

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

February 6, 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 Vice Chairman, Doug Howlett, at 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Doug Howlett, Robert Tice, and Kathleen Carter present. Chairman Tice was present via telephone. The Vice 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 January 2, 2023, motion carried.

Due to this being the meeting where we make the LOSAP payment, George Patten offered a resolution raising the LOSAP contribution per qualified Member, to the new State Approved maximum. For 2022, the State of New Jersey raised the maximum by 7.3%. This will be a total of \$1,936.00, for each qualified Firefighter. Also please note that Corebridge Financial purchased VALIC, and will be our LOSAP Company going forward. This resolution was 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 following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
4536	E-7	(LOSAP) Corebridge Financial The above is the final voucher to be paid out of the 2022 Fire District Budget.	75,504.00
4537	A11-2	Shore Business Solutions	83.52
4538	A12-1	Asbury Park Press	53.48
4539	A12-1	NJ Advance Media (Star Ledger)	321.03
4540	A12-3	B & M Pest Control	280.00
4541	A12-3	Brice's Auto Supply, Inc.	137.36
4542	A12-3	Campbell Supply Company	1,187.99

4543	A12-3	Continental Fire & Safety, Inc.	868.00
4544	A12-3	CPR Cell Phone Repair	200.00
4545	A12-3	Fitness Lifestyles, Inc.	374.00
4546	A12-3	Grainger	655.56
4547	A12-3	The Home Depot	199.00
4548	A12-3	M & W Communications, Inc.	387.74
4549	A12-3	Sea Coast	1,686.74
4550	A12-3	Weilgus & Sons	2,622.16
4551	A12-4	Access Health Systems	290.00
4552	A12-4	Richard M. Braslow, Esq.	3,669.03
4553	A12-4	Hartford Steam Boiler	105.00
4554	A12-4	NetLink	199.00
4555	A12-6	Allied Diesel Service, Inc.	46.50
4556	A12-6	Barg's Lawn & Garden Shop, Inc.	94.05
4557	A12-6	J Swanton Fuel Oil Company	2,079.29
4558	A12-7	Joseph Doyle	492.00
4559	A12-8	JCP&L	1,062.15
4560	A12-8	N. J. American Water	164.58
4561	A12-8	N. J. Natural Gas	2,624.66
4562	A12-8	Verizon	766.43
4563	A12-8	Verizon Wireless	1,328.25
4564	A12-9	N. J. American Water	11,772.00
4565	A12-9	N. J. American Water	9,011.70
4566	A12-10	Freehold Cartage, Inc.	143.06
4567	A12-10	Jersey Coast Fire Equipment, Inc.	653.56
4568	A12-10	Republic Services #873	101.92
Electronic	A9-1	Payroll by Paychex (for January 2023)	3,239.47
Electronic	A9-1	Tax Pay by Paychex (for January 2023)	651.35
Electronic	A9-1	Paychex Fees (deducted 02-10-23)	481.78
Electronic	A9-1	January 2023 PERS/DCRP Payment	235.88
		Total from	\$75,504.00
		Total from	\$48,268.24
		Grand	\$123,772.24

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 the New Jersey Motor Vehicle Services, for all abstract retrievals completed in December 2022. We received confirmation, from the State of New Jersey Motor Vehicle Services, that we surrendered the license plates for the 2009 Chevrolet Suburban. We also received a Credit Statement, from Glatfelter Insurance Group, for dropping the vehicle insurance on the 2009 Chevrolet Suburban. This Credit, in the amount of \$403.41, should be applied to our renewal in June 2023.

We received an email, from Richard Braslow, stating that we have advertised the 2023 Howell Township Joint Board meeting dates in the Asbury Park Press and also with the Township Clerk. We received a response, from the Howell Township Clerk, for our requested items that need to be addressed for the 2023 Primary and General Election. The Township said that they will accommodate these requests. We received two Alarm & Detection Equipment Test Reports, from Complete Security Systems, for the January 26, 2023, annual inspections at both Fire Stations.

We received the fully executed Shared Services Agreement from the County of Monmouth. We received a packet, from Citizens Bank, containing information about the purchase of Investors Bank. The actual take over starts on February 21, 2023. We are being told that we can still use all the checks we just received from Investors.

**Legal**

Frank gave all the 2023 Election information to the Monmouth County Board of Elections for the upcoming Annual Election on February 18, 2023. This included the Names of the two candidates running for the one seat on the Board of Fire Commissioners and also the 2023 Budget question.

George said that we should act on the Shared Services Agreement, with the Township of Howell, relative to the Fire Districts share of the cost of the communications infrastructure. After a long discussion, a resolution was offered by Bob Tice and seconded by George Patten, to enter into this agreement. A roll call vote was taken.

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

## Chief's Report

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

1) Annual flow testing of 43 SCBA's by Firefighter One, on State Contract, for a total of \$1,935.00.

