

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

November 2, 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 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 George Patten and seconded by Bob Tice; to approve the minutes of the last meeting held on October 5, 2020, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3681	A11-2	Cory Biddle	100.00
3682	A11-2	Quill Corporation	193.96
3683	A12-3	Alconic, LLC	75.00
3684	A12-3	Brice's Auto Supply, Inc.	17.94
3685	A12-3	Campbell Supply Company	58.84
3686	A12-3	Cooper Electric Supply Company	193.06
3687	A12-3	Joseph Fazzio, Inc.	13.29
3714	A12-3	G & L Lawn Service, Inc.	1,050.00
3689	A12-3	George Gravatt	1,525.00
3690	A12-3	Lasting Line Painting, LLC	825.00
3691	A12-3	Mark-O-Lite Sign Company	950.00
3692	A12-3	MyFleetCenter.com	134.07
3693	A12-3	Precision Art, Ltd.	885.00
3694	A12-3	SAFE-T	90.00
3695	A12-3	Team Life, Inc.	1,264.00
3696	A12-3	Techna-Pro Electric, LLC	2,368.41

3697	A12-3	Weilgus & Sons	2,809.75
3698	A12-4	Family Practice of CentraState	200.00
3699	A12-4	NetLink	199.00
3700	A12-8	JCP&L	885.68
3701	A12-8	N. J. American Water	271.78
3702	A12-8	N. J. Natural Gas	397.78
3703	A12-8	Verizon	799.80
3704	A12-8	Verizon Wireless	602.40
3705	A12-9	N. J. American Water	8,578.08
3706	A12-9	N. J. American Water	7,038.00
3707	A12-10	Freehold Cartage, Inc.	130.74
3708	A12-10	Sakoutis Brothers Disposal	101.92
3709	A12-10	Shore Business Solutions	225.00
3710	A12-13	Firefighter One	7,125.30
3711	A12-13	1 st Choice Safety Equipment	36,569.80
3712	A12-13	M & W Communications, Inc.	526.72
3713	A12-4	Robert A. Hulsart & Company	2,000.00
Electronic	A11-2	Deluxe (checks)	149.46
Electronic	A9-1	Payroll by Paychex (for Oct. 2020)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for Oct. 2020)	664.26
Electronic	A9-1	Paychex Fees (deducted 11-10-20)	13.00
Electronic	A9-1	October 2020 PERS/DCRP Payment	180.44
			\$82,476.48

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 several emails, from the DCA, in regard to the 2021 Fire District Budget. We completed an Audit of our Workers Compensation Insurance with the Compensation Rating and Inspection Bureau.

Legal

Joe handed our copies of a resolution the Board adopted at the October 5th meeting, placing an order with Hertrich Fleet Services. The vehicle ordered is a multipurpose Utility Vehicle with a snowplow and lift gate for a total of \$103,278.00. The price includes the trade in of two Board owned Suburban's.

Joe said that he was having issues with the Asbury Park Press and getting things advertised. Sometimes they respond to his requests and sometimes they do not. One item was the advertising of the 2019 Audit Synopsis. We are not sure if they ever did place the advertisement or not.

Joe moved on to the Introduction of the 2021 Fire District Budget. Joe read the Proposed 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

The \$180,000.00 from Capital Reserve will be used for two Capital Projects. The first would be \$100,000.00 for the upgrade and repair of the Howell Township Fire Radio System. The second would be for the replacement of our 2009 Chief's Command Vehicle. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, formally introducing the 2021 Fire District Budget as read. A roll call vote was taken.

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

Joe went on to say that the Public Hearing of the 2021 Fire District Budget would be on December 7, 2020. The Board can also adopt the Budget at that time. Frank said that Robert Hulsart will be coming over in the next day or two so that we can upload the Introduced Budget to the State's FAST System.

Chief's Report

Chief Greg Player gave his monthly report for October 2020. The Chief also gave a report on the COVID-19 precautions that he has implemented along with requirements for anyone traveling to what is called a Red State. As of this meeting, we have had two positive cases. The Chief asked if the Board had a Company on call for COVID-19 testing. The Board said no and gave the Chief a list of facilities that complete the test for free.

The Chief said that the annual SCBA Fit Testing will be completed by Fire District One at a later date. This Annual Testing is usually completed in November and December each year but is being delayed by the outbreak of COVID-19.

The Chief would like to purchase the following items.

