

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

June 6, 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, Robert Tice and Kathleen Carter 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 Kathleen Carter and seconded by George Patten; to approve the minutes of the last meeting held on May 2, 2022, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4277	A11-2	James R. Crompton	213.00
4278	A11-2	Scott Dugan	202.99
4279	A11-2	Doug S. Howlett	213.00
4280	A12-2	USG / AAU	940.61
4281	A12-2	Glatfelter Specialty Benefits	15,161.30
4282	A12-2	VFIS	61,934.40
4283	A12-3	All Green Lawn & Landscaping	1,078.88
4284	A12-3	Allied Diesel Service, Inc.	7,727.90
4285	A12-3	Brice's Auto Supply, Inc.	1,563.39
4286	A12-3	Cooper Electric	4,140.99
4287	A12-3	East Coast Emergency Lighting, Inc.	137.16
4288	A12-3	Elite Vehicle Solutions	106.92
4289	A12-3	Firefighter One, LLC	406.30
4290	A12-3	Grainger	180.15
4291	A12-3	Hughes Environmental Services, Inc.	150.00
4292	A12-3	Howell Township Fire District #1	1,301.92
4357	A12-3	R. K. Electric, LLC	3,300.00
4294	A12-3	New Jersey Emergency Vehicles	1,690.63
4295	A12-3	TASC Fire Apparatus, Inc.	482.64
4296	A12-4	NetLink	199.00
4297	A12-6	John DePinto	150.00

4298	A12-6	Mike Hubert	150.00
4299	A12-6	J Swanton Fuel Oil Company	868.39
4300	A12-7	Tim McKay	155.25
4301	A12-7	Stephen Smith	183.08
4302	A12-8	Mike Banasz	240.00
4303	A12-8	Kathleen Carter	160.00
4304	A12-8	Mike Hubert	240.00
4305	A12-8	Tim McKay	240.00
4306	A12-8	Dan Roth	240.00
4307	A12-8	Stephen Smith	240.00
4308	A12-8	Robert Tice	240.00
4309	A12-8	JCP&L	1,166.85
4310	A12-8	N. J. American Water	224.73
4311	A12-8	N. J. Natural Gas	338.25
4312	A12-8	Verizon	733.54
4313	A12-8	Verizon Wireless	469.10
4314	A12-9	N. J. American Water	9,864.80
4315	A12-9	N. J. American Water	7,919.28
4316	A12-10	Mike Banasz	700.00
4317	A12-10	Frank E. Biddle III	1,375.00
4318	A12-10	William Goffe	285.00
4319	A12-10	Complete Security Systems, Inc.	351.96
4320	A12-10	EMR Power Systems, LLC	230.00
4321	A12-10	Freehold Cartage, Inc.	141.59
4322	A12-10	Jersey Coast Fire Equipment, Inc.	1,337.55
4323	A12-10	Republic Services	203.84
4324	A9-1	Dan Roth	250.00
4325	A12-13	Firefighter One, LLC	2,203.20
Electronic	A9-1	Payroll by Paychex (for May 2022)	3,157.09
Electronic	A9-1	Tax Pay by Paychex (for May 2022)	658.85
Electronic	A9-1	Paychex Fees (deducted 06-10-22)	167.57
Electronic	A9-1	May 2022 PERS/DCRP Payment	235.88
			\$136,251.98

Voucher, check number, 4357, replaced lost check #4293. The check details remained the same. This new check was issued at the August 1, 2022, meeting.

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 Kathleen Carter, and a roll call vote was taken.

Robert Tice	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Kathleen Carter	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 New Jersey State Association of Fire Districts meeting, which was held on March 5, 2022. We received a letter, from Edwards Tire Company, stating that they would be closing the business at the end of May 2022. We received two Service Reports, from EMR Power Systems, for the two Service Checks completed on our Emergency Generators. These services were completed on May 24, 2022.

