

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

June 6, 2011

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 and Thomas Ward present. Also in attendance was Joseph Youssof, Board Attorney.

A motion was made by George Patten and seconded by Tom Ward; to approve the minutes of the last meeting held on May 2, 2011, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3245	A9-1	Jason Howlett	250.00
3246	A12-1	Asbury Park Press	101.00
3247	A12-2	VFIS	16,946.88
3248	A12-3	Absolute Fire Protection Company, Inc.	8,966.96
3249	A12-3	A. R. Communications	225.60
3250	A12-3	Brice's Auto Supply, Inc.	809.76
3251	A12-3	Continental Fire & Safety, Inc.	445.30
3252	A12-3	G & L Lawn Service, Inc.	1,020.00
3253	A12-3	My Fleet Center. Com	36.88
3254	A12-3	Pine Belt	235.35
3255	A12-3	Team Life, Inc.	362.00
3256	A12-4	Family Practice of Central Jersey	130.00
3257	A12-4	Joseph D. Youssof, Esq.	6,969.00
3258	A12-6	Mike Banasz	150.00
3259	A12-6	Pedroni Fuel Co.	1,622.75
3260	A12-6	Mike Whitehill	150.00
3261	A12-7	ACS Firehouse Software	845.00
3262	A12-7	Cygnus Expositions	1,680.00
3263	A12-8	JCP&L	1,549.39
3264	A12-8	N. J. American Water	193.60
3265	A12-8	N. J. Natural Gas	121.53
3266	A12-8	Verizon	309.12

3267	A12-8	Verizon Communications	62.97
3268	A12-8	Verizon Wireless	532.30
3269	A12-9	N. J. American Water	6,605.01
3270	A12-9	N. J. American Water	5,694.78
3271	A12-10	Frank E. Biddle, III	1,375.00
3272	A12-10	Complete Security Systems, Inc.	345.00
3273	A12-10	Art Fariello	700.00
3274	A12-10	Freehold Cartage, Inc.	118.90
3275	A12-10	William Goffe	285.00
3276	A12-10	Jersey Coast Fire Equipment, Inc.	95.00
3277	A12-10	Sakoutis Brothers Disposal	75.00
3278	A12-13	East Coast Emergency Lighting, Inc.	3,526.38
3279	A12-13	ESS, Inc.	2,575.00
3280	A12-13	The Knox Co.	778.00
3281	A12-13	Motorola	3,173.80
3282	A11-2	Frank E. Biddle, III	74.89
3283	A12-3	ESI Equipment, Inc.	385.65
3284	A12-3	Township of Howell	250.00
3285	A12-2	Zurich	935.00
Electronic	A9-1	Payroll by Paychex ( for 05-31-11 )	2,966.88
Electronic	A9-1	Tax Pay by Paychex ( for 05-31-11 )	523.17
Electronic	A9-1	Paychex Fees ( deducted 06-10-11 )	106.65
Electronic	A9-1	May 2011 N. J. Pension Payment	159.30
		Total	\$74,463.80

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 George Patten, and a roll call vote was taken.

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

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 Loss Prevention Visit Confirmation and Recommendations Survey from Liberty Mutual. George filled this survey out and faxed it back to Liberty Mutual. We received an Affidavit of Publication from the Asbury Park Press, for the advertising of the Notice to Bidders for the purchase and installation of fitness equipment.

We received the minutes, from the N. J. State Association of Fire Districts, for the meeting held on March 5, 2011. We received two service check reports, from EMR Power Systems, for work completed on our two emergency generators.

### **Legal**

Joe read the resolution awarding a contract with Mall Chevrolet for the purchase of one new 2011 Chevrolet Suburban. There was one problem with the resolution and Joe will make the corrections for the July 2011 meeting. Joe read the Annual Audit Review Group Affidavit and had each Commissioner Sign four copies. George said that he would have Doug sign all copies and forward them to Joe.

Joe read all of the Bids received on May 31, 2011 for the purchase and installation of exercise equipment. The lowest bid was received from Fitness Lifestyles in Oakhurst, New Jersey. The total for the purchase and installation was \$19,801.00. A resolution was offered by George Patten and seconded by Tom Ward, to award a contract to Fitness Lifestyles for this equipment. A roll call vote was taken.

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

All of the Bidders only submitted a price for one bench to be included with the equipment. There was to be three benches included with the Bids. Fitness Lifestyles said that they would sell us two more benches at the same price as they bid for each bench. A resolution was offered by Harry Carter and seconded by Tom Ward, to purchase two additional benches from Fitness Lifestyles. A roll call vote was taken.

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

Joe read a letter from Michael D. Landis, claiming that his client, R. H. Summers Corp., has not been paid in full for the work they completed on our Route 33 Fire Station. They claim that they are owed \$7,504.69. Jack certified that BurMarc paid all sub Contractors on the job.

Joe said that there is talk in the State about all Local Government Bodies, including Fire Districts, having to establish a web site. Joe said that Peter Hall, from Manalapan Fire District # 2, would help anyone get started for a fee.

