

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

January 5, 2009

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 8:08 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 December 1, 2008, motion carried. The minutes for the Special Meeting, held on December 1, 2008 at 7:30 PM, were also approved.

The following Vouchers have been submitted for payment.

| <b>VOUCHE</b> | <b>LINE #</b> | <b>VENDOR</b>                          | <b>AMOUNT</b> |
|---------------|---------------|--|---------------|
| 2414          | A11-2         | Hi-Def                                 | 200.00        |
| 2415          | A12-1         | Asbury Park Press                      | 67.94         |
| 2416          | A12-2         | VFIS                                   | 1,362.85      |
| 2417          | A12-3         | Absolute Fire Protection Company, Inc. | 195.30        |
| 2418          | A12-3         | Allied Diesel Service                  | 2,070.86      |
| 2419          | A12-3         | All Hands Fire Equipment, LLC          | 1,539.00      |
| 2420          | A12-3         | A. R. Communications                   | 107.75        |
| 2421          | A12-3         | Big Bill's Welding, LLC                | 1,800.00      |
| 2422          | A12-3         | Brice's Auto Supply, Inc.              | 1,228.35      |
| 2423          | A12-3         | Fire Fighters Equipment Co.            | 185.40        |
| 2424          | A12-3         | Fire Fighters Equipment Co.            | 2,279.20      |
| 2425          | A12-3         | Front End Shop, Inc.                   | 94.85         |
| 2426          | A12-3         | General Highway Products, Inc.         | 750.00        |
| 2427          | A12-3         | G & L Lawn Service, Inc.               | 325.00        |
| 2428          | A12-3         | J. Ford Electric                       | 7,698.79      |
| 2429          | A12-3         | Jiffy Lube # 2912                      | 73.98         |
| 2430          | A12-3         | Tasc Fire Apparatus, Inc.              | 1,336.76      |
| 2431          | A12-4         | CNP Fit testing of New Jersey          | 1,312.50      |
| 2432          | A12-4         | McManimon & Scotland, LLC              | 250.00        |
| 2433          | A12-4         | Jack A. Purvis, AIA                    | 893.70        |

|            |        |  |              |
|------------|--------|--|--------------|
| 2434       | A12-6  | Pedroni Fuel Co.                       | 2,474.11     |
| 2435       | A12-7  | 2009 FDIC                              | 3,380.00     |
| 2436       | A12-7  | Bob Tice                               | 1,168.00     |
| 2437       | A12-8  | JCP&L                                  | 839.57       |
| 2438       | A12-8  | N. J. Natural Gas                      | 2,048.92     |
| 2439       | A12-8  | Nextel Communications                  | 581.94       |
| 2440       | A12-8  | Verizon                                | 239.77       |
| 2441       | A12-9  | N. J. American Water Co.               | 4,589.33     |
| 2442       | A12-10 | Complete Security Systems, Inc.        | 242.50       |
| 2443       | A12-10 | Emanon Consulting, LLC                 | 285.00       |
| 2444       | A12-10 | EMR Power Systems, LLC                 | 346.50       |
| 2445       | A12-10 | Freehold Cartage, Inc.                 | 84.45        |
| 2446       | A12-10 | Sakoutis Brothers Disposal             | 75.00        |
| 2447       | A12-13 | American Uniform & Supply Co.          | 2,042.00     |
| 2448       | A12-13 | Advanced Air Systems, LLC              | 9,885.00     |
| 2449       | A12-13 | Fire Fighters Equipment Co.            | 11,059.12    |
| 2450       | A12-13 | New Jersey Emergency Vehicles          | 19,236.50    |
| 2451       | A12-13 | Stan Engraving                         | 196.50       |
| 2452       | A12-13 | Total Fire Group                       | 21,994.06    |
| 2453       | A12-3  | New Jersey Emergency Vehicles          | 8,543.10     |
| 2454       | A11-2  | New Jersey Motor Vehicle Commission    | 150.00       |
| Electronic | A9-1   | Payroll by Paychex ( for 12/31/08 )    | 2,803.31     |
| Electronic | A9-1   | Tax Pay by Paychex ( for 12/31/08 )    | 563.45       |
| Electronic | A9-1   | Paychex Fees ( deducted 01/12/09 )     | 96.74        |
| Electronic | A9-1   | December 2008 N. J. Pension Payment    | 147.50       |
|            |        | Sub Total                              | \$116,844.60 |
|            |        | The following is from the Construction |              |
| 5611       | E-9    | Motorola                               | 20,032.89    |
|            |        | Total all                              | \$136,877.49 |

