

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

January 3, 2022

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 Youssef, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on December 6, 2021, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
4111	A11-1	Frank E. Biddle III	100.00
4112	A11-1	Kathleen Carter	100.00
4113	A11-1	Jeff Digraitis	100.00
4114	A11-2	Alconic, LLC	500.00
4115	A12-1	Asbury Park Press	59.30
4116	A12-3	Allied Diesel Service, Inc.	3,150.00
4117	A12-3	Brice's Auto Supply, Inc.	68.36
4118	A12-3	Campbell Supply Company	12,274.63
4119	A12-3	Defender Emergency Products	2,599.21
4120	A12-3	Electronic Measurement Laboratories, Inc.	352.00
4121	A12-3	IIA Fire Department Testing	3,708.75
4122	A12-3	Lester Glenn Auto Group	815.23
4123	A12-3	TASC Fire Apparatus, Inc.	922.77
4124	A12-3	Wireless Communications & Electronics	780.00
4125	A12-4	Robert A. Hulsart & Co.	500.00
4126	A12-4	NetLink	199.00
4127	A12-6	J Swanton Fuel Oil Company	1,871.61
4128	A12-8	JCP&L	1,321.75
4129	A12-8	N. J. American Water	290.71
4130	A12-8	N. J. Natural Gas	2,202.22
4131	A12-8	Verizon	745.43

4132	A12-8	Verizon Wireless	589.83
4133	A12-9	N. J. American Water	9,864.80
4134	A12-9	N. J. American Water	7,919.28
4135	A12-10	Complete Security Systems, Inc.	105.00
4136	A12-10	Freehold Cartage, Inc.	131.96
4137	A12-10	Jersey Coast Fire Equipment, Inc.	126.00
4138	A12-10	Sakoutis Brothers Disposal	101.92
4139	A12-13	M & W Communications, Inc.	354.81
4140	A12-13	Witmer Public Safety Group, Inc.	2,290.50
4141	A12-3	Cooper Electric Supply Company	10.99
Electronic	A9-1	Payroll by Paychex (for Dec. 2021)	3,269.41
Electronic	A9-1	Tax Pay by Paychex (for Dec. 2021)	658.85
Electronic	A9-1	Paychex Fees (deducted 01-10-22)	154.82
Electronic	A9-1	December 2021 PERS / DCRP Payment	180.44
Electronic	A9-1	Annual Employer Appropriation PERS	3,068.00
			\$61,487.58

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 the minutes, from the Howell Township Joint Board of Fire Commissioners meeting, which was held on December 2, 2021. We also received the meeting dates for 2022.

We received a Purchase Order, from the Township of Howell, for payment of the Route 33 Fire Station as a polling location. The Purchase Order was signed and returned on December 23, 2021. We received a resolution, from the Township of Howell, stating the Townships approval of the Fire Commissioners salaries. This resolution was needed by the State in order to approve our 2022 Fire District Budget.

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 evenings vouchers. We received a confirmation, from the NJ Division of Pensions, that our fourth quarter IROC has been submitted.

**Legal**

Joe asked for the results of the Special Meeting. This Special Meeting was needed to gain voter approval for a Capital Project included in the proposed 2022 Fire District Budget. The Special Meeting was held on December 21, 2021. The results were read as follows.

Total voters----- 23

Question; Shall the Board of Fire Commissioners of Fire District #2 be authorized to appropriate \$400,000.00 in the 2022 Fire District Budget for the purchase of a New Tractor Truck with Pump utilizing Capital Reserve Funds accumulated in prior Budgets?

Total yes votes----- 22

Total no votes-----1

Question passed by a 22 to 1 vote.

The results of the December 21, 2021, Special Meeting were emailed to the New Jersey State DCA, and they said we could proceed with the adoption.

Joe said that we can now proceed with the adoption and the Public Hearing. Joe read the resolution Adopting the 2022 Fire District Budget as follows.

Total 2022 Fire District Budget	\$1,904,700.00
Less from Capital Reserve	-\$400,000.00
Less from Surplus	-\$404,700.00
Amount to be Raised by Taxation	\$1,100,000.00

A resolution was offered by Bob Tice and seconded by George Patten, to open the Public Hearing of the 2022 Proposed 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

Chairman Tice asked the public for comment three times with no response. Joe said that this concluded the Public Hearing of the 2022 Fire District Budget.

