

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

November 5, 2018

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 7:38 PM. This meeting started directly following the end of the Special Meeting.

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

A motion was made by George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on October 1, 2018, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2912	A12-3	Absolute Fire Protection Company, Inc.	1,344.02
2913	A12-3	Batteries + Bulbs	229.38
2914	A12-3	Brice's Auto Supply, Inc.	183.30
2915	A12-3	Clean Air Co.	404.00
2916	A12-3	Cutter, Drill and Machine, Inc.	232.72
2917	A12-3	Electronic Measurement Laboratories, Inc.	165.00
2918	A12-3	Fail Safe Testing, LLC	253.00
2919	A12-3	Freehold Ford	64.31
2920	A12-3	G & L Lawn Service, Inc.	913.00
2921	A12-3	Tim McKay	1,199.95
2922	A12-3	MyFleetCenter.com	122.35
2923	A12-3	Motorola	46,778.74
2924	A12-3	TASC Fire Apparatus, Inc.	1,172.40
2925	A12-3	Underwriters Laboratories, Inc.	995.00
2926	A12-3	Wireless Communications and Electronics	348.00
2927	A12-4	Family Practice of CentraState	130.00
2928	A12-4	NetLink	199.00
2929	A12-6	Pedroni Fuel co.	2,068.58
2930	A12-8	JCP&L	1,177.26
2931	A12-8	N. J. American Water	235.11
2932	A12-8	N. J. Natural Gas	404.25

2933	A12-8	Verizon	450.13
2934	A12-8	Verizon Communications	65.75
2935	A12-8	Verizon Wireless	609.45
2936	A12-9	N. J. American Water	7,295.04
2937	A12-9	N. J. American Water	8,504.02
2938	A12-10	Freehold Cartage, Inc.	131.49
2939	A12-10	Sakoutis Brothers Disposal	81.45
2940	A12-10	Shore Business Solutions	210.00
2941	A12-13	All Hands Fire Equipment, LLC	506.19
2942	A12-13	FF1	9,246.86
Electronic	A9-1	Payroll by Paychex (for October 2018)	3,411.82
Electronic	A9-1	Tax Pay by Paychex (for October 2018)	667.36
Electronic	A9-1	Paychex Fees (deducted 11-13-18)	298.44
Electronic	A9-1	October 2018 N. J. Pension Payment	173.00
Total			\$90,270.37

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
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 statement, from the State of New Jersey Motor Vehicle Services, for all abstract retrievals completed in September 2018. We received a Safety Recall Notice, from Chevrolet, for our 2015 Chevrolet Suburban Chief's Vehicle. We received the minutes from the last New Jersey State Association of Fire Districts meeting, which was held on September 14, 2018.

Legal

Joe gave an update on the 2019 Fire District Elections. Joe said that new State of New Jersey requirements mandate that anyone, whom has ever asked for an absentee ballot, must be sent one starting in 2019. This will most likely increase the cost of our election. We normally ask the printer to make up about fifty absentee ballots. The Board of Elections will let us know how many we will need this year, estimates are somewhere between seven hundred and one thousand. This will also increase the work that the Poll Workers will have to do.

Joe said that it was time for the introduction of the 2019 Fire District Budget. George handed Joe the proposed 2019 Fire District Budget figures as follows.

Total 2019 Fire District Budget	\$1,787,200.00
Less from Capital Reserve	- \$330,000.00
	\$1,457,200.00
Less from Surplus	- \$357,200.00
Amount to be raised by Taxation	\$1,100,000.00

A resolution was offered by George Patten and seconded by Tom Ward, introducing the 2019 Fire District Budget as read. A roll call vote was taken.

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

Chief's Report

Chief Michael Whitehill gave his incident report for the month of October 2018. A discussion was had on the proposed concrete job around the training building at the Route 33 Fire Station. The Chief would like to purchase to following items.

- 1) Ten (10) Retractable Lanyards for the Flir K2 Thermal Cameras, from Davis.com for a total of \$513.00.
- 2) One (1) BW Gas Alert Micro 5 Meter, from Electronic Measurement Laboratories, for a total of \$1,360.00 plus shipping.
- 3) GPS activated OPTICOM Traffic System for two (2) intersections, from Signal Control Products, for a total of \$17,990.00.

After some discussion, a resolution was offered by Doug Howlett and seconded by Tom Ward, to allow the Chief to purchase these three items. A roll call vote was taken.

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

The Chief asked the Board what they thought about contracting with a CDL Training Company to get the Drivers a CDL Driver's License. He said that Smith & Solomon charges \$3,000.00 per driver. No action was taken by the Board at this time.

