

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

September 5, 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 Chairperson, Robert Tice, at 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Robert Tice, and Kathleen Carter present. The Chairperson then led all in attendance with the Pledge of Allegiance.

Commissioner Doug Howlett passed away suddenly on August 18, 2023. A moment of silence was held in his honor.

A motion was made by George Patten and seconded by Kathleen Carter; to approve the minutes of the last meeting held on August 7, 2023, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4772	A11-2	Frank E. Biddle III	282.56
4773	A12-3	Absolute Fire Protection Company, Inc.	15,891.04
4774	A12-3	Alpine Software	1,190.00
4775	A12-3	Firefighter One, LLC	441.10
4776	A12-3	Fresh Cut Lawns	740.00
4777	A12-3	Lester Glenn Auto Group	1,797.99
4778	A12-3	Mistras Group, Inc.	1,450.00
4779	A12-3	Service Tire Truck Centers, Inc.	1,604.70
4780	A12-4	Richard M. Braslow, Esq.	1,500.00
4781	A12-4	NetLink	199.00
4782	A12-6	J Swanton Fuel Oil Company	1,954.38
4783	A12-8	JCP&L	1,405.77
4784	A12-8	N. J. American Water	157.07
4785	A12-8	N. J. Natural Gas	399.81
4786	A12-8	Verizon	770.63
4787	A12-8	Verizon Wireless	508.81
4788	A12-9	N. J. American Water	12,042.00
4789	A12-9	N. J. American Water	9,011.70

4790	A12-10	EMR Power Systems, LLC	270.00
4791	A12-10	Freehold Cartage, Inc.	143.06
4792	A12-10	Republic Services, #873	127.40
4793	A12-12	Kirk Florist, LLC	212.00
4794	A12-13	Continental Fire & Safety, Inc.	579.50
Electronic	A9-1	Payroll by Paychex (for August 2023)	3,643.83
Electronic	A9-1	Tax Pay by Paychex (for August 2023)	757.81
Electronic	A9-1	Paychex fees for August (deducted 9-11-23)	164.81
Electronic	A9-1	August 2023 PERS/DCRP Payment	274.09
Total			\$57,519.06

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
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 three (3) checks, from GovDeals, for excess equipment sold on their site. The checks, in the amounts of \$56.00, \$122.00, and \$244.37, were received and deposited during August and September. We received an Air System Inspection Report, from Continental Fire & Safety, for service completed on our Breathing Air Compressor on August 24, 2023.

We received two (2) service reports, from EMR Power Systems, for the service checks completed on our Emergency Generators on August 17, 2023. We received a subscription renewal, from Norton 360, for our 10 PC's. This renewal automatically renews each year.

Legal

Bob said that he has not heard anything from the Township about the New Radio Tower Lease. Bob said that he will ask Richard Braslow to follow up with the Township so we can proceed with the Radio Upgrade.

Chief's Report

Chief Dan Roth gave his incident report for the month of August 2023. The Chief asked to send a New Firefighter to the Toms River Fire Academy at a cost of \$1,000.00. The Monmouth County Fire Academy is booked for the remainder of the year. After some discussion, a resolution was offered by George Patten and seconded by Kathleen Carter, to send this New Firefighter to the Toms River Fire Academy. A roll call vote was taken.

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

The Chief updated the Board on a reoccurring lift assist call we have been having at the Villages.

Committees

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

- 1) We received two (2) quotes for the repair of the Foam System on 2-78. The lowest is Campbell Supply at \$2,014.06.
- 2) 2-90 is back in service after being repaired at Absolute Fire Protection.
- 3) The front tires on 2-78 were replaced by Service Truck Tire Center.
- 4) Campbell Supply started servicing 2-75 and 2-85.
- 5) Lester Glenn repaired 2-66's vehicle.
- 6) 2-66 also had his vehicle serviced at Jiffy Lube.
- 7) The repaired portable light is back from Cooper Electric.

A resolution was offered by Frank Biddle III and seconded by Kathleen Carter, to have Campbell Supply repair the Foam System on 2-78 at a cost of \$2,014.06. A roll call vote was taken.

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

Old Business

Frank said that Motorola, for the Radio Upgrade, has asked us to move our Station Air Compressor from the Electrical Room at the Route 33 Fire Station. They will need all the room they can get for all the equipment for the New Tower. After some discussion, it was decided to relocate the Station Air Compressor to a location to be determined.

George gave an update on the Emergency Generator Replacement at the Route 524 Fire Station. George said that our estimate of what it would cost was off, and we will need more funds to complete this project.

New Business

Bob said that we need to work on some projects at the Route 33 Fire Station. Some of these projects would include the following.

- 1) Interior painting with some repair of the walls and ceiling.
- 2) Landscape work around the building.
- 3) Reseal and/or repair the driveway and parking lots.

George said that with the passing of Fire Commissioner Howlett, we need to put someone in the Vice-Chairman position. After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, to make Kathleen Carter the new Vice-Chairman of the Board. A roll call vote was taken.

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

George also said that we should appoint someone to take Mr. Howlett's place until the election in February. After some discussion and with some questions that could not be answered, it was decided to hold this over to the October Meeting.

With no further business to come before the Board, the meeting was adjourned at 8:57 PM.