

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

December 7, 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 8:01 PM.

A Roll call was taken showing Frank Biddle III, Harry Carter, Thomas Ward and Doug Howlett present. Also in attendance was Joseph Youssouf, Board Attorney and Robert Hulsart, Board Auditor. 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 November 2, 2015, motion carried.

The regular meeting agenda will be altered for the Public Hearing of the proposed 2016 Fire District Budget.

A motion was made by Tom Ward and seconded by Frank Biddle III, to open the Public Hearing for the proposed 2016 Fire District Budget. Motion passed.

Bob Hulsart asked if we had received the Budget back from the State. Frank said yes and handed the packet to Mr. Hulsart. Bob read over the returned Budget and said that the State has approved our Budget for the year 2016.

Joe read a resolution, Adopting the 2016 Howell Township Fire District #2 Budget as follows.

Total Fire District Budget	\$1,389,700.00
Less from Surplus	- \$289,700.00
Amount to be Raised by Taxation	\$1,100,000.00

Chairman Carter asked the Public for comment three times with no response. After a short discussion, the resolution was offered by Frank Biddle III and seconded by Harry Carter. A roll call vote was taken.

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

Joe said that this concluded the Budget Hearing. A motion was made by Harry Carter and seconded by Doug Howlett, to close to Public Hearing. Motion passed.

Chairman Carter thanked Mr. Hulsart for his help with the 2016 Budget. The Chairman asked Joe to finish his legal report at this time.

Joe reminded the Board about the upcoming Election on February 20, 2016. Joe said that the last day to turn in petitions is January 22, 2016.

Frank handed Joe an agreement from the State of New Jersey. This agreement is for the installation of the OPTICOM system at the new traffic light on Route 33 and Colts Neck Road. The OPTICOM system is a traffic preemption control system that controls the traffic at an intersection. Joe read over this agreement, which included a Resolution Entering into an Agreement with the State of New Jersey. Joe asked if the Board wanted to act on the agreement at this time. This resolution was offered by Frank Biddle III and seconded by Tom Ward. A roll call vote was taken.

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

Joe said that he would finish the paper work for this agreement and bring it back to the January 4, 2016 meeting. The agreement will have to be sent back to the State so they can have the Township of Howell and the County of Monmouth both agree to it.

Doug told the Board that Bob Woods, the owner of Garden State Bobcat, has asked if they would want to sell the piece of land between our properties. This piece of land is about three acres on the east side of the Route 33 Fire Station. Joe told the Board what they would have to do in order to sell this piece of property. After some discussion, it was decided to ask Mr. Woods to attend the January 4, 2016 meeting so Joe could answer any questions he had.

This concluded the legal report and the meeting returned to the regular agenda.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
1867	A12-2	VFIS	15,832.55
1868	A12-3	Breeze Heating & Air Conditioning Co.	1,370.25
1869	A12-3	Brice's Auto Supply, Inc.	3.00
1870	A12-3	Cooper Electric Supply Co.	208.65
1871	A12-3	East Coast Emergency Lighting, Inc.	826.80
1872	A12-3	Hytec	13,138.90
1873	A12-3	MyFleetCenter.com	194.24
1874	A12-3	New Jersey Emergency Vehicles	1,376.84
1875	A12-4	CNP Fittest of New Jersey, LLC	800.00
1876	A12-4	NetLink	199.00
1877	A12-6	Pedroni Fuel Co.	917.39
1878	A12-6	Greg Player	150.00

