

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

October 3, 2011

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 8:00 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.

A motion was made by George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on September 14, 2011, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3381	A12-2	VFIS	4,510.60
3382	A12-3	Brice's Auto Supply, Inc.	60.35
3383	A12-3	Edwards Tire Company, Inc.	734.24
3384	A12-3	G & L Lawn Service, Inc.	710.00
3385	A12-3	M & W Communications, Inc.	157.50
3386	A12-4	CentraState Medical Associates, PC.	330.00
3387	VOID	VOID	VOID
3388	A12-6	ESI Equipment, Inc.	465.00
3389	A12-6	Pedroni Fuel Co.	2,055.74
3390	A12-8	JCP&L	1,798.83
3391	A12-8	N. J. American Water	184.16
3392	A12-8	N. J. Natural Gas	82.58
3393	A12-8	Verizon	322.83
3394	A12-8	Verizon Communications	58.98
3395	A12-8	Verizon Wireless	535.42
3396	A12-9	N. J. American Water	6,605.01
3397	A12-9	N. J. American Water	5,733.52
3398	A12-10	Complete Security Systems, Inc.	105.00
3399	A12-10	EMR Power Systems, LLC	210.00
3400	A12-10	Freehold Cartage, Inc.	118.90
3401	A12-10	Sakoutis Brothers Disposal	75.00
Electronic	A9-1	Payroll by Paychex ( for 09-30-11 )	2,966.88

Electronic	A9-1	Tax Pay by Paychex ( for 09-30-11 )	523.17
Electronic	A9-1	Paychex Fees ( no fee this month )	
Electronic	A9-1	September 2011 N. J. Pension Payment	159.30
		Total	\$28,503.01

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 Harry Carter, 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 our third check, from the Township of Howell, for the 2011 Fire Taxes. The check, in the amount of \$350,000.00, was received and deposited on September 30, 2011. We received a check, from Harry Carter, for overpayment of room charges for the Baltimore Convention. The check, in the amount of \$661.83, was received on September 21, 2011 and deposited on September 22, 2011. We received a check, from Glatfelter Claims Management, for our deductible in the Sign Planter damage at the Route 524 Fire Station. The check, in the amount of \$250.00, was received and deposited on September 28, 2011. We received an invoice, from Fitness Lifestyles, for all of the exercise equipment at the Route 524 Fire Station. We cut a check for this equipment and Frank has been waiting for the backordered equipment to be delivered in order to send the check. Brian said that he is expecting the last piece of equipment to be delivered this week. Frank handed the check over to George so he could mail it out as soon as Brian confirms the completed order.

### Legal

Joe went over the Budget dates for the upcoming months. The Board told Joe that they would like to use a voting machine from the County. Joe said that he would place the order for the voting machine.

### Chief's Report

Chief Brian Prochnow gave his incident report for the month of September, 2011. Brian said that three members have passed the probation period. These members are Dane Krauss, Shimon Miller and Christopher Larkin. Brian said that the Firehouse Software people should be able to recover some of the Fire Reports from the old computer. They will be trying this next week. The cost for this project is still not known. Captain Mike Banasz said that a few changes have been made to the New Command Vehicle at New Jersey Emergency Vehicles. Frank said that he was aware of these changes and they total \$523.00. A resolution was offered by Harry Carter and seconded by Tom Ward, approving the change order for \$523.00. A roll call vote was taken.

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

Mike said that he received a quote from New Jersey Emergency Vehicles to swap equipment and light bars between Chief Howlett's vehicle and the vehicle used by Chief Tice. Chief Tice's vehicle is most likely the one that the Board will be getting rid of as soon as the New Command vehicle is completed. The total for this project was quoted at \$1,245.00. A resolution was offered by Harry Carter and seconded by George Patten, to have New Jersey Emergency Vehicles complete the swapping of equipment. A roll call vote was taken.

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

Brian said that he will be scheduling a training session on the Exercise Equipment and any member in attendance will sign off on the equipment's use. The proposed date for this training is October 26, 2011.

### **Committees**

Frank gave a report on the Executive Board meeting, which was held on September 22, 2011. Frank also gave a report on the trucks as follows.

- 1) Chief Tice had the tires replaced on the 2002 Chief's vehicle.
- 2) Art replaced one bad battery in Brian's Chief's vehicle.
- 3) 19-2-90 still has a problem with the jacks. Campbell Supply is coming to look at it this week.
- 4) The New Chief's Command vehicle is almost completed at New Jersey Emergency Vehicles.
- 5) 19-2-78 has been taken to First Priority for repair.

### **Old Business**

Frank said that we have some plumbing problems at the Route 33 Fire Station. One toilet in each of the bathrooms had flushing issues. Frank also pointed out the water damage in the hallway at the Route 33 Fire Station. George said that He and Frank met with the Heat Engineer and the Heat Contractor, on September 23, 2011, about the lack of heat in the hallway at the Route 33 Fire Station. They would like to add some electric radiant heaters to the main hallway. All work would be free of charge. A motion was made by Tom Ward, and seconded by Harry Carter, to allow this heating upgrade. Motion passed.

We received a bid for the old 19-2-75 of \$4,500.00. The bid came from a friend of Roger Busico. After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, to sell the truck for \$4,500.00. 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 phone system at the Route 33 Fire Station is not working. Rich from Tel X said that the unit in the Boiler Room was bad. Rich said that he located another unit and it would cost \$1,865.00 for the repair. A resolution was offered by Frank Biddle III and seconded by Tom Ward, to have Tel X repair the phone system. A roll call vote was taken.

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

### **New Business**

George said that he would sign up the three members that just passed their probation for life insurance. The three members are Dane Krauss, Shimon Miller and Christopher Larkin.

We received a new Service Contract, from ESI Equipment, for the annual care of our rescue tools. The cost of this contract would be \$1,070.00 and run from January 1, 2012 thru December 31, 2012. A resolution was offered by George Patten and seconded by Harry Carter, 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

Chris Pujat said that Mr. Michael Hall said that he would be able to help recover some of the Fire Reports that were lost. Mr. Hall also works for Manalapan #2 Fire Commissioners. The cost for this help would depend on the time it takes to recover the information. A resolution was offered by Harry Carter and seconded by Tom Ward, to hire Mr. Hall for the recovery of the Fire Reports. A roll call vote was taken.

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

Bill Goffe asked about the changing of the LOSAP point system. Since Bill was not at the September meeting, Joe read the LOSAP rules again.

Chris said that the State of New Jersey is redesigning the intersection of Route 9 and Strickland Road. Chris said that our OPTICOM equipment will have to be removed and then installed once the intersection is complete. A resolution was offered by Frank Biddle III and seconded by Harry

Carter, to have J. Ford Electric remove the equipment before the State starts the project. 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 9:54 PM.