### **Chief's Report**

Chief Jason Howlett gave his incident report for the month of May, 2011. The Chief's would like to purchase the following items,

- 1) Five (5) Minitor Five Pagers for a total of \$2,575.00.

- 2) Twenty (20) Minitor Five Pager Batteries for a total of \$84.00.
- 3) ESI Advanced Extrication one day class for a total of \$1,850.00.

After some discussion, a resolution was offered by Harry Carter and seconded by Tom Ward, granting the Chief's purchase requests. A roll call vote was taken.

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

Chief Howlett asked about the classifications of the Firefighters after the physicals are completed on June 15, 2011. A very long discussion followed about both the physicals and the classifications.

Chief Bob Tice said that the Chief's are looking to purchase a large outdoor shed to store equipment and training props in. This shed could be placed on the grounds at the Route 33 Fire Station. Bob said that a local shed dealer would sell us a ten (10) by sixteen (16) shed for his cost, around \$1,000.00. Lots of discussion was had and the Chief's said that they would bring this back at the July, 2011 meeting. Some of the discussion included the old tractor garage at the Route 524 Fire Station.

Chris Pujat gave a report on the Flashing Light we are looking to install on Route 33. Chris said that we have to fill out a Right of Way permit and sent it in to the State along with a detailed drawing of the Flashing Light and all work to be performed. The application should cost around \$400.00. A resolution was offered by Harry Carter and seconded by Tom Ward, to fill out this permit and file it with the State. A roll call vote was taken.

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

Chris asked if the Board would accept his physical from work in lieu of getting another one here. The Board said that they would accept his physical from work.

Chief Brian Prochnow said that we are still having pager problems in and around the Route 9 area. Brian said that he will continue to notify Steve Garrity of these problems. Brian said that Steve has asked his radio guy to look into what can be done to repair the problem.

### **Committees**

Frank gave a report on the Executive Board meeting, which was held on May 26, 2011.

Frank also gave a report on the trucks as follows;

- 1) The new Chief's Suburban has been ordered at Mall Chevrolet.

- 2) The Ladder Truck is back from Absolute, but will have to go back to get completed.
- 3) The Rescue Truck had a fuel problem on Memorial Day and has been repaired at Allied Diesel.
- 4) 2-78 will be going out for service the week of June 13<sup>th</sup>. The repair list for 2-78 is fairly long.
- 5) Frank said that he would be away on vacation from June 11<sup>th</sup> to June 23<sup>rd</sup>.

Brian said that we have secured three rooms in Baltimore for July 20<sup>th</sup> thru July 22<sup>nd</sup>.

Brian also asked about the Fire Hydrant we asked to be reinstalled on Yellowbrook Road. George said that we needed to pay \$250.00 for a road opening permit with Howell Township. That fee was paid in tonight's bills and New Jersey American should be able to install that Fire Hydrant near #133 Yellowbrook Road soon.

### **Old Business**

George said that the Bond Company is still having problems with our payments. He called them again and hopes they straighten out the problem before our November, 2011 payment.

Harry said that we should advertise the sale of the old 19-2-75 with Firetec. They have a good sale rate and their fee is 10% of the sale price. A resolution was offered by George Patten and seconded by Tom Ward, to advertise the sale of the old 19-2-75 with Firetec. A roll call vote was taken.

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

### **New Business**

George told the Board that the insurance was due on our Fuel Tanks and we paid Zurich in tonight's bills. George said that the Construction Account has less than \$2,000.00 left in it. We should be done with this account and George would like to close it and move the monies to the General Fund. A motion was made by Frank Biddle and seconded by Tom Ward, to close the Construction Account and move the monies to the General Fund. Motion passed.

Tom said that the parking lot bumpers along the sidewalk in the rear parking lot of the Route 33 Fire Station are falling apart. Tom said that he would like to remove these bumpers on the sidewalk side only and not replace them. These bumpers are in the way during snow storms and the curb at the sidewalk should be all we need. A motion was made by Tom Ward and seconded by Harry Carter, to let Tom remove all the parking lot bumpers on the sidewalk side. Motion passed.

Brian said that we never received the First Aid Bag for the new 19-2-75. Brian would like to purchase one from Galls, for around \$225.00. A resolution was offered by Tom Ward and seconded by Frank Biddle, to purchase one First Aid Bag from Galls. A roll call vote was taken.

Harry Carter	yes
George Patten	yes

Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	absent

George said that the calculator that the Board has owned for years has stopped working. George would like permission to purchase a new calculator from E. J. Schuster's. A resolution was offered by Harry Carter and seconded by Frank Biddle, granting George's request. A roll call vote was taken.

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

George said that the annual Fire Alarm System inspection is scheduled at the Route 524 Fire Station for June 8, 2011.

Bill Goffe said that he might be able to help with the web site if we need it.

With no further business to come before the Board, the meeting was adjourned at 9:49 PM.