

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

November 1, 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 Chairman Robert Tice, 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 Doug Howlett; to approve the minutes of the last meeting held on October 4, 2021, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
4044	E-9	Elite Vehicle Solutions	31,109.55
		The above is being paid from a 2021 Capitol Appropriation.	
4045	A11-2	Shore Business Solutions	280.00
4046	A12-3	Accurate Line Striping, LLC	1,700.00
4047	A12-3	Brice's Auto Supply, Inc.	487.90
4048	A12-3	Edwards Tire Company, Inc.	819.00
4049	A12-3	G & L Lawn Service, Inc.	1,050.00
4050	A12-3	KNOX Company	79.00
4051	A12-3	TASC Fire Apparatus, Inc.	708.83
4052	A12-3	Wireless Communications & Electronics	466.50
4053	A12-4	Robert A. Hulsart & Company	2,000.00
4054	A12-4	NetLink	199.00
4055	A12-6	J Swanton Fuel Oil Company	755.89
4056	A12-8	JCP&L	1,551.63
4057	A12-8	N. J. American Water	183.04
4058	A12-8	N. J. Natural Gas	201.98
4059	A12-8	Verizon	741.65
4060	A12-8	Verizon Wireless	589.83
4061	A12-9	N. J. American Water	9,864.80
4062	A12-9	N. J. American Water	7,919.28

4063	A12-10	ESI Equipment, Inc.	2,266.00
4064	A12-10	Freehold Cartage, Inc.	206.96
4065	A12-10	Jersey Coast Fire Equipment, Inc.	174.50
4066	A12-10	Sakoutis Brothers Disposal	101.92
4067	A11-2	New Jersey Motor Vehicle Commission	150.00
Electronic	A9-1	Payroll by Paychex (for Oct. 2021)	3,266.08
Electronic	A9-1	Tax Pay by Paychex (for Oct. 2021)	662.18
Electronic	A9-1	Paychex Fees (deducted 11-10-21)	154.57
Electronic	A9-1	October 2021 PERS/DCRP Payment	180.44
		2021 Capitol Appropriation	\$31,109.55
		October	\$36,760.98
		Grand	\$67,870.53

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 a statement, from New Jersey Motor Vehicle Services, for all abstract retrievals completed in September 2021. We received an email, from the Howell Township Manager, stating that he is in receipt of our Resolution containing Fire Commissioners salaries for 2022. We received a letter, from Access Health, stating that there will be a price increase in 2022.

### Legal

Joe read over the new budget requirements from the State. The election and Budget Referendum is scheduled for February 19, 2022. Joe moved on to the Introduction of the 2022 Fire District Budget. Joe read the Proposed 2022 Fire District Budget as follows.

Total 2021 Fire District Budget	\$1,504,700.00
Less from Surplus	\$404,700.00
Amount to be Raised by Taxation	\$1,100,000.00

This Budget would have a tax rate of \$0.042. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, formally introducing the 2022 Fire District Budget as read. A roll call vote was taken.

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

Joe went on to say that the Public Hearing of the 2022 Fire District Budget would be on December 6, 2021. The Board can also adopt the Budget at that time. Frank said that Robert Hulsart will be emailing the electronic version of the 2022 Fire District Budget in the next few days so that we can upload the Introduced Budget to the State's FAST System.

George said that we should make a resolution to approve using the \$404,700.00 from the unrestricted fund balance to offset the 2022 Fire District Budget. After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, approving the use of \$404,700.00 to offset the 2022 Fire District Budget. A roll call vote was taken.

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

A discussion was held on whether to switch the polling place for the February 19<sup>th</sup> election to the Route 33 Fire Station or keep it at the Route 524 Fire Station. After a brief time, a motion was made and seconded to move the 2022 Fire District Election to the Route 33 Fire Station. Motion passed.

### **Chief's Report**

First Assistant Chief Dan Roth gave his incident report for the month of October 2021. Chief Roth said that FDIC is all set for 2022. The Chiefs just need to make a list of Firefighters that will attend. The Chief would like to purchase the following items.

1) One (1) Stihl Rescue Chainsaw with Four (4) replacement carbide rescue chains from Continental Fire & Safety for a total of \$2,578.13.

2) 2022 Officer Helmet Frontals from Continental Fire & Safety for a total of \$467.20.

3) Twenty (20) assorted sizes of Pro-Tech 8 Fusion-Pro Structural Firefighting Gloves from Continental fire & Safety for a total of \$1,360.80.

4) Four (4) Innovative Products Magnetic Mic Holder Kits from M & W Communications for a total of 139.80.

5) One (1) Five Gallon Bucket of Enzymatic Detergent for \$328.00 and One (1) Four Gallon Bucket of Sanitizer Bleach for \$223.00 from Ecolab for the Gear Washing Machine at the Route 524 Fire Station.

6) Three (3) Milwaukee 2136-21 M18 Rocket Tower Portable Lights with charger from Cooper Electric for a total of \$2,043.00.

After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, granting the Chiefs purchase requests. A roll call vote was taken.

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

**Committees**

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

- 1) The Truck Committee will be going down to Dejana on November 11, 2021, to finalize some mounting locations on the New Utility Vehicle.
- 2) The batteries were replaced on 19-2-90.
- 3) Campbell Supply came out to check the operation of the tank to pump valve on 19-2-75. Parts have been ordered and they will return for the repair.
- 4) The tires were replaced on 19-2-66's vehicle at Edwards Tire.
- 5) Captain Smith took 19-2-66's vehicle for service at Jiffylube.
- 6) We are having a few issues with 19-2-90 and Mike has been in contact with Absolute for the repair.
- 7) The shafts and gears for the pump transfer case on 19-2-96 have been repaired and are back at Defender. Defender is now waiting on the rest of the parts from Hale.
- 8) Accurate Line Striping repaired several potholes in the driveway at the Route 33 Fire Station.

**Old Business**

Bob gave a report on the Radio Study and the repair of it. He said that the final specs have been completed and Rich has been going over them. We should be having a meeting soon to talk about the Township Bonding the project.

**New Business**

We received a contract, from ESI Equipment, for the service program for our Holmatro Rescue Equipment. The total cost of this contract would be \$2,266.00, which is the same cost as last year. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, to enter into this contract with ESI Equipment. 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, a resolution was offered by Bob Tice and seconded by Frank Biddle III, to go into Executive Session at 9:23 PM. A roll call vote was taken.

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

A resolution was offered by Frank Biddle III and seconded by George Patten, to come out of Executive Session at 10:29 PM. A roll call vote was taken.

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

The Board of Fire Commissioners has decided to uphold the decision, that was made on October 8, to suspend the driving privileges of Second Assistant Chief Tim McKay till January 1, 2022. This suspension includes all Fire District owned equipment.

With no further business to come before the Board, the meeting was adjourned at 10:30 PM.