

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

January 4, 2021

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 7:01 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 Bob Tice and seconded by George Patten; to approve the minutes of the last meeting held on December 7, 2020, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3753	A11-2	Cory Biddle	100.00
3754	A11-2	New Jersey Motor Vehicle Commission	150.00
3755	A12-3	Auto Glass Fitters	299.00
3756	A12-3	Frank E. Biddle III	63.40
3757	A12-3	Brice's Auto Supply, Inc.	24.84
3758	A12-3	Campbell Supply Company	960.52
3759	A12-3	Clean Air Company, Inc.	626.21
3760	A12-3	Firefighter One	126.70
3761	A12-3	Freehold Towing, Inc.	150.00
3762	A12-3	Lester Glenn Auto Group	816.00
3763	A12-3	New Jersey Emergency Vehicles	450.00
3764	A12-3	Wireless Communications & Electronics, Inc.	780.00
3765	A12-3	Underwriters Laboratories, Inc.	340.00
3766	A12-4	Family Practice of CentraState	330.00
3767	A12-4	NetLink	199.00
3768	A12-4	Joseph D. Youssef, Esq.	14,172.60
3769	A12-6	J Swanton Fuel Oil Company	881.02

3770	A12-7	Colin O'Brien	1,750.00
3771	A12-7	Brian Prochnow	160.00
3772	A12-8	JCP&L	1,144.82
3773	A12-8	N. J. American Water	125.16
3774	A12-8	N. J. Natural Gas	1,252.99
3775	A12-8	Verizon	735.04
3776	A12-8	Verizon Wireless	602.40
3777	A12-9	N. J. American Water	9,007.41
3778	A12-9	N. J. American Water	7,392.96
3779	A12-10	Complete Security Systems, Inc.	105.00
3780	A12-10	EMR Power Systems, LLC	230.00
3781	A12-10	Freehold Cartage, Inc.	130.92
3782	A12-10	Sakoutis Brothers Disposal	101.92
3783	A12-13	Skylands Area Fire Equipment & Training	17,761.20
3784	A12-3	A. H. Hoffman, LLC	4,350.30
Electronic	A9-1	Payroll by Paychex (for December 2020)	3,266.08
Electronic	A9-1	Tax Pay by Paychex (for December 2020)	662.18
Electronic	A9-1	Paychex Fees (deducted 01-10-21)	133.69
Electronic	A9-1	December 2020 PERS/DCRP Payment	180.44
Electronic	A9-1	PERS Annual Employer Appropriation	2,902.00
			\$72,463.80

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 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 an Affidavit, from the Asbury Park Press, stating their paid circulation and what the rate to be charged per line for the upcoming year will be. The rate is listed as \$0.45 per line. We received a check, from Glatfelter Insurance Group, for overpayment of Group Life Insurance since 2015. The check, in the amount of \$10,483.43, was received and deposited on December 14, 2020.

We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in November 2020. We received a new Life Hazard Use Certificate of Registration from the NJ State Department of Community Affairs for the training room at the Route 33 Fire Station. This certificate runs from January 4, 2021 thru January 4, 2022. We received two Service Reports, from EMR Power System, for the two service checks performed on our two Emergency Generators. We received an email, from the NJ State DCA, stating that they have received our Adopted 2021 Fire District Budget. They said that they will review it as soon as they complete checking all the Introduced 2021 Fire District Budgets.

We received notification, from the NJ Division of Pensions, that our Employers Liability for Annual Pension Contribution is coming due. This payment was made in this evening's vouchers. We received a confirmation, from the NJ Division of Pensions, that our fourth quarter IROC has been submitted.

Legal

There will be no Legal Report this evening because of the absence of Mr. Youssouf. Mr. Tice asked if he could email Mr. Youssouf to remind him of the resolution, he is to have drawn up for the Warning Light at the entrance to the Route 33 Fire Station. The Board granted Mr. Tice's request.

Chief's Report

Chief Player emailed his report to the Clerk of the Board. The Chief stated that they have two new Firefighters on the rolls and another Firefighter that has come off probation. Mr. Player had no purchase requests.

Committees

Mr. Tice gave a report on the Howell Radio Study and the meetings had with the Township and the other Fire Districts.

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

- 1) 2-85 came back from NJ Emergency Vehicles and is back in service.
- 2) The last Door Lock Cores have come in and been installed at the Route 524 Fire Station. All the Electronic Locks now use the same master key.
- 3) Clean Air Company came out and repaired the Exhaust System at the Route 524 Fire Station.
- 4) We have been having lots of issues with the Air Compressor at the Route 524 Fire Station. At some point we will need to upgrade that Air Compressor to a larger one so we can also plug the Fire Apparatus in.
- 5) Frank received some information about Portable Aerial Work Platforms and will give a report under New Business.
- 6) RK Electric said that he would be interested in working on the lighting issues at the Route 33 Fire Station. Randy from RK Electric just wants to know if he or the Board should rent an aerial work platform to complete the work.
- 7) Campbell Supply replaced the batteries in 19-2-75 and ordered parts to repair the water tank level gauge.
- 8) Shore Business Solutions will be coming out to repair the Copier in the Chief's Office at the Route 524 Fire Station.

