

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

October 5, 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, Doug Howlett and Robert Tice (via telephone due to quarantine) present. Also in attendance was Joseph Youssef, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on September 14, 2020, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3555	A11-2	Cory Biddle	100.00
3656	A12-2	VFIS	4,840.00
3657	A12-3	Absolute Fire Protection Company, Inc.	936.90
3658	A12-3	Barg's Lawn & Garden Shop	106.97
3659	A12-3	Brice's Auto Supply, Inc.	49.05
3660	A12-3	Firefighter 1	286.00
3661	A12-3	G & L Lawn Service, Inc.	931.00
3662	A12-3	Lester Glenn Auto Group	1,739.34
3663	A12-3	Underwriters Laboratories, Inc.	2,276.00
3664	A12-4	NetLink Web Services, LLC	199.00
3665	A12-6	J Swanton Fuel Oil Co.	811.29
3666	A12-7	Safe-T EMS & Safety Training, LLC	250.00
3667	A12-7	Smith & Solomon CDL Training	7,200.00
3668	A12-8	JCP&L	1,200.39
3669	A12-8	N. J. American Water	182.70
3670	A12-8	N. J. Natural Gas	330.16
3671	A12-8	Verizon	1,065.37

3672	A12-8	Verizon Wireless	602.21
3673	A12-9	N. J. American Water	8,536.64
3674	A12-9	N. J. American Water	7,038.00
3675	A12-10	Complete Security Systems, Inc.	105.00
3676	A12-10	Freehold Cartage, Inc.	130.74
3677	A12-10	Emergency Services Marketing Corp., Inc.	3,137.00
3678	A12-10	Jersey Coast Fire Equipment	132.50
3679	A12-10	Sakoutis Brothers Disposal	101.92
3680	A12-13	M & W Communications, Inc.	2,138.74
Electronic	A9-1	Payroll by Paychex (for September 2020)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for September 2020)	664.26
Electronic	A9-1	Paychex Fees (deducted 10-13-20)	262.18
Electronic	A9-1	September 2020 PERS/DCRP Payment	180.44
			\$48,797.80

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 Doug Howlett, and a roll call vote was taken.

Harry Carter	absent
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 an Air System Inspection Report, from Continental Fire & Safety, for the service of our Breathing Air Compressor on September 24, 2020. We received a check, from the Township of Howell, which is payment #3 of our 2020 Fire Taxes. The check, in the amount of \$262,500.00, was received and deposited on October 5, 2020.

Legal

Joe said that we should make a resolution to excuse Chairman Carter during the time of his absence. After some discussion, a resolution was offered by Frank Biddle III and seconded by George Patten, excusing Mr. Carter until further notice for medical reasons. A roll call vote was taken.

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

Joe gave a report on the upcoming 2021 Fire District Election and Budget. Joe read over parts of Local Finance Notice 2020-19, which gives guidance to the Fire Districts. Joe also read over Local Finance Notice 2020-21, which gives guidance on Emergency Regulations for Remote Meetings held during a Declared Emergency (COVID-19).

Frank handed Joe two Bid Packets, which were received and read aloud on September 29, 2020, for the New Utility Vehicle to replace both 19-2-98 and 19-2-99. The two bids received were as follows.

1) Hertrich Fleet Services, with a price of \$106,978.00, less \$3,700.00 for the two trade in vehicles, for a total price of \$103,278.00.

2) Mall Chevrolet, with a price of \$131,500.00, less \$14,000.00 for the two trade in vehicles, for a total price of \$117,500.00.

Joe said that both Bid Packets were in order and the Board can act on this now. After some discussion and the fact that the Board agreed not to exceed spending \$110,000.00 for this vehicle, a resolution was offered by George Patten and seconded by Doug Howlett, to purchase this vehicle from Hertrich Fleet Services for a total cost of \$103,278.00. A roll call vote was taken.

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

Joe said that he would prepare a formal resolution for the purchase of this vehicle.

Chief's Report

Chief Greg Player gave his incident report for the month of September 2020. The Chief said that we have two positive COVID-19 cases in the Fire Company and both are self-quarantining at home. The Chief would like to purchase the following items.

1) Five (5) Scott SCBA Regulators, from Firefighter One for \$1,425.06 each and a total of \$7,125.30.

