

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

February 3, 2014

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 8:05 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, Thomas Ward, and Doug Howlett present. 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 January 6, 2014, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1170	E7	VALIC (LOSAP) Voucher 1170 is being paid with funds from the 2013 Budget	62,776.00
1171	A11-1	Monmouth County Treasurer	74.50
1172	A11-2	Shore Business Solutions	200.00
1173	A12-1	Asbury Park Press	75.50
1174	A12-3	Allied Diesel Service Corp.	760.55
1175	A12-3	A. R. Communications	55.00
1176	A12-3	Best Electric Motor Co.	461.24
1177	A12-3	Brannings Freehold Auto Body	3,792.50
1178	A12-3	Brice's Auto Supply, Inc.	267.40
1179	A12-3	Clean Air Company, Inc.	77.20
1180	A12-3	Cooper Electric Supply Co.	609.02
1181	A12-3	Defender Emergency Products	191.82
1182	A12-3	Fire Fighters Equipment Company, Inc.	70.66
1183	A12-3	Freehold Ford	3,848.55
1184	A12-3	Graga Construction	630.64
1185	A12-3	Grainger	245.62
1186	A12-3	Precision Art, Ltd.	268.00
1187	A12-3	TASC Fire Apparatus, Inc.	176.27
1188	A12-4	NetLink	199.00
1189	A12-6	Pedroni Fuel Co.	1,762.28

1190	A12-7	Penn Well – FDIC 2014	4,700.00
1191	A12-8	JCP&L	1,566.01
1192	A12-8	N. J. American Water	142.90
1193	A12-8	N. J. Natural Gas	3,277.86
1194	A12-8	Verizon	372.22
1195	A12-8	Verizon Communications	61.98
1196	A12-8	Verizon Wireless	613.79
1197	A12-9	N. J. American Water	6,670.80
1198	A12-9	N. J. American Water	6,456.45
1199	A12-10	Freehold Cartage, Inc.	118.90
1200	A12-10	Jersey Coast Fire Equipment, Inc.	824.00
1201	A12-10	Sakoutis Brothers Disposal	75.00
1202	A12-13	AAA Emergency Supply Company, Inc.	1,980.00
Electronic	A9-1	Payroll by Paychex (for 01-31-14)	2,875.78
Electronic	A9-1	Tax Pay by Paychex (for 01-31-14)	579.71
Electronic	A9-1	Paychex Fees (deducted 02- -14)	226.95
Electronic	A9-1	January 2014 N. J. Pension Payment	193.86
		2013 Total	\$62,776.00
		2014 Total	\$44,501.96
		Grand Total	\$107,277.96

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
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 service report, from Continental Fire and Safety, for the service to our breathing air compressor at the Route 524 Fire Station. We received an e-mail from the DCA, stating that the LOSAP approved annual CPI adjustment for 2014 is 1.8%. This information was included with Local Finance Notice 2014-01. We received the 2013 yearly report from the Howell Township Fire Bureau. We received a fire alarm inspection service report, from Complete Security Systems, for the inspection of our fire alarm system at the Route 33 Fire Station. This service was completed on January 31, 2014.

We received a statement, from the New Jersey Motor Vehicle Services, for all abstract look ups completed in December 2013. We received the minutes from the last New Jersey State Association of Fire District meeting, which was held on December 7, 2013 at the Monmouth Junction Fire House. The next meeting will be on March 1, 2014 at our Route 33 Fire Station. We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Notice of Budget Adoption and Annual Referendum. We received a check, from VFIS, for the repair of our 2011 Chief's Command Vehicle. This vehicle was in an accident with a deer during a response to a call. The check, in the amount of \$3,680.04, was received and deposited on January 17, 2014.

Legal

There will not be a legal report tonight, due to Mr. Youssouf's absence.

Chief's Report

Chief Bob Tice gave his incident report for the month of January, 2014. Chief Tice stated that he is going to relocate the Tanker, 19-2-96, to the Route 33 Fire Station by the end of February. The Chief asked if the long range meetings could be scheduled for the last month in each quarter. The Board agreed with the Chief and will schedule the long range meetings for 7:00 PM on the date of the March, June, September and December meetings. The Chief would like to purchase some soap for the gear wash machine from Ecolab for \$278.56. This new soap should fix all the problems that we have been having with the gear wash machine. A resolution was offered by Doug Howlett and seconded by Tom Ward, to make this purchase from Ecolab. A roll call vote was taken.

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

Committees

Frank gave a report on the Executive Board meeting, which was held on January 23, 2014. Frank also gave a report on the trucks as follows,

1) The Air Compressor at the Route 33 Fire Station failed and Frank ended up calling Graga Construction to repair. They should be finished with the repairs this week.

2) We should think about getting a service contract with Graga Construction for the upkeep of the Compressor.

3) 19-2-88 had some transmission issues after the last snow storm and Freehold Ford installed a new transmission. The truck was back in service on January 31, 2014.

4) Frank and Art replaced the rear brakes and rotors on Chief Tice's 2009 Command Vehicle.

5) 19-2-96 hit a deer on the way back from a fire call to Millstone. No visible damage could be found.

6) Chief Banasz hit a deer on the same call while responding. The damage to his vehicle was extensive. We contacted VFIS and the repairs are almost complete.

7) Frank repaired the exhaust system drop for 19-2-78 at the Route 524 Fire Station.

8) The new suction hose for 19-2-96 has come in.

New Business

George said that the approved annual increase for LOSAP brings the total for each Firefighter up to \$1,652.00. A resolution was offered by Harry Carter and seconded by Frank Biddle, to increase the LOSAP contributions by the State Approved 1.8%, for a total of \$1,652.00 for each qualified Firefighter. 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 Shore Business Solutions, for the new copier in the Chief's Office at the Route 524 Fire Station. The cost for this contract would be \$200.00, and would run for one year. A resolution was offered by George Patten and seconded by Tom Ward, to enter into this contract with Shore Business Solutions. 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 G & L Lawn Service, for the maintenance of the property at the Route 33 Fire Station. Doug said that we have been very happy with the work that G & L has done for us in the past. A resolution was offered by Harry Carter and seconded by Tom Ward, to enter into this contract with G & L Lawn Service. 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 we are running out of envelopes. George said that we have always purchased them from Farmingdale Printers. A resolution was offered by Tom Ward and seconded by Doug Howlett, to purchase 1,000 envelopes from Farmingdale Printers. 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 some supplies from E. J. Schuster's. A resolution was offered by Tom Ward and seconded by Harry Carter, to purchase the needed supplies from E. J. Schuster's. A roll call vote was taken.

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

Tom said that he looked over the salt spreader at the Route 524 Fire Station and that it is in good running condition.

With no further business to come before the Board, the meeting was adjourned at 9:06 PM.