- 1) Annual CPR Training by Team Life for \$65.00 per person for 25 participants.
- 2) Engineering and supply and installation of two anchor points on the top of 19-2-85. These anchor points would be used by any Firefighter that is required to work on the roof of the truck. With a total cost of 10,160.00.

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

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

Committees

Bob gave a report on the Howell Township Radio Study and the continuing planning for a proper upgrade and repair of the system. Bob had said that Motorola was going to have a price put together by early 2021. The Township of Howell is on board with this project because it will also help with their radio issues.

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

- 1) UL will be coming out to retest 2-90 on December 1, 2020.
- 2) Absolute has been called to service 2-78 and make a couple repairs to the pump. They will be completing this work on site.
- 3) Frank replaced the right-side pump panel light on 2-90 with three LED lights.
- 4) Hertrich Fleet has ordered the Chassis with Chevrolet but has not received a build date as of yet.
- 5) Frank called Campbell Supply for two issues with 2-85.
- 6) The new door locks and the cores have been received and will be installed soon.
- 7) We purchased another aluminum bar from Fazzio and will be repairing the attic ladder storage on 2-75.
- 8) Clean Air was called to repair an issue with the exhaust hose for 2-85.

Old Business

George said that he has spoken to Verizon again and they should be straightening things out. One of the Verizon bills has already been reduced. We should know more next month.

Frank read over the newly updated list of benefits the Board provides for Firefighters. This list was put together earlier this year, but wording or changes to the section about LOSAP were needed. After several months, these changes were made, and the list is now up to date. A resolution was offered by Bob Tice and seconded by Doug Howlett, approving the list as read. A roll call vote was taken.

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

After this list was completed, a letter was received from a Firefighter that was let go from the Fire Company in January 2020 for lack of percentage. This letter asked the Fire Company Officers and the Board of Fire Commissioners, to freeze his LOSAP account until he is able to return to Active Firefighter Status. Previously, any Firefighter that did not complete the five-year vesting period in the program, their funds were returned to the Board. A long discussion followed and finished with a motion being made by George Patten to reject this request because the Boards rules were different back at the beginning of 2020. The motion lost for lack of a second and no further action was taken.

We received a quote, from Signal Control Products, for the installation of two flashing signs on both sides of the entrance to the Route 33 Fire Station. These signs would start flashing when any Fire Apparatus approaches the entrance from the Fire Station. These flashing signs would hopefully slow the traffic down on Route 33 so the Fire Apparatus could enter the roadway safer. The quote is for \$13,200.00 and does not include any permits, call outs, mark outs or Traffic Safety Officer, if required. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, approving the installation of these flashing signs. A roll call vote was taken.

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

Bob said that he received a price from D & D Contractors Corporation to install two entrance doors on the Training Prop at the Route 33 Fire Station. We have been talking about this for some time, and the doors would at least make the building secure. The total for the job is \$2,220.00, which includes the doors with frames, preparation and painting of the doors, supply and installation of door locks and wrapping of the outside of the doors. After some discussion, a resolution was offered by Frank Biddle III and seconded by Bob Tice, to have D & D install the two doors. A roll call vote was taken.

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

New Business

We received a quote, from Shore Business Solutions, for the annual contract on the copier in the Chief's Office. The cost for this contract is \$225.00. A resolution was offered by Frank Biddle III and seconded by George Patten, to enter into this contract with Shore Business Solutions. A roll call vote was taken.

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

The payment for this contract was made in this evening's vouchers.

We received a service agreement, from ESI Equipment, for the servicing of all of our Holmatro Rescue Equipment for the 2021 year. The cost of this service agreement is \$2,266.00. A resolution was offered by Bob Tice and seconded by George Patten, to enter into this agreement 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 he forgot last month, but now would like to address the issue with the Heating System at the Route 33 Fire Station. We received a quote last year for the installation of four Heating/Air Conditioning units to replace the four Air Conditioning only units in the attic. We secured funds for the job, by way of a Special Meeting late last year. The description of the job was provided by a local HVAC Contractor. After much discussion, a resolution was offered by Bob Tice and seconded by Harry Carter, to have Joe advertise for the receipt of bids for the job. A roll call vote was taken.

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

It was decided to receive bids for the HVAC System on Wednesday, December 2, 2020 at 2:00 PM at the Route 33 Fire Station. Joe said that he would have copies of the specs ready and advertise with the Asbury Park Press.

At this time, anyone watching this meeting on our Facebook page was given the chance to call in. After 10 minutes and no calls, the meeting moved to adjourn.

With no further business to come before the Board, the meeting was adjourned at 8:57 PM.