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 letter from VFIS in regards to our Commercial Package Policy. This letter states that they are adding content coverage and amending premise 4-1 from builders risk to Fire Station, effective 12/03/08. This change generates an additional premium of \$610.46. We also received an endorsement to our Commercial Automobile Policy, which added the new 2009 Chief's Vehicle. This endorsement will generate an additional \$752.39 to our policy. We received a communication from the Township of Howell, stating that we have been denied our Land Use Application for the Radio Tower at the New Fire Station. All paperwork received from the Township was turned over to Joe Youssouf. We received a new Business Registration Certificate for CNP Fit Testing of New Jersey, LLC. We received an accounting of our escrow account for the month of October, 2008, from the Township of Howell. We received a letter from N. J. Gannett Media Group which included a list of all e-mail addresses for placements of legal notices. This list included The Asbury Park Press, The Home News Tribune, The Courier News and The Daily Record. We also received an Affidavit of Publication from the Asbury Park Press for the advertising of tonight's Budget Hearing.

We received a service report from Continental Fire and Safety for work completed on our breathing air compressor on December 12, 2008. They also took an air sample at that time. We received a copy of a service report from Absolute Fire Protection for work performed on 19-2-90 on December 4, 2008. We received our 4<sup>th</sup> payment from the Township of Howell for the 2008 fire taxes. This check, in the amount of \$455,000.00, was received and deposited on December 2, 2008. We received Holiday Greetings from, Fail Safe Fire Hose Testing, E. J. Schuster's, BurMarc Construction Group, VFIS, Sakoutis Brothers Disposal, Robert A. Hulsart & Company, Safe-T, and Tasc Fire Apparatus. We received information from J. Ford Electric, which included an invoice and the intersection sketches for installation of the OPTICOM at the 2 new sites. We received a Certificate of Inspection for the boiler at the New Fire Station. This Certificate must be posted in the boiler room and the boiler must be inspected annually.

## **Legal**

Joe opened the Public Hearing for the 2009 Fire District Budget. Joe read over the proposed 2009 Budget line by line. When Joe was finished, Chairman Carter asked the public if they had any comment. Chairman Carter asked this 3 times with no response from the Public. A motion was made to close the Public Hearing by Harry Carter and seconded by Tom Ward. Motion passed. A resolution was offered by Harry Carter and seconded by Frank Biddle, adopting the 2009 Budget as read. A roll call vote was taken.

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

Joe told the Board that the last day to file a petition for the position of Commissioner is January 23, 2009. Frank will call Joe and let him know the names of those that turn in a petition by the end of the day on the 23<sup>rd</sup>.

Joe also reminded the Board that the election will be on February 21, 2009 from 2:00 PM to 9:00 PM. Joe reminded Frank that he needs to pick up the keys for the voting machine and the voter registration lists from the County Office by 4:30 PM on Friday February 20, 2009.

### **Chief's Report**

Chief Wayne Gravatt gave his monthly report for December, 2008, and also his yearly report for 2008. A lot of discussion was had on the New Fire Station and how things will work with having 2 Fire Stations. Wayne said that both 19-2-74 and 19-2-75 are at the New Fire Station and are responding from that location. As we see how things are working the Chiefs might change a few things from time to time. The Chiefs would like to purchase 20 of the 30 minute SCBA bottles and 11 of the 60 minute SCBA bottles. This would complete the replacement of all SCBA bottles that have reached the end of their dated life. The total for this purchase would be \$17,436.75 and would be given to Advanced Air Systems in Atlantic Highlands. A resolution was offered by Frank Biddle and seconded by Tom Ward, granting the Chiefs request. A roll call vote was taken.

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

### **Committees**

Tom gave a report on the Executive Board meeting from December 11, 2008. Frank gave a report on the trucks, stating that all apparatus is working at this time. Frank also said that he has hooked up air pressure regulators on the air lines that supply truck air to the engines at the New Fire Station. The compressor at the New Fire Station is working very well with keeping the air built up in trucks tanks.

