

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

March 7, 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 8:07 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 Youssof, 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 Youssof, acting as Chairman Pro-Tem, asked the Clerk for the results of the February 19, 2022, Fire District Election. Frank read the results as follows.

Walk in voters on February 19, 2022

Kathleen Carter	94
Peter Goldring	52
Raymond Roe	34
Robert Tice	75
Budget Yes	114
Budget No	36

Absentee Voters, called in on February 28, 2022

Kathleen Carter	144
Peter Goldring	70
Raymond Roe	85
Robert Tice	110
Budget Yes	83
Budget No	159

Total Election Results

Kathleen Carter	238
Peter Goldring	122
Raymond Roe	119
Robert Tice	185
Budget Yes	197
Budget No	195

Mr. Youssef conducted the swearing in of re-elected Commissioner Robert Tice and newly elected Commissioner Kathleen Carter. 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 Doug Howlett; to appoint the positions as listed below for the year 2022. Motion passed.

Chairman – Robert Tice, Vice-Chairman – Doug Howlett, Treasurer – George Patten, Clerk/Secretary – Frank E. Biddle III, Commissioner at Large – Kathleen Carter.

Mr. Youssef 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 George Patten, seconded by Robert Tice, scheduling the meeting dates for the year 2022-2023 as follows: April 4, May 2, June 6, July 5, August 1, September 6, October 3, November 7, December 5, January 2, February 6, and March 6, 2023, which shall serve as the annual reorganization meeting of the Board. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Doug Howlett, designating Investors Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2022. A roll call vote was taken.

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

A resolution was offered by Doug Howlett, seconded by George Patten, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2022. A roll call vote was taken.

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

A resolution was offered by Frank Biddle III, seconded by George Patten, appointing Robert A. Hulsart and Company, District Auditor for the year 2022. A roll call vote was taken.

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

A resolution was offered by Kathleen Carter, seconded by George Patten, appointing Joseph D. Youssef, Esq., Board Attorney for the year 2022. A roll call vote was taken.

Robert Tice	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Kathleen Carter	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 Tice. Chairman Tice asked Mr. Youssef to finish his legal report at this time.

Joe said that some of the Asbury Park Press invoices were billed out to the wrong Fire Districts. We actually received one of the Manalapan Fire Districts invoices. Joe said that he would have this corrected.

Frank asked Joe if he was supposed to send back the Bid Bond to Hertrich Fleet Services since the purchase of the New Utility Vehicle was complete. Joe said that we should just keep the Bid Bond on file.

A motion was made by George Patten and seconded by Kathleen Carter; to approve the minutes of the last meeting held on February 7, 2022, motion carried.

George said that our Workers' Compensation Policy runs out on March 20, 2022. We have received a quote from Am Trust North America for a total of \$34,229.00. We asked VFIS for a quote over a month ago and have not heard back from them. The Company that we used for the current policy will not give a quote for the new policy. After some discussion, a resolution was offered by Frank Biddle III and seconded by George Patten, to sign up with Am Trust North America for our Workers' Compensation Policy. A roll call vote was taken.

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

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4178	A11-1	Frank E. Biddle III	374.81
4179	A11-1	Jeffrey Digraitis	200.00
4180	A11-1	Mike Hubert	200.00
4181	A11-1	Carmelo Lamarca	200.00
4182	A11-1	Monmouth County Treasurer	96.50
4183	A11-1	Reliance Graphics, Inc.	995.00
4184	A11-2	Alconic, LLC	120.00
4185	A11-2	Alpine Software	1,190.00
4186	A11-2	Quill Corporation	168.93
4187	A12-2	Am Trust North America	34,229.00
4188	A12-3	Allied Diesel Service, Inc.	2,781.80
4189	A12-3	Branning Freehold Auto Body	3,234.25
4190	A12-3	Brice's Auto Supply, Inc.	65.44
4191	A12-3	Clean Air Company, Inc.	692.46
4192	A12-3	Grainger	290.36
4193	A12-3	The Home Depot	838.80
4194	A12-3	Nolze garage Door, LLC	572.00
4195	A12-3	New Jersey Emergency Vehicles	1,197.80
4196	A12-4	Atlantic Medical group	890.00
4197	A12-4	NetLink	199.00
4198	A12-4	Township of Howell	1,957.50
4199	A12-6	J Swanton Fuel Oil Company	745.38
4200	A12-7	CertUp, LLC	1,000.00
4201	A12-7	John Depinto	97.20
4202	A12-8	JCP&L	1,103.52
4203	A12-8	N. J. American Water	152.91
4204	A12-8	N. J. Natural Gas	2,469.78
4205	A12-8	Verizon	741.62
4206	A12-8	Verizon Wireless	756.01
4207	A12-9	N. J. American Water	9,864.80
4208	A12-9	N. J. American Water	7,919.28
4209	A12-10	Freehold Cartage, Inc.	134.78
4210	A12-10	Jersey Coast Fire Equipment, Inc.	25.00
4211	A12-10	Sakoutis Brothers Disposal	101.92

