

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

May 4, 2015

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 George Patten; to approve the minutes of the last meeting held on April 6, 2015, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1660	A12-1	Asbury Park Press	408.50
1661	A12-3	Brice's Auto Supply, Inc.	347.31
1662	A12-3	Campbell Supply Co.	2,801.30
1663	A12-3	Circle Auto Group	55.00
1664	A12-3	Cooper Electric Supply Co.	155.44
1665	A12-3	Defender Emergency Products	704.87
1666	A12-3	Dell Marketing, LP.	860.81
1667	A12-3	Electronic Measurement Laboratories, Inc.	200.00
1668	A12-3	First Priority Emergency Vehicles, Inc.	2,598.74
1669	A12-3	G & L Lawn Service, Inc.	3,125.00
1670	A12-3	Minerva Cleaners	291.00
1671	A12-3	Peet Brothers Company, Inc.	1,231.75
1672	A12-4	Robert A. Hulsart & Co.	150.00
1673	A12-4	NetLink	199.00
1674	A12-5	Howell Township Fire Co. # 1	55,000.00
1675	A12-6	ESI Equipment, Inc.	479.70
1676	A12-6	Pedroni Fuel Co.	1,199.34
1677	A12-7	Middlesex County Fire Academy	420.00
1678	A12-7	Bob Tice	7,513.32
1679	A12-8	JCP&L	1,183.83
1680	A12-8	N. J. American Water	132.31

1681	A12-8	N. J. Natural Gas	579.51
1682	A12-8	Verizon	379.60
1683	A12-8	Verizon Communications	61.98
1684	A12-8	Verizon Wireless	893.98
1685	A12-9	N. J. American Water	6,670.80
1686	A12-9	N. J. American Water	7,004.27
1687	A12-10	EMR Power Systems, LLC	625.67
1688	A12-10	Freehold Cartage, Inc.	118.90
1689	A12-10	Sakoutis Brothers Disposal	75.00
1690	A12-3	Fitness Lifestyles	474.18
Electronic	A9-1	Payroll by Paychex (for April, 2015)	2,874.70
Electronic	A9-1	Tax Pay by Paychex (for April, 2015)	577.01
Electronic	A9-1	Paychex Fee (deducted 05-11-15)	134.03
Electronic	A9-1	April 2015 N. J. Pension Payment	197.64
Total			\$99,724.49

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 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

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 credit, from VFIS, for deleting the 2004 Chevrolet Suburban from our Commercial Auto Policy. The credit, in the amount of \$81.73, will be put towards our renewal in June of 2015. We received the latest air sample results, from Continental Fire & Safety, for the Breathing Air Compressor at the Route 33 Fire Station. We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Synopsis of Audit Report for the year ended December 31, 2014.

We received a Notice of Nonrenewal of Insurance, from Ace American Insurance Company, for the insurance on our Above Ground Fuel Storage Tanks. George said that he has been in contact with VFIS about this and we have to fill out a questionnaire before they will renew the policy. We received a letter, from the Federal Communications Commission, for our application to renew the license for our radio call sign KEM664. We received a notice, from the Howell Fire Bureau, of the installation of a new Knox Box at First Financial Credit Union. We received two Service Reports, from EMR Power System, for the two service checks performed on our Emergency Generators on May 1, 2015. The Route 524 Fire Station Generator needed a new starter solenoid.

Legal

Joe handed out copies of the Resolution Authorizing Member Participation in the Houston Galveston Area Council Cooperative Purchasing System. This resolution was approved at our April 6, 2015 meeting. Joe read a letter, received from the Township of Howell, which describes a resolution passed by the Howell Township Council. This resolution Supports Assembly Bill No. 2319, which requires County Governments, School Districts, Fire Districts and other Taxing Districts to share in the burden of paying for Property Tax Refunds. Joe gave the Board his interpretation of this resolution and said that we do not need to take any action at this time.

