

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

October 7, 2019

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, Doug Howlett and Robert Tice 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 September 9, 2019, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3283	A11-2	Postmaster of Adelphia	275.00
3284	A12-2	VFIS	4,840.00
3285	A12-3	Batteries Plus Bulbs	50.36
3286	A12-3	Brice's Auto Supply, Inc.	41.32
3287	A12-3	Cooper Electric Supply Co.	93.84
3288	A12-3	Firefighter One	85.00
3289	A12-3	G & L Lawn Service, Inc.	925.00
3290	A12-4	Family Practice of CentraState	250.00
3291	A12-4	NetLink	199.00
3292	A12-6	Pedroni Fuel Co.	702.34
3293	A12-8	JCP&L	1,192.94
3294	A12-8	N. J. American Water	171.81
3295	A12-8	N. J. Natural Gas	276.36
3296	A12-8	Verizon	1,063.74
3297	VOID	Verizon Communications (No Bill, Credit)	VOID
3298	A12-8	Verizon Wireless	576.21
3299	A12-9	N. J. American Water	8,205.12
3300	A12-9	N. J. American Water	7,038.00
3301	A12-10	Complete Security Systems	105.00
3302	A12-10	ESI Equipment, Inc.	623.95
3303	A12-10	Freehold Cartage, Inc.	131.28

3304	A12-10	Jersey Coast Fire Equipment, Inc.	805.90
3305	A12-10	Sakoutis Brothers Disposal	89.60
3306	A12-13	Greg Player	201.52
3307	A12-13	Stan Engraving	125.05
Electronic	A9-1	Payroll by Paychex (for September 2019)	3,263.16
Electronic	A9-1	Tax Pay by Paychex (for September 2019)	665.10
Electronic	A9-1	Paychex Fees (deducted 10-10-19)	152.47
Electronic	A9-1	September 2019 PERS/DCRP Payment	180.44
			\$32,329.51

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
Doug Howlett	yes
Robert Tice	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 request, from the New Jersey Motor Vehicle Commission, to submit records for an abstract retrieval completed on September 9, 2019. Frank sent all information needed to the State on October 3, 2019. We received a check, from the Township of Howell, which is payment number three of the 2019 Fire Taxes. The check, in the amount of \$275,000.00, was received and deposited on September 28, 2019.

We received a credit invoice, from Stewart & Stevenson Power Products, in the amount of \$775.00. This credit was generated because of a change in labor charges between a service invoice and a statement. Frank has sent an email requesting them to return the \$775.00 overpayment in a check.

We received the minutes from the September 5, 2019 Howell Township Joint Boards of Fire Commissioners meeting. We received the September monthly report from the Howell Township Fire Bureau.

Legal

Joe read the formal resolution Awarding a Joint Contract for Professional Services to Allegiant Wireless. After some discussion, it was decided to make several changes to the wording before we accept it. Joe also went over all the dates for the upcoming 2020 Fire District Budget and Election.

Chief's Report

Chief Michael Whitehill gave his incident report for the month of September 2019. The Chief also asked for the following purchases.

1) Relocate all the rescue tools on 19-2-85 to the right rear of the vehicle. This job would include custom design, mounting hardware costs and cribbing consolidation by ESI Equipment. The total cost of this job would be \$6,828.44.

2) Mounting of all Paratech Struts, extensions, adapters and all related equipment. This would include the fabrication of mounts and brackets. All facets of the truck would be relocated to provide an efficient working environment of all tools and equipment. This job would be completed by New Jersey Emergency Vehicles at a cost of \$16,470.00.

After on long discussion, a resolution was offered by George Patten and seconded by Harry Carter, to get both of these jobs completed. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

First Assistant Chief Greg Player turned in his Chief's Budget for 2020. After some discussion, Chief Player was asked to make a few changes to the Budget and get it back to us as soon as possible.

