

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

September 14, 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 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 Bob Tice and seconded by George Patten; to approve the minutes of the last meeting held on August 3, 2020, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3622	A11-2	Cory Biddle	100.00
3623	A11-2	Frank E. Biddle III	266.56
3624	A11-2	Quill Corporation	226.73
3625	A12-3	Absolute Fire Protection Company, Inc.	1,855.21
3626	A12-3	Bailey's Square Janitorial Services	300.00
3627	A12-3	Campbell Supply Company	5,767.80
3628	A12-3	Clean Air Company, Inc.	124.00
3629	A12-3	Continental Fire & Safety, Inc.	144.03
3630	A12-3	Cooper Electric Supply Company	900.43
3631	A12-3	Defender Emergency Products	73.24
3632	A12-3	Edwards Tire Company, Inc.	3,744.94
3633	A12-3	EMR Power Systems, LLC	160.00
3634	A12-3	Joseph Fazzio Howell, LLC	13.29
3635	A12-3	G & L Lawn Service, Inc.	1,050.00
3636	A12-3	Grainger	822.67
3637	A12-3	Jersey Coast Fire Equipment, Inc.	27.50
3638	A12-3	MyFleetCenter.com	44.08

3639	A12-3	TASC Fire Apparatus, Inc.	267.56
3640	A12-4	Access Compliance	4,920.00
3641	A12-4	Family Practice of CentraState	250.00
3642	A12-4	NetLink Web Services, LLC	199.00
3643	A12-6	Allied Diesel Service, Inc.	23.90
3644	A12-6	Georgia Steel & Chemical Company, Inc.	242.34
3645	A12-6	J Swanton Fuel Oil Company	672.08
3646	A12-8	JCP&L	1,297.58
3647	A12-8	N. J. American Water	164.87
3648	A12-8	N. J. Natural Gas	382.16
3649	A12-8	Verizon	1,059.12
3650	A12-8	Verizon Wireless	602.21
3651	A12-9	N. J. American Water	8,329.44
3652	A12-9	N. J. American Water	7,038.00
3653	A12-10	Freehold Cartage, Inc.	130.82
3654	A12-10	Sakoutis Brothers Disposal	101.92
Electronic	A9-1	Payroll by Paychex (for August 2020)	3,264.00
Electronic	A9-1	Tax Pay by Paychex (for August 2020)	664.26
Electronic	A9-1	Paychex Fees (deducted 09-10-20)	160.58
Electronic	A9-1	August 2020 PERS/DCRP Payment	180.44
			\$45,570.76

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	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 a check, from VFIS, which is reimbursement for our deductible paid on a vehicle accident with the 2009 Chevrolet Suburban. The check, in the amount of \$500.00, was received and deposited on September 5, 2020. We received a second check, from Howell Fire District #4, which is their final payment for the Howell Radio Study. The check, in the amount of \$510.00, was deposited on September 4, 2020. We received a third check, from Howell Fire District #1, which is their final payment for the Howell Radio Study.

We received two copies of the minutes from the June 6, 2020 New Jersey Association of Fire Districts zoom meeting. We received a service report, from EMR Power System, for a service call to check an issue with the Emergency Generator at the Route 33 Fire Station. We received the July and August monthly report from the Howell Township Fire Bureau. We received an email, from Norton, letting us know that they automatically renewed our subscription for Norton 360 Virus Protection. We received a list, from Chief Greg Player, of all the Firefighters that came off probation in the last 3 years. We will use this information to make sure we have added all qualified Firefighters to our Life Insurance Policy. We received the minutes of the Howell Township Joint Boards of Fire Districts meeting, which was held on September 3, 2020.

Legal

Joe gave a report on the upcoming 2021 Fire District Election and the new State FAST System we will have to use for submitting our 2021 Budget. Joe said that he has spoken to Harry and he is doing well. 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 Doug Howlett and seconded by George Patten, excusing Mr. Carter until further notice for medical reasons. 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 we should repeat this resolution every meeting until Harry returns.

Chief's Report

Chief Greg Player gave his incident report for the month of August 2020. The Chief would like permission for the following items.

1) Bleed Control Training for First Responders on September 30, 2020 by SAFE-T EMS & Safety Training for a total of \$250.00.

2) Enroll two Firefighters in CDL Class A training with Smith & Solomon for a total of \$7,200.00.

3) Purchase Five (5) Unication G1 Pagers from M & W Communications for a total of \$2,095.50 plus shipping, handling and insurance.

4) Purchase Six (6) Flir K-55 320X240 Thermal Camera Kits from 1st Choice Safety Equipment for a total of \$38,449.30, including shipping. This quote would include either a free truck charger or a free Flir K2 Compact Thermal Camera for each K-55 Kit ordered. The Chief said that they would like three (3) of each. This purchase would be on New Jersey State Contract #17-Fleet-00804.

