

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

December 2, 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 Chairman Harry Carter, at 8:00 PM.

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

A motion was made by Bob Tice and seconded by George Patten; to approve the minutes of the last meeting held on November 4, 2019, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3331	A11-2	Alconic, LLC	150.00
3332	A12-2	Glatfelter Specialty Benefits	17,034.00
3333	A12-3	Absolute Fire Protection Company, Inc.	12,751.82
3334	A12-3	Continental Fire & Safety	232.42
3335	A12-3	G & L Lawn Service, Inc.	203.00
3336	A12-4	Robert A. Hulsart & Co.	2,000.00
3337	A12-4	NetLink	199.00
3338	A12-6	Tim McKay	150.00
3339	A12-6	Stephen Smith	150.00
3340	A12-6	J. Swanton Fuel Oil Co.	1,240.25
3341	A12-8	Mike Banasz	270.00
3342	A12-8	JCP&L	1,178.61
3343	A12-8	Tim McKay	270.00
3344	A12-8	N. J. American Water	154.32
3345	A12-8	N. J. Natural Gas	1,702.40
3346	A12-8	Greg Player	270.00
3347	A12-8	Dan Roth	270.00
3348	A12-8	Robert Tice	270.00
3349	A12-8	Verizon	1,113.38
3350	A12-8	Verizon Wireless	576.47
3351	A12-9	N. J. American Water	8,205.12

3352	A12-9	N. J. American Water	7,038.00
3353	A12-10	Mike Banasz	700.00
3354	A12-10	Frank E. Biddle III	1,375.00
3355	A12-10	Freehold Cartage, Inc.	131.28
3356	A12-10	William Goffe	290.00
3357	A12-10	Sakoutis Brothers Disposal	89.60
3358	A9-1	Mike Whitehill	250.00
3359	A12-3	Fail Safe Testing	3,457.30
3360	A12-4	Allegiant Wireless, LLC	5,100.00
Electronic	A9-1	Payroll by Paychex (for December 2019)	3,263.16
Electronic	A9-1	Tax Pay by Paychex (for December 2019)	665.10
Electronic	A9-1	Paychex Fees (deducted 12-10-19)	147.58
Electronic	A9-1	December 2019 PERS/DCRP Payment	180.44
			\$71,078.25

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	yes
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 2019 Fire Hose Test Reports from Fail Safe Testing. We received a check, from Verizon, as a refund for account #0370001. The check, in the amount of \$17.50, was received and deposited on November 30, 2019. We received another check, from the Township of Howell, as payment number four of our 2019 Fire Taxes. The check, in the amount of \$343,750.00, was received and deposited on November 29, 2019.

We received a statement, from Lester Glenn Auto Group, indicating that they are still charging us for the repair of two Freehold Township Chief's Vehicles for services. Frank has communicated with Lester Glenn several times and they said it should be corrected by December 2019. We received a communication from ECOLAB, stating that we shorted them on our latest payment. George sent them a fax explaining that we do not pay sales tax, which is the amount that we deducted from the last payment. We received a statement, from the State of New Jersey Motor Vehicle Services, for all abstract retrievals completed in October 2019.

We received a Notice of Violation, from the Howell Township Fire Bureau, for the lack of a CO Detector in the main hallway of the Route 33 Fire Station. Frank said that he will take care of this during the week. We received a Loss Prevention Report, from the Hartford Steam Boiler Inspection and Insurance Company, for the inspection of the Boiler at the Route 33 Fire Station. We received an email, from the New Jersey Department of Community Affairs, stating that our Introduced 2020 Fire District Budget was approved. The email also said that we could proceed with the Adoption.

Legal

Joe said that it was time to open the Public Hearing of the 2020 Howell Township Fire District #2 Budget. Joe read the Formal Resolution from the State Approved 2020 Fire District Budget as follows.

Total Budget	\$1,628,200.00
Less from Capital Reserve	-\$170,000.00
Less from Surplus	-\$358,200.00
Amount to be raised by Taxation	\$1,100,000.00
With a Tax Rate of \$0.045	

Chairman Carter asked the Public for comment three times with no answer. The Public Hearing was closed with no comment. After a short discussion, a resolution was offered by George Patten and seconded by Doug Howlett, Adopting the 2020 Fire District Budget as read. A roll call vote was taken.

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

Joe read a resolution Instructing Investors Bank to Delete Thomas P. Ward as an Account Signatory and Adding Robert P. Tice as an Account Signatory to all Fire District Accounts. This resolution was something that Investors Bank required. The resolution was offered by Frank Biddle III and seconded by Bob Tice. A roll call vote was taken.

