

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

October 1, 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 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. 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 10, 2018, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
2887	A11-2	Postmaster of Adelphia	200.00
2888	A12-2	VFIS	5,038.00
2889	A12-3	Bailey's Janitorial Services	350.00
2890	A12-3	Clean Air Co.	1,161.00
2891	A12-3	Cooper Electric Supply Co.	380.20
2892	A12-3	Front End Shop, Inc.	3,560.97
2893	A12-3	G & L Lawn Service, Inc.	1,113.00
2894	A12-3	Jersey Coast Fire Equipment, Inc.	237.50
2895	A12-3	Wireless Communications and Electronics	380.00
2896	A12-4	Family Practice of CentraState	425.00
2897	A12-4	NetLink	199.00
2898	A12-8	JCP&L	1,254.33
2899	A12-8	N. J. American Water	254.91
2900	A12-8	N. J. Natural Gas	200.53
2901	A12-8	Verizon	446.71
2902	A12-8	Verizon Communications	65.75
2903	A12-8	Verizon Wireless	600.31
2904	A12-9	N. J. American Water	7,295.04
2905	A12-9	N. J. American Water	8,504.18
2906	A12-10	Complete Security Systems, Inc.	105.00
2907	A12-10	EMR Power Systems, LLC	230.00

2908	A12-10	Freehold Cartage, Inc.	131.49
2909	A12-10	Sakoutis Brothers Disposal	81.45
2910	A12-13	Continental Fire & Safety, Inc.	310.55
2911	A12-3	Edward Tire Company, Inc.	2,727.16
Electronic	A9-1	Payroll by Paychex (for September 2018)	3,411.83
Electronic	A9-1	Tax Pay by Paychex (for September 2018)	667.35
Electronic	A9-1	Paychex Fee (deducted 10-10-18)	145.22
Electronic	A9-1	September 2018 N. J. Pension Payment	173.00
Total			\$39,649.48

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 two Service Reports, from EMR Power System, for the two service checks completed on our two Emergency Generators on September 4th. We received a statement, from New Jersey Motor Vehicle Services, for all abstract retrievals completed in August. We received a check, from the Township of Howell, which is payment number three of the 2018 Fire Taxes. The check, in the amount of \$275,000.00, was received and deposited on September 21, 2018.

We received a letter, from Freehold Cartage, stating that our monthly bill may be going up because of a fuel surcharge and environmental fees. We received a detail report, from Underwriters Laboratories, from the annual aerial truck examination. This examination was completed on September 24, 2018.

Legal

Joe read Local Finance Notice 2018-22, which instructs Fire Districts about the upcoming 2019 Fire District Budget and Elections. Joe said that the Annual Fire District Elections will be held on Saturday February 16, 2019 between the hours of 2:00 PM and 9:00 PM. Two Fire Commissioners terms are up in February, Harry Carter and Thomas Ward. Joe will order the voting machine and the voter registration lists. Joe said that new laws will go into effect next year concerning absentee ballots. The Election Office will have to send out absentee ballots to anyone that has ever asked for one.

Chief's Report

First Assistant Chief Greg Player gave his incident report for the month of September 2018. The Chief's would like to purchase the following items.

1) Five (5) pair of 2XL Pro-Tech 8 Fusion Firefighting Gloves, on State Contract #80956, from Continental Fire and Safety for a total of \$310.55.

2) Four (4) sets of Mustang Ice Rescue Suits & Vests, on State Contract #A81363, from Firefighter One for a total of \$4,165.16.

3) One (1) IRSS Rescue Sled with a Rescue Rope Reel and a Cold Water Rescue Sling, One (1) additional IRSS Rescue Rope Reel, and Two (2) additional RPG Cold Water Rescue Slings, quotes, from Firefighter One for a total of \$3,220.00 including freight.

4) One (1) Scott SCBA Cylinder for the RIT Pack, on State Contract #A80961, from Firefighter One for a total of \$1,496.70.

