

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

March 4, 2024

RE-ORGANIZATION 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 Peter Goldring present. The Chairman then led all in attendance with the Pledge of Allegiance.

The meeting agenda was changed for the Re-Organization and the Fire District Election results.

Frank read the results of the February 17, 2024; Fire District Election as follows. Note: Two three-year terms were up for Commissioner.

Total Election Results

| | |
|---------------------|-----|
| Frank E. Biddle III | 257 |
| Peter Goldring | 248 |
| Jeffrey DiGraitis | 238 |
| Vincenzo Guida | 211 |
| Budget Yes | 312 |
| Budget No | 194 |

Chairman Tice conducted the swearing in of re-elected Commissioner Frank E. Biddle III and elected Commissioner Peter Goldring. It was time for the re-organization of the Board of Fire Commissioners of Howell District #2. A motion was made by George Patten and seconded by Kathleen Carter; to appoint the positions as listed below for the year 2024. Motion passed.

Chairman – Robert Tice, Vice-Chairman – Kathleen Carter, Treasurer – George Patten, Clerk/Secretary – Frank E. Biddle III, Commissioner at Large – Peter Goldring.

George passed out several resolutions for the Board to act on at this time. These resolutions were received from Richard M. Braslow. George read each resolution as follows.

A resolution was offered by George Patten, seconded by Robert Tice, scheduling the meeting dates for the year 2024-2025 as follows: April 1, May 6, June 3, July 1, August 5, September 3, October 7, November 4, December 2, January 6, 2025, February 3, 2025, and March 3, 2025, which shall serve as the annual reorganization meeting of the Board. All

meetings will start at 7:00 PM. This year will be the first for the 7:00 PM meeting start time. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Kathleen Carter, designating Citizens Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2024-2025. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Robert Tice, designating The Asbury Park Press and The Newark Star Ledger, as the Official Newspapers of the Board for the year 2024-2025. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Frank Biddle III, appointing Robert A. Hulsart and Company, District Auditor for the year 2024-2025. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Robert Tice, appointing Richard M. Braslow, Esq., Board Attorney for the year 2024-2025. A roll call vote was taken.

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

A resolution was offered by George Patten, and seconded by Robert tice, Authorizing the Approval and Payment of Claims by check. These checks shall be signed by the Chairman or Vice Chairman, the Treasurer, and the Clerk/Secretary of the Board. A roll call vote was taken.

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

This concluded the re-organization of the Board of Fire Commissioners of Howell Township, District #2, and the meeting returned to the regular agenda.

A resolution was offered by George Patten and seconded by Robert Tice; authorizing payment to Doug Howlett’s beneficiary, Patricia Howlett, for Doug’s qualifying for LOSAP in 2023. This payment was overlooked at the end of 2023. The amount of this payment will be \$2,070.00. A roll call vote was taken.

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

A motion was made by George Patten and seconded by Kathleen Carter; to approve the minutes of the last meeting held on February 5, 2024, motion carried.

The following Vouchers have been submitted for payment.

| VOUCHER | LINE # | VENDOR | AMOUNT |
|----------------|---------------|--|---------------|
| 4952 | E-7 | Patricia Howlett | 2,070.00 |
| | | The above is being paid from the 2023 E-7 LOSAP Surplus | |
| 4953 | A11-1 | Frank E. Biddle III | 302.76 |
| 4954 | A11-1 | Kathy Christofferson | 200.00 |
| 4955 | A11-1 | Mike Hubert | 200.00 |
| 4956 | A11-1 | Carmelo LaMarca | 200.00 |
| 4957 | A11-1 | Reliance Graphics, Inc. | 2,389.80 |
| 4958 | A11-2 | Quill Corporation, LLC | 29.99 |
| 4959 | A12-2 | AM Trust North America | 27,219.00 |
| 4960 | A12-3 | B & M Pest Control | 560.00 |
| 4961 | A12-3 | Campbell Supply Company | 6,221.77 |
| 4962 | A12-3 | Electronic Measurement Laboratories, Inc. | 144.20 |
| 4963 | A12-3 | HOODZ | 520.00 |
| 4964 | A12-3 | MyFleetCenter.com | 306.83 |
| 4965 | A12-3 | R. K. Electric, LLC | 315.00 |

| | | | |
|------------|--------|---|-------------|
| 4966 | A12-3 | Service Tire Truck Centers | 1009.68 |
| 4967 | A12-3 | Van Wickle Auto Supply | 137.99 |
| 4968 | A12-4 | Atlantic Medical Group | 200.00 |
| 4969 | A12-4 | Richard M. Braslow, Esq. | 1,500.00 |
| 4970 | A12-4 | NetLink | 199.00 |
| 4971 | A12-6 | J. Swanton Fuel Oil Company | 2,100.08 |
| 4972 | A12-8 | JCP&L | 1,160.96 |
| 4973 | A12-8 | N. J. American Water | 204.52 |
| 4974 | A12-8 | N. J. Natural Gas | 2,870.56 |
| 4975 | A12-8 | Verizon | 787.22 |
| 4976 | A12-8 | Verizon Wireless | 467.99 |
| 4977 | A12-9 | N. J. American Water | 12,042.00 |
| 4978 | A12-9 | N. J. American Water | 9,011.70 |
| 4979 | A12-10 | Complete Security Systems, Inc. | 240.00 |
| 4980 | A12-10 | EMR Power Systems, LLC | 838.12 |
| 4981 | A12-10 | Freehold Cartage, Inc. | 144.78 |
| 4982 | A12-10 | Republic Services, #873 | 149.06 |
| 4983 | A12-12 | N. J. State Association of Fire Districts | 300.00 |
| 4984 | A12-13 | Continental Fire & Safety, Inc. | 1,452.00 |
| Electronic | A9-1 | Payroll by Paychex (for Feb. 2024) | 3,700.18 |
| Electronic | A9-1 | Tax Pay by Paychex (for Feb 2024) | 751.51 |
| Electronic | A9-1 | Paychex Fees (no fee this month) | 0.00 |
| Electronic | A9-1 | Feb. 2024 PERS/DCRP Payment | 285.71 |
| | | 2024 Total | \$78,162.41 |
| | | 2023 LOSAP Surplus | \$2,070.00 |
| | | Grand Total | \$80,232.41 |

