

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

June 4, 2012

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. 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 Tom Ward and seconded by Doug Howlett; to approve the minutes of the last meeting held on May 7, 2012, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
3634	A9-1	Brian Prochnow	250.00
3635	A11-2	Frank E. Biddle, III	256.79
3636	A11-2	Thomson West	28.00
3637	A12-2	Liberty Mutual Ins. Group	981.00
3638	A12-2	VFIS	19,831.68
3639	A12-2	Zurich	935.00
3640	A12-3	Big Bill's Welding, LLC	125.00
3641	A12-3	Brice's Auto Supply, Inc.	297.86
3642	A12-3	Cooper Electric Supply Co.	576.90
3643	A12-3	East Coast Emergency Lighting, Inc.	5,055.68
3644	A12-3	Electronic Measurement Laboratories, Inc.	142.00
3645	A12-3	G & L Lawn Service, Inc.	1,470.00
3646	A12-4	Centra State Medical Associates, PC	225.00
3647	A12-4	Net Link	374.99
3648	A12-6	Howell Township Public Works	85.48
3649	A12-6	Pedroni Fuel Co.	2,461.38
3650	A12-6	Greg Player	150.00
3651	A12-6	Mike Whitehill	150.00
3652	A12-7	ACS Firehouse Software	845.00
3653	A12-7	Cygnus Business Media	1,940.00
3654	A12-7	Drive To Survive	60.00

3655	A12-7	Shimon Miller	1,300.00
3656	A12-8	JCP&L	1,409.35
3657	A12-8	N. J. American Water	134.94
3658	A12-8	N. J. Natural Gas	550.00
3659	A12-8	N. J. Natural Gas	92.94
3660	A12-8	Verizon	326.59
3661	A12-8	Verizon Communications	59.98
3662	A12-8	Verizon Wireless	923.06
3663	A12-9	N. J. American Water	6,605.01
3664	A12-9	N. J. American Water	5,733.52
3665	A12-10	Adelphia Fire Co.	222.38
3666	A12-10	Frank E. Biddle, III	1,375.00
3667	A12-10	Complete Security Systems, Inc.	348.00
3668	A12-10	EMR Power Systems	210.00
3669	A12-10	Art Fariello	700.00
3670	A12-10	Freehold Cartage, Inc.	118.90
3671	A12-10	William Goffe	285.00
3672	A12-10	Jersey Coast Fire Equipment, Inc.	406.50
3673	A12-10	Sakoutis Brothers Disposal	75.00
3674	A12-13	Skylands Area Fire Equipment & Training	18,331.95
3675	A12-13	Tasc Fire Apparatus	1,084.62
Electronic	A9-1	Payroll by Paychex ( for 05-31-12 )	2,944.84
Electronic	A9-1	Tax Pay by Paychex ( for 05-31-12 )	518.21
Electronic	A9-1	Paychex Fees ( deducted 06-11-12 )	110.90
Electronic	A9-1	May 2012 N. J. Pension Payment	186.30
		Total	\$80,294.75

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 have received several e-mail communications from John Thompson at Campbell Supply. These are all in connection with the work that will be performed on 19-2-90.

We received a letter from the New Jersey State Office of Information Technology, reminding us about the deadline for Narrowbanding all of our radios. We received a report, from Underwriter's Laboratories, for the inspection of two additional ground ladders. Both ladders, from 19-2-90, passed the annual test. We received a copy of the police report from the accident which occurred in front of the Route 524 Fire Station. This accident cost the Board several thousand dollars. The Board is attempting to get the address of the Insurance Company in order to submit a bill. We received the minutes from the New Jersey State Association of Fire Districts meeting, which was held on March 3, 2012.

We received two Service Check reports, from EMR Power Systems, for work completed on our two Emergency Generators on May 16, 2012. We received a recall notice for our 2011 Chevy Suburban Chief's Car. Frank gave this recall to Chief Mike Banasz. We received a copy of the signed Application for New Gas Service, from N. J. Natural Gas, for the installation of a natural gas line to the Route 33 Fire Station. This work should only cost us the cost of the road opening permit, \$550.00, and the cost for opening a new account, \$15.00. We received a final audit for our Workers Compensation Policy, which expired on March 20, 2012. The results of this audit are a change in premium and surcharge of \$981.00. This was paid in tonight's bills. We received a communication from Verizon Wireless, stating that as per our request, that they have disconnected service to cell phone 732-904-2127. This was the cell phone assigned to truck 19-2-78. We received an inspection report, from Jersey Coast Fire Equipment Company, for the inspection of the Amerex Liquid System in the Morten Building at the Route 524 Fire Station.

### **Legal**

Joe read a resolution accepting the audit report for the year ended December 31, 2012. This resolution was offered by Harry Carter and seconded by George Patten. A roll call vote was taken.

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

Joe also passed out the Annual Audit Review Group Affidavit for the Board to sign. Each Commissioner and Joe signed the Group Affidavit.

### **Chief's Report**

Chief Bob Tice gave his incident report for the month of May, 2012. The chief's would like to purchase the following items.

- 1) All the new radio equipment needed to comply with the Narrowbanding regulation. From WPCS, on State Contract #A53766, for a total of \$53,507.23.
- 2) One Elkhart valved Siamese, 5" storz x (3) - 2-1/2" NST. From TASC for \$1,275.00.
- 3) One UPS for the radio room at the Route 524 Fire Station from E. J. Schuster's for \$179.95.

A resolution was offered by Frank Biddle and seconded by Tom Ward; to purchase the items the Chief's requested. 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 from the Executive Board meeting, which was held on May 24, 2012. Frank also gave a report on the trucks as follows.

- 1) Campbell Supply will be repairing 19-2-90 soon. They are waiting for some parts to come in before starting on it.
- 2) The two ground ladders that we forgot to test have been tested by Underwriter's.
- 3) The brush truck, 19-2-93, is at Big Bill's Welding for rust repair.
- 4) The new light bar has been installed on the 2004 Suburban.
- 5) The warning light upgrade has been completed on 19-2-90.
- 6) All the new insurance cards have been put in all vehicles.
- 7) Chief Tice's Suburban will be going for new tires soon.

Frank asked the Board if they want to install a new snow plow on the 2004 Suburban so that we could auction off the 1990 Suburban with the old plow. The Board said that they do not wish to take any action at this time. The Board said that they will probably keep the 1990 Suburban.

Doug said that the Cabin Restaurant would like to use our parking lot for overflow parking during a charity event. After some discussion, a motion was made by Harry Carter and seconded by Doug Howlett, granting the Cabin's request. Motion passed.

### **Old Business**

George said that we finally received the Boiler Inspection Certification from the State. George also said that we have reimbursed the Fire Company for the food they purchased during the August Hurricane. That money, which came to \$222.38, was part of monies we received from the State.

### **New Business**

Frank said that we received a report from Net Link on our computers. Net Link recommends the replacement of two Desktops and one Laptop. The Board said that will act on these recommendations at the next meeting.

At this time a resolution was offered by Harry Carter and seconded by Doug Howlett, to go into Executive Session to discuss the Fire Bureau's Non-Administrative Employee's Contract. A roll call vote was taken at 9:28 PM.

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

A resolution was offered by Harry Carter and seconded by Doug Howlett, to come out of Executive Session at 9:53 PM. 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 9:54 PM.