

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

December 7, 2020

**REGULAR MEETING  
(With Public Hearing of 2021 Fire District Budget and Adoption)**

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 with limited 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 Vice-Chairman Doug Howlett, at 7:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Harry Carter (via speakerphone), 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 November 2, 2020, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3715	A11-2	Cory Biddle	100.00
3716	A11-2	Alconic, LLC	825.63
3717	A12-1	Asbury Park Press	125.80
3718	A12-3	Absolute Fire Protection Company, Inc.	4,209.27
3719	A12-3	Brice's Auto Supply, Inc.	8.52
3720	A12-3	Campbell Supply Company	509.40
3721-VOID		VOID (This was a Fire Company Invoice)	VOID
3722	A12-3	D & D Contractors Corp.	2,220.00
3723	A12-3	Electronic Measurement Laboratories, Inc.	175.00
3724	A12-3	G & L Lawn Service, Inc.	203.00
3725	A12-3	New Jersey Emergency Vehicles	10,685.00
3726	A12-3	TASC Fire Apparatus, Inc.	710.58
3727	A12-3	Weilgus & Sons	152.00
3728	A12-4	Family Practice of CentraState	650.00
3729	A12-4	NetLink	199.00

3730	A12-6	Mike Hubert	150.00
3731	A12-6	Stephen Smith	150.00
3732	A12-6	J Swanton Fuel Oil Company	430.18
3733	A12-8	Mike Banasz	270.00
3734	A12-8	Tim McKay	270.00
3735	A12-8	Greg Player	270.00
3736	A12-8	Dan Roth	270.00
3737	A12-8	Robert Tice	270.00
3738	A12-8	JCP&L	1,033.60
3739	A12-8	N. J. American Water	146.30
3740	A12-8	N. J. Natural Gas	1,221.34
3741	A12-8	Verizon	429.14
3742	A12-8	Verizon Wireless	602.40
3743	A12-9	N. J. American Water	8,578.08
3744	A12-9	N. J. American Water	7,278.90
3745	A12-10	Mike Banasz	700.00
3746	A12-10	Frank E. Biddle III	1,375.00
3747	A12-10	William Goffe	290.00
3748	A12-10	ESI Equipment, Inc.	2,266.00
3749	A12-10	Freehold Cartage, Inc.	130.82
3750	A12-10	Sakoutis Brothers Disposal	101.92
3751	A12-13	Skylands Area Fire Equipment & Training	1,470.00
3752	A9-1	Greg Player	250.00
Electronic	A9-1	Payroll by Paychex (for November 2020)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for November 2020)	664.26
Electronic	A9-1	Paychex Fees (deducted 12-10-20)	133.69
Electronic	A9-1	November 2020 PERS/DCRP Payment	180.44
			\$52,969.27

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 Harry Carter, 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 the Township of Howell, which is our final payment for the 2020 Fire District Taxes. The check, in the amount of \$328,125.00, was received and deposited on November 25, 2020. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in October 2020. We received the October 2020 Howell Fire Bureau monthly report.

We received a confirmation, from the New Jersey State DCA, that our Introduced 2021 Fire District Budget was submitted. We received several emails about the 2021 Introduced Fire District Budget. The State told us that we would have to hold a Special Meeting to gain voter approval for the two Capital Projects. The Board emailed the State and decided to hold this Special Meeting on November 24, 2020. The Notice of this Special Meeting was posted in several places and posted on the Board’s web site. We received an Affidavit of Publication, from the Asbury Park Press, for the advertising of the Public Hearing of the Proposed 2021 Fire District Budget. We received approval, from the New Jersey State DCA, of our Proposed 2021 Fire District Budget. The DCA also gave us the approval to hold the Public Hearing and the Adoption on December 7, 2020.

We received an Affidavit of Publication, from the Asbury Park Press, for the advertising of the Notice to Bidders for the upgrade to the HVAC System at the Route 33 Fire Station. Several emails were received and sent regarding the scheduled Joint Board of Fire Commissioners meeting, which was to be held on December 3, 2020. This meeting was cancelled due mostly to the ongoing COVID-19 outbreak.

**Legal**

Joe asked for the results of the Special Meeting. This Special Meeting was needed to gain voter approval for the two Capital Projects included in the proposed 2021 Fire District Budget. The Special Meeting was held on November 24, 2020. The results were read as follows.

Total voters----- 26

Question one; Shall the Board of Fire Commissioners of Fire District #2 be authorized to appropriate \$100,000.00 in the 2021 Fire District Budget for new radio telecommunications equipment utilizing Capital Reserve Funds accumulated in prior Budgets?

