

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

April 6, 2015

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 March 2, 2015, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1622	A12-3	Absolute Fire Protection Company, Inc.	3,288.23
1623	A12-3	Allied Diesel Service	21.60
1624	A12-3	A. R. Communications	95.00
1625	A12-3	Brice's Auto Supply, Inc.	9.70
1626	A12-3	Campbell Supply Co.	175.13
1627	A12-3	Clean Air Company, Inc.	857.60
1628	A12-3	Defender Emergency Products	3,510.48
1629	A12-3	G & L Lawn Service, Inc.	110.00
1630	A12-3	G & W Electric Company, Inc.	2,435.32
1631	A12-3	Grainger	202.88
1632	A12-3	MyFleetCenter.com	83.66
1633	A12-3	Underwriters Laboratories, Inc.	425.00
1634	A12-4	Family Practice of CentraState	150.00
1635	A12-4	Robert A. Hulsart & Co.	4,000.00
1636	A12-4	NetLink	199.00
1637	A12-4	Joseph D. Youssouf, Esq.	4,590.00
1638	A12-6	Pedroni Fuel Co.	523.61
1639	A12-7	Frank E. Biddle III	420.00
1640	A12-7	Nicholas Kapelewski	420.00
1641	A12-7	Timothy McKay	420.00
1642	A12-7	Daniel Roth	420.00

1643	A12-7	Johannes Smit	420.00
1644	A12-7	Robert Tice	420.00
1645	A12-7	Middlesex County Fire Academy	94.00
1646	A12-8	JCP&L	1,205.48
1647	A12-8	N. J. American Water	151.37
1648	A12-8	N. J. Natural Gas	1,553.47
1649	A12-8	Verizon	378.99
1650	A12-8	Verizon Communications	61.98
1651	A12-8	Verizon Wireless	803.58
1652	A12-9	N. J. American Water	6,670.80
1653	A12-9	N. J. American Water	7,004.27
1654	A12-10	Complete Security Systems, Inc.	696.00
1655	A12-10	Continental Fire & Safety, Inc.	3,480.00
1656	A12-9	Electronic Measurement Laboratories, Inc.	1,301.50
1657	A12-10	Freehold Cartage, Inc.	118.90
1658	A12-10	Sakoutis Brothers Disposal	75.00
1659	A12-2	Liberty Mutual Insurance Group	2,518.00
Electronic	A9-1	Payroll by Paychex (for March 2015)	2,874.72
Electronic	A9-1	Tax Pay by Paychex (for March 2015)	576.99
Electronic	A9-1	Paychex Fees (deducted 04-10-15)	121.03
Electronic	A9-1	March 2015 N. J. Pension Payment	197.64
Total			\$53,080.93

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 Tom Ward, 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 also received a Local Finance Notice outlining the process for filing our 2015 Financial Disclosure Statements. We received a letter, from the New Jersey Motor Vehicle Commission, that describes a new policy for the Customer Abstract & Information Retrieval (CAIR). This new policy requires automatic suspension of any Logon ID that has not been active for 90 days. We also received a statement, from the New Jersey Motor Vehicle Commission, for all abstract retrievals received during January, 2015.

We received four purchase orders, from the Township of Howell, for the 2015 Fire Tax Payments. These purchase orders were signed and returned to the Howell Township Finance Department.

We received our first 2015 Fire Tax Payment from the Township of Howell. The check, in the amount of \$233,750.00, was received and deposited on April 4, 2015. We received a check, from Hertrich Fleet Services, for an overpayment on the 2015 Chevrolet Suburban. This check, in the amount of \$190.00, was received and deposited on March 4, 2015. We received two checks, from The Variable Annuity Life Insurance Company, which are returned LOSAP funds for two Firefighters that left the Fire Company before becoming vested in the system. These two checks, in the amounts of \$2,399.78 and \$3,131.15, were received and deposited on March 10, 2015.

We received two checks, from Glatfelter Claims Management, for the damage to the Route 33 Fire Station radio room and electronic equipment destroyed during a frozen water pipe and the subsequent thawing out. The checks, in the amount of \$17,706.48 and \$1,999.87, were received and deposited on March 20, 2015. A detailed report was also received on this damage from Crawford & Company. We received an Air System Inspection Report, from Continental Fire & Safety, for the installation and startup of the old Breathing Air Compressor and Fill Station at the Route 33 Fire Station. We received a Fire Alarm Inspection Service Report, from Complete Security Systems, for the annual testing of the fire alarm system at the Route 33 Fire Station.

Legal

Frank invited Ryan Bailey, from Campbell Supply Company, to give a short report on joining the HGAC (Houston Galveston Area Council). Joe asked Mr. Bailey to proceed with his report. Mr. Bailey gave his report and told the Board why it would be in their favor to join the HGAC at this time. Since the Board is getting ready to purchase a new piece of fire apparatus, joining now would eliminate the need to go out to bid. The HGAC has already completed the appropriate steps needed to purchase a new piece of fire apparatus from a variety of vendors. After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, to join the HGAC at this time. A roll call vote was taken.

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

The Board and Joe thanked Mr. Bailey for his presentation.

Joe reminded the Board Members that they needed to complete the Financial Disclosure Statements by April 30, 2015.

Frank asked Joe to look over a Global Service Agreement, received from Underwriters Laboratories, to see if it was something that the Board should agree to. Joe said that this agreement was something that the Board could sign and return, if they were going to continue to use UL in the future. Frank said that he would have UL correct the Boards name on the agreement before returning the signed document.

Frank asked Joe to look over the Monmouth County Property Assessment Pilot Program, which the Township of Howell is using. Joe said that this program could help determine the tax rates in the Township.