1879	A12-6	Dan Roth	150.00
1880	A12-7	CSAV Systems, LLC	8,639.00
1881	A12-8	JCP&L	1,155.45
1882	A12-8	N. J. American Water	150.39
1883	A12-8	N. J. Natural Gas	549.22
1884	A12-8	Verizon	384.63
1885	A12-8	Verizon Communications	65.81
1886	A12-8	Verizon Wireless	804.38
1887	A12-9	N. J. American Water	6,900.30
1888	A12-9	N. J. American Water	7,719.70
1889	A12-10	Frank E. Biddle III	1,375.00
1890	A12-10	EMR Power Systems	1,142.95
1891	A12-10	Art Fariello	700.00
1892	A12-10	Freehold Cartage, Inc.	118.90
1893	A12-10	William Goffe	290.00
1894	A12-10	Sakoutis Brothers Disposal	75.00
1895	A12-13	ESI Equipment, Inc.	29,994.00
1896	A9-1	Bob Tice	250.00
Electronic	A9-1	Payroll by Paychex (for Nov. 2015)	3007.46
Electronic	A9-1	Tax Pay by Paychex (for Nov, 2015)	601.95
Electronic	A9-1	Paychex Fee (deducted 12-10-15)	127.22
Electronic	A9-1	November 2015 N. J. Pension Payment	201.42
Electronic	A11-2	Deluxe (500 checks)	126.79
Total			\$99,547.19

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	absent
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 the test reports, from Fire One, for the Annual Fire Pump Performance Tests which were completed on October 29, 2015. All trucks passed their respective tests. We received an email from Glatfelter Claims Management, stating that they were handling the small accident that 19-2-75 was involved in on December 3, 2015. We received a check, from the Township of Howell, which is

the fourth and final payment for the 2015 Fire Taxes. The check, in the amount of \$343,750.00, was received and deposited on December 2, 2015.

We received an invitation to attend the retirement party for Chief Robert Hotmar, of the Howell Township Fire Bureau. This party will be held on Friday December 11, 2015 at the Farmingdale Fire Station. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract lock ups completed in October, 2015. We received two Service Reports, from EMR Power System, for the two service checks completed November 12, 2015 on our two Emergency Generators. The Emergency Generator at the Route 524 Fire Station had some issues and required the replacement of several parts. We received a Tax Exempt Status form, from Thomson Reuters, that Frank filled out and returned on December 4, 2015. We received the minutes, from the New Jersey State Association of Fire Districts, for the meeting held on September 18, 2015 in Wildwood.

We received two Service Reports, from Continental Fire & Safety, for the quarterly air sampling completed on our two SCBA Air Compressors. These services are covered by a service agreement with Continental Fire & Safety. We received the latest VFIS Newsletter. We also received the November/December issue of the NFPA Journal. We received a Notice of Violations and Order to Correct communication from the Howell Township Fire Bureau. This notice is for three issues at the Route 33 Fire Station.

#### Chief's Report

Chief Bob Tice gave his incident report for the month of November 2015. The Chief also asked to purchase a couple items as listed below.

1) One (1) Cairns 1010 white helmet, Eight (8) Cairns Style 23 leather frontice to officer specifications and Six (6) Cairns Style 23 leather frontice to junior specifications from Continental Fire & Safety for a total of \$1,475.00.

2) One (1) Powerheart AED to replace the non-working one in the Radio Room at the Route 524 Fire Station and several pads for both child and adult from Team Life for a total of \$2,369.00. This price includes a trade-in discount of \$100.00 for the used AED.

3) One (1) Laptop with 11.6" touchscreen for 19-2-78. Price includes all mounting hardware and installation. Price also includes moving existing unit from 19-2-78 to 19-2-90. All parts and labor are from Island Tech Services on State Contract #MO483-89974 for a total of \$4,807.00.

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

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

The Chief said that the construction of the training prop at the Route 33 Fire Station is coming along and they will be purchasing some more materials from Home Depot this month. The Fire Company will let the Board know what the materials cost so they can be reimbursed.

## **Committees**

Frank gave a report on the Executive Board meeting which was held on November 19, 2015. Frank also gave a report on the trucks as follows.

