

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

November 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 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Doug Howlett, Robert Tice, and Kathleen Carter present. Joseph Youssouf, Board Attorney, was absent. 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 October 3, 2022, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
4435	A11-1	Stephen Biddle	200.00
4436	A11-1	Jeffrey DiGraitis	200.00
4437	A11-1	Carmelo LaMarca	329.42
4438	A11-2	Alconic, LLC	450.00
Electronic	A11-2	Deluxe	348.14
4439	A11-2	Shore Business Solutions	280.00
4440	A12-1	Asbury Park Press	48.64
4441	A12-2	VFIS	4,858.00
4442	A12-3	Absolute Fire Protection Company, Inc.	19,423.04
4443	A12-3	All Green Lawn & Landscaping	903.88
4444	A12-3	Alpine Software Corporation	1,190.00
4445	A12-3	Brice's Auto Supply, Inc.	153.22
4446	A12-3	Campbell Supply Company	3,454.94
4447	A12-3	Clean Air Company, Inc.	646.40
4448	A12-3	Firefighter One, LLC	198.17
4449	A12-3	Bill Leary Air Conditioning & Heating	1,735.65
4450	A12-3	Lester Glenn Auto Group	390.82
4451	A12-3	Mistras Group, Inc.	1,375.00
4452	A12-3	MyFleetCenter.com	154.75
4453	A12-4	Robert A. Hulsart & Company	8,500.00
4454	A12-4	NetLink	199.00

4455	A12-6	J Swanton Fuel Oil Company	2,943.24
4456	A12-8	JCP&L	984.74
4457	A12-8	N. J. American Water	199.00
4458	A12-8	N. J. Natural Gas	704.40
4459	A12-8	Verizon	755.24
4460	A12-8	Verizon Wireless	717.05
4461	A12-9	N. J. American Water	11,340.00
4462	A12-9	N. J. American Water	9,011.70
4463	A12-10	Freehold Cartage, Inc.	143.06
4464	A12-10	Republic Services #873	101.92
4465	A12-13	Fast Rescue Solutions	2,740.00
4466	A12-13	Team Life, Inc.	13,464.00
4467	A11-1	Reliance Graphics, Inc.	1,512.50
Electronic	A9-1	Payroll by Paychex (for Oct. 2022)	3,231.97
Electronic	A9-1	Tax Pay by Paychex (for Oct. 2022)	658.85
Electronic	A9-1	Paychex Fees (deducted 11-10-22)	173.64
Electronic	A9-1	October 2022 PERS/DCRP Payment	235.88
			\$93,956.37

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 a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in September 2022. We received an Affidavit of Publication, from the Asbury Park Press, for the publishing of the Notice of Special Election on October 29, 2022.

We received a Service Report, from Absolute Fire Protection, for the work completed on 19-2-90 in October. We also received two inspection reports, from Industrial Inspection & Analysis, for the inspection of 19-2-90 and the ground ladders on 19-2-90. We received a report, from Mistras Group, for the pump tests that were completed on July 25, 2022.

## Legal

No legal report tonight due to the absence of Joe Youssouf.

## Chief's Report

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

- 1) One (1) pair of Haix Eagle Air Leather Structural Firefighter Boots from SAFE-T for a total of \$391.93.
- 2) Five (5) H41 Interceptor Nomex Hood from Firefighter One for a total of \$614.50.
- 3) CPR Class for up to twenty-Five (25) by Team Life for \$1,750.00.
- 4) High Voltage Battery Fire Awareness and Operations by ESI Equipment for a total of \$1,715.00. This is a two-part training class, classroom, and hands on.
- 5) Training with Freehold Township (16-1). Truck and Bus Operations for \$300.00 per Firefighter.

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

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

Bob asked the Chief to update the Fire Company SOPs after the Brickyard Road fire.

Tim said that the new AEDs were in service and that the eight (8) old ones were traded-in to Team Life.

## Committees

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

- 1) 19-2-90 is back from Absolute and is in service. We are looking into replacing the two (2) rear portable lights on the rear body of the truck with LED.
- 2) The electric service that runs from the Firehouse to the Fuel Pumps at the Route 524 Fire Station needs replacement. The insulation on most of the service is nonexistent.
- 3) One (1) battery was replaced on the 2009 Suburban Chief's Vehicle.
- 4) Both batteries were replaced on 2-66's Command Vehicle.
- 5) 19-2-93 will be going out for work at Freehold Ford sometime soon.
- 6) We would like to install vent visors on 2-88 before the winter gets here. They would cost around \$100.00 or less.
- 7) Campbell Supply came out and repaired a heat issue on 19-2-75.
- 8) Clean Air Company came out to repair the drop for 19-2-85.
- 9) Chief Roth had his vehicle serviced at Jiffy Lube.
- 10) We are having starting issues with 19-2-88 and it will be worked on tomorrow.
- 11) We will be replacing the two (2) backup lights on 19-2-78. We ordered LED lights

## Old Business

George said that the latest N. J. American Water Hydrant Invoice did include the updated pricing. They did raise the cost per hydrant per month by \$7.14. We will have to see if we have enough money in that line to cover this increase for the remainder of the year.

