

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

October 2, 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, 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 September 5, 2023, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4795	E-9	Frank E. Biddle III (Capital Reserve)	203.49
4796	A11-1	Dan Andrus	200.00
4797	A11-1	Frank E. Biddle III	427.37
4798	A11-1	Jeffrey DiGraitis	200.00
4799	A11-1	Carmelo LaMarca	200.00
4800	A11-1	Monmouth County Clerk	1,101.44
4801	A11-1	Monmouth County Treasurer	96.50
4802	A12-2	VFIS	4,858.00
4803	A12-3	Campbell Supply Company	7,710.27
4804	A12-3	B & M Pest Control	685.00
4805	A12-3	Fresh Cut Lawns	925.00
4806	A12-3	Grainger	340.14
4807	A12-3	MyFleetCenter.com	114.26
4808	A12-3	Super Laundry Equipment Company	1,309.71
4809	A12-3	Van Wickle Auto Supply	517.94
4810	A12-4	Atlantic Medical Group	690.00
4811	A12-4	Richard M. Braslow, Esq.	1,500.00
4812	A12-4	NetLink	199.00
4813	A12-6	J Swanton Fuel Oil Company	684.51
4814	A12-8	JCP&L	1,018.53
4815	A12-8	N. J. American Water	157.07
4816	A12-8	N. J. Natural Gas	403.26

4817	A12-8	Verizon	771.97
4818	A12-8	Verizon Wireless	509.13
4819	A12-9	N. J. American Water	12,042.00
4820	A12-9	N. J. American Water	9,011.70
4821	A12-10	Freehold Cartage, Inc.	144.78
4822	A12-10	Republic Services, #873	127.40
4823	A12-10	Complete Security Systems, Inc.	120.00
4824	A12-13	All Hands Fire Equipment, LLC	176.59
Electronic	A9-1	Payroll by Paychex (for September 2023)	3,087.96
Electronic	A9-1	Tax Pay by Paychex (for September 2023)	645.71
Electronic	A9-1	Paychex Fees (deducted 10-10-23)	164.81
Electronic	A9-1	September 2023 PERS/DCRP Payment	224.06
		Total	\$50,567.60
		Capital Reserve	\$203.49
		Grand Total	\$50,771.09

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.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Robert Tice	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 two checks, from GovDeals, for items that we sold on their website. The checks, in the amounts of \$104.00 and \$290.00, were received and deposited on September 16 and September 23, 2023. We received another check, from the Township of Howell, which is our third payment for the 2023 Fire Taxes. The check, in the amount of \$319,750.00, was received and deposited on September 29, 2023.

We received an email from the Division of Pensions & Benefits stating that the third quarter 2023 IROC is ready to complete. We also received an email stating that we completed the third quarter 2023 IROC. We received an email from the DCA, stating that our 2022 Fire District Audit was submitted through the FAST System. We received an email from NetLink, stating that they have posted the 2022 Fire District Audit on our website. We received an email from McManimon, Scotland & Baumann, stating that they are ready to proceed with the application to the Local Finance Board as soon as we give them the results of the Special Election. They also emailed several items that will need to be filled out prior to the application process.

Legal

Frank read the results from the Special Election, which was held on September 9, 2023, between the hours of 2PM to 9PM. This Special Election was held to gain voter approval to purchase a New Aerial Platform Truck to replace our 1996 Truck. The results, which include the absentee votes called in by the County on September 16, 2023, are as follows.

Yes votes	326
No votes	97
Walk in Voters	61
Absentee Voters	394
Percentage of Yes votes	77%

All documents pertaining to the Special Election were uploaded to the DCA FAST System. The results were also forwarded to McManimon, Scotland & Baumann.

Frank handed out the Group Affidavit for all Board Members to sign. Frank will forward the signed document to Richard M. Braslow, for his signature. Mr. Braslow will email the completed document back to Frank, and he will upload it to the DCA through the FAST System.

Frank said that the Board needs to make a resolution for the Fire Commissioners salaries for 2024. This resolution will need to be forwarded to the Township of Howell, for their approval, and uploaded to the DCA FAST System. After some discussion, a resolution was offered by George Patten, and seconded by Kathleen Carter, to make the Fire Commissioners salaries the same as 2023. A roll call vote was taken.

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

After some discussion, a resolution was offered by George Patten, and seconded by Kathleen Carter, to hire McManimon, Scotland & Baumann, to proceed with the application to the Local Finance Board for the purchase of a New Aerial Platform Truck. The cost of this hire is estimated to be around \$10,000.00. A roll call vote was taken.

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

A Local Finance Board Application Certification was signed by both Chairman Tice and Clerk Biddle. This document was forwarded to the Bond Attorney.

Chief's Report

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

1) Four (4) Motorola M6 Pagers, with standard chargers and three (3) year warranty, from Wireless Communications, for a total of \$1,809.00. These are on State Contract.