Chief's Report

Chief Bob Tice gave his incident report for the month of March, 2015. Chief Tice reminded the Board that six Firefighters would be attending the FDIC in Indianapolis from April 19 to April 25, 2015.

Committees

Frank gave a report on the Executive Board Meeting, which was held on March 26, 2015

Frank also gave a report on the trucks as follows.

- 1) 19-2-90 was repaired at Absolute. They replaced two main hydraulic hoses that run down the left frame rail and replaced one generator hose.
- 2) Underwriters retested 19-2-90 and certified it.
- 3) Defender replaced the alternator, belt and tensioner on 19-2-78.
- 4) Defender repaired two items on 19-2-96. Replaced the water sending unit in the tank and repaired gauges on the pump panel.
- 5) First Priority said that the pump panel steps for 19-2-78 will be in next week and they will contact Frank to set up the installation dates.
- 6) The New Chief's Vehicle is at East Coast Emergency Lighting and should be completed in another week or so.
- 7) 19-2-66 had his vehicle serviced at Jiffy Lube on March 9, 2015.
- 8) 19-2-66 also took his vehicle for inspection and it passed on March 9, 2015.
- 9) Frank sent the title for the trade in Suburban to Hertrich Fleet Services.
- 10) Campbell Supply sent us a new latch for the driver's compartment door on 19-2-78.
- 11) Campbell Supply is working on the foam system on 19-2-75.
- 12) Clean Air replaced the two exhaust system valves for 19-2-85 and 19-2-76 at the Route 524 Fire Station.
- 13) Absolute replaced the right rear cab latch bolts on 19-2-78. This is the third time this has happened and Absolute will contact Startan to see about a permanent repair.

Old Business

Tom said that there was a communications meeting on April 1, 2015 in the Howell Township Manager's Office. He could not attend but the meeting was to explore the move to the Monmouth County Radio Room for Howell's Fire Dispatch. No decisions were made.

George asked if the Board wants to repair the broken water pipe above the Radio Room at the Route 33 Fire Station. He said that Breeze Mechanical should be here this week and he wants to know what we would like done. The Board said that they do not want the front hose bib repaired. They would like the shut off for that line moved back to the hallway area. This would eliminate any water pipes above the Radio Room. A resolution was offered by Tom Ward and seconded by Harry Carter, to have Breeze Mechanical made the needed repairs to the Radio Room. A roll call vote was taken.

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

George said that he would like to order the new computers and UPS for the Radio Room from Dell. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase the replacement computers and ups for the Radio Room at the Route 33 Fire Station. A roll call vote was taken.

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

George said that we needed to also order the replacement radio console for the Radio Room at the Route 33 Fire Station. A resolution was offered by Tom Ward and seconded by Harry Carter, to order the New Radio Console from Wireless Communications and have they set it up and program the system. A roll call vote was taken.

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

New Business

Harry said that he had been in contact with Access Health and they had June 24th available for the Annual Firefighter Physicals. A resolution was offered by Harry Carter and seconded by Tom Ward, to have Access Health perform the physicals on June 24, 2015. A roll call vote was taken.

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

We received a service contract for the two Breathing Air Compressors from Continental Fire & Safety. The price for the new unit at the Route 524 Fire Station would be \$1,725.00 and the price for the unit at the Route 33 Fire Station would be \$1,755.00. A resolution was offered by Harry Carter and seconded by Tom Ward, to enter into the service contract with Continental Fire & Safety. A roll call vote was taken.

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

We received a Fire Alarm Contract from Complete Security Systems for the Route 524 Fire Station. This would be a three year contract with an annual cost of \$352.00. A resolution was offered by Tom Ward and seconded by Doug Howlett, to enter into this contract with Complete Security Systems. A roll call vote was taken.

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

We received a service contract, from electronic Measurement Laboratories, for the service of our six multi gas meters. The contract is for a total of \$1,188.00. A resolution was offered by Doug Howlett and seconded by Tom Ward, to enter into this contract with Electronic Measurement Laboratories. A roll call vote was taken.

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

We received an estimate, from Defender Emergency Products, for the repair of the pump on 19-2-96. The price to repair the oil leak would be \$3,366.85. A resolution was offered by Harry Carter and seconded by Tom Ward, to have Defended make this repair. A roll call vote was taken.

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

We received two quotes to replace the strobe lights on 19-2-78. The strobes are not working all the time and replacement strobes are no longer available. The prices are \$2,645.82 from East Coast Emergency Lighting and \$4,687.20 from Kaldor Emergency Lighting. A resolution was offered by Tom Ward and seconded by Doug Howlett, to have East Coast Emergency Lighting. A roll call vote was taken.

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

Frank said that his phone is not working properly and the battery only lasts about a half a day. George said that all the phones can be upgraded at this time in the contract. A resolution was offered by Tom Ward and seconded by Harry Carter, to upgrade all Board Member phones. A roll call vote was taken.

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

George said that the gate on the garbage dumpster enclosure is falling off. The anchor pipe is coming loose in the concrete. Tom said that All Fenced In repaired the gate on the fuel tank enclosure last year and did a good job. A resolution was offered by Tom Ward and seconded by Doug Howlett, to have All Fenced In repair this gate. A roll call vote was taken.

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

At this time the Chairman asked the Board what trucks we were going to get rid of after the New Rescue Pumper comes in. After a long discussion, the decision was as follows.

- 1) Sell 19-2-85. This is truck that the new engine is really replacing.
- 2) Keep 19-2-74 as a working Mini Pumper.
- 3) Keep 19-2-76 as a non firematic Fire Truck. We will not complete pump tests on this truck after the new engine is placed in service.

With no further business to come before the Board, the meeting was adjourned at 10:17 PM.