Kathleen said that the 2009 Suburban Command Vehicle is listed on GovDeals with the auction ending November 21, 2022, at five PM.

Bob said that he has communicated with the DCA about projects we would like to do at both Fire Stations. There has not been much agreement on whether we can complete these projects or not. Bob said that we will proceed as we have discussed and move forward.

## New Business

George said that since our referendum was deemed not completed properly, we will have to go about funding the Radio Project another way. We will need to use \$800,000.00 from Capital Reserve to pay our share on the Howell Radio Project. This would mean that we will no longer be included in the Township Bond, and we will just pay for the project as we go along. In order for this to happen, we need to hold a Special Meeting to gain voter approval to use the \$800,000.00. After lots of discussion, a resolution was offered by George Patten and seconded by Bob Tice, to hold a Special Meeting on November 22, 2022, from 6PM to 9PM, at the Route 33 Fire Station. A roll call vote was taken.

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

George said that we will need to post a notice of this Special Meeting in at least five (5) places ten (10) days prior the meeting. The notice will be published in both Board Newspapers. George also said that he and Frank would be present for this vote.

George said that he has been researching replacement Generators for the Route 524 Fire Station. He said that they list several on a CO-OP called Sourcewell. We would have to be a member to purchase from them. There is no charge to become a member and George would like permission to join. After a brief discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to join Sourcewell. A roll call vote was taken.

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

Chairman Tice had sent out an email to each Board Member, asking them to consider increasing the salaries for the next year. He mentioned the extra work everyone has been doing with the Radio Project as one example. After some discussion, a resolution was offered by George Patten and seconded by Kathleen Carter, to increase the annual Commissioners Salaries as follows.

Chairman	\$10,000.00.
Clerk/Secretary	\$12,800.00.
Treasurer	\$12,800.00.
Vice Chairman	\$8,000.00.
Commissioner	\$8,000.00.

A roll call vote was taken.

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

George said that we will need to make a resolution to use both Surplus and Capital Reserve funds in the 2023 Fire District Budget. After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to use \$330,000.00 from surplus and \$800,000.00 from Capital Reserve, to offset the 2023 Fire District Budget. 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 it was time to introduce the 2023 Fire District Budget. The proposed 2023 Fire District Budget was read as follows.

Total 2023 Fire District Budget	\$2,409,000.00
Less from Surplus	\$330,000.00
Less from Capital Reserve	\$800,000.00
Amount to be raised by Taxation	\$1,279,000.00

A resolution was offered by George Patten and seconded by Kathleen Carter, introducing the 2023 Fire District Budget as read. 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 Service Agreement, from ESI Equipment, for the service of all Rescue Tools for 2023. The total amount of this Agreement is \$2,470.00. After some discussion, a resolution was offered by Bob Tice and seconded by Kathleen Carter, to enter into this agreement with ESI Equipment. 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 scope of work, from Peter Goldring, for the training of Drivers proposed for the Fire District. Chairman Tice asked everyone to read it over before the next meeting on December 5, 2022.

At this time, 9:25PM, a resolution was offered by Kathleen Carter and seconded by Doug Howlett, to go into Executive Session. A roll call vote was taken.

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

Everyone in attendance was asked to leave the room and were told that they could wait to be called back in when the session was over.

At this time, 10:04 PM, a resolution was offered by George Patten and seconded by Kathleen Carter, to come out of Executive Session. A roll call vote was taken.

A resolution was offered by Frank Biddle III and seconded by Bob Tice, to terminate Joseph D. Youssouf as the Attorney of the Board of Fire Commissioners, District #2, Howell Township, effective immediately. A roll call vote was taken.

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

Frank was asked to send a registered letter to Mr. Youssouf, informing him of the Boards decision.

After some discussion, a resolution was offered by Frank Biddle III and seconded by Bob Tice, hiring Richard Braslow, as the Boards Attorney until the reorganization meeting on March 6, 2023. A roll call vote was taken.

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

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