

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

January 2, 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 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Robert Tice, Kathleen Carter, and Jeffrey DiGraitis 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 December 4, 2023, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
4886	A11-2	Alconic, LLC	500.00
4887	A11-2	Shore Business Solutions	2.70
4888	A12-1	Asbury Park Press	21.12
4889	A12-3	Absolute Fire Protection Company, Inc.	6,159.21
4890	A12-3	Allied Diesel Service, Inc.	21.96
4891	A12-3	Campbell Supply Company	15,052.17
4892	A12-3	Fresh Cut Lawns / Vincent Healey	685.00
4893	A12-3	Grainger	552.38
4894	A12-3	Stewart & Stevenson Power Products, LLC	5,713.49
4895-VOID	A12-3	Wireless Communications & Electronics, Inc.	VOID
4896	A12-4	Richard M. Braslow, Esq.	1,500.00
4897	A12-4	Hartford Steam Boiler	105.00
4898	A12-4	Robert A. Hulsart & Company	2,500.00
4899	A12-4	McManimon, Scotland & Baumann, LLC	2,178.15
4900	A12-4	NetLink	199.00
4901	A12-6	J Swanton Fuel Oil Company	1,373.26
4902	A12-7	Kyle Potochar	2,104.00
4903	A12-7	James Sellino	2,100.00
4904	A12-7	Toms River Fire Academy	1,000.00
4905	A12-8	JCP&L	1,269.35
4906	A12-8	N. J. American Water	245.62

4907	A12-8	N. J. Natural Gas	2,628.73
4908	A12-8	Verizon	786.36
4909	A12-8	Verizon Wireless	468.04
4910	A12-9	N. J. American Water	12,042.00
4911	A12-9	N. J. American Water	9,011.70
4912	A12-10	Complete Security Systems, Inc.	120.00
4913	A12-10	Continental Fire & Safety, Inc.	2,059.00
4914	A12-10	Electronic Measurement Laboratories, Inc.	2,318.00
4915	A12-10	Freehold Cartage, Inc.	144.78
4916	A12-10	Republic Services, #873	127.40
4917	A12-13	Quill Corporation, LLC	726.40
4918	A12-13	Witmer Public Safety Group, Inc.	1,539.00
Electronic	A9-1	Payroll by Paychex (for Dec. 2023)	3,700.17
Electronic	A9-1	Tax Pay by Paychex (for Dec. 2023)	751.52
Electronic	A9-1	Paychex Fees (deducted 01-10-24)	164.81
Electronic	A9-1	Dec. 2023 PERS/DCRP Payment	285.69
Electronic	A9-1	Annual Employers Appropriation (PERS)	3,381.00
Total			\$83,537.01

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
Jeffrey DiGraitis	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 a check, from the Township of Howell, for the use of the Route 33 Fire Station for the early, primary, and general election voting. The check, in the amount of \$1,600.00, was received and deposited on December 23, 2023. We received an email from the DCA, stating that our 2024 Adopted Budget was submitted and passed on for review.

We received an email on December 12, 2023, from the New Jersey Division of Pensions, that our 4th quarter 2023 IROC is ready for processing. We received another email, from the New Jersey Division of Pensions, stating that our Employer Liability for Annual Pension Contribution was also ready to be processed. This payment, in the amount of \$3,381.00, was made on December 27, 2023. We received confirmation, from the Division of Pensions, that our 4th quarter 2023 IROC was submitted.

We received a Notice of Violations, from the Howell Township Fire Bureau, for a few things at the Route 33 Fire Station. They needed the latest reports for our Emergency Generator Service, the latest report of our Fire Alarm Inspection, and the Dryer Vent cleaning report. All these things are in the works.

