

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

July 6, 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.

The meeting was called to order by Vice-Chairman Doug Howlett, at 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, 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 June 7, 2021, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3938	A11-2	Dell Marketing, L. P.	1,529.97
3939	A11-2	Thomson Reuters West	152.00
3940	A12-3	Continental Fire & Safety, Inc.	134.49
3941	A12-3	County Line Power Equipment	99.99
3942	A12-3	Electronic Measurement Laboratories, Inc.	22.00
3943	A12-3	Firefighter One	1,470.00
3944	A12-3	G & L Lawn Service, Inc.	1,288.00
3945	A12-3	Grainger	255.29
3946	A12-3	Hughes Environmental Services, Inc.	150.00
3947	A12-3	Minerva Cleaners	365.50
3948	A12-3	TASC Fire Apparatus, Inc.	829.21
3949	A12-4	Robert A. Hulsart & Company	6,000.00
3950	A12-4	NetLink	199.00
3951	A12-6	J Swanton Fuel Oil Company	746.58
3952	A12-7	Chris Pujat	85.00
3953	A12-8	JCP&L	1,329.80
3954	A12-8	N. J. American Water	180.98
3955	A12-8	N. J. Natural Gas	377.26
3956	A12-8	Verizon	748.18
3957	A12-8	Verizon Wireless	603.28
3958	A12-9	N. J. American Water	9,058.32

3959	A12-9	N. J. American Water	7,392.96
3960	A12-10	Complete Security Systems, Inc.	738.00
3961	A12-10	Freehold Cartage, Inc.	131.49
3962	A12-10	Sakoutis Brothers Disposal	101.92
Electronic	A9-1	Payroll by Paychex (for June 2021)	3,266.08
Electronic	A9-1	Tax Pay by Paychex (for June 2021)	662.18
Electronic	A9-1	Paychex Fees (deducted 07-12-21)	262.38
Electronic	A9-1	June 2021 PERS/DCRP Payment	180.44
			\$38,360.30

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 statement, from New Jersey Motor Services, for all abstract retrievals completed in May 2021. We received the last three Purchase Orders, from the Township of Howell, for the 2021 Fire Tax Payments. These Purchase Orders were signed and returned to the Township. We received a check, from the Township of Howell, which is our second 2021 Fire Tax payment. The check, in the amount of \$218,750.00, was received and deposited on July 1, 2021. We received the minutes from the June 3, 2021, Howell Joint Boards of Fire Commissioners meeting.

Legal

Joe handed out copies of a letter and resolution, addressed to the Executive Manager of the New Jersey Bureau of Traffic Engineering, stating that this Board agreed to be responsible for the required 25% share of the costs associated with operational based electrical construction of a warning signal on State Highway 33 and to be 100% responsible for the cost of any work at or in the Fire Station to provide actuation of the signal. Joe said that he forwarded these items off to the State and has not heard any reply.

Joe read over the Annual Financial Report for the year ended December 31, 2020. This Audit was completed by Robert A. Hulsart & Company, the Boards auditor. Joe said that there were no recommendations, and this was called a clean Audit. After some discussion, a resolution was offered by George Patten and seconded by Frank Biddle III, accepting the Annual Audit Report. A roll call vote was taken.

Harry Carter	absent
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	no

Joe said that he spoke to Harry and his condition has not changed. He has no idea when he would be able to return to his position as Chairman of the Board.

Chief's Report

Chief Greg Player gave his monthly incident report for June 2021. The Chief would like to purchase the following items.

- 1) Two (2) I Pad 8th generation from Verizon for \$460.00 each.
- 2) Two (2) I Pad 8th generation Vehicle Docks from Wireless Communications & Electronics for \$233.25 each, including installation.
- 3) Hydro testing of eighty (80) SCBA Bottles with Jersey Coast Fire Equipment for an estimated \$15.00 per bottle.
- 4) Have Wireless Communications and Electronics reprogram all radios as needed for a total cost of \$500.00.

After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, approving the Chiefs requests. 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 would contact Verizon for the I Pad order so that we received the best price and be billed to our Verizon account.

Committees

Bob gave a report on the Howell Radio Study and the progress with the recommended repairs. He has been in touch with Rich about the way things are progressing. A very lengthy discussion followed about all the radios.

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

- 1) Frank ordered some items from Grainger.
- 2) Campbell came out to repair a few electrical issues with 2-78.
- 3) The New Utility Cab & Chassis has been shipped to Dejana for final assembly.
- 4) We are having some issues with the exhaust system at the Route 524 Fire Station. Will order a few parts and repair in house.
- 5) Absolute was asked to set up a date for the Annual Aerial Test at their facility.
- 6) Complete Security came out and replaced a bad head at the Route 33 Fire Station.
- 7) Pump testing is scheduled for July 16, 2021.

- 8) The New Chiefs Command Suburban should be in by the end of July.
- 9) Brannings Freehold Auto Body repair estimate for 19-2-88 is \$2,498.33. If approved, it would have to go out for the graphics after the bodywork.

After a brief discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to have Brannings Freehold Auto Body repair 19-2-88. A roll call vote was taken.

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

Old Business

Frank asked Joe if he could prepare a Shared Services agreement with the Howell Police EMS. They were approved to station a rig at our Route 33 Fire Station during alternating weekly schedules. Joe said that he would need some more information and Bob said that he would set Joe up with the person in charge of the EMS.

New Business

George said that the last time he was in contact with Verizon, they mentioned that our phones were due to be upgraded to 5G. He asked if when he orders the I Pads if he could also order 5 new phones and cases to go with them. He also said that the phone would be no charge. A resolution was offered by Doug Howlett and seconded by Frank Biddle III, to allow George to order the five new phones and cases only if the phone were a free upgrade. 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 Commissioner Tice offered a resolution to go into Executive Session to discuss a personnel matter. The resolution was seconded by George Patten. A roll call vote was taken at 9:30 PM.

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

At 9:45 PM a resolution was offered by George Patten and seconded by Bob Tice, to come out of Executive Session and return to the regular meeting. A roll call vote was taken.

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

Due to the issues that Harry Carter is going through at this time, a motion was made by Bob Tice and seconded by Frank Biddle III, to have Bob Tice and Harry Carter swap positions on the Board until further notice. This would make Bob Tice the Chairman and Harry Carter the Commissioner at Large. Motion passed.

With no further business to come before the Board, the meeting was adjourned at 9:50 PM.