

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

February 3, 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.

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 Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on January 6, 2020, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3400	E7	VALIC (LOSAP)	76,648.00
		The above voucher is the last for Budget Year 2019. Below starts Budget Year 2020	
3401	A12-3	Barg's Lawn & Garden Shop	31.62
3402	A12-3	Batteries + Bulbs	53.85
3403	A12-3	Brice's Auto Supply, Inc.	80.83
3404	A12-3	Campbell Supply Company	219.60
3405	A12-3	Clean Air Company	778.01
3406	A12-3	N. J. Emergency Vehicles	748.34
3407	A12-3	Underwriters Laboratories, Inc.	382.50
3408	A12-4	Family Practice of CentraState	886.50
3409	A12-4	Family Practice of CentraState	250.00
3410	A12-4	NetLink	199.00
3411	A12-6	J. Swanton Fuel Oil Company	1,478.87
3412	A12-7	Dan Roth	3,246.60
3413	A12-8	JCP&L	1,127.10
3414	A12-8	N. J. American Water	158.90
3415	A12-8	N. J. Natural Gas	1,995.99
3416	A12-8	Verizon	1,013.44
3417	A12-8	Verizon Wireless	801.46
3418	A12-9	N. J. American Water	8,205.12

3419	A12-9	N. J. American Water	7,038.00
3420	A12-10	Freehold Cartage, Inc.	131.23
3421	A12-10	Jersey Coast Fire Equipment, Inc.	336.50
3422	A12-10	Sakoutis Brothers Disposal	101.92
3423	A12-10	Shore Business Solutions	55.00
3424	A12-13	Continental Fire & Safety, Inc.	864.00
Electronic	A9-1	Payroll by Paychex (for January 2020)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for January 2020)	664.26
Electronic	A9-1	Paychex Fees (deducted 02-10-20)	296.08
Electronic	A9-1	January 2020 PERS/DCRP Payment	180.44
		2019 Budget	\$76,648.00
		2020 Budget	\$34,589.16
		Grand	\$111,237.16

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 Bob Tice, seconded by George Patten, 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 statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in December of 2019. We received two checks, from Howell Fire District One, which are their portion of the Howell Radio Study. The checks, in the amount of \$1,020.00 and \$1,920.00, were received and deposited on January 9, 2020. We received a loss run report, from Liberty Mutual Insurance.

We received a final inspection report, from Underwriters Laboratories, for the follow up inspection on 19-2-90. This report included the Emergency Vehicles Certificate of Inspection for Aerial Devices. This report was for the year 2019. We received a renewal quote, from VFIS, for our Workers Compensation Policy which expires on March 20, 2020. We also received information on another Workers Compensation Company, which could save the Fire District some money.

We received a Local Finance Notice, from the New Jersey Division of Local Government Services, which contains the annual LOSAP CY 2019 CPI Adjustment. The new approved maximum LOSAP award for the year 2019 is \$1,742.00. The Board approved this new maximum award in January and shows in this evenings LOSAP payment to VALIC.

### **Legal**

Joe gave a report on the upcoming Fire District Election. Joe said that the voting machine will be delivered on Thursday, February 13, 2020 and will be picked up on Tuesday, February 18, 2020. Joe also said that the voter's lists and the keys to the voting machine need to be picked up on Friday, February 14, 2020.

### **Chief's Report**

First Assistant Chief Dan Roth gave his incident report for the month of January 2020. The Chief's know that we are working on a temporary Budget for the first few months, but are asking approval for the following items.

1) SCBA Annual Flow Tests, with Firefighter One, for 43 packs. Total for this service would be \$2,064.00.

2) Two (2) Married sets of Irons (Halligan and Flat Head Axe), from Continental Fire & Safety for a total of \$579.50.

3) RIT Certified Training for two (2) Firefighters, at All Hands Fire Equipment, for a total of \$450.00.

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

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

Bob gave a report on the Radio Study and said that Allegiant Wireless should be finishing up sometime in March.

### **Committees**

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

1) 19-2-90 passed the Annual Aerial Certification.

2) 2-66's vehicle, a 2011 Chevrolet Suburban, was repaired at New Jersey Emergency Vehicles. They repaired some electrical issues and some lights.

3) Polar Service Center said that they can repair the issue with the trailer on 19-2-96. They said that the cost would be somewhere between two and four thousand dollars, depending on what they find when they remove the rear fenders, and would include new landing gear pads and a new suction hose.

4) 19-2-85 came back from New Jersey Emergency Vehicles and is back in service.

5) All man doors at both Fire Stations were reprogrammed during the first week in 2020. Frank said that we need to call in the Best Lock Repair Technician to check all of our locks for needed repairs.

6) 2-68's vehicle, a 2009 Chevrolet Suburban, could use both headlight buckets replaced. The plastic is getting bad and the headlights don't seem to light up the road like they used to. We can get them online for less than \$200.00 for the pair.

7) Barg's Lawn & Garden Shop repaired one of the saws off 19-2-85.

8) Clean air Company serviced the exhaust systems at both Fire Stations.

After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to have Polar Service Center repair 19-2-96 and to purchase the headlight buckets for the 2009 Chief's Vehicle. 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 there was a way to tell how much we have spent on maintenance and repairs on 19-2-90 in the past several years. Frank said that you would have to go through the vouchers for the past years and pick out bills for 19-2-90. You would have to wait till the 2019 vouchers come back from the Auditor in order to complete this.

### **New Business**

We received a Service Agreement Proposal, from ESI Equipment, for the service and repair of all of our Rescue Tools. This proposal is for a total cost of \$2,266.00. After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, to enter into this contract with ESI Equipment. A roll call vote was taken.

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

George said that the renewal for the Workers Compensation Policy, which runs out on March 20, 2020, has gone up \$10,000.00 from the current policy. Over the past few years we have been looking into other companies to see if we can save money. This year we received a quote from Benchmark Insurance Company for \$40,064.00 for the same coverage as we currently have. The Company that quoted this price is Nottingham Agency. The representative assigned would be Kirk LeBlanc. The renewal notice that we received from Liberty Mutual stated the cost at \$50,363.00. After a long discussion, a resolution was offered by Bob Tice and seconded by Harry Carter, to contract with Benchmark Insurance Company for our new Workers Compensation Policy. 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 resolutions for the Re-Organization Meeting scheduled for March 2, 2020. Joe asked if all Commissioners positions would remain to same as currently held and the Board said yes.

With no further business to come before the Board, the meeting was adjourned at 9:27 PM.