We received a Kitchen System Report, from Jersey Coast Fire Equipment, for the annual inspection of the Amerex Liquid System at the Route 524 Fire Station. The report states that the system is compliant with NJAC 5:70-3. We received an email, from the Howell Township Fire Bureau, stating that received our authorization for the installation of six New Fire Hydrants along Vanderveer Road and Industrial Court. We received an estimate for the OPTICOM Equipment that was destroyed during a Motor Vehicle Accident at the intersection of Route 9 and Strickland Road. We also received a copy of the Police Report for that incident.

Legal

Joe gave a report on a letter received from the State of New Jersey. This letter was about the Introduction to the Office of Information Privacy. Joe said that this was about what’s called Daniel’s Law.

Chief’s Report

Chief Dan Roth gave his report for the month of May 2022. The Chief asked to purchase the following items.

- 1) Doc Tract, a Policy Management System, for up to 75 users, for \$2,208.00 plus a onetime implementation fee of \$950.00, for a total of \$3,158.00.
- 2) Six (6) Additional flashing Fire Station mounted lights, from Fardale Emergency Lighting for a total of \$300.00.

After a long discussion about the Doc Tract System, a resolution was offered by George Patten and seconded by Kathleen Carter, to purchase just the lights from Fardale at this time. A roll call vote was taken.

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

2nd Assistant Chief Smith asked the Board to send a letter to Fire District #5, to see if they will repair the OPTICOM System at the intersection of Route 9 and West Farms Road. This system has not worked for some time, and we use that intersection quite a bit. This has been an ongoing problem for around six months. Frank was asked to write a letter expressing our concerns.

The Chiefs also asked the Board if they would be up to replacing the old pressure washer with a new one. This unit is probably 20 years old and is broken more than running. The Chiefs were asked to get some prices for a new unit.

Committees

Frank gave report on the trucks and equipment as follows.

1) 2-98 has been placed in service. The truck is still a work in progress. The four battery filters were installed and are working as planned.

2) Campbell Supply was called to check on a 12-volt battery issue with 2-75 and a turn signal issue with 2-85.

3) 2-98 went back to East Coast Emergency Lighting for an issue with programming.

4) 2-98 went to Lester Glenn Chevrolet for a vibration. They rebalanced the tires and the problem is gone.

5) Training on the Genie Trailer Boom is scheduled for July 13th at 5PM.

6) We purchased a Heavy-Duty Trailer Hitch for 2-98.

7) There is a pretty big leak in the Station Air System at the Rout 33 Fire Station.

8) Need approval for Annual Hose Testing with IAA.

9) Need approval for Annual Pump Testing with Mistras.

10) Need approval for Annual Aerial Testing.

After some discussion, a resolution was offered by Doug Howlett and seconded by George Patten, approving the Annual Tests for the Hose, Pumps and Aerial Truck. A roll call vote was taken.

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

Bob gave a report on the Radio Study and the repair of it. Bob said that with the Township Manager being replaced, it's almost like starting over. The New Manager is not very familiar with the Radio System, and it could take a while for him to get up to speed.

Old Business

Bob gave a report on the Proposed Warning Light at the entrance to the Route 33 Fire Station. The State said that they just finished the survey stage of the project.

Bob started the discussion on the CDL requirement that the Board put in place several years ago for all Drivers of District owned equipment. Bob said that the State of New Jersey does not require a CDL for Fire Trucks. After a long discussion, it was decided to keep the CDL Requirement at this time.

Bob said that the State of New Jersey does not require all Structural Firefighting Turnout Gear to be replaced after the age of ten years. If the gear is still in good shape, it may be used long after the ten-year mark.

George said that he finished the Audit with Benchmark today. Benchmark was our old Workers' Compensation Insurance Company.

New Business

Frank asked about adding the Trailer Mounted Genie Boom to our insurance policy. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to add coverage on the Genie Trailer Boom. A roll call vote was taken.

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

Frank said that RK Electric has turned in an estimate for the repair of several lights, adding a couple new lights in the men's room and adding three electric reels in the engine bays at the Route 33 Fire Station. Randy met with Frank to go over all the issues we had and came up with an estimate of \$7,000.00. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, to have RK Electric complete the job. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:28 PM.