

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

March 2, 2015

**RE-ORGANIZATION 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 8:00 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.

The regular meeting agenda was changed due to the process of re-organization and the election.

**Legal**

Joe asked Frank to read the Election Results from the February 21, 2015 Fire District Election. Frank read the results as follows,

Walk in Voters	
Frank E. Biddle III	39 votes
Doug Howlett	31 votes
Budget Yes	38 votes
Budget No	6 votes
Absentee Voters	
Frank E. Biddle III	0 votes
Doug Howlett	0 votes
Budget Yes	0 votes
Budget No	0 votes
Total Election Results	
Frank E. Biddle III	39 votes
Doug Howlett	31 votes
Budget Yes	38 votes
Budget No	6 votes

As this being the reorganization meeting for the Board of Fire Commissioners, Howell Twp. Dist.2, Joe Youssouf, acting as Chairman Pro-Temp, conducted the swearing in of re-elected Commissioners Frank E. Biddle III and Doug Howlett. Joe said that it was time for the re-organization of the Board of Fire Commissioners of Howell District #2. A motion was made by George Patten and seconded by Doug Howlett, to retain all positions as last year. Motion passed. Following is a list of all positions.

Chairman – Harry Carter, Vice-Chairman – Thomas Ward, Treasurer – George Patten, Clerk/Secretary – Frank Biddle III, Assistant Clerk – Doug Howlett, Executive Board Representative – Frank Biddle III, Executive Board Alternate Representative – Thomas Ward.

Chairman Carter asked Joe to finish his Legal portion of the meeting at this time.

Mr. Youssouf passed out several resolutions for the Board to act on at this time. Joe read each resolution and the Board passed them as follows.

A resolution was offered by George Patten, seconded by Harry Carter, scheduling the meeting dates for the year 2015-2016 as follows: April 6, May 4, June 1, July 6, August 3, September 14, October 5, November 2, December 7, January 4, February 1, and March 7, 2016, which shall serve as the annual reorganization meeting of the Board. A roll call vote was taken.

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

A resolution was offered by Doug Howlett, seconded by George Patten, designating Investors Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2015. A roll call vote was taken.

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

A resolution was offered by Frank Biddle III, seconded by Harry Carter, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2015. A roll call vote was taken.

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

A resolution was offered by George Patten, seconded by Doug Howlett, appointing Robert A. Hulsart and Company, District Auditor for the year 2015. A roll call vote was taken.

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

A resolution was offered by Harry Carter, seconded by George Patten, appointing Joseph D. Youssouf Esq., Board Attorney for the year 2015. A roll call vote was taken.

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

Joe read a new Fire Protection Agreement between the Board of Fire Commissioners, Howell Township District #2 and the Howell Township Fire Company #1 (Adelphia Fire Company). A resolution was offered by George Patten and seconded by Doug Howlett, to enter into this agreement with the Howell Township Fire Company #1. A roll call vote was taken.

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

This concluded the Legal portion of tonight's meeting.

Chairman Carter returned to the regular meeting agenda at this time.

A motion was made by George Patten and seconded by Tom Ward; to approve the minutes of the last meeting held on February 2, 2015, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
1588	A11-1	Frank E. Biddle III	277.52
1589	A11-1	Jeffery Digraitis	200.00
1590	A11-1	Tom Hubert	200.00
1591	A11-1	Brian Prochnow	200.00
1592	A11-1	Roy Press, Inc.	452.25
1593	A12-2	Liberty Mutual Insurance Group	33,784.00
1594	A12-2	VFIS	311.77
1595	A12-3	Absolute Fire Protection Company	2,652.50
1596	A12-3	Allied Diesel Service	54.97

