

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

April 6, 2020

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.

Note: Due to the outbreak of COVID-19, this meetings starting time was moved up to 7:00 PM. The meeting also is being held without the admittance of the Public. The meeting is being live streamed to the Board's Facebook page at Howell Fire District # 2. A link on the Board's website, howellfiredistrict2.com, will route anyone to the Facebook page.

The meeting was called to order by Chairman Harry Carter, at 7:01 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Harry Carter and Doug Howlett present. Also in attendance, via telephone, 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 March 2, 2020, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3462	A11-1	Monmouth County Treasurer	86.50
3463	A12-3	Absolute Fire Protection Company, Inc.	2,660.97
3464	A12-3	Frank E. Biddle III	18.07
3465	A12-3	Brice's Auto Supply, Inc.	48.57
3466	A12-3	Campbell Supply Company	366.11
3467	A12-3	Clean Air Company	85.97
3468	A12-3	Continental Fire & Safety, Inc.	1,795.00
3469	A12-3	Cooper Electric Supply Company	42.11
3470	A12-3	Defender Emergency Products	894.82
3471	A12-3	G & L Lawn Service, Inc.	476.00
3472	A12-3	Lester Glenn Auto Group	2,896.45
3473	A12-3	R. K. Electric, LLC	389.84
3474	A12-4	Family Practice of CentraState	200.00
3475	A12-4	Robert A. Hulsart & Company	3,000.00
3476	A12-4	NetLink Web Services	199.00
3477	A12-6	J Swanton Fuel Oil Company	105.89
3478	A12-7	Community Safety Consultants	1,440.00

3479	A12-8	JCP&L	941.14
3480	A12-8	N J American Water	176.39
3481	A12-8	N J Natural Gas	1,282.24
3482	A12-8	Verizon	1,014.56
3483	A12-8	Verizon Wireless	557.63
3484	A12-9	N J American Water	8,205.12
3485	A12-9	N J American Water	7,038.00
3486	A12-10	Complete Security Systems, Inc.	702.00
3487	A12-10	Freehold Cartage, Inc.	131.15
3488	A12-10	Jersey Coast Fire Equipment, Inc.	74.00
3489	A12-10	Sakoutis Brothers Disposal	101.92
3490	A12-13	Continental Fire & Safety, Inc.	1,715.00
3491	A12-4	Allegiant Wireless, LLC	19,950.00
Electronic	A9-1	Payroll by Paychex (for March 2020)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for March 2020)	664.26
Electronic	A9-1	Paychex Fees (deducted 04-10-20)	147.58
Electronic	A9-1	March 2020 PERS/DCRP Payment	180.44
			\$60,850.73

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	absent

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 ID cards, from Benchmark Insurance Company, to keep in all the trucks and Chief's vehicles. We received a notice, from NEIS, stating that our insurance audit is scheduled for Monday, April 20, 2020 between noon and 2PM. George and Frank said that they would be available. We received a check, from VALIC, which is returned LOSAP funds for a Firefighter that left the Fire Company before becoming vested. The check, in the amount of \$3,468.75, was received and deposited on March 16, 2020.

We received a notice of Nonrenewal of Insurance from VFIS of New Jersey. The Carrier of our Property & Casualty and our Commercial Auto Policy, American Alternative Insurance Corporation, is no longer writing policy's in New Jersey. VFIS will be sending our New Policy's, which will be with National Union Fire Insurance Company, out shortly.

We received a certified copy of the Resolution, adopted by the Howell Township Council at their meeting on March 24, 2020. This Resolution establishes the amount of our 2020 Fire District Budget pursuant to N. J. S. A. 40A:14-78.5 et seq and certifies the amount to be raised by taxation in support thereof. The Township ended up reducing our 2020 Fire District Budget by \$50,000.00.

We received an Air System Inspection report, from Continental Fire & Safety, for the March 23, 2020 work on our Breathing Air Compressor. We received a report, from Absolute Fire Protection, for the work completed on 19-2-90 in March of 2020. We received the February and March 2020 Howell Township Fire Bureau report. We received the minutes from the March 5, 2020 Howell Township Joint Boards of Fire Districts meeting.

We received the Howell Township Corona Virus (COVID-19) Precautions & SOP Guidelines. We also received a Local Finance Notice, from the New Jersey Department of Community Affairs, which guides us in our responses during the Corona Virus outbreak. We received notification that FDIC 2020, in Indianapolis, has been postponed. They are looking for available dates later in the year.

Legal

Joe gave a report on the way we will be holding our meetings until the Governor starts to cut back on public contact during the current COVID-19 outbreak. Joe said that live streaming on Facebook meets all the State's requirements. Joe said that he would stay on the phone till the end of the meeting.

Chief's Report

The Chief's report was read by Frank Biddle due to the meeting being not open to the public and trying to keep everyone safe. Chief Player emailed his report to the Clerk of the Board. The Chief would like to purchase the following items.

1) Two hundred (200) N95 particulate filter masks in a joint purchase led by Fire District 3. The cost would be \$3.75 each and the allocation and payment details will follow.

2) Twelve (12) spare Motorola Portable Radio Batteries, from Wireless Communications and Electronics, for \$126.00 each and a total of \$1,512.00.

After a brief discussion, a resolution was offered by George Patten and seconded by Doug Howlett, granting the Chief's purchase requests. A roll call vote was taken.

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

Committees

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

- 1) Frank purchased a new Jerry Can spout for 19-2-93. He found a new one on E-Bay for a good price.
- 2) 19-2-90 came back from Absolute on March 5, 2020 after the repairs on the outrigger.
- 3) 19-2-90 struck the Route 524 Fire Station while responding to a working structure fire on March 16, 2020. Very slight damage to the truck and the building.
- 4) Frank said that the Laptop he uses to write the minutes is having some issues. He believes that the battery needs to be replaced because it is from 2012. He said that he can buy one online for between \$30.00 and \$60.00.
- 5) RK Electric repaired the flagpole lights at the Route 33 Fire Station.
- 6) Clean Air came out for some Exhaust System repairs at the Route 524 Fire Station.
- 7) 19-2-67's vehicle was taken to Lester Glenn Chevrolet for some engine issues.
- 8) Would like permission to purchase any needed cleaning and disinfective items during this COVID-19 outbreak.

After some discussion, a resolution was offered by Harry Carter and seconded by Doug Howlett, to purchase the Laptop Battery and any supplies needed to battle the COVID-19 outbreak. A roll call vote was taken.

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

Old Business

George said that Allegiant Wireless finished the Howell Fire Radio Study and we paid the finale invoice this evening. George will now forward the other four Fire Districts for their share of the study. George also said that we have not received a bill from Hartford Steam Boiler for the Annual Inspection they completed on the Boiler at the Route 33 Fire Station. He said that he would be giving them a call.

New Business

At this time Chairman Carter asked any public watching our meeting on the Facebook link to call in if they had any questions. After several minutes one caller responded to say that the meeting was nicely viewed on the Facebook link.

With no further business to come before the Board, the meeting was adjourned at 7:34 PM.