

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

April 4, 2016

**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 Ward; to approve the minutes of the last meeting held on March 7, 2016, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
1982	A11-2	Shore Business Solutions	200.00
1983	A12-2	VFIS	2,555.77
1984	A12-3	Absolute Fire Protection Company, Inc.	511.45
1985	A12-3	Action Chevrolet of Freehold	520.66
1986	A12-3	Alconic, LLC	150.00
1987	A12-3	A. R. Communications	371.50
1988	A12-3	Frank E. Biddle III	20.48
1989	A12-3	G & L Lawn Service, Inc.	220.00
1990	A12-4	Family Practice of CentraState	236.50
1991	A12-4	NetLink	199.00
1992	A12-6	Pedroni Fuel Co.	1,324.85
1993	A12-7	Tim McKay	940.00
1994	A12-7	Brian Prochnow	420.00
1995	A12-7	Dan Roth	420.00
1996	A12-7	Stephen Smith	420.00
1997	A12-7	Safety & Survival Training	500.00
1998	A12-8	JCP&L	1,093.85
1999	A12-8	N. J. American Water	132.41
2000	A12-8	N. J. Natural Gas	941.59
2001	A12-8	Verizon	375.09
2002	A12-8	Verizon Communications	65.81

2003	A12-8	Verizon Wireless	605.32
2004	A12-9	N. J. American Water	6,900.30
2005	A12-9	N. J. American Water	15,439.40
2006	A12-10	Complete Security Systems, Inc.	696.00
2007	A12-10	Freehold Cartage, Inc.	118.90
2008	A12-10	Sakoutis Brothers Disposal	75.00
2009	A12-12	N. J. State Association of Fire Districts	300.00
2010	A12-3	Brice's Auto Supply, Inc.	76.96
2011	A12-7	Mercer County Fire Academy	30.00
Electronic	A9-1	Payroll by Paychex (for March 2016)	4,154.33
Electronic	A9-1	Tax Pay by Paychex (for March 2016)	908.35
Electronic	A9-1	Paychex Fee (deducted 04-11-16)	132.99
Electronic	A9-1	March 2016 N. J. Pension Payment	201.42
Total			\$41,257.93

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 Thomas 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 received a Notice of Nonrenewal of Insurance from Ace American for the coverage on our above ground fuel tanks. Frank said that he would call VFIS and get the renewal going. We received a notice, from Liberty Mutual Insurance Company, stating that they received our payment for our Workers Compensation Policy. We also received our renewed Workers Compensation Policy. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed for the month of February 2016.

We received a check, from the Township of Howell, which is our first payment for the 2016 Fire Taxes. The check, in the amount of \$233,750.00, was received and deposited on April 2, 2016. We received two invoices, from VFIS, for the changes made to our Accident and Sickness Policy and also our Portfolio Policy. These changes added up to \$2,555.77 and are being paid in tonight's vouchers.

## **Legal**

Joe gave a report, from the New Jersey Government Records Counsel, on an OPRA request involving the Millstone Valley Fire Company. The report stated that both Volunteer Fire Companies and Fire Districts have to supply records for all OPRA requests.

Joe said that the Appraiser is working on the three acre lot at the Route 33 Fire Station Property. As of today, they are not sure if it is non-conforming lot or not. They should have the appraisal completed soon.

## **Chief's Report**

Chief Mike Banasz gave his monthly incident report for March, 2016. The Chief asked the Board to fill out a Training Facility Application Form for the Division of Fire Safety. The Training Classroom at the Route 33 Fire Station now qualifies as State approved facility. The Board said that they agreed with this request and Chairman Carter said he would complete the application. The Chief also said that all five Township Fire Companies have agreed on a common specification for Turn Out Gear and a contract would be in place soon. The only part of the spec that District #2 would not agree on is the color. The Board said that they would let the other Boards know this at the next Executive Board meeting.

## **Committees**

Frank gave a report on the Executive Board meeting, which was held on March 24, 2016. Frank also gave a report on the trucks as follows.

- 1) Absolute repaired the jacks on 19-2-90.
- 2) The new computer has been installed in 19-2-78 and is up and running. We did hire Alconic to help with the set up.
- 3) Shore Business Solutions came out and repaired the copier in the Chief's office.
- 4) 19-2-66 vehicle was worked on at Action Chevrolet of Freehold.
- 5) Frank ordered a repair kit for the Fluke Meter at the Route 524 Fire Station. The kit will hopefully repair the screen issue. If not, Frank would like permission to order a replacement meter.
- 6) Frank would like permission to schedule Underwriters Laboratories to complete the annual Ground and Aerial Ladder Tests.

After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, to have Frank schedule the annual ladder tests and to also order a new electrical meter if needed. A roll call vote was taken.

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

## **Old Business**

Frank said that he picked up the Boards new Official Seal from Staples. Frank also said that he sealed the Agreement with the State of New Jersey for the installation of the OPTICOM System at Route 33 and Colts Neck Road. This Agreement was mailed back to the State on March 12, 2016.

**New Business**

Harry said that the Firefighter Physicals are scheduled for June 29, 2016 with Access Health. Frank said that he did not remember approving the physicals and that we should tonight. A resolution was offered by Doug Howlett and seconded by Tom Ward, approving the annual Firefighters Physicals with Access Health. A roll call vote was taken.

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

Tom asked the Board if a local Union would be able to use the meeting room at the Route 33 Fire Station on April 26, 2016. After some discussion, a motion was made by Frank Biddle III and seconded by Harry Carter, to allow the meeting to take place here. Motion passed.

With no further business to come before the Board, the meeting was adjourned at 9:22 PM.