Total yes votes----- 18  
Total no votes-----8

Question one passed by an 18 to 8 vote.

Question two; Shall the Board of Fire Commissioners of Fire District #2 be authorized to appropriate \$80,000.00 in the 2021 Fire District Budget for a New Chief’s Command Vehicle to replace a twelve (12) year old vehicle, utilizing Capital Reserve Funds accumulated in prior Budgets.

Total yes votes ----- 17  
Total no votes-----9

Question two passed by a 17 to 9 vote.

The results of the November 24, 2020 Special Meeting were emailed to the New Jersey State DCA and they said we could proceed with the adoption.

Joe said that we can now proceed with the adoption. Joe read the resolution Adopting the 2021 Fire District Budget as follows.

Total 2021 Fire District Budget	\$1,634,700.00
Less from Capital Reserve	-\$180,000.00
Less from Surplus	-\$354,700.00
Amount to be Raised by Taxation	\$1,100,000.00

This resolution was offered by George Patten and seconded by Harry Carter, and a roll call vote was taken.

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

Vice Chairman Howlett asked the public for comment three times with no response. Joe said that this concluded the Public Hearing of the 2021 Fire District Budget and we are all set for the February 20, 2021 Election and Budget Referendum.

Joe gave a report on the bid opening for the HVAC System upgrade at the Route 33 Fire Station. The bid opening was held on December 2, 2020 at 2:00 PM at the Route 33 Fire Station. Present at the bid opening were Frank Biddle III, George Patten and Joseph Youssouf along with several representatives from the bidders. A total of seven (7) bids were received before the 2:00 PM start time and are listed as follows.

1) 1 <sup>st</sup> Goal Heating & Cooling.	\$74,000.00
2) Burlew Mechanical, LLC.	\$81,348.00
3) LGB Mechanical, Inc.	\$68,000.00
4) McCloskey Mechanical Contractors, Inc.	\$86,850.00
5) Performance Mechanical Corporation.	\$66,800.00
6) A. Bailey Plumbing & Heating Corp.	\$63,102.00
7) WHL Enterprises, Inc. (Bill Leary)	\$53,400.00

A discussion followed about the low bidder. Joe said that all WHL Enterprises paperwork was in order if the Board decides to award the bid. George said that he spoke to Bill Leary several times since the bid opening. WHL would be using Goodman Equipment, which has a very good rating. Mr. Leary asked why we did not include an Ion Generator Air Purifier or a two-stage motor on the units in the bid specs. He said that the two-stage motor on all four units would add a total of \$2,400.00 or \$600.00 each. He also said that he could install an iWave Ion Generator Air Purifier in line on all four units for a total of \$3,400.00 or \$850.00 each. Adding these two items to his bid would still not total more than the next lowest bidder. After further

discussion, a resolution was offered by Bob Tice and seconded by George Patten, awarding the HVAC upgrade to WHL Enterprises, Inc. at a price of \$53,400.00. 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 had about adding the two items that Bill Leary suggested. Joe said that we could make a change order to the original bid to add these two items. A resolution was offered by Bob Tice and seconded by George Patten, making a change order to add the two items to the WHL bid with a total increase of \$5,800.00. This will bring the total for the complete job to \$59,200.00. A roll call vote was taken.

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

Joe said that he will prepare a formal resolution for the January 4, 2021 meeting.

### **Chief's Report**

Chief Greg Player emailed his report in due to the ongoing COVID-19 issues. The Chief listed his monthly report for November 2020. The Chief asked to purchase three items. At this time Commissioner Tice asked to table the remaining Chief's Report until the end of the meeting after we hold an Executive Session. This request was granted.

### **Committees**

Bob gave a report on the Radio Study and the Township Fire Radio Committee meetings. Bob still says that we should have some sort of price for the upgrade and repair of the system early in 2021.

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

1) UL came out on December 1<sup>st</sup> and 4<sup>th</sup> to retest the issue with 19-2-90. The truck failed the retest both times. Frank has been in contact with Absolute for a repair.

2) Absolute could not get the oil filter off 19-2-78 during the service and the truck had to go up to their facility in order to complete the service. Another vendor did the service last year.

3) Spoke to Hertrich Fleet Services and they said that we should have a build date for the chassis of the New Utility Vehicle soon.

4) 19-2-85 went to New Jersey Emergency Vehicles for the installation of the anchor points for the safety tie offs.

5) Campbell Supply came out and repaired two items on 19-2-85.

6) Frank installed one of the new locks in the front man door of the Route 33 Fire Station.

7) Frank also replaced all the lock cores at the Route 33 Fire Station. We are close to making all the locks at both Fire Stations the same. He also ordered four more lock cores to finish the job.

