

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

October 1, 2012

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 8:02 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, and Harry Carter 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 Harry Carter and seconded by George Patten; to approve the minutes of the last meeting held on September 10, 2012, motion carried.

The following Vouchers have been submitted for payment.

| <b>VOUCHER</b> | <b>LINE #</b> | <b>VENDOR</b>                       | <b>AMOUNT</b> |
|----------------|---------------|-------------------------------------|---------------|
| 3763           | A12-3         | A. R. Communications                | 622.04        |
| 3764           | A12-3         | Brice's Auto Supply, Inc.           | 94.34         |
| 3765           | A12-3         | Electronic Measurement Labs., Inc.  | 135.00        |
| 3766           | A12-3         | EMR Power Systems, LLC              | 1,055.50      |
| 3767           | A12-3         | G & L Lawn Service, Inc.            | 1,320.00      |
| 3768           | A12-3         | Howell Township Fire Company No. 1  | 590.38        |
| 3769           | A12-3         | J. Ford Electric                    | 3,668.88      |
| 3770           | A12-3         | Minerva Cleaners                    | 467.50        |
| 3771           | A12-3         | Signal Control Products, Inc.       | 2,475.00      |
| 3772           | A12-4         | Centra State Medical Associates, PC | 630.00        |
| 3773           | A12-4         | NetLink                             | 199.00        |
| 3774           | A12-6         | Pedroni Fuel Co.                    | 353.96        |
| 3775           | A12-8         | JCP&L                               | 1,752.49      |
| 3776           | A12-8         | N. J. American Water                | 209.82        |
| 3777           | A12-8         | N. J. Natural Gas                   | 90.75         |
| 3778           | A12-8         | Verizon                             | 340.31        |
| 3779           | A12-8         | Verizon Communications              | 59.98         |
| 3780           | A12-8         | Verizon Wireless                    | 712.20        |
| 3781           | A12-9         | N. J. American Water                | 6,670.80      |
| 3782           | A12-9         | N. J. American Water                | 6,065.15      |
| 3783           | A12-10        | Complete Security Systems, Inc.     | 105.00        |

|            |        |                                      |             |
|------------|--------|--------------------------------------|-------------|
| 3784       | A12-10 | Fail Safe Testing, Inc.              | 3,108.60    |
| 3785       | A12-10 | Freehold Cartage, Inc.               | 118.90      |
| 3786       | A12-10 | Sakoutis Brothers Disposal           | 75.00       |
| 3787       | A12-13 | Tasc Fire Apparatus, Inc.            | 1,275.00    |
| 3788       | A12-2  | VFIS                                 | 4,654.00    |
| Electronic | A9-1   | Payroll by Paychex ( for 09-30-12 )  | 2,941.30    |
| Electronic | A9-1   | Tax Pay by Paychex ( for 09-30-12 )  | 517.97      |
| Electronic | A9-1   | Paychex fees ( deducted 10-10-12 )   | 110.90      |
| Electronic | A9-1   | September 2012 N. J. Pension Payment | 190.12      |
| Total      |        |                                      | \$40,609.89 |

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      | absent |
| Doug Howlett     | absent |

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 check, from the New Jersey State Police Hurricane Irene Fund, for reimbursement of food costs. The check, in the amount of \$590.38, was received and deposited on September 28, 2012. A check for this reimbursement was approved in tonight's minutes to go to the Fire Company, for they spent Fire Company money during the storm. We received our third installment, from the Township of Howell, for the 2012 Fire Taxes. The check, in the amount of \$350,000.00, was received and deposited on September 28, 2012. We received a statement, from the State of New Jersey Motor Vehicle Services, for the abstract retrievals completed in the month of August, 2012.

We received two late notices, from New Jersey American Water, for the bills of September, 2012. George called them to say that the checks were sent out on September 11, 2012, and cleared on September 18, 2012. We received the late notices on September 21, 2012. We received an overpayment refund, from the State of New Jersey Public Employees Retirement System, for an overpayment in the second quarter of 2012. The check, in the amount of \$3.76, was received and deposited on September 11, 2012. We received a letter, from the State of New Jersey Department of Community Affairs, stating that they did not receive our Annual Audit for the year ended December 31, 2012. George called Bob Hulsart and also faxed him a copy of the letter. Bob said that he did send the State the Audit. We received the hose test report from Fail Safe Testing. We received the 2012 Census of Governments Survey of Local Government Finances. George said that he would fill this out and return it.

