

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

May 3, 2021

RE-ORGANIZATION 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 Chairman Harry Carter, at 7:01 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Harry Carter, 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.

As this being the reorganization meeting for the Board of Fire Commissioners, Howell Township, District #2, Joe Youssouf, acting as Chairman Pro-Tem, conducted the swearing in of re-elected Commissioners Frank E. Biddle III and Douglas Howlett. Joe said that it was time for the re-organization of the Board of Fire Commissioners of Howell District #2. A motion was made by George Patten and seconded by Harry Carter; to appoint the positions as listed below for the year 2021. Motion passed. Following is the list of all positions.

Chairman – Harry R. Carter, Vice-Chairman – Douglas Howlett, Treasurer – George Patten, Clerk/Secretary – Frank E. Biddle III, Commissioner at Large – Robert P. Tice. These positions are the same as they were in 2020.

Mr. Youssouf passed out several resolutions for the Board to act on at this time. Joe read each resolution and the Board passed them as follows.

A resolution was offered by Robert Tice, seconded by Doug Howlett, scheduling the meeting dates for the year 2021-2022 as follows: April 5, May 3, June 7, July 5, August 2, September 7, October 4, November 1, December 6, January 3, February 7, and March 1, 2022, which shall serve as the annual reorganization meeting of the Board. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Bob Tice, designating Investors Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2021. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Doug Howlett, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2021. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Frank Biddle III, appointing Robert A. Hulsart and Company, District Auditor for the year 2021. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Harry Carter, appointing Joseph D. Youssef, Esq., Board Attorney for the year 2021. A roll call vote was taken.

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

This concluded the re-organization of the Board of Fire Commissioners of Howell Township, District #2, and Joe turned the meeting back over to Chairman Carter. Chairman Carter asked Joe to complete his Legal portion of the meeting.

Joe asked Frank to read the April 20, 2021, Election Results. Frank read the results as follows.

Frank E. Biddle III

237 votes

Douglas Howlett	226 votes
Write-in	3 votes
Budget Yes	168 votes
Budget No	105 votes

This concluded the Legal portion of the meeting and the meeting returned to the regular agenda.

A motion was made by George Patten and seconded by Bob Tice; to approve the minutes of the last meeting held on April 5, 2021, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3863	A11-1	Monmouth County Treasurer	86.50
3864	A11-1	Reliance Graphics, Inc.	895.00
3865	A11-1	Frank E. Biddle III	321.55
3866	A11-1	Kathleen Carter	200.00
3867	A11-1	Joseph Giacalone	200.00
3868	A11-1	Carmelo Lamarca	200.00
3869	A11-2	Cory Biddle	100.00
3870	A11-2	Alconic, LLC	420.00
3871	A11-2	Shore Business Solutions	55.00
3872	A12-3	Barg's Lawn & Garden Shop, Inc.	112.82
3873	A12-3	Campbell Supply Company	526.95
3874	A12-3	Cooper Electric Supply Company	489.30
3875	A12-3	Electronic Measurement Laboratories, Inc.	212.17
3876	A12-3	Front End Shop, Inc.	3,404.25
3877	A12-3	G & L Lawn Service, Inc.	3,492.00
3878	A12-3	MyFleetCenter.com	202.15
3879	A12-4	Hartford Steam Boiler	105.00
3880	A12-4	NetLink	199.00
3881	A12-6	J Swanton Fuel Oil Company	323.44
3882	A12-7	Chris Pujat	85.00
3883	A12-8	JCP&L	896.65
3884	A12-8	N. J. American Water	125.16
3885	A12-8	N. J. Natural Gas	951.62
3886	A12-8	Verizon	740.90
3887	A12-8	Verizon Wireless	603.28
3888	A12-9	N. J. American Water	9,058.32
3889	A12-9	N. J. American Water	7,392.96
3890	A12-10	Freehold Cartage, Inc.	131.28
3891	A12-10	Sakoutis Brothers Disposal	101.92
3892	A12-2	VFIS	59,989.80

Electronic	A9-1	Payroll by Paychex (for April 2021)	3,266.08
Electronic	A9-1	Tax Pay by Paychex (for April 2021)	662.18
Electronic	A9-1	Paychex Fees (deducted 05-10-21)	13.00
Electronic	A9-1	April 2021 PERS/DCRP Payment	180.44
			\$95,743.72

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 a check, from the Township of Howell, which is the first 2021 Fire Tax payment. The check, in the amount of \$262,500.00, was received and deposited on April 21, 2021. We received a second check, from VFIS, which is an insurance payment for the damaged Nozzle and Hose. The check, in the amount of \$955.00, was received and deposited on April 9, 2021.