A resolution was offered by Frank Biddle III and seconded by George Patten, to close the Public Hearing. 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 are all set for the February 19, 2022, Fire District Election and Budget Referendum.

Frank asked Joe to set up a temporary Budget for 2022. Joe said that the temporary 2022 Budget would be 15% of the 2021 Operating Budget. This would add up to be \$170,000.00 and would be used from January 1, 2022, thru March 7, 2022. After some discussion, a resolution was offered by Frank Biddle III and seconded by George Patten, establishing a Temporary 2022 Budget in the amount of \$170,000.00. A roll call vote was taken.

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

Frank gave Joe the latest Guidelines for the Adelphia Fire Company's Junior Program. Joe said that we should all read these over and he would give his comments at the February 7, 2022, meeting.

### **Chief's Report**

Chief Dan Roth gave his incident report for the year ended December 31, 2021. The Chief would like to purchase the following items.

- 1) One pair of Eagle Air Leather Structural Boots from SAFE-T for \$391.93.
- 2) Two (2) Laptop repairs at CPR Cell Phone Repair for a total of \$160.00.
- 3) Annual CPR Training by Team Life on January 19, 2022. Cost will be determined by attendance totals.
- 4) List of office supplies needed. These will be ordered by George Patten.

After a brief discussion, a resolution was offered by Frank Biddle III and seconded by Doug Howlett, granting the Chief's 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**

Bob gave a report on the Howell Fire Radio study and the repair of it. Bob said that the Township has asked Motorola to do an additional study. This study would be to relocate the proposed 150-foot tower at our Route 524 Fire Station, to our Route 33 Fire Station.

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

- 1) The new Utility Vehicle might be delivered this month.
- 2) We need to decide what we are doing with the old 2009 Chief's Suburban.
- 3) We are having a few issues with the New 2021 Chief's Command Vehicle. It will probably be going back to Chevrolet and also Elite for some adjustments. The engine times out after 10 minutes and that will be an issue while being used at any scene. We will most likely have to send a letter to General Motors to approve with reprogramming.
- 4) 19-2-90 is at Absolute for service and repairs. It will be a couple more weeks for completion.
- 5) Defender finished the Pump Gear Box for 19-2-96 and Frank delivered it to Allied Diesel for installation.
- 6) Allied Diesel finished 19-2-96 and the truck was put back in service only to have another part fail while responding to a fire on December 23, 2021.
- 7) Allied came out and removed the broken driveshaft and is getting a new one made up by Mr. Driveshaft.
- 8) 19-2-78 was completed at Campbell Supply and is back in service.
- 9) The 2015 Chief's Vehicle was taken to Lester Glenn for a few issues and is back in service.
- 10) Hoffman repaired the Diesel Pump at the Route 524 Fire Station.
- 11) The 2011 Chief's Vehicle is at New Jersey Emergency Vehicles for a few issues. It is having the Flir Charger installed and should be done this week.
- 12) The winch cable for 19-2-93 is on back order and should be a couple more weeks.
- 13) The battery charger and auto eject has been replaced on 19-2-93.

### **New Business**

George said that several members of the Fire Company were dropped from the rolls after not making percentage. George would like permission to retrieve the LOSAP Funds for those that were not vested or had four vested years. A motion was made by Frank Biddle III and seconded by George Patten, to retrieve these funds. Motion passed.

Bob addressed the Fire Company Officers about current policies and particularly the use of Fire District owned vehicles.

We received a contract quotation, from Electronic Measurement Laboratories, for the servicing of our seven (7) gas meters. The cost of the contract for 2022 would be \$1,386.00. After some discussion, a resolution was offered by Bob Tice and seconded by Frank Biddle III, to enter into this contract with Electronic Measurement Laboratories. A roll call vote was taken.

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

We also received a contract quote from Clean Air Company. The cost of this contract would be \$1,688.00, which includes a parts allowance of \$500.00. A resolution was offered by Doug Howlett and seconded by Frank Biddle III, to enter into this contract with Clean Air Company. A roll call vote was taken.

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

Frank said that we discovered that the Life Insurance we provide for all members of the Fire Company has not been updated for a little while. We need to add some of the New Members that have completed Probation. The Board had a long discussion about life insurance and particularly the reason we did not provide Life Insurance until after the Member completes probation. When all was said and done, a resolution was offered by Bob Tice and seconded by Frank Biddle III, to provide Life Insurance to all Fire Company Members as soon as they become a Member. A roll call vote was taken.

Harry Carter	absent
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 9:27 PM.