After a short discussion, a resolution was offered by Frank Biddle III and seconded by George Patten, to have Firefighter One complete this annual testing. A roll call vote was taken.

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

The Chiefs asked the Board about installing some cameras inside of the two Fire Stations. The Board said that it would not be a bad idea, and would need some prices and the amount of cameras needed.

## Committees

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

- 1) Campbell Supply came out to repair an issue with the light tower on 2-85.
- 2) Frank set up an account with Van Wickle Auto Supply.
- 3) We are still working on the CO Sensors in the engine bays of the Route 33 Fire Station.
- 4) The Brow Light (Scene Light mounted on the front of 2-78) has burnt out. We are waiting on prices from several vendors for this light, as well as the two portable Scene Lights mounted on the rear body of 2-90 and also the two Cab Scene Lights on the side of 2-78. Would like permission to go with the lowest vendor.
- 5) 2-90 will be going to Absolute for a blown hydraulic ram on the right front jack.
- 6) Hoffman was called to repair a leak on the Diesel Pump at the Route 524 Fire Station.
- 7) Absolute did come out and repaired a power issue with the front bar lights on 2-90.
- 8) The two new door locks have come in.
- 9) 2-68's vehicle was sent to Sea Coast for repair of some rear axle leaks and also service to the driveline.
- 10) We purchased a fairly cheap Air Compressor for the Route 524 Fire Station. The old one blew up and we needed something to get us by until the Station Air System can be installed.
- 11) We now have at least four (4) old Air Compressors to sell on Gov Deals.
- 12) 2-67 took his rig to Lester Glenn for a couple recalls.
- 13) We received a quote, from RK Electric, for the repair of the electric service from the Building to the Fuel Pumps at the Route 524 Fire Station. The cost would be \$1,200.00.

After some discussion, a resolution was offered by George Patten and seconded by Kathleen Carter, to purchase the five Scene Lights from the lowest vendor and to have RK Electric make to necessary repairs to the Fuel Pump Service. A roll call vote was taken.

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

### **Old Business**

Katie said that she has received several quotes for the lawn care at the Route 33 Fire Station. The lowest of the quotes is from TJ Lawn & Landscape. The cost would be \$100.00 per weekly service, which would include mowing, weed eating, edging as needed, and blowing. They also gave a price for a five step lawn treatment program. After some discussion, a resolution was offered by George Patten and seconded by Kathleen Carter, to hire TJ Lawn and Landscape to cut our lawn in 2023. No action was taken on the Treatment Program 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

George said that we will be meeting with Foley Equipment in the next week or so about the replacement of the Emergency Generator at the Route 524 Fire Station.

### **New Business**

George said that he would like to round the new salaries up to the next dollar amount to make it easier for all. That way there would be no partial dollar amounts to have to deal with each month with Paychex. A motion was made by George Patten and seconded by Frank Biddle III, to round up to the next dollar. Motion passed.

George said that we have been having some issues with our Copier/Fax/Scanner/Printer in the Commissioner's Office. The unit is about thirteen years old. A New, non-color, Sharp Copier/Fax/Scanner/Printer would cost around \$2,407.00. This would be purchased through Shore Business Solutions on the Sourcewell Co-Op. After some discussion, a resolution was offered by Bob Tice and seconded by Kathleen Carter, to purchase this new machine from Shore Business Solutions. A roll call vote was taken.

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

George asked about retrieving the LOSAP funds of the Firefighters dropped from the Company before they were vested in the program. A very long discussion was held on this topic. A motion was made by Frank Biddle III and seconded by Bob Tice, to give any of those Firefighters, which had at least three vested years in the program, until the March meeting to turn in a letter asking to freeze their account. This would allow them to return to active service sometime in the next two years without losing the funds in their account. Motion passed 4 to 1.

Frank said that we have received some information on the current GSA Per Diam totals for several cities around the Country. The rate in the Indianapolis area is \$69.00 per day. After some discussion, a resolution was offered by George Patten and seconded by Kathleen Carter, to raise our stipend to \$70.00 per day for each Firefighter attending the FDIC 2023. 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 quote, from Clean Air Company, for the inspection and maintenance of our two vehicle exhaust systems. The total would be \$1,764.50 which includes \$500.00 parts allowance. After a short discussion, a resolution was offered by Bob Tice and seconded by George Patten, to contract with Clean Air Company for the care of both vehicle exhaust systems. 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 quote, from IIA (Fail Safe Testing), for testing our Fire Hose in 2023. The quote is for a total of \$4,639.02, for the same footage as last year. A resolution was offered by George Patten and seconded by Kathleen Carter, to contract with IIA for our 2023 Hose Testing. 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 be able to save some money on office supplies if we sign up for Quill plus Silver for one year. There is a cost of \$24.99, but we will save that and more after our first order. After a short discussion, a resolution was offered by Frank Biddle III and seconded by Doug Howlett, to sign up for Quill plus Silver. 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 9:38 PM.