

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

October 2, 2017

**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, 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 Tom Ward; to approve the minutes of the last meeting held on September 11, 2017, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
2521	A12-2	VFIS	5,016.40
2522	A12-3	Brice's Auto Supply, Inc.	675.75
2523	A12-3	Freehold Ford	25.00
2524	A12-3	Front End Shop, Inc.	2,776.65
2525	A12-3	G & L Lawn Service, Inc.	1,226.00
2526	A12-3	Minerva Cleaners	77.00
2527	A12-4	NetLink	199.00
2528	A12-6	Pedroni Fuel Co.	284.85
2529	A12-8	JCP&L	1,209.00
2530	A12-8	N. J. American Water	635.49
2531	A12-8	N. J. Natural Gas	218.14
2532	A12-8	Verizon	399.66
2533	A12-8	Verizon Communications	65.79
2534	A12-8	Verizon Wireless	580.83
2535	A12-9	N. J. American Water	6,900.30
2536	A12-9	N. J. American Water	8,044.74
2537	A12-10	Complete Security Systems, Inc.	105.00
2538	A12-10	EMR Power Systems, LLC	230.00
2539	A12-10	Freehold Cartage, Inc.	118.90
2540	A12-10	Sakoutis Brothers Disposal	75.00
2541	A12-13	Continental Fire & Safety, Inc.	294.00

2542	A12-13	M & W Communications, Inc.	24.26
Electronic	A9-1	Payroll by Paychex (for September 2017)	2,490.01
Electronic	A9-1	Tax Pay by Paychex (for September 2017)	516.19
Electronic	A9-1	Paychex Fees (deducted 10-10-17)	137.91
Electronic	A9-1	September 2017 N. J. Pension Payment	169.48
		Total	\$32,495.35

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
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 an email, from the Howell Township Fire Bureau, which is an estimate of what it would cost to upgrade to Townships Fire Communications System. This is for 2018 budget purposes. We received two Service Reports, from EMR Power Systems, for the service checks completed on our two Emergency Generators on August 24, 2017.

We received a check, from the Township of Howell, which is payment number 3 of 4 for the 2017 Fire District Taxes. The check, in the amount of \$275,000.00, was received and deposited on September 28, 2017. We received a check, from Glatfelter Insurance Group, which is a return premium for cancelling the insurance on the old 19-2-85. This truck was sold to Atlantic Highlands earlier this year. The check, in the amount of \$1,227.33, was received and deposited on September 23, 2017. We received an email, from Brindlee Mountain Fire Apparatus, stating that they are still working on selling our 19-2-74.

### **Legal**

Joe gave a report on the 2018 Budget timeline and the upcoming Fire District Election. Joe also said that he turned over to the Auditor the Group Affidavit and the Resolution Accepting the Audit for the Year Ended December 31, 2016.

### **Chief's Report**

Chief Michael Banasz gave his incident report for the month of September 2017. The Chief also said that he has one price for the UniMac Gear Washer/Extractor for the Route 33 Fire Station. The Chief stated that he is trying to get at least two more prices for the November meeting.

The Chief asked the Board if he could get rid of some old Globe Firefighting Gear and Boots. This equipment is out of date and no longer meets NFPA Standards. After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, declaring approximately 15 sets of Globe Firefighting Gear and Boots as excess equipment. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Thomas Ward	yes
Doug Howlett	yes

The Chief also turned in the 2018 proposed Fire Chiefs Budget.

### **Committees**

Tom gave a report on the Executive Board Meeting, which was held on September 28, 2017.

A report was given on the trucks as follows.

- 1) Campbell Supply is working on the OPTICOM System on 19-2-85.
- 2) Route 33 Fire Station Breathing Air Compressor is out of service. Waiting on Continental for an update on what repairs are required.
- 3) The annual pump tests are scheduled for November 9, 2017 with Fire One.
- 4) The batteries were replaced on 19-2-90.
- 5) 19-2-68's vehicle was repaired at the Front End Shop.
- 6) The Defib at the Route 33 Fire Station needs a new battery.
- 7) Clean Air Company sent us the annual contract for the exhaust systems at both Fire Stations. The cost of this contract is \$1,161.00.

After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, to enter into the contract with the Clean Air Company and to also purchase a new battery for the Defib at the Route 33 Fire Station. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Thomas Ward	yes
Doug Howlett	yes

### **Old Business**

Tom asked what was happening with the parking lot bumpers that were approved for the Route 33 Fire Station. Doug said that he would follow up on the purchase of the bumpers.

George Gravatt said that he would look into what we could do with the broken off bollard at the Route 33 Fire Station.

**New Business**

A discussion was had on the 2018 Fire Chiefs Budget. After that discussion, the 2018 Fire Chiefs Budget was adjusted to \$100,000.00 and an additional \$110,000.00 was proposed for the purchase of a New Utility Vehicle with Snow Plow Attachment. These figures will be added to the proposed 2018 Fire District Budget, which will be introduced at the November 6<sup>th</sup>, 2017 meeting.

With no further business to come before the Board, the meeting was adjourned at 8:49 PM.