

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

April 1, 2024

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 7:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Robert Tice, Kathleen Carter, and Peter Goldring 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 March 4, 2024, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4985	E-9	Foley, Inc. (Cap-Appropriation)	49,232.11
4986	A11-1	Monmouth County Clerk	693.36
4987	A12-1	Asbury Park Press	22.00
4988	A12-1	Star Ledger, N. J. Advance Media	51.62
4989	A12-3	Stephen Smith	10.60
4990	A12-3	The Blowhard Company	828.00
4991	A12-3	Certified Auto Mall	280.00
4992	A12-3	Electronic Measurement Laboratories, Inc.	23.89
4993	A12-3	SeaCoast	3,821.06
4994	A12-4	Atlantic Medical Group	200.00
4995	A12-4	Richard M. Braslow, Esq.	1,500.00
4996	A12-4	NetLink	199.00
4997	A12-6	J Swanton Fuel Oil Company	844.08
4998	A12-7	Tim McKay	490.00
4999	A12-7	Chris Pujat	490.00
5000	A12-7	Mike Whitehill	490.00
5001	A12-7	Tim McKay	10,174.97
5002	A12-7	Fitness Lifestyles	1,087.14
5003	A12-8	JCP&L	1,106.06
5004	A12-8	N. J. American Water	183.91
5005	A12-8	N. J. Natural Gas	1,857.27

5006	A12-8	Verizon	787.16
5007	A12-8	Verizon Wireless	467.99
5008	A12-9	N. J. American Water	12,042.00
5009	A12-9	N. J. American Water	9,011.70
5010	A12-10	Complete Security Systems, Inc.	120.00
5011	A12-10	Freehold Cartage, Inc.	144.78
5012	A12-10	Republic Services, #873	149.06
5013	A12-13	SAFE-T, LLC	860.86
Electronic	A9-1	Payroll by Paychex (for March 2024)	3,700.11
Electronic	A9-1	Tax Pay by Paychex (for March 2024)	751.58
Electronic	A9-1	Paychex Fees (deducted 04-10-24)	164.81
Electronic	A9-1	March 2024 PERS/DCRP Payment	285.71
		E-9 Total	\$49,232.11
		All Others Total	\$52,838.72
		Grand Total	\$102,070.83

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 Peter Goldring, and a roll call vote was taken.

George Patten	yes
Frank Biddle III	yes
Kathleen Carter	yes
Peter Goldring	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 excess equipment we sold on their website. The checks, in the amounts of \$465.00 and \$550.00, were deposited on March 26 and April 1, 2024. We received a third check, from the Township of Howell, which is our first payment for the 2024 Fire District Taxes. The check, in the amount of \$307,003.04, was received and deposited on March 28, 2024.

We received four Purchase Orders, from the Township of Howell, for our four Fire Tax payments. These Purchase Orders were signed and returned to the Township on March 7, 2024. We received new signature cards from Citizens Bank. These cards were signed by all Fire Commissioners and sent back to Citizens Bank via email. We received several emails from Empower about entering payroll information. We were able to enter March 2024 information, but a few things are a little different than with Prudential.

Legal

We received a Lease Agreement, from the Township of Howell, for the New Radio Tower being installed at the Route 33 Fire Station site. Bob read over parts of this latest Lease

Agreement. In the end, no revenue will be received from the Township of Howell for letting them install this New Radio Tower. The Township of Howell will own the Tower. The Lease Agreement states that the Township cannot lease out any space to other Vendors without our permission. After a long discussion, a resolution was offered by Peter Goldring, and seconded by George Patten, to enter into this Lease Agreement with the Township of Howell. A roll call vote was taken.

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

Chief’s Report

Chief Tim McKay gave his incident report for the month of March 2024. The Chief asked to purchase Six (6) Full sets of Structural Firefighting Turnout Gear and One (1) extra pair of Pants. These items are on State Contract from Skylands Area Fire Equipment & Training, with a total cost of \$35,041.86. After some discussion, a resolution was offered by George Patten, and seconded by Peter Goldring, to purchase these items from SAFE-T. A roll call vote was taken.

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

A lengthy discussion was held on the approved New Chief’s Command Vehicle and what type of vehicle would best work for us.

Committees

Bob updated all on what is going on with the Radio Upgrade. Things are moving forward, but not that fast.

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

- 1) The motion sensors in the restrooms at the Route 33 Fire Station have been staying on way too long. Also at least one bollard light needs repair at the same Station. Frank would like to get R. K. Electric to make the repairs.
- 2) The concrete parking lot bumpers in the rear parking lot of the Route 33 Fire Station are falling apart. There are pieces of rebar lying next to several of these bumpers. Frank would like to have someone replace all of these with the Yellow Plastic Style.
- 3) Would like permission to have R. K. Electric move the Electric Panel for the Station Air Compressor once we move the unit out of the current location.
- 4) The 2011 Chief Suburban was repaired at SeaCoast Chevrolet. It had several things needing repair, exhaust leak, rotted transmission filler tube, and leaking oil cooler lines to mention a few.
- 5) Certified Auto Mall towed the 2011 Chief Suburban to SeaCoast for an additional repair.

After some discussion, a resolution was offered by Bob Tice, and seconded by Peter Goldring, to have R. K. Electric make the needed electrical repairs, and to find a vendor to replace the parking lot bumpers. A roll call vote was taken.

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

Old Business

George said that he received a resolution from the Educational Services Commission of New Jersey, that we need to sign and return it to them. This would allow us to become a member of the Cooperative Pricing System. A resolution was offered by Frank Biddle III, and seconded by Peter Goldring, to join this program. A roll call vote was taken.

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

Peter asked that we agree to spend up to \$3,500.00 for the Recruitment and Retention Committee to use towards professional media, social media, and promotional material. After a brief discussion, a resolution was offered by Frank Biddle III, and seconded by Bob Tice, to allow the Committee to spend up to \$3,500.00. A roll call vote was taken.

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

Frank said that the truck committee has made a lot of progress on the tractor for 2-96.

Peter handed out some Driver Training information for all to look over. Included with this information were some updated Standard Operating Procedures.

George said that the Warning Light for the entrance to the Route 33 Fire Station has not made any progress. He will keep trying to have Signal Control Products talk to the State.

New Business

George said that he asked the Auditor about what to do with the three uncashed checks for Brice's Auto Supply. He said that we could put that money, which adds up to \$633.58, back in our account. George said that he would do that. George also said that we received the books back from the Auditor. The 2023 Audit is still not complete, as he is waiting on information from the State.

A resolution was offered by Peter Goldring, and seconded by Bob Tice, to enter executive session at 8:22 PM. A roll call vote was taken.

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

A resolution was offered by Peter Goldring, and seconded by Bob Tice, to come out of executive session at 9:20 PM. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:21 PM.