The Chief then asked if the Board would be willing to pay for the installation of security cameras at the Route 524 Fire Station. The cost would be around \$8,900.00. The Board asked if the Officers had included the Route 33 Fire Station in the estimate that they received. The Officers said that they would get further pricing for the December 2018 meeting.

The Board asked the Chief if they had picked up a copy of the Police Report for the missing radio. The Chief said that they would get the report this week. The Board would like to issue a claim with the insurance company, and cannot do so without this report.

Committees

Tom gave a report on the Executive Board meeting, which was held on October 25, 2018.

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

- 1) Absolute came out and replaced the extend/retract control on the turntable of 19-2-90.
- 2) 19-2-90 was sent up to Absolute for service and repairs. They will be taking care of all the things that Underwriters Laboratories found during the annual test.
- 3) 19-2-85 came back from Campbell Supply, but they could not duplicate the check engine light issue.
- 4) 19-2-85 will still have to go back to Campbell Supply for completion of the warranty list. We are waiting for 19-2-90 to be serviced and repaired.
- 5) Pump testing was completed on November 1, 2018. Fire One will be coming back to test 19-2-90 when it returns from Absolute.
- 6) GM cut off ordering 2019 Cab & Chassis already. Since the funds for this utility vehicle are in Capital, we will continue with the specs in 2019.
- 7) The rest of the parts came in for the Route 524 Fire Station fire hydrant. This hydrant is working at this time, so we will most likely wait till spring to finish the repairs.
- 8) 19-2-66 had his vehicle serviced at Jiffy Lube.
- 9) Clean Air came out and repaired the Vehicle Exhaust System at the Route 524 Fire Station.
- 10) Michael replaced the fuel hose on the diesel pump at the Route 524 Fire Station.
- 11) Frank purchased a new headlight switch for 19-2-93. Should be installed it this week.
- 12) Wireless Communications and Electronics finished engraving the New Portable Radios.
- 13) We could use some parts for the fuel pumps at the Route 524 Fire Station.

New Business

We received a letter, from Equestra at Colts Neck Crossing, asking when we perform maintenance on fire hydrants. They are under the impression that the Fire District does annual maintenance on each fire hydrant. They are looking to get reimburse for monies that they had spent to hire a fire hydrant maintenance contractor to have this work completed. Frank has been in touch with the Howell Township Fire Bureau and they have scheduled a meeting with Equestra so that they can explain how things work. They will inform them that New Jersey American Water completes annual maintenance on each and every fire hydrant that is not on private land. This meeting is set for some time this week.

George said that we need some supplies for the office as follows.

- 1) New supply of checks from Deluxe.
- 2) New ribbon for the check writing machine.

A resolution was offered by Harry Carter and seconded by Doug Howlett, to purchase the things we need for the office. A roll call vote was taken.

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

George said that it is time for the boiler inspection at the Route 33 Fire Station. He will make the call to get this annual inspection completed.

We received a plan for a new development on Route 33 called Boulder Ridge. The Howell Fire Bureau needs us to approve the twelve (12) new fire hydrants along route 33 and in the development. After a review of the plans by the Board and the Fire Chiefs, a resolution was offered by Harry Carter and seconded by Frank Biddle III, approving of the twelve (12) new fire hydrants and their placement. A roll call vote was taken.

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

Tom said that the ice machine at the Route 33 Fire Station is having some issues. He will get someone to look at it to see if it can be repaired.

Doug said that his cell phone has been acting up for some time. He went to Verizon and they said that he needed to upgrade his phone. Chief Whitehill asked if he would be able to get an air card for the Chief's laptop. This way he would be able to get some of his reports completed without making the trip to the office. After some discussion, a resolution was offered by Harry Carter and seconded by Frank Biddle III, to upgrade any cell phone that qualifies for a free upgrade and purchase an air card for the Chief. 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 contract, from ESI Equipment, for the annual inspection and maintenance of our rescue equipment. The cost of this contract is \$2,266.00. A resolution was offered by George Patten 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

Frank said that the fuel pump parts that we need for the Route 524 Fire Station are available at John W. Kennedy Company. The total should be around \$100.00. A resolution was offered by Harry Carter and seconded by George Patten, to purchase the needed parts from John W. Kennedy Company. A roll call vote was taken.

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

George said that the State is requiring a resolution for both the use of Capital Reserve funds and Unrestricted Fund Balance in the 2019 Fire District Budget. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, approving the use of \$330,000.00 from Capital Reserve for use in the 2019 Fire District Budget to pay for the upgrades to the Fire Districts communication equipment. A roll call vote was taken.

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

A resolution was offered by Harry Carter and seconded by Tom Ward, approving the use of \$357,200.00 from the unrestricted fund balance to offset the 2019 Fire District Budget. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:32 PM.