Legal

Frank said that we needed to set up a Temporary Budget to get us through from January to March 4, 2024. The Temporary Budget is allowed to be 14% of the 2023 Fire District Budget, minus Capital Appropriations, debt, or interest redemption. That would bring us to \$183,260.00. A resolution was offered by George Patten, and seconded by Kathleen Carter, establishing a Temporary Budget for 2024 in the amount of \$183,260.00. A roll call vote was taken.

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

A discussion was held on the Warning Light at the entrance to the Route 33 Fire Station. All the State of New Jersey paperwork was sent back with all the needed certifications. The only thing else the State needs is a diagram of the pre-emption system that will trigger the light. After some discussion, a resolution was offered by Frank Biddle III, and seconded by Jeffrey DiGraitis, to Authorize Encumbrance of \$150,000.00 Relative to the 2023 Budget Surplus to pay for the Warning Light. A roll call vote was taken.

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

Chief's Report

Chief Tim McKay gave his incident report for the month of December 2023. The Chief handed out a Driver Training Program proposal from Central Jersey Compliance Company, for the Board to look over. The cost of this program would be \$2,000.00. The Chief asked to purchase the following items.

- 1) To start the process of securing rooms for the FDIC for six (6) Firefighters.
- 2) CPR Refresher from Joseph Doyle for an estimated \$1,000.00. The price would vary depending on the number of participants.
- 3) RTK/BBP Refresher from Central Jersey Compliance Company, for \$300.00.

After some discussion, a resolution was offered by Frank Biddle III, and seconded by Kathleen Carter, to allow the Chief to schedule FDIC, and the two (2) Training Refreshers. A roll call vote was taken.

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

Committees

Bob said that he attended a Radio Upgrade Meeting on December 12, 2023, at the storage warehouse to inspect our equipment. Bob said that all the equipment we ordered is there. He also said that the installation process should be starting in early spring 2024.

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

- 1) 2-90 was completed and put back in service on December 15, 2023.
- 2) 2-78 was completed early and brought back by Campbell Supply on December 19, 2023.
- 3) The driveway snowplow markers were installed at the Route 33 Fire Station.
- 4) The Truck Committee has finished going over the specs for the New Aerial Truck and would like the Board to place the order.
- 5) The Truck Committee will be meeting with New Jersey Emergency Vehicles on January 9, 2024, to see if they are interested in building the Tractor for 2-96.
- 6) It looks like the onboard Battery Charger on 2-75 has stopped working. Campbell Supply will be coming by to check it out. Frank set up a shop battery charger to keep the truck batteries charged.
- 7) EMR Power Systems came out for a service call on the Emergency Generator at the Route 524 Fire Station. There was an issue with the unit starting during a power outage in early December 2023.

Old Business

George said that the Boiler at the Route 33 Fire Station passed inspection in December. Hartford Steam Boiler completed the job.

George said that we received an updated quote, from Foley Power Systems, for the installation of a New 125KW Emergency Generator at the Route 524 Fire Station. The quote is for \$196,928.00 on the Sourcewell Co-op. After some discussion, a resolution was offered by Bob Tice, and seconded by Frank Biddle III, to place the order for the New Emergency Generator from Foley Power Systems. A roll call vote was taken.

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

A discussion was held on the New Aerial Platform Truck. After a brief time, a resolution was offered by George Patten, and seconded by Jeffrey DiGraitis, to place the order with Absolute Fire Protection on the HGAC, with a cost not to exceed \$2,600,000.00. This is the price the voters of Howell Fire District #2, approved. A roll call vote was taken.

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

New Business

We received an email, from the Deputy Howell Township Clerk, asking to use the Route 33 Fire Station as a polling place again in 2024. After some discussion, a motion was made by Kathleen Carter, and seconded by Bob Tice, granting the request with two stipulations. The motion passed with these two listed stipulations.

- 1) They will need to open and close the building by themselves. They have a door code.
- 2) They will need to reposition the Electronic Signs on Highway 33, so they do not block line of sight of drivers leaving the Fire Station.

With no further business to come before the Board, the meeting was adjourned at 9:20 PM.