

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

September 9, 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 Vice Chairman Doug Howlett, at 8:04 PM.

A Roll call was taken showing George Patten, Frank Biddle III, 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.

Also in attendance tonight were several representatives of the other four Fire Districts in Howell Township and Richard Touroonjian, from Allegiant Wireless. This evenings meeting agenda was changed in order for the Howell Township Fire Districts to listen to the proposal that Allegiant Wireless has made to complete a radio study on the Howell Township Fire Radio System. Mr. Touroonjian took the floor and went over all the things that his company would do to complete this radio study. Several questions were asked and answered during this time. When all was said and done, a resolution was offered by Frank Biddle III and seconded by Bob Tice, to enter into a contract with Allegiant Wireless to complete this township wide radio study for \$37,200.00. The four other Howell Township Fire Districts said that they would help with the funding of this study. A roll call vote was taken.

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

At this time, Vice Chairman Howlett thanked all guests in attendance for coming and said that the regular meeting agenda would now take place.

A motion was made by George Patten and seconded by Bob Tice; to approve the minutes of the last meeting held on August 5, 2019, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
	3248	A11-2 Frank E. Biddle III	266.56
	3249	A11-2 Dell Marketing, LP	973.00
	3250	A11-2 Quill Corp.	282.97
	3251	A11-2 Thompson Reuters West	694.00
	3252	A12-3 Allied Diesel Service	7,108.85
	3253	A12-3 Barg's Lawn & garden Shop, Inc.	419.83
	3254	A12-3 Brice's Auto Supply, Inc.	209.28
	3255	A12-3 Clean Air Company	155.00
	3256	A12-3 Electronic Measurement Laboratories, Inc.	20.00
	3257	A12-3 EMR Power Systems, LLC	956.70
	3258	A12-3 G & L Lawn Service, Inc.	1,508.00
	3259	A12-3 Lester Glenn Auto Group	741.34
	3260	A12-3 MyFleetCenter.com	44.08
	3261	A12-3 Stewart & Stevenson Power Products, LLC	8,323.44
	3262	A12-3 Taylor's Towing	675.00
	3263	A12-3 Team Life, Inc. (This check was lost, see note)	2,232.00
	3264	A12-3 TRT Computer Services	774.40
	3265	A12-3 Wireless Communications & Electronics	3,118.90
	3266	A12-4 Family Practice of CentraState	540.00
	3267	A12-4 NetLink	199.00
	3268	A12-8 JCP&L	1,355.26
	3269	A12-8 N. J. American Water	160.88
	3270	A12-8 N. J. Natural Gas	286.83
	3271	A12-8 Verizon	484.82
	3272	A12-8 Verizon Communications	65.73
	3273	A12-8 Verizon Wireless	576.21
	3274	A12-9 N. J. American Water	5,549.54
	3275	A12-9 N. J. American Water	4,985.96
	3276	A12-10 Complete Security Systems, Inc.	296.98
	3277	A12-10 Freehold Cartage, Inc.	131.23
	3278	A12-10 Jersey Coast Fire Equipment, Inc.	125.00
	3279	A12-10 Sakoutis Brothers Disposal	89.60
	3280	A12-10 Shore Business Solutions	55.00
	3281	A12-13 SAFE-T	33,027.30
	3282	A12-3 Minerva Cleaners	763.45
Electronic	A9-1	Payroll by Paychex (for August 2019)	3,399.44
Electronic	A9-1	Tax Pay by Paychex (for August 2019)	690.30
Electronic	A9-1	Paychex Fees (no fee this month)	0.00
Electronic	A9-1	August 2019 PERS/DCRP Payment	180.44
			<b>\$81,466.32</b>

Note: Check #3263 was lost by TEAM Life. The Board issued a new check, #3330, on December 2, 2019 in the amount of \$2,232.00. All totals remain the same. The new check, #3330, will not be listed on the December 2, 2019 minutes. This note was added on December 2, 2019 by Clerk, Frank Biddle III.

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	absent
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 the minutes from the June 1, 2019 New Jersey State Association of Fire Districts meeting. We received a communication, from Family Practice of CentraState, stating that there would be additional charges for any forms requested to be completed on a previous Firefighter Physical. We received a notice, from Norton 360, that we have been automatically renewed for ten computers.

### **Legal**

Joe gave a report on the upcoming 2020 Fire District Budget and Election. Joe also said that he would prepare the resolution for the contract with Allegiant Wireless.

