

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

August 7, 2023

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. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by George Patten and seconded by Kathleen Carter; to approve the minutes of the last meeting held on July 3, 2023, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4743	A11-1	Asbury Park Press	336.84
4744	A11-2	Shore Business Solutions	12.72
4745	A12-3	Alpine Software Corporation	4,992.93
4746	A12-3	Cooper Electric Supply Company	10.99
4747	A12-3	Defender Emergency Products	4,232.43
4748	A12-3	Fresh Cut Lawns / Vincent Healey	925.00
4749	A12-3	Grainger	173.91
4750	A12-3	United Rentals	639.54
4751	A12-3	Van Wickle Auto Supply	137.82
4752	A12-4	Access Health Systems	4,680.00
4753	A12-4	Atlantic Medical Group	490.00
4754	A12-4	Richard M. Braslow, Esq.	1,500.00
4755	A12-4	Robert A. Hulsart & Company	6,000.00
4756	A12-4	NetLink	199.00
4757	A12-6	J Swanton Fuel Oil Company	507.46
4758	A12-7	DocTract	4,843.80
4759	A12-8	JCP&L	1,294.63
4760	A12-8	N. J. American Water	177.27
4761	A12-8	N. J. Natural Gas	414.19
4762	A12-8	Verizon	775.58
4763	A12-8	Verizon Wireless	508.83

4764	A12-9	N. J. American Water	11,988.00
4765	A12-9	N. J. American Water	9,011.70
4766	A12-10	EMR Power Systems, LLC	270.00
4767	A12-10	Freehold Cartage, Inc.	143.06
4768	A12-10	Jersey Coast Fire Equipment, Inc.	109.00
4769	A12-10	Republic Services, #873	127.40
4770	A12-13	Continental Fire & Safety, Inc.	944.00
4771	A12-3	IIA Fire Department Testing	4,591.42
Electronic	A9-1	Payroll by Paychex (for July 2023)	3,643.87
Electronic	A9-1	Tax Pay by Paychex (for July 2023)	757.77
Electronic	A9-1	Paychex Fees (deducted 08-10-23)	177.81
Electronic	A9-1	July 2023 PERS/DCRP payment	274.09
Total			\$64,891.06

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 a statement from New Jersey Motor Vehicle Services, for all abstract retrieval completed in June 2023. We received two Service Check Reports, from EMR Power Systems, for work on our two Emergency Generators on July 21, 2023. We received a check, from GovDeals, for the sale of excess equipment on their website. The check, in the amount of \$1.00, was received and deposited on August 1, 2023. We received a second check, from GovDeals, for the sale of excess equipment on their website. The check, in the amount of \$409.67, was received and deposited on August 7, 2023.

We received confirmation that our IROC was completed on July 3, 2023. We received the minutes from the New Jersey State Association of Fire Districts meeting, which was held on June 3, 2023. The next meeting will be held in Wildwood on September 15, 2023, at 1PM. We received our 2023 Hose Test Reports from IIA Fire Department Testing. We also received our 2023 fire Pump test reports from Mistras Group. We received our 2023 Certification of Boom Lift Report from United Rentals.

Chief's Report

Chief Dan Roth gave his incident report for the month of July 2023. The Chief asked to purchase the following items.

- 1) New service contract for all gas meters with Electronic Measurement Laboratories for a total of \$2,645.00. This would include all the new meters and a few of the old meters.
- 2) Replacement Elkhart SM-1000E, Electric Nozzle for 19-2-90.
- 3) Add a second Firefighter for EMT Training. We would reimburse the Firefighter after successfully completing the class.
- 4) One roll of 1" webbing and twenty (20) Omega Pacific Carabiners, from Continental Fire & Safety, for a total of \$579.50.

After some discussion, a resolution was offered by Frank Biddle III, and seconded by Kathleen Carter, granting the Chief's purchase requests. A roll call vote was taken.

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

The Chief said that they are still working on the Driver Training requirements for the Fire Apparatus. If approved, the only truck requiring a CDL Driver's License would be 19-2-96.

Committees

Bob gave an update on the Howell Radio Upgrades. Motorola sent the Board the latest LE's for the Tower Site. They have also asked us to use the entire Electrical Room for the supporting equipment for the site. This would result in the relocating of our existing Station Air Compressor and all Electrical feeds to it. After some discussion, a resolution was offered by George Patten and seconded by Kathleen Carter, approving the LE's and the relocating of the Air Compressor and related power for it. A roll call vote was taken.

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

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

- 1) Defender replaced both cab lift cylinders on 2-78.
- 2) Defender came out to check an issue with the foam system on 2-78. They will be sending a quote.
- 3) 2-90 has been taken to Absolute for the repair of three (3) leaking Hydraulic Cylinders.
- 4) We found a cab defect on 2-78. Campbell Supply has ordered the repair kit for this repair procedure and will be scheduling the fix. The estimate for this repair is around \$9,000.00.
- 5) United Rentals completed the Annual Certification of the Genie Lift.

6) Cooper Electric sent out one of our new Battery Powered Scene Lights for repair, on warranty.

7) We need to replace the two (2) front tires on 2-78. We received a quote, from Service Tire Truck Centers, in the amount of \$1,926.65.

After a brief discussion, a resolution was offered by George Patten, and seconded by Kathleen Carter, to have Service Tire Truck Centers replace the front tires on 2-78. A roll call vote was taken.

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

Kathleen said that she asked Access Health about adding a PSA test to the bloodwork that we already offer. The cost for this addition would be \$105.00 per Firefighter. No action is needed currently.

Kathleen also said that all the items that we listed on GovDeals have sold. We will be listing several more items in the next week or so.

Kathleen said that she asked Fresh Cut Lawns for a price to cut and clean up the retention area at the Route 33 Fire Station. They provided a quote of \$1,850.00. This quote would include the retention area and cleaning up and trimming some trees and bushes on the property. After some discussion, a resolution was offered by George Patten, and seconded by Doug Howlett, to have Fresh Cut Lawns complete the project. 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 had on the disposal of the Old Class B Foam that we still have. After a little while, a resolution was offered by Frank Biddle III, and seconded by Bob Tice, to have the Company Chief Roth found, dispose of the Old Class B Foam at a cost not exceeding \$2,500.00. A roll call vote was taken.

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

An exceptionally long discussion was held on Firefighter Physicals. Some Firefighters take forever to schedule and complete the required physicals.

New Business

Bob said that we need to put some funds in the 2024 Fire District Budget to take care of several maintenance needs at the Route 33 Fire Station.

Bob also said that need to move forward with the lease agreement with the Township of Howell. A motion was offered by Frank Biddle III and seconded by George Patten, to have Richard M. Braslow move forward with this lease agreement. Motion passed.

George said that he met with Robert Hulsart, Board Auditor, and he said that our 2022 Audit is completed. Mr. Hulsart said that the Audit is clean, and he has no recommendations. After a cursory discussion, a resolution was offered by Frank Biddle III, and seconded by George Patten, accepting the Audit for the year ended December 31, 2022. 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 9:06 PM.