## Legal

Joe gave a report on the upcoming election. Joe said that all petitions need to be turned in at least 28 days prior to the election. The Election will be held on February 16, 2012. Joe also went over the dates for the completion of the 2013 Budget.

## Chief's Report

Chief Brian Prochnow gave his incident report for the month of September, 2012. Chief Prochnow said that one Firefighter was injured at a drill, transported to the hospital by our members, and received a few stitches in his forearm. Brian also said that another Firefighter was injured a fire call a few months ago and is now requesting an x-ray of his foot. George said that he would contact the insurance company and find out what to do. The Chief would like to purchase the following items.

- 1) Ten (10) pairs of leather boots from Safe-T on State Contract for \$2,803.00.
- 2) One (1) replacement Turnout Pant harness from Safe-T on State Contract for \$181.50.

A resolution was offered by Frank Biddle and seconded by George Patten, granting the Chief's purchase requests. A roll call vote was taken.

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

A discussion was had on what to do with two Firefighters that have not completed their physicals for 2012. It was decided to pull these Firefighters gear from the racks until they complete their physicals.

## Committees

Frank gave a report on the Executive Board Meeting, which was held on September 27, 2012. Frank also gave a report on the trucks as follows.

- 1) All trucks are operating fine at this time.
- 2) Will be calling Absolute to service 19-2-78.
- 3) Will also be asking Absolute to call E-One about 19-2-90.
- 4) Pump tests are scheduled for October 23, 2012.
- 5) Defender Emergency Products will be servicing 19-2-74 and 19-2-75 this month.

## Old Business

Chris Pujat said that the Quick Chek was approved for the intersection of Route 33 and Colts Neck Road. The plans include a new traffic light at the intersection but do not include our OPTICOM System. The case number is 10-09.

George said that he has received three prices for the Route 33 Fire Station conversion to Natural gas. The prices are as follows.

- 1) Performance Mechanical Corp. \$7,300.00.
- 2) Breeze Heating and Air Conditioning Co. \$7950.00.
- 3) Air Dynamic Systems \$8,530.00.

After some discussion, a resolution was offered by George Patten and seconded by Frank Biddle III, to award a contract to Performance Mechanical Corp. for \$7,300.00 for the conversion of the Route 33 Fire Station to Natural Gas. A roll call vote was taken.

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

Frank asked if everyone had read the District Photographic Policy and also the Mission Statement. With that, a resolution was offered by Harry Carter and seconded by George Patten, to adopt the Mission Statement – Howell Fire District #2 as read. A roll call vote was taken.

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

A resolution was then offered by Harry Carter and seconded by George Patten, adopting the District Photographic Policy as read. A roll call vote was taken.

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

### **New Business**

Frank asked to purchase some things from Grainger on state Contract. The list of items is as follows.

- 1) Two (2) bench grinders, one for each station, for \$186.08 each.
- 2) Two (2) bench grinder stands, one for each station, for \$138.38 each.
- 3) Two (2) wire wheels for the bench grinders for \$29.40 each.
- 4) Two (2) wet and dry shop vacs, one for each station, for \$165.20 each.
- 5) One (1) mechanics vise for the Route 33 Fire Station for \$246.38.
- 6) Fourteen (14) replacement batteries for the Route 33 Fire Station alarm system for \$.75 each.
- 7) One hundred (100) pairs of safety glasses for \$.86 each.
- 8) One (1) tool bag for 19-2-90 for \$59.33.
- 9) Two (2) mop / broom holder, one for each station, for \$53.18 each.

The total would come to around \$1,546.62. A resolution was offered by Harry Carter and seconded by George Patten, to purchase these items from Grainger. A roll call vote was taken.

|              |     |
|--------------|-----|
| Harry Carter | yes |
|--------------|-----|

|                  |        |
|------------------|--------|
| George Patten    | yes    |
| Frank Biddle III | yes    |
| Thomas Ward      | absent |
| Doug Howlett     | absent |

We received a new service contract for the Holmatro Rescue Tools from ESI Equipment. The cost of this contract is \$1,838.00 and runs from January 1, 2013 thru December 31, 2013. 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      | absent |
| Doug Howlett     | absent |

With no further business to come before the Board, the meeting was adjourned at 9:14 PM.