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.

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| 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 letters, from New Jersey American water, stating that they have asked the New Jersey Board of Public Utilities for a rate increase. As part of this filing, the Company proposes a change in

Fire Hydrant charges of \$0.22 to \$7.55 per hydrant per month. We have a total of 376 Fire Hydrants in Fire District 2.

We received two Service Reports, from EMR Power Systems, for the major services completed on February 8, 2024, on our Emergency Generators. We received an invoice and Air System Inspection Report, from Continental Fire & Safety, for the work completed on our Breathing Air Compressor on February 14, 2024. We received a Service Report, from Hoodz of Southern Monmouth & Ocean County, for the annual cleaning of the kitchen hood in the Morton Building on February 26, 2024.

We received the minutes from the New Jersey State Association of Fire Districts, from the December 2, 2023, meeting. We received confirmation, from the New Jersey DCA, that they received election results.

Legal

Frank said that the proposed New Chief Command Vehicle would be available on the Educational Services Commission of New Jersey Co-Op. We can join this Co-Op at any time at no cost. After some discussion, it was decided to go ahead and join this Co-Op.

Frank said that several Firefighters have asked about using some of their LOSAP funds. A long discussion was held on the rules of the LOSAP Program. After all was said, a motion was made by Robert Tice, and seconded by Peter Goldring, to allow any Firefighter that is vested in the program to withdrawal their funds. If a Firefighter decided to make a withdrawal, they must take all the funds and close the account. After a year, they can start in the program again and must start the vesting process all over again. Motion passed.

Chief's Report

The Chief's all left before the meeting started for a working structure fire. The Board had questions about some purchases the Chief's wanted to make but were not able to contact them.

Committees

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

- 1) The Truck Committee met with NJEV again about the replacing of the Tractor on 2-96. It looks like they are really interested in making this truck.
- 2) Both 2-66 and 2-67, had their vehicles serviced at Jiffylube.
- 3) RK Electric came out two times to repair an issue with the CO Exhaust Fan in the Engine Bays at the Route 33 Fire Station.
- 4) Service Tire Truck Center replaced all four tires on the 2015 Chief's Vehicle.
- 5) The throttle cable for the pump on 2-93 was replaced.
- 6) The onboard Battery Charger for 2-75 came back and was installed by Campbell Supply.
- 7) Campbell Supply also came out for a rear axle leak on 2-85. The problem ended up being some loose axle bolts.

Bob gave a report on the Radio Upgrade. The Township still says that they have no intension of paying us anything for having the Radio Tower, which they will own, on our property at the Route 33 Fire Station. They will be using our Electrical Room for all the equipment that needs to be installed and our Emergency Generator as a backup for the entire system.

Old Business

George gave a report on the replacement of the Emergency Generator at the Route 524 Fire Station. Foley has ordered all the needed equipment and informed us that there is a ten-month wait time for a couple needed parts. They will be sending us a partial payment invoice sometime in March.

Kathleen said that all items have sold on GovDeals, and some things have already been picked up. We should be getting a payment from GovDeals sometime later this month.

Kathleen also asked if we were pleased with the work that Fresh Cut Lawns was doing and if we wanted to sign him up for 2024. After some discussion, a resolution was offered by Frank Biddle III, and seconded by George Patten, to use Fresh Cut Lawns for our Route 33 Fire Station lawn mowing. A roll call vote was taken.

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

Bob started a discussion about when we need to replace Turn Out Gear. The old standard said that it needed to be replaced every ten years. Literature from Mel Safety Institute says that if the Turn Out Gear is still in decent shape, it can be used for longer than ten years. There are reasons for purchasing new gear, worn out, not fitting properly, cost more to repair than new, not the correct size, and others.

Bob started a conversation about the proposed New Chief's Command Vehicle. Bob talked about differences between a Tahoe and a Pickup style vehicle.

Bob said that the Chief has finished the MARPS for District #2. There are nine different zones in Fire District 2. The Township will be updating everything once the Radio Upgrades are completed.

Bob wants to start a Membership/Retention Committee, with two members from the Board and two members of the Line Officers. Discussions were also had on a new Driver Training Program.

George said that the books are at the Auditor.

Bob asked questions about the Annual Firefighter Physicals. How is it that a Firefighter's personal physician can overturn what the Board's Doctor has found?

New Business

A resolution was offered by Bob Tice, and seconded by Peter Goldring, to go into Executive Session at 9:35 PM. A roll call vote was taken.

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

A resolution was offered by Frank Biddle III, and seconded by Bob Tice, to come out of Executive Session at 9:52 PM. A roll call vote was taken.

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| 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 9:53 PM.