### **Chief's Report**

Chief Michael Whitehill gave his incident report for the month of August 2019. The Chief asked to purchase the following items.

- 1) Seven (7) Sets of Firefighter Turnout Gear, from SAFE-T, on State Contract for a total of \$25,249.35.
- 2) One (1) set of elevator keys, from the Fire Store, for \$201.52. These would be bought online by First Assistant Chief Greg Player and he would be reimbursed for the cost.

After some discussion, a resolution was offered by George Patten and seconded by Frank Biddle III, to purchase the two items the Chief requested. A roll call vote was taken.

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

The Chief said that we needed some new computers and asked First Assistant Chief Greg Player to go over the needed equipment. Chief Player asked for the following.

- 1) One time setup cost for Alconic to set up a cloud networking for all desktop and I Pads for a total of \$1,000.00.
- 2) Annual Alconic maintenance fee of \$500.00.
- 3) Additional Office 365 Licenses for desktops for \$300.00 annually.
- 4) New Dell OptiPlex 3050 tower with monitor, keyboard and mouse for Route 524 Radio Room, on State Contract from Dell, for a total of \$935.80.
- 5) New Dell Latitude 5414 Rugged with vehicle mounting kit, on State Contract from Dell, for a total of \$2,841.33.
- 6) Possibly purchasing One (1) additional Dell Laptop to replace existing one from 19-2-78. Current Laptop is out for repairs. Would be on State Contract from Dell if needed to be replaced.

A long discussion followed on the complex system that we seem to be building into our computer systems. After this discussion, a resolution was offered by Bob Tice and seconded by George Patten, to purchase the items requested. A roll call vote was taken.

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

### **Committees**

Bob said that he had no report from the Executive Board meeting on August 22, 2019. The meeting was cancelled due to the lack of a quorum.

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

- 1) 2-90 went to Allied Diesel for the engine repair on August 19, 2019. Allied made the repairs and the truck was picked up on August 28, 2019. It seems to be running very well at this time.
- 2) 2-85 had two (2) check engine lights and an audible alarm going off on August 20, 2019. Campbell Supply picked it up on August 21, 2019 and Frank picked the vehicle up on August 23, 2019. They replaced the DEF Heater and reset all codes.
- 3) 2-75 fell through a storm grate at a mutual aid call in Freehold Township. Taylors Towing was called to pull the truck out. Minor damage to the left rear side area of the truck will be repaired in house.
- 4) 2-78 started losing coolant out of the exhaust on August 28, 2019. The truck was taken to Atlantic Detroit Diesel on August 29, 2019 for repair. Atlantic said the problem was with the EGR valve and they would be installing an EGR valve upgrade kit. The truck was picked up by Frank on September 6, 2019.
- 5) 2-68's vehicle had several issues and was dropped off at Lester Glenn Chevrolet on August 25, 2019 for repair. The vehicle was picked up on August 29, 2019.
- 6) 2-68 had his vehicle serviced at Jiffy Lube on September 1, 2019.
- 7) Barg's Lawn & Garden Shop serviced the chain saw off of 2-93 and made up two new chains for the saw. Barg's also finished repairing the two Quick Vent saws we had dropped off for repair.

8) Clean Air adjusted the exhaust drop for 2-85 again.

9) EMR repaired the starting issue with the Route 524 Emergency Generator, and also serviced the Route 33 Emergency Generator because of it running for four days during the power outage.

### **Old Business**

George said that Verizon credited our account after they over charged us for the installation of the internet upgrades. He also said that will no longer be charging us tax. He is still attempting to get them to consolidate the TV and Phone/Internet accounts so that we can reduce the number of bills each month. He said that we might have to cancel the TV account in order for them to add TV to the Phone/Internet account. A resolution was offered by Bob Tice and seconded by Frank Biddle III, authorizing George to cancel the TV account at the Route 33 Fire Station and add TV to the Phone/Internet account. A roll call vote was taken.

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

### **New Business**

George said that we received an estimate to repair the heating/air conditioning system at the Route 33 Fire Station from Bailey's Plumbing Heating and Cooling. The estimate was for \$51,796.00. This would have to be budgeted for in the 2020 Fire District Budget. A special meeting would have to be held before the end on this year to gain voter approval. This would also qualify to have to go out to bid if we decide that we would want to go forward with the project.

Chief Whitehill thanked the Board for moving forward with the radio study. He said that the issues with the radio system have been going on for far too long.

With no further business to come before the Board, the meeting was adjourned at 10:22 PM.