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

Joe read another resolution Declaring Certain SCBA Equipment Excess Property and Authorizing Its Conveyance to Jackson Township Fire Company Number 3. This resolution was offered by Bob Tice and seconded by Doug Howlett. A roll call vote was taken.

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

Joe went over everything for the upcoming February 15, 2020 Fire District Election. Joe said that any petitions for the one seat should be turned into the Clerk by January 15, 2020. George Patten will be running for another three year term.

Chief's Report

Chief Michael Whitehill gave his incident report for the month of November, 2019. Chief Whitehill said that quite a bit of Fire Hose failed the Annual Hose Test. He said that he is still waiting on prices from two companies. The Chief would like to order the replacement hose before the end of the year. He asked for permission to order the replacement hose from the lowest bidder. After some discussion, a resolution was offered by Frank Biddle III and seconded by Harry Carter, to purchase the replacement hose from the lowest bidder with a total not to exceed \$15,000.00. A roll call vote was taken.

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

Second Assistant Chief Dan Roth told the Board that several pieces of Fire Fighting Gear were reported as lost during shipment from Minerva Cleaners back to us. As of now Minerva is taking responsibility for the missing gear. They are working on a replacement cost for most of the gear. One piece of gear was getting close to ten years, so they are considering paying about 50% of that one. Chief Roth will be in touch with all parties involved. Chief Roth also asked to purchase three G1 Pager Chargers, from M & W Communications, for \$63.60 each and several spare batteries. A resolution was offered by Bob Tice and seconded by George Patten, approving this purchase from M & W Communications. A roll call vote was taken.

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

First Assistant Chief Greg Player asked about mutual aid agreements by Fire Company. Joe said that these agreements are not required. Chief Player also spoke about issues with the Howell PD Dispatch System. A long discussion followed.

Bob Tice went over the Radio Study that is being worked on by Allegiant Wireless. Bob said that the study is about 65% completed. Bob also told the Board that the next Junior meeting will be January 11, 2020.

Committees

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

1) 2-90 came back from Absolute Fire Protection, but needs a track replaced for the hydraulic hoses that control the right front outrigger. They have ordered the parts needed and will come to our Fire Station to complete the job.

2) UL was called to get a date for the retest of 2-90. They are very busy and will schedule us as soon as they can.

3) Pump tests are scheduled for December 3, 2019 with Fire One.

4) 2-78 is scheduled to go to Defender Emergency Products on December 9, 2019 for the remainder of the repairs which includes a complete brake job. Defender will pick up and deliver the truck.

5) 2-67's vehicle had another no start issue. Mike and Frank determined that the engine was not getting any fuel. Freehold Towing delivered the 2011 Suburban to Lester Glenn Chevrolet on December 2, 2019 for repair.

6) 2-75 was left unplugged after working at a structure fire on November 27, 2019. We did not realize it for several days and the truck was dead on November 30, 2019. The onboard battery charger was able to recharge the batteries and the truck was back in service the following day.

7) Continental Fire & Safety was called again for an issue with the Breathing Air Compressor at the Route 524 Fire Station.

8) We have set up a new Fuel Supply Contract with J. Swanton Fuel Oil Company. Pedroni Fuel Company lost the State Contract and could no longer supply us with fuel.

New Business

George said that he spoke with J. Swanton Fuel Oil Company about supplying our Gasoline and Diesel Fuel. He said that J. Swanton has already started delivering our fuel. A resolution was offered by Harry Carter and seconded by Doug Howlett, declaring J. Swanton Fuel Oil Company as our fuel supplier for the foreseeable future. A roll call vote was taken.

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

Frank said that we received a quote, from Clean Air Company, for the care and maintenance of the Vehicle Exhaust Systems at both of our Fire Stations. The cost of this PMP Contract would be \$984.00. A resolution was offered by Doug Howlett and seconded by Bob Tice, to enter into this contract with Clean Air. A roll call vote was taken.

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

A discussion was had about Allegiant Wireless and if they turn in a bill before the next meeting. We would like to use funds from the 2019 Fire District Budget if we can. A resolution was offered by George Patten and seconded by Harry Carter, to pay any Allegiant Wireless invoices received and add them to this evenings Vouchers. A roll call vote was taken.

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

George said that with us not knowing how much the Allegiant Wireless invoices will be, we should move some funds to cover them. George said that if the invoices should add up to the total contract, we would need another \$24,000.00 to cover them. George also said that we have enough money in maintenance to do this. After some discussion, a resolution was offered by Frank Biddle III and seconded by George Patten, to transfer \$24,000.00 from A12-3 to A12-4. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:29PM.