4212	A12-12	N. J. State Association of Fire Districts	300.00
4213	A12-12	Doug Howlett	227.70
4214	A12-13	Continental Fire & Safety, Inc.	189.00
4215	A12-13	1 st Choice Safety Equipment	1,487.00
4216	A12-13	M & W Communications, Inc.	198.41
Electronic	A9-1	Payroll by Paychex (for February 2022)	3,269.41
Electronic	A9-1	Tax Pay by Paychex (for February 2022)	658.85
Electronic	A9-1	Paychex Fees (deducted 03-10-22)	263.32
Electronic	A9-1	February 2022 PERS/DCRP Payment	180.44
			\$82,379.98

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.

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 last New Jersey State Association of Fire Districts meeting, which was held on December 4, 2021. We received a check, from VFIS Claims Management, for the accident we had with the 2021 Chevrolet Suburban Chief's Vehicle. The check, in the amount of \$4,454.86, was received and deposited on March 3, 2022.

We received four Purchase Orders, from the Township of Howell, for the 2022 Fire Taxes. These Purchase Orders were signed and returned the day after we received them. We received two Service Reports, from EMR Power Systems, for the major services completed on our two Emergency Generators. These services were completed on February 3, 2022. We sent a fax to the Howell Township Deputy Clerk, saying that we have approved the Township to use our Route 33 Fire Station as a Polling Place for the year 2022. This includes both the Primary Election and the General Election.

We received an Air System Inspection Report, from Continental fire & Safety, for the service of our Breathing Air Compressor at the Route 524 Fire Station. This service was completed on March 3, 2022. We received a letter, from the Adelpia Fire Company, stating that they are once again looking into the purchase of a two-sided color variable sign at both Fire Stations. These signs would be so much easier to change then the signs we currently have at both Fire Stations. The letter stated that several messages could be showing at the same time. The Fire Company is looking for the Districts help in these purchases.

Chief's Report

Chief Dan Roth gave his incident report for the month of February 2022. The Chief would like to purchase the following items.

- 1) One (1) 20 Liter container of Lion Smoke Liquid from Witmer Public Safety Group for a total of \$183.17 including Freight.
- 2) Three (3) Sets of Tactical Worksheet and Mayday Worksheet for our three Command Vehicles from SJ Printing for a total of \$298.00.
- 3) Forty-two (42) Premium Flow Test Service for our Scott SCBA's from Firefighter One for a total of \$1,470.00.
- 4) Twenty-four (24) PIP Model 250-28-0000 Adversary Clear Safety Eye Protection from Continental Fire & Safety for a total of \$174.00.
- 5) One (1) 300 foot of RNR 1 inch tubular Neon Yellow Webbing from Continental Fire & Safety for a total of \$162.84 including shipping & handling.
- 6) Ten (10) Majestic Model GOREGEN2 21" long white nomex blend gore particulate hood from Continental Fire & Safety for a total of \$1,275.00.
- 7) Twenty (20) Pair of Pro-Tech 8 Fusion-Pro short cuff Firefighting Gloves from Continental Fire & Safety for a total of \$1,360.80.
- 8) Ten (10) Motorola Batteries for the APX8000HXE Portable Radios from M & W Communications for a total of \$1,760.00.
- 9) Six (6) Scott AV-3000 SCBA Masks from Firefighter One for a total of \$2,203.20. This item is on NJ State Contract.
- 10) One (1) Stream Light Vulcan LED from Jersey Coast Fire Equipment for a total of \$189.00.
- 11) One (1) Stream Light Stinger Battery from Jersey Coast Fire Equipment for a total of \$39.00.
- 12) Two (2) Amerex Water Extinguishers from Jersey Coast Fire Equipment for a total of \$258.00.
- 13) Meal Money for Six Firefighters attending FDIC 2022 in Indianapolis April 24 thru April 30, 2022. Each Firefighter \$60.00 per day for a total of \$420.00 each.