1597	A12-3	Brice's Auto Supply, Inc.	111.28
1598	A12-3	Cooper Electric Supply Co.	931.33
1599	A12-3	Edwards Tire Company, Inc.	950.64
1600	A12-3	Grainger	181.26
1601	A12-3	Hughes Environmental Services, Inc.	150.00
1602	A12-3	Minerva Cleaners	318.50
1603	A12-3	MyFleetCenter.com	40.48
1604	A12-4	NetLink	199.00
1605	A12-3	New Jersey Motor Vehicle Commission	60.00
1606	A12-6	Pedroni Fuel Co.	1,075.78
1607	A12-6	Howell Township, DPW	47.77
1608	A12-6	Twin Pond Farm	410.66
1609	A12-7	Bob Tice	3,109.20
1610	A12-8	JCP&L	1,392.95
1611	A12-8	N. J. American Water	188.08
1612	A12-8	N. J. Natural Gas	3,694.86
1613	A12-8	Verizon	378.09
1614	A12-8	Verizon Communications	61.98
1615	A12-8	Verizon Wireless	803.58
1616	A12-9	N. J. American Water	6,670.80
1617	A12-9	N. J. American Water	6,926.01
1618	A12-10	EMR Power Systems, LLC	670.35
1619	A12-10	Freehold Cartage, Inc.	118.90
1620	A12-10	Sakoutis Brothers Disposal	75.00
1621	A12-3	Bailey's Janitorial Services	75.00
Electronic	A9-1	Payroll by Paychex (for February 2015)	2,874.71
Electronic	A9-1	Tax Pay by Paychex (for February 2015)	577.00
Electronic	A9-1	Paychex Fees (deducted 03-10-15)	121.03
Electronic	A9-1	February 2015 N. J. Pension Payment	197.64
Total			\$70,544.89

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 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 fully executed Memorandum of Understanding, from the New Jersey Motor Vehicle Commission. This Memorandum allows access to certain records via the Online Access Program. This Memorandum must be renewed annually. We received two service reports, from EMR Power System, for the major services completed on our two Emergency Generators. We received a letter, from the Township of Howell, stating that we are due for our annual inspection of the Backflow Preventer at the Route 33 Fire Station. This inspection was completed on February 4, 2015. We received the minutes from the December 6, 2014 New Jersey State Association of Fire Districts meeting.

## **Chief's Report**

Chief Bob Tice gave his incident report for the month of February 2015.

## **Committees**

Frank gave a report on the Executive Board Meeting, which was held on February 26, 2015. Frank also gave a report on the trucks as follows.

- 1) 19-2-90 is back in service. The jack module was installed and is working fine.
- 2) 19-2-90 will be going up to Absolute on March 2, 2015 to have the hydraulic lines replaced that run along the frame rail. This will complete the items that Underwriters Laboratories flagged it for.
- 3) 19-2-78 has been having some charging issues and Defender ordered some parts to repair it.
- 4) Defender will also be working on 19-2-96 the week of March 2, 2015.
- 5) First Priority gave us a price to replace the two pump panel pull out steps on 19-2-78. The price would be \$2,650.00 to replace both steps.
- 6) We replaced the driver's side mirror on 19-2-76.
- 7) The New Chief's Vehicle came in on February 16, 2015. It was taken to Ken's Auto Body to have the top painted White before we take in to East Coast Emergency Lighting for the conversion.
- 8) Art took 19-2-96 to Edwards to have the front tires replaced.
- 9) 19-2-67 had his vehicle serviced at Jiffy Lube on February 7, 2015.

## **Old Business**

George said that we finally received the Budget from the State. It was received on February 20, 2015, the day before the election.

## **New Business**

George said that Complete Security Systems will be completing a fire alarm system check at the Route 33 Fire Station on March 5, 2015.

George said that he called Breeze Mechanical to repair the broken water pipe above the Radio Room at the Route 33 Fire Station. The pipe must have frozen and burst during the warm weather on February 21, 2015. Some of the damaged equipment included the radio console, a computer and the weather station equipment. The Insurance Company was notified and will be coming out to inspect the damage.

We received a quote, from Fail Safe Testing, for the annual testing of our Fire Hose. The quote is based on the total hose tested last year and is \$3,235.32. A resolution was offered by Tom Ward and seconded by Doug Howlett, to have Fail Safe Testing conduct 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

As reported back in Frank's truck report, First Priority will replace the two slide out steps on 19-2-78 for a total of \$2,650.00. A resolution was offered by Tom Ward and seconded by Doug Howlett, to have First Priority replace both steps. 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 9:04 PM.