

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

November 7, 2016

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 7:44 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, Thomas 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 George Patten; to approve the minutes of the last meeting held on October 3, 2016, motion carried.

The meeting agenda is being changed so that we can introduce the 2017 Fire District Budget.

Joe read the resolution introducing the 2017 Fire District Budget as follows.

Total proposed 2017 Fire District Budget	\$1,827,700.00
Less from Surplus	\$727,700.00
Total to be raised from Taxation	\$1,100,000.00

This resolution was offered by Tom Ward and seconded by Doug Howlett, and a roll call vote was taken.

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

The meeting agenda than returned to the normal schedule.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2180	A12-1	Asbury Park Press	63.50
2181	A12-3	Absolute Fire Protection Company, Inc.	3,252.94
2182	A12-3	All Hands Fire Equipment, LLC	8,046.73
2183	A12-3	Allied Diesel Service	51.30
2184	A12-3	Brice's Auto Supply, Inc.	63.32
2185	A12-3	Campbell Supply Co.	7,850.13

2186	A12-3	Clayton Block Company, Inc.	150.00
2187	A12-3	East Coast Rescue Solutions	9,125.00
2188	A12-3	Fail Safe Testing, LLC	3,808.20
2189	A12-3	Fastenal Co.	2,602.76
2190	A12-3	G & L Lawn Service, Inc.	1,160.00
2191	A12-3	Grainger	133.40
2192	A12-3	Minerva Cleaners	925.25
2193	A12-3	M & W Communications	157.50
2194	A12-4	Family Practice of CentraState	315.00
2195	A12-4	Robert A. Hulsart & Co.	2,000.00
2196	A12-4	NetLink	199.00
2197	A12-6	Pedroni Fuel Co.	441.83
2198	A12-7	ESI Equipment, Inc.	3,695.00
2199	A12-8	JCP&L	1,096.47
2200	A12-8	N. J. American Water	174.74
2201	A12-8	N. J. Natural Gas	323.00
2202	A12-8	Verizon	379.94
2203	A12-8	Verizon Communications	65.81
2204	A12-8	Verizon Wireless	647.50
2205	A12-9	N. J. American Water	6,900.30
2206	A12-9	N. J. American Water	7,719.70
2207	A12-10	Freehold Cartage, Inc.	118.90
2208	A12-10	Sakoutis Brothers Disposal	75.00
2209	A12-13	M & W Communications	2,181.32
Electronic	A9-1	Payroll by Paychex (for October 2016)	2,866.77
Electronic	A9-1	Tax Pay by Paychex (for October 2016)	577.38
Electronic	A9-1	Paychex Fees (deducted 11-10-16)	145.04
Electronic	A9-1	October 2016 N. J. Pension Payment	205.20
		Total	\$67,517.93

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 Tom Ward, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas 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 hose test report, from Fail Safe Testing, for the annual fire hose testing which was completed on October 14, 2016. We received a recall notice, from General Motors, for our 2015 Chevrolet Suburban Chief's Vehicle. This notice was forwarded to the Chief. We received a notice, from Glatfelter Specialty Benefits, stating that they will no longer accept or maintain copies of beneficiary designations related to Group Term Life Insurance Policies. The Policy Holder, the Board of Fire Commissioners, must now keep all beneficiary information.

We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our notice of this evenings Special Meeting. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract look ups completed in September 2016.

Legal

Joe said that we will hold the 2017 Fire District Budget Hearing first thing at the December 5, 2016 meeting. Joe also gave the Board the contract for the sale of the property to 999 Route 33, LLC. The closing on the property should take place sometime in January 2017.

Chief's Report

Chief Banasz gave his incident report for the month of October 2016. The Chief would like permission to have the annual SCBA mask fit tests completed by CNP Fittest of New Jersey. After some discussion, a resolution was offered by Doug Howlett and seconded by Harry Carter, to have CNP Fittest of New Jersey perform the annual testing. A roll call vote was taken.

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

Committees

Frank gave a report on the Executive Board Meeting, which was held on October 27, 2016. During this meeting, the Chief of the Fire Bureau said that there is a noise problem on the Howell Fire 2 channel. In order to try and find where the noise is coming from, the Radio Contractor will have to hire a special company to hook up a monitor on the channel. This might end up costing about \$2,000.00. The Executive Board told the Chief to go ahead with the study for the quoted price of \$2,000.00. This would cost each Fire District \$400.00 each.

Frank also gave a report on the trucks as follows.

- 1) All repair work and service was completed on 19-2-75.
- 2) Frank and Chief Banasz repaired a fuel leak on the old 19-2-85.
- 3) Absolute has repaired the jack issue on 19-2-90.
- 4) Art repaired the K-12 saw off of 19-2-75.
- 5) Frank replaced the Air Compressor Governor on 19-2-90.
- 6) Work is continuing on the new 19-2-85. We hope to put the truck in service soon.
- 7) Ground ladder and aerial truck testing is scheduled for November 16, 2016.

8) Frank would like to complete the annual pump tests. Fire One has December 2, 2016 open.

After some discussion, a resolution was offered by George Patten and seconded by Tom Ward, to have Fire One perform the annual pump tests for a cost of \$225.00 per pump. A roll call vote was taken.

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

Old Business

George said that Hartford Boiler was at the Route 33 Fire Station on November 1, 2016 to complete the annual boiler inspection. George said that there will be a cost associated with this. A resolution was offered by Frank Biddle and seconded by Harry Carter, to pay Hartford Boiler when the bill comes in. A roll call vote was taken.

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

New Business

Frank said that we received preventative maintenance contract, from Clean Air Company, for the vehicle exhaust systems in our two Fire Stations. The contract, which currently runs out December 27, would cost \$1,161.00. A resolution was offered by Tom Ward and seconded by Doug Howlett, to enter into this contract with Clean Air. A roll call vote was taken.

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

We received a service agreement, from ESI Equipment, for all of our rescue tools. The period of the contract is from January 1, 2017 thru December 31, 2017 and would cost \$2,200.00. A resolution was offered by Harry Carter and seconded by Tom Ward, to enter into this contract with ESI Equipment. A roll call vote was taken.

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

We received a customer service and support agreement, from Shore Business Solutions, for the copier in the office. A resolution was offered by George Patten and seconded by Doug Howlett, to enter into this contract with Shore Business Solutions. A roll call vote was taken.

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

Doug said that the parking lot bumpers, at the Route 33 Fire Station, are falling apart very fast. We have taken a few out in the past year or two, but now seems like we need to replace them all. Doug said that he would get some prices for the next meeting.

With no further business to come before the Board, the meeting was adjourned at 8:45 PM.