was offered by Frank Biddle, seconded by George Patten, and a roll call vote was taken.

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

Joe also had each Board Member sign the Annual Audit Review Group Affidavit. Three copies were signed, complete with Mr. Youssouf's signature, and Frank will send one copy to the Districts Auditor.

Chief's Report

Chief Bob Tice gave his incident report for the month of April, 2014. Chief Tice gave a detailed report on the Thoroughbred Drive fire, where we lost three pieces of equipment. The Chief's would like to purchase the following items.

1) One Little Giant model 17 ladder from Continental Fire and Safety, for a total of \$218.00. This was one of the items lost in the Thoroughbred Drive fire.

2) One Alco Lite model FL-10, 10 foot aluminum folding ladder from Continental Fire and Safety, for a total of \$344.00. This was one of the items lost in the Thoroughbred Drive fire.

3) One 50 foot length of Ponn Supreme 1.75" orange attack hose from TASC Fire Apparatus, for a total of \$186.25. This was one of the items lost in the Thoroughbred Drive fire.

4) Send one TFT 1.75" nozzle out to be checked by the manufacturer through TASC Fire Apparatus. This nozzle was left inside the structure at Thoroughbred Drive during the fire.

5) Two Harrington 6" nst to 5" storz adapters from Continental Fire and Safety, for \$132.55 each and a total of \$265.10.

6) One pallet (36, five gallon pails) for Chemguard Class A Plus foam from TASC Fire Apparatus, for a total of \$3,330.00.

7) Sixteen illuminating arrow stickers for hand lines from Foxfire, for a total \$143.28.

8) Six Bullard Eclipse batteries from Continental Fire and Safety, for \$59.37 each and a total of \$356.22.

After some discussion, a resolution was offered by Tom Ward and seconded by Harry Carter, 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

Committees

Frank gave a report on the Executive Board meeting which was held on April 24, 2014. Frank also gave a report on the trucks as follows.

- 1) Took one portable pump to Bargs Lawn and Garden Shop for repair.
- 2) Campbell Supply has been working on 19-2-75 to complete the service.
- 3) Need to install a Kussmaul Air Eject on 19-2-96. Campbell Supply gave a price of \$758.65 when they were here working on 75.
- 4) In the process of getting prices to replace the clutch on 19-2-96.
- 5) The Fire Bureau gave us the programmed Knox Box for the future 2-68 vehicle.
- 6) The snow blower is back from work at Bargs Lawn and Garden Shop.

A resolution was offered by Doug Howlett and seconded by Tom Ward, to have Campbell Supply install the Kussmaul Air Eject on 19-2-96. A roll call vote was taken.

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

Old Business

Tom said that he was in the attic at the Route 33 Fire Station and noticed that the original contractor might have bored holes in some bad areas of the roof trusses. He will get a contractor to look at these holes and give us an opinion of what, if anything, we should do. Tom also said that he mounted the AED in the hallway of the Route 33 Fire Station.

Chief Tice said that we needed to work on a sick leave policy. At the current, we have sick or injured firefighters showing up to get credit. The Board said that they are waiting for the Fire Company to draw up a policy so they can adopt it.

New Business

Frank said that he would contact East Coast Flags and Flagpoles to see about repairing the flagpole at the Route 33 Fire Station.

Frank asked the Board if he could put the specifications together for the new Chief's Command Vehicle. The Board said to start the process and to be ready to go to bid before the August meeting.

Tom said that he received prices for phase one of the tree and shrubbery replacement at the Route 33 Fire Station. The first phase is the shrubbery along the front of the building and the price would be \$2,900.00. After some discussion, it was decided to wait on this project for now.

With no further business to come before the Board, the meeting was adjourned at 9:43 PM.