5) Five (5) Akron Style 15 Hydrant & Spanner Wrench, quotes, from Firefighter One for a total of \$365.00 including shipping.

6) Eighty (80) Pocket Knives, quotes, from All Hands Fire Equipment for a total of \$479.20.

7) Eighty (80) 6 in 1 Screw Driver, quotes, from Home Depot for a total of \$317.60.

8) Eighty (80) Channel Lock style pliers, quotes, from Harbor Freight for a total of \$559.20.

9) Eighty (80) Cable Cutters, quotes, from Harbor Freight for a total of \$559.20.

10) Paratech Interstate Vehicle Stabilization Kit #22-796855 along with additional Paratech Struts and additional equipment, on State Contract #80970, from Continental Fire & Safety for a total of \$31,335.40.

11) Two (2) PW-60 Leak Sealing Kits, quotes, from Continental Fire & Safety for a total of \$666.00.

After a lengthy discussion, a resolution was offered by George Patten and seconded by Tom Ward, approving the Chief's purchase requests. A roll call vote was taken.

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

Ex-Chief Tice asked the Board about insurance for the Fire Company Junior Program. He would like to know if the Juniors are covered and at what capacity. George said that he would contact the Insurance Company and find out the information.

The Chief's asked if the Board would have any funds available before the end of the year to upgrade two intersections to the GPS based OPTICOM System. After some discussion, the Board asked the Chief's to bring quotes to the November meeting.

The Board asked the Chief if they have received a copy of the Police Report for the missing Portable Radio. The Chief's said that have not had time to get the report and told the Board that would get it for the November meeting.

The Chief's asked the Board about replacing the remaining Portable Radios and several Mobile Radio's in the trucks next year. This would complete the upgrade of all the radio's before the FCC narrowbands the frequencies again. The total cost of this upgrade is just shy of \$330,000.00. The Board said that they would bring the subject up during the New Business portion of this meeting.

Committees

Tom gave a report on the Executive Board meeting, which was held on September 27, 2018.

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

1) 19-2-98 was repaired at the Front End Shop. The right rear window, which is cracked, is no longer available.

2) Frank replaced the rear brake pads and rotors on 19-2-68's vehicle.

3) 19-2-90 Annual Aerial Testing was completed by Underwriters Laboratories on September 24, 2018. There is a list of repairs needed. The truck is scheduled to go up to Absolute for the repairs and service on October 8, 2018.

4) 19-2-85 went up to Campbell Supply this morning for some engine warranty. It should be back in a few days.

5) Frank was able to get a date for the Annual pump testing. Fire One can do the work on November 1, 2018.

6) GM has cut off ordering for 2019 Cab & Chassis. The committee will keep up with completing specs.

7) Additional parts are needed for the House Fire Hydrant at the Route 524 Fire Station.

8) 19-2-75 blew a right rear outside tire last night at a Fire Call in Freehold Township. We were able to nurse the truck back to the Route 524 Fire Station. Frank took the truck to Edwards Tire Company this morning for four new rear tires. The rear tires were scheduled to be replaced in December.

Old Business

Harry said that Bouer Plumbing, Heating and Cooling will be at the Route 33 Fire Station at 10:00 AM tomorrow to look at our heat issue.

New Business

Frank asked if we could purchase the additional Fire Hydrant parts from Cutter, Drill and Machine for \$214.00. Frank also asked for the approval to get the pumps tested with Fire One for \$225.00 each. We have 5 trucks that need to be tested. A resolution was offered by Harry Carter and seconded by Doug Howlett, approving both the fire hydrant parts and the pump testing. A roll call vote was taken.

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

A discussion took place about the radio replacement for 2019. After a while, a resolution was offered by Harry Carter and seconded by Tom Ward, scheduling a Special Meeting for November 5, 2018 at 7:30 PM at the Route 33 Fire Station. The purpose of this Special Meeting is to gain voter approval to purchase new Mobile and Portable Radios next year with a cost not to exceed \$330,000.00. 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 10:20 PM.