

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

September 9, 2013

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 8:28 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, Tom Ward, and Doug Howlett present. Absent from tonight's meeting 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 August 5, 2013, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1001	A12-3	A. R. Communications	370.00
1002	A12-3	Best Electric Motor Co.	130.00
1003	A12-3	Cooper Electric Supply Co.	2,530.00
1004	A12-3	East Coast Emergency Lighting, Inc.	538.14
1005	A12-3	Edwards Tire Company, Inc.	42.95
1006	A12-3	Fire Fighters Equipment Company, Inc.	88.20
1007	A12-3	Fowler Equipment Company, Inc.	345.56
1008	A12-3	G & L Lawn Service, Inc.	1,470.00
1009	A12-3	Grainger	784.18
1010	A12-3	M & W Communications, Inc.	532.15
1011	A12-3	MyFleetCenter.com	81.86
1012	A12-3	P. L. Custom	689.37
1013	A12-3	Snap-On Industrial	271.48
1014	A12-3	Team Life, Inc.	380.00
1015	A12-4	Family Practice of CentraState	185.00
1016	A12-4	NetLink	199.00
1017	A12-7	Harry R. Carter	741.31
1018	A12-6	Pedroni Fuel Co.	1,063.76
1019	A12-8	JCP&L	1,788.64
1020	A12-8	N. J. American Water	208.39
1021	A12-8	N. J. Natural Gas	179.09

1022	A12-8	Verizon	363.50
1023	A12-3	Verizon Communications	61.98
1024	A12-8	Verizon Wireless	745.08
1025	A12-9	N. J. American Water	6,670.80
1026	A12-9	N. J. American Water	6,182.54
1027	A12-10	Fail Safe Hose Testing, Inc.	3,303.52
1028	A12-10	Freehold Cartage, Inc.	118.90
1029	A12-10	Jersey Coast Fire Equipment, Inc.	122.50
1030	A12-10	Sakoutis Brothers Disposal	75.00
1031	A12-13	M & W Communications	787.85
Electronic	A9-1	Payroll by Paychex (for 08-31-13)	2,873.27
Electronic	A9-1	Tax Pay by Paychex (for 08-31-13)	582.22
Electronic	A9-1	Paychex Fees (no fees this month)	0.00
Electronic	A9-1	August 2013 N. J. Pension Payment	193.86
Total			\$34,700.10

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
Frank Biddle III	yes
Tom 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 a Notice of Health Insurance Marketplace Coverage Options. As per State requirement, this form was filled out and handed to each Commissioner. We received two service reports from EMR Power Systems. These reports were for the two service checks completed on our Emergency Generators on September 4, 2013. We also received a report from Fail Safe Testing for the annual fire hose testing completed on August 16, 2013. A copy of this report was given to the Chief. We received a communication from MyFleetCenter.com, stating that they will start sending invoices by e-mail soon. We received the minutes from the June 8, 2013 New Jersey State Association of Fire Districts quarterly meeting. The next meeting will be September 13, 2013 in Wildwood.

Legal

Due to Mr. Youssouf's absence, there will not be a legal report tonight.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of August, 2013. Chief Prochnow stated that several lengths of hose failed during the annual testing and are not repairable. The Chief would like to purchase the following items.

- 1) Three (3) 100 foot lengths of 5 inch supply hose from Continental Fire and Safety for a total of \$1,557.00.
- 2) One (1) 50 foot length of 3 inch hose from Continental Fire and Safety for a total of \$229.46.
- 3) One (1) folding wheel chock for 19-2-90 from TASC Fire Apparatus to replace the one that was bent during a fire drill.
- 4) Reimburse Firefighter Michael Hubert for obtaining his Class A CDL Driver's License for a total of \$139.75.

After some discussion, a resolution was offered by Harry Carter and seconded by Tom Ward approving the purchases. A roll call vote was taken.

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

Committees

Frank gave a report on the Executive Board meeting which was held on August 22, 2013. Frank also gave a report on the trucks as follows.

- 1) 19-2-90 was serviced and repaired at Absolute and picked up today. Frank will call Underwriters Laboratories and schedule a re-inspection.
- 2) 19-2-66's vehicle had some additional problems and was repaired at P. L. Custom. The vehicle seems to be working well at this time.
- 3) The replacement hand tools for 19-2-75 have come in and will be labeled and placed in service soon.
- 4) 19-2-85 is back in service after extensive repair at Allied Diesel. We have not received a bill as of yet.
- 5) The Norton 360 renewal is coming up and will cost \$256.79 for 10 computers.
- 6) The Vehicle Exhaust System is due for the annual preventative maintenance. Clean Air has supplied a quote for \$1,161.00 plus any parts needed.
- 7) Art's phone has been failing lately and should be replaced with a new smart phone so that he would have e-mail capabilities to better communicate with the Chiefs. We should also look to see if all the phones can be upgraded at this time.

After a long discussion about the cell phones, a resolution was offered by Doug Howlett and seconded by Tom Ward, approving the Norton 360, the annual Vehicle Exhaust System maintenance and the upgrade to Art's phone. A roll call vote was taken.

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

Old Business

George said that we made our first deposit in Investors Bank on August 27, 2013. The check was for a total of \$950,000.00. We will be receiving our new checks for Investors Bank by Wednesday, September 11, 2013. Tonight's bills will be paid from our new account with Investors Bank. As soon as all previously written checks have cleared from our Sun Bank account, we will transfer the remaining funds over to Investors Bank and close the Sun Bank account.

Doug said that he met with Bailey's Cleaning Service last week and about all we need to do is put a code in the doors so that they would have access to the building. Frank and George will pick a code and put it in the door locks at the Route 33 Fire Station. Doug also said that he replaced the tank in the toilet in the men's room at the Route 33 Fire Station and will pick up a new handle as soon as he can.

George said that the proposed Joint Board Agreement is short, to the point and sounds good and we should give it to Mr. Youssef to look at. Harry said that he would see that Joe gets it before our October meeting.

New Business

We received a new Air System Contract from Continental Fire and Safety. This new contract is for \$1,755.00 and would be for the year 2014. This price is up from \$1,685.00 for 2013. A resolution was offered by Harry Carter and seconded by Tom Ward to enter into this contract with Continental Fire and Safety. A roll call vote was taken.

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

We also received a new contact from ESI Equipment for our rescue tools for 2014. This new contact is for \$1,838.00, the same as 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
Tom Ward	yes
Doug Howlett	yes

George said that we received a letter from the Township of Howell stating that we are required to test the backflow protection device on the water system at the Route 33 Fire Station. This annual requirement must be performed by a New Jersey Licensed Master Plumber. George said that he would ask Breeze Heating and Air Conditioning if they would complete this annual test. Breeze is already going to repair the air conditioners in the attic. A resolution was offered by Harry Carter and seconded by Doug Howlett, to have Breeze complete the backflow device inspection and test. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:47 PM.