Chief Whitehill asked to send up to six Firefighters to a two day Paratech Training Program in Newark on November 9 and 10, 2019. After a short discussion, a resolution was offered by Frank Biddle III and seconded by Harry Carter, to allow up to six Firefighters to attend this training. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Captain Tim McKay asked if he could install two bollards between the front parking spots and the sidewalk at the Route 33 Fire Station. This installation would help protect the decreptive Adelpia Patch and stonework. The cost of this job would be just the materials. A resolution was offered by Bob Tice and seconded by Harry Carter, to allow Tim to complete this job. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Committees

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

- 1) Mike replaced the battery charger on 19-2-88.
- 2) A. H. Hoffman has still not sent an invoice for the work completed on the fuel pumps at the Route 524 Fire Station. Frank calls a couple times a month and has received no response.
- 3) 19-2-78 is going to Defender Emergency Products for repair and service on October 7, 2019. They will pick it up and bring it back.
- 4) 19-2-90 will be going to Absolute for repairs on October 14, 2019. This will be an extended period of time because they have to remove two hydraulic cylinders and send them out to get rebuilt.
- 5) The New Utility Vehicle specs are almost completed and will be given to the Board for their approval. This vehicle is not on State Contract and will need to go out to bid.
- 6) Need a resolution for the Annual Pump Tests with Fire One.

After a short discussion, a resolution was offered by Harry Carter and seconded by Bob Tice, to have Fire One complete this annual test. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Old Business

George said that we finally have added FIOS TV to the telephone and internet account at the Route 33 Fire Station. This will eliminate the monthly Verizon Communications Voucher. Doing this has also shut down the TV service in the Radio Room. After a short discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, to add the TV service for the Radio Room to the Verizon FIOS account. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Frank asked the Chiefs if they had an extra Microsoft Office License that they could install in the Board's new desktop. Greg said that he did and would install it in the next month.

New Business

George said that he has been looking into what's called 7710 Workers Compensation Insurance. A company said that they would be able to save us some money over what we currently pay with VFIS. After some research, George said that it would not work out for us because it appears that you have to have some Full Time Paid Firefighters, which we do not have at this time. Another issue is said to be that if we did switch and it did not work out, it would be very difficult to get back into what we now have. It was decided that the best Workers Compensation Insurance for Fire District Number Two is still with VFIS. A motion was made by Frank Biddle III and seconded by Bob Tice, to keep our Workers Compensation Insurance with VFIS. Motion passed.

We received a quote and description of work to be performed, to upgrade the HVAC System at the Route 33 Fire Station. Since this Fire Station has been built, it has a hard time maintaining the heat once the temperature goes below around 25 degrees. The quote, which was for around \$55,000.00, said that the AC Units up in the attic would be replaced with heating and air conditioning units. These new units would be tied into the forced air duct that the current air conditioning units are using. The quote also includes running a natural gas line to the attic area for these new units.

After a long discussion, it was decided to add \$70,000.00 to the 2020 Fire District Budget. These funds would come from Capital Reserve funds that the Board currently has. While the Board was discussing this Capital Project, it was also decided to add \$100,000.00 to the 2020 Fire District Budget to fund the possible upgrading of the Communications Infrastructure. These funds would also come from current Capital reserve funds. We are waiting for a report from Allegiant Wireless on what upgrades are needed to the current Communications System. Both of these projects are Capital projects and must be voted on by the Public before the end of 2019 in order to be used in 2020. A resolution was offered by Bob Tice and seconded by Harry Carter, to hold a Special Meeting on October 30, 2019 to gain voter approval for these two projects. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

This Special Meeting will be held at the Route 524 Fire Station, between the hours of 6 and 9 PM.

At this time, a resolution was offered by Harry Carter and seconded by Bob Tice, to go into Executive Session to discuss a personnel issue. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

The Board went into Executive Session at 9:53 PM.

A resolution was offered by Bob Tice and seconded by Harry Carter, to come out of Executive Session at 10:12 PM. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

With no further business to come before the Board, the meeting was adjourned at 10:13 PM.