### **New Business**

Frank asked Joe about a temporary Budget for the first 2 months of 2009. Joe said that a temporary Budget would be 14% of the operating Budget from 2008. Joe calculated that this would be \$141,900.00. A resolution was offered by Doug Howlett and seconded by Tom Ward, adopting a temporary Budget of \$141,900.00 to carry us to the March 2009 meeting. 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 he has received a letter stating that we owe \$150.00 for administrative fees to the New Jersey Motor Vehicle Commission. This fee is an annual payment which lets the Board complete online driver's license history reports. This fee needs to be added to tonight's bills to keep our on-line connection. A resolution was offered by Tom Ward and seconded by Doug Howlett to add this \$150.00 to tonight's bills. 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 contract from Continental Fire and Safety for our air system. This contract would run from January 1, 2009 thru December 31, 2009 and would include 2 service calls. The cost for this contract is \$1,650.00. A resolution was offered by Tom Ward and seconded by Harry Carter, to enter into this contract with Continental Fire and 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 Quotation letter from Underwriters Laboratories for the annual aerial ladder testing and also the annual ground ladder testing. Frank stated that we need to set this up as soon as possible so we can meet our annual requirements. A resolution was offered by Tom Ward and seconded by Doug Howlett, to contract with Underwriters Laboratories for this annual testing. 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 has received a price from Freehold Cartage for a 4 yard dumpster to be picked up once a week at the Route 524 Fire Station. The 2 yard dumpster, which we currently have, is too small for this location. The price for the 4 yard dumpster would be \$115.00 a month. A resolution was offered by Doug Howlett and seconded by Harry Carter, to get the 4 yard dumpster from Freehold Cartage. A roll call vote was taken.

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

George asked Joe to prepare a contract resolution with the Fire Company. The old agreement has been changed a few times and should be renewed. Joe stated that he will have this completed for our next meeting.

Bill Goffe turned in the LOSAP report for 2008. 52 members have met the LOSAP requirements for 2008. Frank said that he has received a Local Finance Notice from the State of New Jersey, which states that the 2008 LOSAP annual award increase is 3.7%, with a maximum award of \$1,516.00 for programs in effect since 1999. George said that we should put the maximum allowed for each member. A resolution was offered by Frank Biddle and seconded by Harry Carter, to put the maximum allowed in each members account. 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 need to purchase a flag and stand for the New Fire Station, before we can have a meeting there. He stated that E. J. Schuster's has the items we need in their catalog. A resolution was offered by Harry Carter and seconded by Tom Ward, to allow George to purchase a flag and stand 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 |

George said that the Verizon TV service which we currently have at the New Fire Station is limited. He would like to upgrade the TV service to one that would meet our needs better than the basic service we have. George said that the cost for a better service would be around \$70.00 per month. A resolution was offered by Frank Biddle and seconded by Doug Howlett, to allow George to sign up for a better TV service with Verizon. A roll call vote was taken.

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

Chris Pujat asked the Board to purchase some spare OPTICOM parts to keep in stock. The cost for the parts we should have would be around \$1,000.00. A resolution was offered by Tom Ward and seconded by George Patten, to allow Chris to purchase the parts we need from General Highway Products. A roll call vote was taken.

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

Chris also asked if the Board would like to move the window panels of the rear garage doors at the New Fire Station down one section from where they are currently. Frank said that this would be a good idea because you can not see out the rear doors at this time. Chris said that a company from Ocean would do both the doors for \$250.00. A resolution was offered by Tom Ward and seconded by Harry Carter, to have the garage doors reconfigured. A roll call vote was taken.

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

Frank stated that we need to purchase a step ladder for the New Fire Station. He has been looking around and can purchase a 12 foot step ladder from Grainger's for less than \$500.00. A resolution was offered by Harry Carter and seconded by Tom Ward, to allow Frank to purchase this ladder from Grainger's. A roll call vote was taken.

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

Chief Wayne Gravatt said that he is having a lot of problems with his cell phone. The battery does not keep a charge and some of the buttons do not work anymore. A resolution was offered by Frank Biddle and seconded by Harry Carter, allowing George to order anew phone for Wayne. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:45 PM.