5) Purchase Disinfectant Spray and Towelettes for SCBA Regulators from Georgia Steel and Chemical Company for a total of \$242.34. These items were emergency purchased and paid for in this evenings vouchers.

6) Purchase assorted sizes of Microflex Nitrile Gloves from Grainger for an estimate of \$360.00.

7) Purchase Four (4) Pompier Hook Lock Pin Kit from Skylands Area Fire Equipment and Training for a total of \$90.00 including shipping.

A long discussion was had on the Flir Thermal Cameras. Commissioner Tice had several questions for the Chief. After a period, a resolution was offered by George Patten and seconded by Frank Biddle III, granting the Seven (7) requests. A roll call vote was taken.

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

Chief Player asked the Board about the possibility of getting a P Card for use in purchasing. A long discussion was held on why the Board does not want to use a P Card.

Chief Player also said that they are looking into updating the Sexual Harassment and Discrimination Policies.

Second Assistant Chief Tim McKay asked the Board about replacing the 2009 Chevrolet Suburban Command Vehicle. He stated that the vehicle is starting to need constant care and still breaks down. A replacement vehicle would be able to be purchased and equipped for around \$80,000.00. We have not replaced any Command Vehicles since 2015. The Board said that they would discuss this further when preparing the 2021 Fire District Budget.

Committees

Bob gave a report on the Radio Study and a meeting the Township had with the State. It looks like the State has approved the Fire Districts to go to the State System. They will start to look for a tower site in the coming months.

Bob asked if we had any progress with the Warning Signal in front of the Route 33 Fire Station. We are waiting on some information on the installation of a HAWK light being installed. A representative from Signal Control Products was working on this with us.

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

1) Continental came out to repair a possible oil leak on the Breathing Air Compressor at the Route 524 Fire Station.

2) Campbell Supply finished the service on 19-2-75.

3) Frank took 2-90 to Edwards for four new rear tires.

4) Frank took 2-75 to Edwards for two new front tires.

5) 2-75 went to Campbell Supply for a front end alignment. They said that the truck was out of alignment when they checked.

6) Underwriters Laboratories completed the Aerial and Ground Ladder testing on August 12 and 13, 2020. The Aerial failed for one item and Absolute was notified for repair. One roof ladder failed because of a dent in one of the rungs.

7) Absolute repaired several items on 2-78, including a booster reel leak.

8) Defender Emergency Products install the missing handle for the primer on 2-96.

9) EMR came out to check an issue with the Route 33 Emergency Generator.

10) We purchased some spare blades and grinding wheels from Grainger.

11) Norton 360 was automatically renewed using Frank's card, which was reimbursed in this evenings voucher payments.

12) 2-66 had his vehicle serviced at Jiffy Lube. He said that his check engine light is on and Frank will schedule a repair with the dealer.

13) Frank purchased some DEF Fluid from Allied Diesel Service.

14) Parts are on order for one of the Quick Vent Saws off 2-75.

Old Business

Frank handed out a possible way to list the LOSAP changes that we have been talking about for a few months. Frank asked everyone to look them over and we will talk about it at the October meeting.

Doug said that he received a price to restripe the parking lot at the Route 33 Fire Station. The price would be \$850.00 from Lasting Lines. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, to have the parking lot restriped for \$850.00. 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 the Verizon invoice reverted back to the higher price. This was not supposed to happen and he will check the next bill and see if they correct it.

Chief Player brought us the completion of the Training Prop at the Route 33 Fire Station. There has been no progress on the project and he would like to see it completed.

New Business

We received the new contract for the I Am Responding program. We have several choices in the contract length. George asked the Chief Officers if this is the system that we will be staying with. Chief Player said that they would be staying with that system for the foreseeable future. After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to enter into a new contract with Emergency Services Marketing Corporation for five (5) years for a total cost of \$3,137.00. A single year contract would be \$800.00. 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 he has started to put together the 2021 Fire District Budget. He said that we have not changed to amount to be raised by taxation in around eight years. He also said that he would have more information at the October meeting.

Frank said that he and Chris were looking into a License Plate Reader Camera that would record vehicles entering the driveway at the Route 33 Fire Station. Many vehicles use this driveway to make U-turns back out onto Route 33. The grounds have been getting damaged as a result. We would be able to add a camera to the existing system for around \$3,500.00. No action was taken at this time.

Frank said that we are out of spare parts for the locks we use at both Fire Stations. He received a quote from Weilgus & Sons for three (3) complete new locks and also eight (8) cores. The cores would let us replace the ones used at the Route 33 Fire Station with the same ones we use at the Route 524 Fire Station. The total cost for three locks and eight cores would be \$2,809.75. Weilgus & Sons is the vendor we have used in the past for purchase of Best Electronic Locks. After a short discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to make this purchase from Weilgus & Sons. 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 was putting a list together of lights needing repair at the Route 33 Fire Station. He should have a price of the items needed at the October meeting.

With no further business to come before the Board, the meeting was adjourned at 9:18PM.