- 1) Vehicle 19-2-66 was picked up from New Jersey Emergency Vehicles and seems to be operating well.
- 2) Chief Tice had a small incident with his vehicle and East Coast Emergency Lighting repaired it. The vehicle was picked up on December 7, 2015.
- 3) Vehicle 19-2-68 was serviced at Jiffy Lube on November 10, 2015.
- 4) Frank took 19-2-88 for service at Jiffy Lube on November 13, 2015.
- 5) Frank took 19-2-99 for service at Jiffy Lube on November 13, 2015.
- 6) Frank and Art delivered 19-2-96 to Hytec, in Lancaster Pennsylvania, for repair on November 13, 2015.
- 7) Art and Wayne picked up 19-2-96 on December 5, 2015. Hytec will be coming to our station to make a few repairs in a couple weeks.
- 8) When Hytec finishes with the repairs, Defender will be taking the truck for the long awaited pump repair.
- 9) The approved fittings for 19-2-96 have been ordered from TASC.
- 10) Absolute started the service on 19-2-78. They will be back to finish it this week.
- 11) 19-2-75 was involved in an accident during a structure fire on December 3, 2015. Frank has contacted the Insurance Company.

## **Old Business**

Frank said that Breeze Heating and Air Conditioning has finished the repairs to the Radio Room at the Route 33 Fire Station.

Frank also said that the hot water heater for the kitchen at the Route 33 Fire Station has stopped working again. After some discussion, it was decided to have everyone look at it and come up with a plan for the repair. We will make a decision at the January 4, 2016 meeting.

## **New Business**

We received a contract quotation, from Electronic Measurement Laboratories, for the care of our Gas Meters for 2016. The cost would be \$1,188.00 and will include twelve (12) calibrations and labor. A resolution was offered by Doug Howlett and seconded by Harry Carter, to enter into this contract with Electronic Measurement Labs. A roll call vote was taken.

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

We received a Service Agreement Proposal, from ESI Equipment, for the annual maintenance of our Holmatro Rescue Equipment. The cost of this Agreement is \$1,893.00. A resolution was offered by Harry Carter and seconded by Tom Ward, to enter into this Agreement with ESI Equipment. A roll call vote was taken.

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

We received a quote, from Clean Air Company, for the care of our vehicle exhaust systems at both Fire Stations. The cost of this Maintenance Agreement will be \$1,161.00. A resolution was offered by Harry Carter and seconded by Doug Howlett, to enter into this Service Agreement with Clean Air Company. A roll call vote was taken.

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

We received a quote, from Signal Control Products, for the equipment and installation of the OPTICOM System at the intersection of Route 33 and Colts Neck Road. The total cost of this work would be \$16,895.00 and would include both GPS and IR activated equipment. A resolution was offered by Harry Carter and seconded by Tom Ward, to have Signal Control Products supply and install this equipment. A roll call vote was taken.

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

Frank said that we are running out of checks. The company that we have been using, Deluxe, will send us 500 new checks and deduct the cost from our account. The total for this service would be \$126.79. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase the needed checks from Deluxe. A roll call vote was taken.

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

Frank said that we received an invoice, from the State of New Jersey, for the continued use of the online access for Driver's License Abstracts. The cost for this service is \$150.00. A resolution was offered by Tom Ward and seconded by Harry Carter, to continue the online access with the State of New Jersey. A roll call vote was taken.

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

George Gravatt Sr. said that he is repairing the walkway bollard lights at the Route 33 Fire Station. One of the lights needs a new ballast at a cost of \$45.96. He will purchase this part from Cooper Electric Supply on the Boards account. He said that at some point the Board should think about switching all the bollard lights to LED. He also said that he would be turning in a bill for his services before next meeting.

We received a request from Firefighter Wayne Gravatt's son, Justin. For the second year he would like to use the Route 33 Fire Station Meeting Room to conduct a blood drive. This blood drive would take place on January 11, 2016 from 4:00 PM to 9:00 PM. A motion was offered by Frank Biddle III and seconded by Tom Ward, granting Mr. Gravatt's request. Motion passed.

With no further business to come before the Board, the meeting was adjourned at 9:35 PM.