

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

November 4, 2013

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 Harry Carter, at 8:01 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, Tom Ward, and Doug Howlett present. Also in attendance was Joseph Youssouf, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on October 7, 2013, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1064	A12-3	Allied Diesel Service	14,236.45
1065	A12-3	Brice's Auto Supply, Inc.	61.88
1066	A12-3	Cooper Electric Supply Co.	127.14
1067	A12-3	East Coast Emergency Lighting, Inc.	238.40
1068	A12-3	Fire One	1,350.00
1069	A12-3	G & L Lawn Service, Inc.	1,220.00
1070	A12-3	Grainger	139.44
1071	A12-3	MyFleetCenter.com	77.36
1072	A12-3	Pine Belt	747.12
1073	A12-4	Family Practice of Centra State	200.00
1074	A12-4	NetLink	199.00
1075	A12-6	Pedroni Fuel Co.	1,544.27
1076	A12-7	ACS Firehouse Software	2,140.00
1077	A12-7	Middlesex County Fire Academy	420.00
1078	A12-8	JCP&L	1,503.90
1079	A12-8	N. J. American Water	155.41
1080	A12-8	N. J. Natural Gas	325.17
1081	A12-8	Verizon	369.69
1082	A12-8	Verizon Communications	61.98
1083	A12-8	Verizon Wireless	605.07
1084	A12-9	N. J. American Water	6,670.80

1085	A12-9	N. J. American Water	6,182.54
1086	A12-10	Freehold Cartage, Inc.	118.90
1087	A12-10	Sakoutis Brothers Disposal	75.00
1088	A12-10	Shore Business Solutions	200.00
1089	A12-13	All Hands Fire Equipment, LLC	168.13
1090	A12-13	Bullex	2,942.49
1091	A12-13	Campbell Supply Co.	1,818.60
1092	A12-13	Tasc Fire Apparatus, Inc.	5,185.00
1093	E-9	Cede & Company	280,000.00
1094	E-9	Cede & Company	12,850.00
1095	A12-3	A. R. Communications	279.24
Electronic	A9-1	Payroll by Paychex (for 10-31-13)	2,873.27
Electronic	A9-1	Tax Pay by Paychex (for 10-31-13)	582.22
Electronic	A9-1	Paychex Fees (deducted 11-11-13)	128.95
Electronic	A9-1	October 2013 N. J. Pension Payment	193.86
Total			\$345,991.28

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 Doug Howlett, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	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 list, from NetLink, of items that we are still missing from our web site. We received an e-mail, from Bobby L. Albrecht Sr. stating that he is handling the insurance for the minor accident we had with 19-2-76. We received a check, from the State of New Jersey, which is reimbursement for Super Storm Sandy. The check, in the amount of \$1,885.19, was received and deposited on October 30, 2013. We received a statement, from the New Jersey Motor Vehicle Services, for abstract look ups we performed in September.

Legal

Joe went over the upcoming election schedule for the February 15, 2014 election. Joe also asked if the Board was ready to introduce the 2014 Budget. George said that Board was ready and read over the propose 2014 Budget as follows.

Total Budget for 2014	\$1,633,200.00
Less from Surplus	\$233,200.00
Amount to be raised by Taxation	\$1,400,000.00

A resolution was offered by Harry Carter and seconded by Tom Ward, introducing the 2014 Budget as read. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	yes

Chief's Report

Chief Brian Prochnow gave his incident report for the month of October, 2013. The Chief stated that 19-2-76 was involved in a minor accident during a drill on October 27, 2013. Chief Engineer Biddle was in the process of getting an estimate for the repair. The Chief asked to purchase the following items.

1) Heads up display upgrade for four (4) SCBA, from Firefighters Equipment Company, on State Contract # A80961, for a total of \$5,031.40.

2) Twelve (12) HT1250 Portable Radio batteries, from Quality Communications, on State Contract # A83909, for a total of \$460.80.

3) A Muratec model MFX-3530, multi-functional copier, from Shore Business Solutions, for a total of \$1,895.00.

After some discussion about the copier, a resolution was offered by Tom ward and seconded by Doug Howlett, to purchase the items the Chief requested. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	yes

Chief Prochnow said that the Route 33 Fire Station could meet the requirements for a Type 1 training facility. Brian also stated that the Fire Act Grant Program is opening up today and that we could possibly ask for a small utility truck with a lift gate. Chairman Carter asked the Chief to put together a set of specs and that he would complete the paperwork for the grant.

Committees

Frank gave a report on the Executive Board meeting, which was held on October 24, 2013. The Executive Board voted to replace the aging Comparator at Police Dispatch for a total cost of \$14,798.00. Each Fire District started putting \$5,000.00 in their budget in 2013 for the upkeep on any radio equipment. The cost per District would be \$2,959.60. A resolution was offered by Tom Ward and seconded by Harry Carter, to pay our share of the cost when the bill comes in. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	yes

Frank also gave a report on the trucks as follows.

- 1) 19-2-90 passed the re-inspection on October 10, 2013. We received the Certification.
- 2) 19-2-85 went back to Allied for the cab blower motor replacement on October 10, 2013.
- 3) All six pumps passed the Annual Pump Test on November 1, 2013.
- 4) We will be scheduling 19-2-96 for service in early December.
- 5) 19-2-99 was taken for an oil change at Jiffy Lube.
- 6) 2-68 had his vehicle serviced at Jiffy Lube.
- 7) 19-2-76 was involved in a minor accident during a drill on October 27, 2013. Frank called the insurance company on October 28, 2013.

Old Business

George said that the Backflow Preventer, at the Route 33 Fire Station, was inspected and the report was submitted to the Township.

George also said that he has called the State about the Annual Boiler Inspection at the Route 33 Fire Station. He has not heard back from them as of yet.

Tom said that Twin Pond Farms will look at the trees at the Route 33 Fire Station and give us an idea as to which ones need replacing. They did say that it is too late to do anything this year.

New Business

We received a contract, from Shore Business Solutions, for the copier in the Board's office. This is an annual agreement for repairs and would cost \$200.00. A resolution was offered by Tom Ward and seconded by Doug Howlett, to enter into this agreement with Shore Business Solutions. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	yes

With no further business to come before the Board, the meeting was adjourned at 9:29 PM.