Chief's Report

First Assistant Chief Dan Roth gave his incident report for the month of April 2021. The Chief would like approval to surplus the old Bullard TIC's, six (6) total, to the Monmouth County Fire Academy. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, declaring the Six (6) Bullard TIC's as surplus and donate them to the Monmouth County Fire Academy. A roll call vote was taken.

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

The Chief asked for approval for the following.

1) Request to enter into an agreement with Minerva Cleaners to provide loaner sets of Turnout Gear while our Gear is being repaired. We have several, about ten (10), sets of Turnout Gear that needs repair. This would allow our Firefighters to remain active while their Gear is being repaired. The cost for the Loaner sets is \$60.00 per month, plus the cost of the repair.

2) Send two (2) Firefighters to All Hands Fire Equipment for RIT Operations at a cost of \$325.00 each.

3) Send two (2) Firefighters to All Hands Fire Equipment for RIT Awareness at a cost of \$25.00 each.

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

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

Second Assistant Chief Tim McKay asked for approval to purchase two (2) New Laptop Computers from Best Buy for \$2,090.99 each. A long discussion followed with George saying that he could most likely get

a better price going through the Board's account. It was decided to table this discussion until the June meeting.

Chief McKay also asked for the approval to order the New Chief's Command Vehicle, now that the 2021 Fire District Budget has passed. There is \$80,000.00 built into the 2021 Fire District Budget for this vehicle. The prices are as follows.

1) One (1) 2021 Chevrolet Suburban 1500, four (4) wheel drive, on State Contract #A89939 with Hertrich Fleet Services, for a total of \$44,770.00. This price includes several available options.

2) One (1) Command Vehicle Upfit, on State Contract #T-0166 with Elite Vehicle Solutions, for a total of \$30,481.00.

3) One (1) paint the Suburban roof white to match existing fleet from Branning's Auto Body, for around \$2,000.00.

After some more discussion, a resolution was offered by Bob Tice and seconded by Harry Carter, approving the New Chief's Command Vehicle Purchase, including the Upfit and the roof paint. 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 progress with the Howell Radio Study and the repairs that are needed for the fix. The Township of Howell has hired Rich Touroonjian and Allegiant Wireless to see the project through.

Bob also said that the State is requiring a resolution from the Board, stating that we will agree to pay at least 25% of the cost of the proposed Warning Light at the entrance to the Route 33 Fire Station. This cost, our share, would be around \$19,000.00. After some discussion, a

resolution was offered by Frank Biddle III and seconded by Bob Tice, to agree to pay for at least the 25% of the cost. A roll call vote was taken.

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

Joe said that he would prepare this resolution so we could send it to the State after our June meeting.

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

- 1) 19-2-90 has been put back in service after the repair at Absolute.
- 2) 19-2-85 had an issue with the light tower and Campbell Supply came out and repaired.
- 3) Campbell also came out for the repair of the hose bed lights on 19-2-75.
- 4) The New Chassis Cab did come in at Hertrich Fleet Services and will be getting the roof painted before being shipped up to Dejana for the body and up fit.
- 5) 19-2-88 was taken to The Front End Shop for repairs and is back in service.

New Business

Viking Pest Control asked to park up to four (4) pickup sized vehicles at the Route 33 Fire Station for up to two (2) months. Frank called around to get at least three Fire Commissioners approval for this. Frank called Viking back to agree with the parking of vehicles for the two (2) months. An agreement was signed by Viking which gives approval through the end of June 2021.

Toby Roe asked the Board if an old light bar in the electrical room could be used by the State Forest Fire Service for one of their vehicles. After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, declaring this old light bar as surplus and to donate it to the State Forest Fire Service. 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 8:20 PM.