9) A new Exit Light was ordered for the south east exit door of the Meeting Room at the Rout 33 Fire Station. This light, which cost just shy of \$200.00, is needed to pass the Howell Township Fire Bureau's Annual Inspection.

10) Frank called G & L Lawn Service to come out and upright several trees that blew over in the Christmas Morning storm.

11) 19-2-99 broke down while responding to a call on December 30, 2020. The Vehicle was delivered to Lester Glenn Chevrolet on December 31, 2020 by Freehold Towing. Lester Glenn replaced the fuel pump, and the vehicle was picked up on January 4, 2021.

12) TRT removed the DVR for the camera system at the Route 33 Fire Station to send out for warranty repairs.

13) 19-2-67's windshield cracked while responding to the Structure Fire in the early morning hours of Christmas Day. Mr. Roth was not sure if a tree or other object hit the windshield. Auto Glass Fitters replaced the windshield on January 4, 2021.

After some discussion about RK Electric, a resolution was offered by Harry Carter and seconded by Bob Tice, to have RK Electric repair the lights at the Route 33 Fire Station and rent the Man Lift needed to make several of the repairs. 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 it looks like Verizon has finally gotten our bill straightened out. The new bill is over \$250.00 less a month than at the beginning of 2020.

Bob brought up several questions about the proposed warning lights at the entrance to the Route 33 Fire Station.

New Business

Frank said that he received an email from the NJ State DCA, which contained Executive Order #203. This Executive Order, signed by Governor Murphy on December 21, 2020, moves the 2021 Fire District Elections to April 20, 2021. There is no mention yet as to whether the election will be in person or not. Fire Commissioners with terms ending this year, will remain in office until they are reelected, or their Successor is duly sworn in. Also, the Fire District Temporary Budget has been approved to increase from 14% to 30%.

After some discussion and calculations, a resolution was offered by Bob Tice and seconded by George Patten, to create a temporary Fire District Budget in the amount of \$322,410.00 to carry the District over until the May 3, 2021 Fire District Meeting. 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 he received a call from Electronic Measurement Laboratories about the Board not paying the contract for the CO Meters in 2020. Frank told them that the Board never received an invoice for that contract, but would most likely pay it if they forwarded it to us with the 2021 contract. They put some of the blame on the fact that during the difficult 2020 year, they were not in the office a lot. Frank said that the cost for the 2020 contract, (\$792.00), along with the 2021 contract, (\$1,386.00), would be a total of \$2,178.00. After a brief discussion, a resolution was offered by Harry Carter and seconded by Frank Biddle III, awarding a contract to Electronic Measurement Laboratories for both the 2020 and 2021 years. 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 lawn care contract, from G & L Lawn Service, for the care of the grounds at the Route 33 Fire Station for the year 2021. The cost per cut has stayed the same at \$203.00. After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, awarding the 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

Bob brought up the issue of what we call babysitting, wires down or arcing calls for JCP&L. Sometimes we stand by for hours before someone shows up to take care of the issue. If we leave one of these calls before the issue is repaired, we may be liable if someone is injured. This subject seems to come up every year and ends with the same result. We should stand by until the power is cut off or repaired.

Frank said that he has received several quotes on 40-foot Trailer Mounted Boom Lift. They range in price from \$23,480.58 for a Niftylift 120T, to \$29,811.07. There would also be a delivery charge of \$1,600.00 if we were to purchase the Niftylift from Atlantic Aerials on Route 33 in Manalapan. Lots of discussion followed about our Bid Threshold, which is set by the State. The Board has been talking about this purchase ever since we built the New Route 33 Fire Station. This piece of equipment would make for a safer work environment in high places. A trailer mounted style would allow for transport between both Fire Stations.

It would also eliminate the need to use a very expensive Aerial Ladder Truck for these repairs. The Board agrees that the Bid Threshold is \$27,500.00. After some more discussion, a resolution was offered by George Patten and seconded by Harry Carter, to purchase one Niftylift TM34TE Trailer Mounted Boom Lift from Atlantic Aerials of Manalapan for \$23,480.58 plus \$1,600.00 for shipping. 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 he would follow up with Mr. Youssouf before placing the order to make sure that everything is proper.

Bill Goffe gave a report on our LOSAP program. Bill said that forty-four (44) members qualified for the LOSAP awards in 2020. The Board always makes this payment with the first voucher at the February meeting. This payment would be the final voucher out of the 2020 Fire District Budget. Frank said that it would be a couple more weeks before the State sends out the Approved 2020 Fire District Increase for the LOSAP program. After some discussion, a resolution was offered by George Patten and seconded by Frank Biddle III, to increase our LOSAP payment for each Firefighter to the approved maximum that the State allows for the 2020 year. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 8:14 PM.