8) Clean Air will be coming out on December 9, 2020 to repair some issues with the exhaust system at the Route 524 Fire Station.

9) D & D finished installing the two doors on the Training Prop at the Route 33 Fire Station.

10) The fitting we ordered from TASC Fire Apparatus back in the spring finally came in.

11) Frank said he is looking for information about purchasing a man lift to use at both Fire Stations. This would give us a safe way to make needed repairs on elevated areas.

### **Old Business**

Bob said that we need to move forward with the warning light installation on Route 33 at the entrance to the Fire Station. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, to send a formal resolution to the State and Township expressing our needs for a safety warning system. A roll call vote was taken.

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

Joe said that he would prepare the resolution for the January 4, 2021 meeting.

George Gravatt Jr., Fire Company President, sent an email requesting the Boards approval to purchase two electrostatic sprayers, one for each Fire Station, to allow for better disinfection of the Fire Stations. He also said that some items may be available through the Howell Township OEM. He would also like the Board to set up a committee to evaluate, make and implement safety procedures to be used during this COVID-19 outbreak. He suggested two Commissioners, two Line Officers and two Executive Officers for this committee. After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, to purchase what equipment the Committee feels that we need. A roll call vote was taken.

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

Commissioner Tice said that he would talk to the OEM Coordinator and see what equipment he may already have to give us.

George said that we need to fill out all the Workers Compensation paperwork to submit to the Insurance Company after the possible exposure to COVID-19 at a fire call. We have somewhere between twelve (12) and fifteen (15) Firefighters that were listed. We will get all the paperwork in order and fill out what we can. The Chief's will have to help fill some out along with each Firefighter.

George said that it looks like the Verizon bills have finally been corrected. We will see when the next round of invoices are received at the end of the month.

George said that our Group Life Insurance Company has finally figured out what to credit us after the death of one of the oldest members. We found out that this Firefighter, who moved to Florida many years ago, passed away in 2014. After paying the claim to the beneficiaries, we ended up with a credit of \$39,123.23. This amount will pay for all of our 2021 Group Life Insurance premiums and will also get \$10,483.00 in a check.

### **New Business**

Frank said that he received a quote, from Accurate Line Striping, to clean and fill the cracks in all the pavement at the Route 33 Fire Station driveways and parking lots. The cost would be \$2,475.00 for the job. The Fire Company used this company in the past with great results. Frank said that it may be getting too late weather wise to do the job now, but we may get a warm spell before spring. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, to have Accurate Line Striping do the job when they can. A roll call vote was taken.

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

Frank said that TRT Computer Services wants to send the DVR for the camera system at the Route 33 Fire Station out for warranty repair. This could take several months to get the system back up and running. TRT asked if the Board would want to purchase a spare DVR to use while the original one is out for the repair. The cost of purchasing another one would be \$1,375.00. After some discussion, a motion was made by Bob Tice and seconded by Frank Biddle III, to not purchase a spare and still get the warranty repairs completed. Motion passed.

Doug said that he received the parts needed to repair the toilets in the Ladies Restroom at the Route 33 Fire Station. The company sent complete tank assemblies at no cost.

George said that we need to transfer some funds to the A12-4 Professional Services line in order to pay next month's vouchers. He said that we have extra funds in the A12-2 Insurance line. A resolution was offered by Frank Biddle III and seconded by Doug Howlett, to transfer \$10,000.00 from the A12-2 line to the A12-4 line. A roll call vote was taken.

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

Commissioner Tice asked to go into Executive Session in order to discuss some personnel questions. A resolution was offered by Frank Biddle III and seconded by Bob Tice, to go into Executive Session at 8:24 PM. A roll call vote was taken.

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

A resolution was offered by Bob Tice and seconded by Frank Biddle III, to come out of Executive Session at 9:26 PM. A roll call vote was taken.

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

Please note that during the Executive Session, Harry Carter had to leave the meeting.

We continued with the remainder of the Chief's Report. The Chief would like to purchase the following three items.

- 1) Request to reimburse members for EMT refresher. Approximately 3 to 4 members with a course cost range of \$500.00 to \$1,000.00.
- 2) Three (3) sets of USAR Spec Personal Protective Equipment for Drivers and Exterior Support Firefighters form SAFE-T for a total cost of \$6,224.01.
- 3) Ten (10) Snap N Wear 3-in-1 Hi Visibility Jackets with Adelpia Fire in black vinyl on the back from Frontline Apparel. There would be five (5) large and five (5) extra-large at a cost of \$255.00 each and a total of \$2,550.00.

After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, granting the Chief's three purchase requests. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:35 PM.