2) One (1) pair of Haix Eagle Air Leather Structural Firefighter Boots, from Skylands Area Fire Equipment & Training, for \$405.00. This item is on State Contract.

After a brief discussion, a resolution was offered by George Patten, and seconded by Robert Tice, to purchase these two (2) Items. A roll call vote was taken.

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

First Assistant Chief Tim McKay handed in his proposed Chief's Budget for 2024.

Committees

Bob went over what is going on with the Township Fire Radio Upgrade. Bob said that Dave Leven is now in charge of the project. He said that the Township seems to not be in a hurry to get this project finished.

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

- 1) Campbell Supply finished servicing 2-75 and 2-85.
- 2) Parts have been ordered for the Foam System on 2-78.
- 3) Spare batteries were ordered and received from Grainger.
- 4) The Bank Battery Charger came in from Motorola.
- 5) Frank purchased a New Battery Back Up (UPC) for the Radio Equipment in the Boiler Room at the Route 524 Fire Station.
- 6) The Fire Alarm Panel at the Route 33 Fire Station has been showing an issue with a heat sensor in the attic from time to time for a while. The issue came about again and continued to sound an alarm. Frank called Complete Security and they responded and repaired the issue.

Old Business

George said that we should appoint a person to fill the vacancy on the Board. After some discussion, a resolution was offered by George Patten, and seconded by Kathleen Carter, appointing Jeffrey DiGraitis to the vacant seat on the Board of Fire Commissioners. Mr. DiGraitis will have the title of Commissioner at Large. A roll call vote was taken.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Robert Tice	no

Mr. Digraitis will start as of tonight. He will be sworn in at the November 6, 2023, meeting.

George said that the Boiler Inspection at the Route 33 Fire Station is scheduled for December 5, 2023.

Bob said that Mrs. Howlett wanted to thank the Board for everything they have been helping with since the passing of Doug Howlett.

George said that he will call Verizon and cancel the Mobile Phone service for Doug's Cell Phone.

Bob said that the remaining Excess Equipment Items will be donated to the 911 Fund. A resolution was offered by Bob Tice, and seconded by Frank Biddle III, to donate these items to the 911 Fund. A roll call vote was taken.

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

New Business

Bob said that we really need to address some landscape issues at the Route 33 Fire Station. We have some funds left in the line for landscaping and we should ask Fresh Cut Lawns to take care of some of these items. A resolution was offered by Frank Biddle III, and seconded by Bob Tice, to have Fresh Cut Lawns complete these items. A roll call vote was taken.

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

Frank said that we should have the Route 33 Fire Station cleaned before the Early and Regular Voting, which starts on October 28th. A resolution was offered by Frank Biddle III, and seconded by Kathleen Carter, to have Bailey's Square come out and clean the building. A roll call vote was taken.

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

Frank said that we received a contract renewal, from ESI Equipment, for the servicing of all our Rescue Tools. The cost of this contract would be \$2,470.00. After some discussion, a resolution was offered by Robert Tice, and seconded by George Patten, to enter into this contract with ESI Equipment. A roll call vote was taken.

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

A discussion started about the 2024 Fire District Budget. George said that he has a draft ready for the 2024 Fire District Budget. Frank said that it was time to replace the 2011 Chevrolet Suburban Chief's Command Vehicle and we should include that in the 2024 Budget. Frank also said that we started working on two (2) projects that we seem to be running over the approved funds to complete. Frank suggested that we hold a Special Meeting, to gain voter approval for these three (3) projects. We would be able to use Capital Reserve money to fund the projects, and not have to hold a full-blown Special Election. The three projects would be as follows.

1) An additional \$100,000.00 for the Replacement Emergency Generator at the Route 524 Fire Station. This, along with the already approved \$140,000.00, would add to \$240,000.00 for that project.

2) An additional \$100,000.00 for the replacement of the 1979 Tractor/Truck/Pump for 2-96. This, along with the already approved \$400,000.00, would add to \$500,000.00 for that project.

3) \$200,000.00 for the replacement of the 2011 Chevrolet Suburban Command Vehicle. We should be able to keep this to under \$150,000.00, but with the way prices keep escalating, we need to ask for too much. The last Chief's Command Vehicle was around \$100,000.00 in 2021, and we had to cut a few things to keep it under budget.

After some discussion, a motion was offered by George Patten, and seconded by Kathleen Carter, to hold a Special Meeting on October 24, 2023, to gain voter approval for these three (3) projects. Motion passed.

George went over the 2024 Fire District Budget as he prepared so far. If approved by everyone, we can introduce it at the November 6, 2023, meeting. A motion was made by Robert Tice, and seconded by Kathleen Carter, approving the Budget layout for 2024. Motion passed.

With no further business to come before the Board, the meeting was adjourned at 9:24 PM.