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

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

Committees

Bob gave a report on the Howell Fire Radio Study and the repair of it. He said that they are still working on pricing and the number of radio units each Fire District will need.

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

- 1) The New 2-98 is still not in service. The truck will be going to East Coast to get programmed and repairs made to things that Dejana could not finish. Need approval to proceed.

2) Chief Roth's vehicle was repaired by Branning Auto Body and will be going to east Coast for some repairs next week.

3) Campbell Supply did come out to check some issues with 2-78. They found several items in need of repair and we are waiting on a quote. Need approval to proceed.

4) Hoffman came out again to repair the Gasoline Pump at the Route 524 Fire Station. They ended up replacing the entire pump with new.

5) Nolze Garage Door came out to repair the door for 2-78 at the Route 524 Fire Station. They came back a week later and repaired the door for 2-75 at the Route 33 Fire Station.

6) The 2021 Chevrolet Suburban Chiefs Vehicle was involved in an accident on February 19, 2022. We received an estimate from Branning Auto Body and are waiting for the parts to come in.

7) The winch cable was replaced on 2-93.

8) 2-93 will be going to Freehold Ford to have the rear fuel tank shield replaced on March 21, 2022.

9) We asked First Choice to requote the Air System for the Route 524 Fire Station with the addition of a few more items. This new quote will probably be a little higher.

10) Frank did go to Motor Vehicle and got the Title and Registration for the New Utility Vehicle.

11) The latest word on the Trailer Mounted Genie Lift is it might ship before the end of March.

After some discussion, a resolution was offered by George Patten and seconded by Katie Carter, to have 2-66's Vehicle and the New Utility Vehicle repaired by East Coast Emergency Lighting. All pricing at East Coast is on State Contract. A roll call vote was taken.

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

A resolution was offered by Bob Tice and seconded by George Patten, to have 2-78 repaired by Campbell Supply. A roll call vote was taken.

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

Old Business

A discussion was held on the quote we received from All Green Lawn & Landscaping. All Green is taking over for G & L Lawn Service. The issue is the cost of the treatment of the property. The price of the cutting of the grass is basically the same as we paid G & L Lawn Service. Bob said that he will meet with All Green to discuss the treatment of the property. A resolution was offered by George Patten and seconded by Doug Howlett, to have All Green just cut the grass at this time. A roll call vote was taken.

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

The Warning Light for the entrance to the Route 33 Fire Station is waiting on a study by the State. This study should be starting soon.

New Business

Frank said that the Hot Water Heater in the Old Firehouse, which only supplies our Gear Washing Machine, has stopped working. We are getting prices for a new one and it looks like Aaron & Company will be the lowest. After a short discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to purchase a New Hot Water Heater from the Company with the best price, not to exceed \$1,000.00. A roll call vote was taken.

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

We received a contract, from Sakoutis Brothers Disposal, for dumpster service at the Route 33 Fire Station. This contract is for five (5) years and would be \$89.60 per month plus surcharges. This would be the same as we are paying currently. A resolution was offered by Doug Howlett and seconded by Frank Biddle III, to enter into this contract with Sakoutis Brothers. A roll call vote was taken.

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

We received a letter, from the Farmingdale Fire Department, asking our help to purchase a couple Portable Radios. They do not have a lot of extra funds and will need to update their radios to communicate with us after the Radio Study repairs are completed. A long discussion followed with no outcome at this time. It was said that if we were to consider this, we could add a couple radios to the bond, and then we would be spreading the cost over 10 years or so.

With Katie Carter starting as a Fire Commissioner this evening, she should be offered a cell phone to conduct District Business. She said that she would prefer to use her current phone and just get reimbursed for its use. A resolution was offered by George Patten and seconded by Doug Howlett, to reimburse Katie \$40.00 per month for the use of her phone. 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 10:21 PM.