2) Two (2) Ryobi, Cordless Fogger/Mister, from Home Depot, for around \$100.00 each. These can be purchased through the Fire Company account.

3) One hundred (100) KN95 Masks, from 1st Choice Safety Equipment, for \$3.00 each and a total of \$300.00.

After a lengthy discussion, a resolution was offered by George Patten and seconded by Frank Biddle III, approving the Chief's purchase requests. A roll call vote was taken.

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

The Chief then went over the cost of a New Command Vehicle for the 2021 Fire District Budget. The cost of this vehicle would be between \$75,000.00 and \$90,000.00. A long discussion was held on this subject. George read over the proposed 2021 Fire District Budget as he has prepared it. If approved by the Board at the November 2, 2020 meeting, the 2021 Fire District Budget would include \$180,000.00 for Capital Purchases. These would be listed as separate questions on the Fire District Ballot for the 2021 Election in February as follows.

- 1) \$100,000.00 for the upgrades needed to the Howell Fire Radio Communications System.
- 2) \$80,000.00 for the replacement of one (1) of the Chief's Command Vehicles.

Commissioner Tice said that he would like more explanation of the proposed 2021 Fire District Budget. He suggested have a Workshop Meeting sometime before the November 2, 2020 meeting, in order to discuss the Proposed Fire District Budget in length. After some discussion, a motion was made by Frank Biddle III and seconded by Bob Tice, to hold a Workshop meeting on October 14, 2020 at 2:00PM. This meeting would be held at the Route 33 Fire Station. Motion passed.

Frank said that he would have NetLink post this meeting on the Board's website.

Committees

Bob gave a report on the Howell Fire Radio System and the possible ways we will be headed to upgrade the system. Bob said that the Radio Committee had a good meeting with the Township on October 2, 2020. He said that Motorola should have a Budget figure for the Township sometime in early 2021. At this time, Bob said that it sounds like the Township will bond the entire project and bill the Five Fire Districts. They are also still looking for a possible tower site around the Route 9 and Route 195 area.

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

- 1) Continental has been out a couple times to work on the Breathing Air Compressor at the Route 524 Fire Station.
- 2) Absolute came out and replaced the counterbalance valves for the extension cylinders on 19-2-90. Frank will be scheduling a retest with Underwriters Laboratories.
- 3) 2-66's vehicle was repaired at Lester Glenn Chevrolet in Freehold.
- 4) The Quick Vent Saw from 19-2-75 was repaired and put back in service.
- 5) The refrigerator in the engine bays at the Route 33 Fire Station has stopped working. The Fire Company might be replacing it.
- 6) The New Door Locks and cores have been ordered

Old Business

Frank said that he did not have time to make the changes to the LOSAP section of the benefits the Fire Company receives from the Board. He will have it done for the November meeting.

Frank said that he received a quote for the electrical items needed for the Route 33 Fire Station. The quote, from Cooper Electric, is for \$229.96. A resolution was offered by George Patten and seconded by Doug Howlett, to make this purchase. A roll call vote was taken.

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

George said that Verizon has increased the bills at both Fire Stations again and he will continue to call them to get this straightened out. The problem is with the long-distance portion of the bills.

Doug said that the parking lot lines at the Route 33 Fire Station have been painted and we should be receiving an invoice soon.

Chris Pujat asked the Board if he could add an Official Email Address for himself to the Board's account. This would cost an additional \$5.00 per month. A resolution was offered by Bob Tice and seconded by George Patten, granting this request. A roll call vote was taken.

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

New Business

Frank asked permission to order the two (2) door Maltese Crosses and the one (1) Fire Company Patch for the approved New Utility Vehicle. These would be purchased from Precision Art at a total cost of \$885.00 including shipping. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to make this purchase. A roll call vote was taken.

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

George Gravatt said that he received a price, from Mark-O-Lite Sign Company, to convert the sign by the road at the Route 33 Fire Station over to LED. The cost of this

conversion would be around \$1,200.00. They would come out and inspect the sign before ordering the needed parts. A resolution was offered by George Patten and seconded by Frank Biddle III, to have Mark-O-Lite upgrade the sign to LED. A roll call vote was taken.

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

At this time, the meeting was opened to anyone for public comment. Extra time was allowed for anyone to call in.

With no further business to come before the Board, the meeting was adjourned at 8:37 PM.