

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

July 1, 2013

**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 George Patten, Frank Biddle, III, Harry Carter, Tom 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 George Patten and seconded by Tom Ward; to approve the minutes of the last meeting, with one correction, held on June 3, 2013, motion carried.

The following Vouchers have been submitted for payment.

| <b>VOUCHER</b> | <b>LINE #</b> | <b>VENDOR</b>                         | <b>AMOUNT</b> |
|----------------|---------------|---------------------------------------|---------------|
| 4052           | A12-1         | Asbury Park Press                     | 417.50        |
| 4053           | A12-3         | Brice's Auto Supply, Inc.             | 137.52        |
| 4054           | A12-3         | Fire Fighters Equipment Company, Inc. | 270.00        |
| 4055           | A12-3         | G & L Lawn Service, Inc.              | 1,740.00      |
| 4056           | A12-3         | Team Life, Inc.                       | 701.00        |
| 4057           | A12-4         | NetLink                               | 199.00        |
| 4058           | A12-6         | Pedroni Fuel Company                  | 1,930.37      |
| 4059           | A12-6         | Howell Township Public Works          | 46.17         |
| 4060           | A12-8         | JCP&L                                 | 1,594.20      |
| 4061           | A12-8         | N. J. American Water                  | 153.35        |
| 4062           | A12-8         | N. J. Natural Gas                     | 191.46        |
| 4063           | A12-8         | Verizon                               | 361.43        |
| 4064           | A12-8         | Verizon Communications                | 61.98         |
| 4065           | A12-8         | Verizon Wireless                      | 730.16        |
| 4066           | A12-9         | N. J. American Water                  | 6,670.80      |
| 4067           | A12-9         | N. J. American Water                  | 6,143.41      |
| 4068           | A12-10        | Complete Security Systems, Inc.       | 525.00        |
| 4069           | A12-10        | Freehold Cartage, Inc.                | 118.90        |
| 4070           | A12-10        | Jersey Coast Fire Equipment, Inc.     | 99.00         |
| 4071           | A12-10        | Sakoutis Brothers Disposal            | 75.00         |
| 4072           | A12-13        | All Hands Fire Equipment, LLC.        | 2,725.18      |

|            |        |                                     |             |
|------------|--------|-------------------------------------|-------------|
| 4073       | A12-13 | Evac System Sales                   | 539.07      |
| 4074       | A12-3  | MyFleetCenter.com                   | 62.97       |
| 4075       | A12-2  | ACE USA                             | 742.62      |
| Electronic | A9-1   | Payroll by Paychex ( for 06-30-13 ) | 2,876.81    |
| Electronic | A9-1   | Tax Pay by Paychex ( for 06-30-13 ) | 582.46      |
| Electronic | A9-1   | Paychex Fee ( deducted 07-10-13 )   | 115.95      |
| Electronic | A9-1   | June 2013 N. J. Pension Payment     | 190.08      |
| Electronic | A11-2  | Sun Bank Service Charges            | 96.02       |
| Total      |        |                                     | \$30,097.41 |

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    | yes |
| Frank Biddle III | yes |
| Tom 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 communication, from VFIS, stating that they are transitioning our Group Term Life to Combined Insurance Company of America. George filled out all the necessary paperwork and returned it to VFIS. We received a letter from VALIC, which included a new mailing address for them. We received an Affidavit of Publication, from the Asbury Park Press, for the publication of our Audit report for the year ended December 31, 2012. We received our Radio Station Authorization from the Federal Communications Commission. The original copy was posted in the Route 524 Fire Station Radio Room.

### **Legal**

Joe handed out the Annual Audit Review Group Affidavit for all Commissioners to sign. Two copies were given back to Joe and the Clerk kept two copies to file. Joe gave a short report on the Joint Board Resolution, which is in the design stage.

### **Chief's Report**

Chief Brian Prochnow gave his incident report for the month of June, 2013. The Chief's did not wish to purchase anything this month.

### **Committees**

Frank gave a report on the Executive Board meeting, which was held on June 27, 2013. Frank also gave a report on the trucks as follows.

- 1) #1 discharge on 19-2-96 has a bad leak. This will be temporarily repaired on July 3, 2013.
- 2) We received four prices on the service and repair of 19-2-90. They are listed below.

- A) First Priority \$2,770.00
- B) Absolute Fire and Protection Company \$2,985.00
- C) New Jersey Emergency Vehicles \$3,530.00
- D) Defender Emergency \$3,576.00

Frank said that the two lowest prices are within \$215.00 and that Absolute is an authorized E-One repair Facility. A resolution was offered by George Patten, and seconded by Tom Ward, to send 19-2-90 to Absolute for the service and repairs. A roll call vote was taken.

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

### **Old Business**

Harry said that he has been looking into adding some things to our Annual Firefighter Physicals. Harry said that he received a price of \$85.00 for a chest x-ray and is checking on a price for blood work. Questions came up of where the chest x-rays would be given and where the Firefighters would have to go for the bloodwork. Harry said that he would check on these questions and report back.

George said that N. J. American Water started charging us for four additional Fire Hydrants. Three of these new Fire Hydrants are located in the middle of nowhere in the Equestra Development. There is not any construction going on where these three Fire Hydrants are located. There is construction going on near the forth Fire Hydrant and George has contacted N. J. American Water to let them know that we will only pay for the one New Fire Hydrant.

George asked Frank if has heard anything about New Jersey Emergency Vehicles reimbursing us for the repairs to the AC system on 19-2-68's vehicle. Frank said that he had not heard anything yet and will check one more time.

### **New Business**

George said that Sun Bank has started charging a service fee each month. This month's charge was \$96.02. George said that he would like permission to look into Investors Bank for all of the Districts funds. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to add Investors Bank to our Official Depositories of the Fire Districts Funds. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:23 PM.