

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

January 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.

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 December 2, 2019, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3361	A11-2	Dell Marketing, LP	3,553.96
3362	A11-2	N. J. Motor Vehicle Commission	150.00
3363	A11-2	Greg Player	2,065.37
3364	A12-1	Asbury Park Press	65.72
3365	A12-3	Absolute Fire Protection Company, Inc.	747.95
3366	A12-3	Bailey's Square	400.00
3367	A12-3	Big Bill's Welding, LLC	350.00
3368	A12-3	Brice's Auto Supply, Inc.	197.91
3369	A12-3	Defender Emergency Products	13,296.73
3370	A12-3	ESI Equipment, Inc.	6,087.44
3371	A12-3	Firefighter One	93.75
3372	A12-3	Fire One	1,125.00
3373	A12-3	Freehold Towing, Inc.	300.00
3374	A12-3	Lester Glenn Auto Group	1,467.47
3375	A12-3	Minerva Cleaners	793.55
3376	A12-3	MyFleetCenter.com	103.45
3377	A12-3	New Jersey Emergency Vehicles	16,470.00
3378	A12-3	Wireless Communications & Electronics	780.00
3379	A12-4	Allegiant Wireless, LLC	9,600.00
3380	A12-4	CNP Fittest of New Jersey, LLC	950.00
3381	A12-4	Family Practice of CentraState	55.00

3382	A12-4	NetLink	199.00
3383	A12-4	Joseph D. Youssef, Esq.	14,048.00
3384	A12-6	J. Swanton Fuel Oil Co.	613.90
3385	A12-8	JCP&L	1,175.14
3386	A12-8	N. J. American Water	189.28
3387	A12-8	N. J. Natural Gas	2,283.35
3388	A12-8	Verizon	1,015.89
3389	A12-8	Verizon Wireless	576.47
3390	A12-9	N. J. American Water	8,205.12
3391	A12-9	N. J. American Water	7,038.00
3392	A12-10	Complete Security Systems, Inc.	161.00
3393	A12-10	EMR Power Systems, LLC	230.00
3394	A12-10	Freehold Cartage, Inc.	131.28
3395	A12-10	Sakoutis Brothers Disposal	101.92
3396	A12-13	Continental Fire & Safety, Inc.	8,802.00
3397	A12-13	Skylands Area Fire Equipment & Training	25,755.68
3398	A11-2	Alconic, LLC	638.94
3399	A12-10	Jersey Coast Fire Equipment, Inc.	43.00
Electronic	A9-1	Payroll by Paychex (for December 2019)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for December 2019)	664.26
Electronic	A9-1	Paychex Fees (deducted 01-10-20)	147.58
Electronic	A9-1	December 2019 PERS/DCRP Payment	180.44
Electronic	A9-1	And the Annual Employers Appropriation	3,613.00
			\$137.730.55

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 Bob Tice, 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 Broadway Minerva Cleaners, which is for the lost gear we sent them for repair. The check, in the amount of \$10,053.89, was received and deposited on December 28, 2019. We received a second check, from the Board of Fire Commissioners District #5 Howell Township, which is their portion of the first payment to Allegiant Wireless for the Radio Study. The check, in the amount of \$1,020.00, was received and deposited on December 19, 2019.

We received a third check, from the Board of Fire Commissioners District #3 Howell Township, which is their portion of the first payment to Allegiant Wireless for the Radio Study. The check, in the amount of \$1,020.00, was received and deposited on December 17, 2019.

We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Notice of Budget Adoption and Annual Referendum. We received a service Report, from Complete Security Systems, for the Annual Fire Alarm Inspection at the Route 524 Fire Station. We received two Service Reports, from EMR Power System, for the two service checks completed on December 5, 2019.

## **Legal**

Joe went over the February 15, 2020 Fire District Election. Joe asked Frank if he had lined up Poll Workers for the day. Frank said that he has three Poll Workers signed up and will be ready for the Election. Frank said that George Patten has turned in his petition for the three-year term that is up in 2020. Frank said that he would call Joe if any additional petitions are turned in.

Frank asked Joe to set up a temporary Budget for 2020. Joe said that the temporary 2020 Budget would be 14% of the 2019 Operating Budget. This would add up to be \$162,000.00 and would be used from January 1, 2020 thru March 2, 2020. After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, establishing a Temporary 2020 Budget in the amount of \$162,000.00. A roll call vote was taken.

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

## **Chief's Report**

Chief Greg Player gave his incident report for the month of December 2019 and also the yearend report for 2019. The Chief thanked outgoing Chief Michael Whitehill for his leadership over the past two years. The Chief said that he will try to email his reports to the Board several days before the meetings. This way the Board members can look the report over a head of time. A discussion was had on the ongoing CDL Driver Training with Smith & Solomon. We paid for two Firefighters to get a CDL Driver's License and they have not completed the course as of this date. The Chief said that the problem seems to be more of a scheduling issue.

The Chief would like to purchase the following items, with the understanding that we are working on a Temporary Budget.

1) Twenty (20) pair of Hex Armor Model #4012 Extrication Rescue Gloves, assorted sizes, from Continental Fire & Safety, for a total of \$990.00. This price includes \$30.00 for shipping.