Joe said that we received the audit report from Robert A. Hulsart & Company. Joe also said that the audit is clean again this year and that we are doing a great job. Joe asked that a resolution be offered accepting the Annual Audit. A resolution was offered by George Patten and seconded by Tom Ward, accepting the Annual Audit Report for the year ended December 31, 2014. A roll call vote was taken.

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

Chief's Report

Chief Bob Tice gave his incident report for the month of April, 2015. The Chief asked to purchase the following items.

- 1) 10 (ten) Scott SCBA Masks with voice amps from Fire Fighters Equipment Co. on State Contract #A80961 for a total of \$7,896.20.
- 2) 1 (one) BlowHard ventilation fan from Safe-T for \$3,450.00.
- 3) 2 (two) 5 foot New York Roof Hooks with pry end from All Hands Fire Equipment for a total of \$201.38.

A resolution was offered by Tom Ward and seconded by George Patten, to purchase these tree items. A roll call vote was taken.

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

Frank said that he was introduced to Michael Penzotti, of Grantmasters Incorporated, while he was out at the FDIC in Indianapolis. Mr. Penzotti felt pretty confident about getting us a grant for the replacement of our SCBA's. We have been talking about replacing all of our SCBA's in the next few years to conform to all the new standards. Manufactures have told us that the cost could be around \$300,000.00. After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, to hire Grantmasters Inc. to apply for a grant for the replacement of our SCBA's. A roll call vote was taken.

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

Committees

Tom gave a report on the Executive Board meeting, which was held on April 23, 2015.

Frank gave a report on the trucks as follows.

- 1) 19-2-66 vehicle is at New Jersey Emergency Vehicles for an electrical issue.
- 2) 19-2-68 new vehicle has been completed and is working out very good.
- 3) Defender Emergency Products repaired some electrical issues with 19-2-76.
- 4) First Priority Emergency Vehicles installed the new pull out pump panel steps on 19-2-78.
- 5) The 2004 Chevrolet Suburban was traded in to Hertrich Fleet Services. The license plates, registration and the insurance were taken off.
- 6) 19-2-78 needs new front tires. Frank will take it sometime this week.
- 7) First Priority Emergency Vehicles said that the fuel tank on 19-2-78 is rotted pretty badly. They gave us an estimate for the replacement of \$2,058.47.
- 8) Campbell Supply is working on repairing the broken cabinet door holder on 19-2-75. This is the second time this holder has broken.
- 9) Frank replaced the two batteries in 19-2-98. He also ordered a new coolant overflow tank from Circle Chevrolet.
- 10) Frank replaced the Driver's Gear Compartment latch on 19-2-78.
- 11) Campbell Supply Co. repaired the foam system on 19-2-75.
- 12) Frank had two additional keys made up for the New Chief's Vehicle (19-2-68) at Circle Chevrolet.
- 13) Absolute Fire Protection Co. has found out about a Technical Service Bulletin from Spartan Chassis that would fix the cab mounting bracket bolt problem we have been experiencing on 19-2-78. Frank will have this taken care of when we get the truck services later this year.

A resolution was offered by Harry Carter and seconded by Doug Howlett, to have First Priority Emergency Vehicles replace the fuel tank on 19-2-78. 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 all the replacement electrical equipment for the Route 33 Radio Room has come in with the exception of the radio console. George also said that Breeze was here and has started to order the needed items to repair the damage.

Tom said that All Fenced In will repair the gates on the garbage enclosure soon.

New Business

George said that E. J. Schuster's can no longer supply up with office supplies. He would like to start dealing with Weeks Lerman Group. He said that the prices seem to be very competitive with other office supply companies. A resolution was offered by Doug Howlett and seconded by Tom Ward, to purchase needed office supplies from Weeks Lerman Group. A roll call vote was taken.

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

Frank said that the Chief said that several of the Officers were have problems with their phones. Chief Tice told Frank that 2 or 3 of the Line Officers are complaining about the batteries going dead in about a half a day. The Line Officer phones should be up for replacement at this time, as they received them the same time as the Commissioners. A resolution was offered by Harry Carter and seconded by Tom Ward, to replace the needed phones for the Line Officers. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:20 PM.