

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

May 4, 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 7:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Harry Carter, Doug Howlett and Robert Tice present. 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, 2020, motion carried.

George said that due to the COVID-19 outbreak, we have had our meetings live streamed to our Facebook page. Cory Biddle has been doing the electronics needed to help keep us compliant. George said that he would like to pay Ms. Biddle \$100.00 per meeting for the work that she has been doing. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to pay Ms. Biddle \$100.00 per meeting until we can have a meeting with the public in attendance. A roll call vote was taken.

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

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3492	A12-13	SAFE-T, LLC	5,736.75
		The above voucher is being paid from the Fire District Budget, Accounts Payable.	
3493	A11-2	Alconic, LLC	360.00
3494	A11-2	Cory Biddle	200.00

3495	A11-2	Frank E. Biddle III	40.87
3496	A11-2	Monmouth County Clerk	1,648.84
3497	A11-2	Shore Business Solutions	55.00
3498	A12-2	USG/AAU	881.25
3499	A12-2	VFIS	58,343.98
3500	A12-3	Brice's Auto Supply, Inc.	156.88
3501	A12-3	G & L Lawn Service, Inc.	847.00
3502	A12-3	Grainger	170.16
3503	A12-3	M & W Communications, Inc.	223.54
3504	A12-3	Weilgus & Sons – NJ, Inc.	8.00
3505	A12-3	Wireless Communications and Electronics	225.00
3506	A12-4	NetLink	199.00
3507	A1205	Howell township Fire Company #1	60,000.00
3508	A12-6	J Swanton Fuel Oil Co.	196.85
3509	A12-7	Tim McKay	225.00
3510	A12-8	JCP&L	983.88
3511	A12-8	N. J. American Water	124.18
3512	A12-8	N. J. Natural Gas	1,126.56
3513	A12-8	Verizon	1,011.91
3514	A12-8	Verizon Wireless	606.89
3515	A12-9	N. J. American Water	8,205.12
3516	A12-9	N. J. American Water	7,038.00
3517	A12-10	Freehold Cartage, Inc.	130.96
3518	A12-10	Sakoutis Brothers Disposal	101.92
3519	A12-12	N. J. State Association of Fire Districts	300.00
Electronic	A9-1	Payroll by Paychex (for April 2020)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for April 2020)	664.26
Electronic	A9-1	Paychex Fees (deducted 05-11-20)	160.58
Electronic	A9-1	April 2020 PERS/DCRP Payment	180.44
		2019	\$5,736.75
		2020	\$147,680.07
		Grand	\$153,416.82

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 the Township of Howell, which is our first payment for the 2020 Fire Taxes. The check, in the amount of \$223,125.00, was received and deposited on April 18, 2020. We received a bill, from the Monmouth County Clerk's Office, for the mail-out ballots they sent out for our February 2020 Fire District Elections. The bill, in the amount of \$1,648.84, is being paid in this evening's vouchers. We received quite a few emails concerning the COVID-19 outbreak, which will be on file.

Legal

No legal report tonight.

Chief's Report

First Assistant Chief Dan Roth gave his incident report for the month of April 2020. The Chief stated that the N-95 masks we approved at the April meeting will not be coming. The Chief asked to purchase 50 face coverings with the Adelpia Logo on them. He said that these masks are washable and reusable, and the total cost would be \$510.00. After some discussion, a resolution was offered by Bob Tice and seconded by Frank Biddle III, to allow the Chief to purchase as many masks as he could, without the Adelpia Logo, for the same \$510.00. This was determined to be 85 masks. A roll call vote was taken.

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

Chief Roth said that ServPro will be disinfecting all the trucks tomorrow and will also do the Radio Room at the Route 524 Fire Station. The Chief also said that the Fire Company was approved for a grant from New Jersey American Water. This grant is to purchase SCBA Mask cleaning wipes.

Committees

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

1) Frank said that he has been working with Weilgus and Sons and has finally found the control key needed for the locks at the Route 33 Fire Station. The key was paid for in this evening's vouchers.

2) Frank also said that he was able to reprogram the two new locks we purchased back in 2017. They will be replacing a few older locks that need some repair.

3) Frank would like to schedule the Pump Tests with Fire One and also the Aerial and Ground Ladder testing with UL.

4) We had a tree go down on the northeast corner of the Route 33 property. JCP&L came and cut the tree away from some wires, but we need to cut the remainder of it down. We also need to cut the eight trees from the retention basin at the Route 33 Fire Station. We used Pete's Tree Service the last time we had any tree work completed.

5) Frank called JCP&L to check the power coming into the Route 33 Fire Station. The Emergency Generator was running for almost a full day. JCP&L found a blown fuse in the box on the southwest corner of the Fire Station.

After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, for Fire One to complete the pump tests, UL to perform the Aerial and Ground Ladder testing and Pete's tree Service to take care of the trees at the Route 33 Fire Station. A roll call vote was taken.

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

Old Business

George said that he has been in contact with Hartford Steam Boiler to get a bill for the inspection they completed several months ago.

Bob said that he has been in touch with Rich from Allegiant Wireless about the Township Radio Study. Bob said that he will invite him to our next meeting if Rich is done with the final changes to the report. George said that he has forwarded the final bills to each of the other four Fire Districts in the Township for reimbursement.

New Business

Harry said that Access Health has June 24, 2020 open to complete the annual Firefighter Physicals. After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to have Access Health complete our 2020 Firefighter Physicals. 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 we need to repair the OPTICOM System at the intersection of Route 9 and the U-Turn Station by Mark-O-Lite sign. Looks like one of the components has gone missing. We have the parts in stock for the repair, but the Vendor we used prior has gone out of business. We are currently looking for a new Vendor.

Frank said that we need to order a new GPS OPTICOM vehicle kit. We will be installing it in 19-2-93. The kit is available from Signal Control Products for \$3,695.00. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to purchase this vehicle kit from Signal Control Products. A roll call vote was taken.

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

Bob explained an email that he sent to each Board Member concerning the LOSAP program. Bob feels that we need to make some changes to the rules that guide us with the program. Bob said that he would call the State to get some clarification of some questions he has about the program. He said that he would have more information at the June meeting.

Frank said that some trim panels have been coming loose on the 2015 Suburban Chief's Vehicle that assistant Chief Roth drives. We went to two Body Shops for estimates and Brannings Freehold Auto Body is the lowest at \$365.40. Frank recommends getting the vehicle repaired at Brannings. A resolution was offered by Bob Tice and seconded by Harry Carter, to have the vehicle repaired at Brannings. 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 insurance audit was completed on April 20, 2020. We are still waiting the outcome.

With no further business to come before the Board, the meeting was adjourned at 7:58 PM.