2) Replacement Turnout Gear, to replace the lost gear, from Skylands Area Fire Equipment & Training, on State Contract 17-Fleet-00810.

A discussion was had on the cost of the Replacement Turnout Gear. After this discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, approving the purchase requests. It was noted that the cost of the Turnout Gear cannot exceed the price that Minerva gave us for the lost Gear. That price is \$10,053.89. A roll call vote was taken.

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

The Chief asked to send two additional Firefighters to the FDIC in Indianapolis. This would bring the total to eight. The Chief noted that Board Chairman Harry Carter will be recognized for his many years of service at the FDIC this year and it would be nice if we had more people to support the award. After a short discussion, a resolution was offered by George Patten and seconded by Harry Carter, granting the Chief's request. A roll call vote was taken.

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

## Committees

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

- 1) Absolute came down twice to repair an outrigger hydraulic hose track on 19-2-90.
- 2) Underwriters Laboratories is scheduled to retest 19-2-90 on January 8, 2020.
- 3) Fire One completed Annual Pump Testing on December 3, 2019. All five trucks passed this annual test.
- 4) Outgoing Chief Whitehill had his vehicle serviced at Jiffylube on December 23, 2019.
- 5) Defender Emergency Vehicles picked up 19-2-78 on December 9, 2019 and finished the repairs and a complete brake job. The truck was back in service on December 13, 2019.
- 6) 19-2-67's 2011 Suburban was repaired at Lester Glenn Chevrolet. The problem was a defective fuel pump.
- 7) Bill's Welding came over and repaired the right rear fender cabinet on 19-2-96.
- 8) Frank has been in contact with Polar Service Center, located in Cherry Hill, about repairing the rear tank portion of the trailer on 19-2-96. Frank said that Chief Whitehill and he will be taking the truck down to them for an estimate.
- 9) ESI Equipment completed the relocation of the Rescue Tools on 19-2-85.
- 10) 19-2-85 is currently at New Jersey Emergency Vehicles for the mounting of the remaining equipment.
- 11) Campbell Supply picked up 19-2-85 last month for another Check Engine Light. The repairs were still covered on warranty.
- 12) On January 1, 2020 the 2015 Chevrolet Suburban Chief's Vehicle would not start. Freehold Towing delivered the vehicle to Lester Glenn Chevrolet. Lester Glenn replaced a defective starter and we picked it up on January 4, 2020.

13) 19-2-66 took his 2011 Chevrolet Chief's Vehicle to New Jersey Emergency Vehicles for a lighting issue. They said that the repair would cost \$750.00.

14) Frank will be reprogramming all the doors at both Fire Stations sometime this week.

15) Defender will be coming by to check 19-2-78 for an ABS Light and also a coolant leak.

After some discussion, a resolution was offered by Doug Howlett and seconded by Harry Carter, to have the lights on the 2011 Chief's Vehicle repaired at New Jersey Emergency Vehicles. 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 gave a short report on the Radio Study being conducted by Allegiant Wireless.

### **New Business**

We received a contract, from G & L Lawn Service, for the care of the grounds at the Route 33 Fire Station. The cost for the weekly cutting has not changed and would be \$203.00 per mow. After some discussion, a resolution was offered by Bob Tice and seconded by Frank Biddle III, awarding the 2020 Lawn Care Contract to G & L Lawn Service. A roll call vote was taken.

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

George asked about the unvested LOSAP funds for the Fire Company Members that were dropped from the rolls at the end of 2019. Our policy states that the funds shall be returned to the Board if past Members were not vested. After a discussion, a motion was made by Frank Biddle III and seconded by Doug Howlett, to have these funds returned to the Board. Motion passed.

George also said that we always send in the LOSAP payment with the February vouchers. Frank said that the State Approved increase would be posted sometime at the end of January, 2020. After some discussion, a resolution was offered by George Patten and seconded by Bob Tice; to use the State approved increase and total allowed for each qualified member. A roll call vote was taken.

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

We received a Breathing Air Service Contract from Continental Fire & Safety for our Mako Breathing Air Compressor and System. The cost of this contract would be \$1,795.00 and would run from January 1, 2020 thru December 31, 2020. This contract would also include four (4) NFPA 1989/13 Grade E air tests. After a short discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to enter into this contract with Continental. A roll call vote was taken.

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

District Forest Fire Warden Raymond Roe asked the Board if they had any surplus radio equipment that the New Jersey Forest Fire Service could have to upgrade the old equipment they are currently using. The Board asked the Chief how much excess radio equipment we had left after the Howell Township Fire Bureau was granted some of it. The Chief said that we still had quite a bit left up in the Chief's room. After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to allow the New Jersey Forest Fire Service to take what excess Radio equipment they needed. A roll call vote was taken.

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

William Goffe gave a report on the 2019 LOSAP totals. Mr. Goffe said that 45 Members qualified for the annual LOSAP payment. He also gave the Board all of the certifications and the paperwork for posting.

Commissioner Tice started a conversation about members being under the influence of anything and what could be done to protect the Board. Lots of ideas were discussed with no decisions being made. This topic will be brought back up at a later time.

With no further business to come before the Board, the meeting was adjourned at 10:07 PM.