

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

March 7, 2016

**REORGANIZATION 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 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 20, 2016 District Election. Frank read the results as follows,

| Walk in Voters               |          |
|------------------------------|----------|
| Harry R. Carter              | 39 votes |
| Thomas P. Ward               | 46 votes |
| Jeffery Digraitis (write-in) | 7 votes  |
| Budget Yes                   | 43 votes |
| Budget No                    | 8 votes  |
| Absentee Voters              |          |
| Harry R. Carter              | 2 votes  |
| Thomas P. Ward               | 2 votes  |
| Budget Yes                   | 1 vote   |
| Budget No                    | 1 vote   |
| Total Election Results       |          |
| Harry R. Carter              | 41 votes |
| Thomas P. Ward               | 48 votes |
| Jeffery Digraitis (write-in) | 7 votes  |
| Budget Yes                   | 44 votes |
| Budget No                    | 9 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 Harry R. Carter and Thomas P. Ward. 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 Doug Howlett and seconded by Tom Ward, to retain all positions as last year. Motion passed 3 to 1. 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 Doug Howlett, seconded by Tom Ward, scheduling the meeting dates for the year 2016-2017 as follows: April 4, May 2, June 6, July 11, August 1, September 12, October 3, November 7, December 5, January 2, February 6, and March 6, 2017, which shall serve as the annual reorganization meeting of the Board. A roll call vote was taken.

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

A resolution was offered by Tom Ward, seconded by Doug Howlett, designating Investors Bank and the Bank of America as the Official Depositories of the Fire Districts funds for the year 2016. A roll call vote was taken.

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

A resolution was offered by Tom Ward, seconded by Harry Carter, designating The Asbury Park Press and The News Transcript as the Official Newspapers of the Board for the year 2016. A roll call vote was taken.

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

A resolution was offered by Doug Howlett, seconded by Tom Ward, appointing Robert A. Hulsart and Company, District Auditor for the year 2016. A roll call vote was taken.

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

A resolution was offered by Harry Carter, seconded by Tom Ward, appointing Joseph D. Youssof Esq., Board Attorney for the year 2016. A roll call vote was taken.

|                  |        |
|------------------|--------|
| Harry Carter     | yes    |
| George Patten    | absent |
| 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 Doug Howlett and seconded by Tom Ward; to approve the minutes of the last meeting held on February 1, 2016, motion carried.

The following Vouchers have been submitted for payment.

| <b>VOUCHER</b> | <b>LINE #</b> | <b>VENDOR</b>                     | <b>AMOUNT</b> |
|----------------|---------------|-----------------------------------|---------------|
| 1950           | A11-1         | Frank E. Biddle III               | 343.55        |
| 1951           | A11-1         | Jeffrey Digraitis                 | 200.00        |
| 1952           | A11-1         | Tom Hubert                        | 200.00        |
| 1953           | A11-1         | Brian Prochnow                    | 200.00        |
| 1954           | A11-1         | Roy Press Printers                | 465.00        |
| 1955           | A11-2         | Frank E. Biddle III               | 42.79         |
| 1956           | A12-2         | Liberty Mutual Insurance Group    | 45,057.00     |
| 1957           | A12-3         | A. R. Communications              | 275.00        |
| 1958           | A12-3         | Breeze Heating & Air Conditioning | 563.80        |
| 1959           | A12-3         | Big Bill's Welding, LLC           | 150.00        |
| 1960           | A12-3         | Brice's Auto Supply, Inc.         | 346.93        |
| 1961           | A12-3         | Cooper Electric Supply Co.        | 59.00         |
| 1962           | A12-3         | First Priority Emergency Vehicles | 3,500.32      |
| 1963           | A12-3         | Graga Construction, Inc.          | 213.00        |
| 1964           | A12-3         | Jersey Coast Fire Equipment, Inc. | 411.00        |
| 1965           | A12-3         | Team Life, Inc.                   | 279.00        |
| 1966           | A12-4         | Family Practice of CentraState    | 130.00        |
| 1967           | A12-4         | NetLink                           | 199.00        |
| 1968           | A12-4         | Joseph D. Youssof, Esq.           | 5100.44       |

|            |        |  |             |
|------------|--------|--|-------------|
| 1969       | A12-6  | Pedroni Fuel Co.                       | 412.39      |
| 1970       | A12-8  | JCP&L                                  | 1,113.92    |
| 1971       | A12-8  | N. J. American Water                   | 150.39      |
| 1972       | A12-8  | N. J. Natural Gas                      | 1,670.28    |
| 1973       | A12-8  | Verizon                                | 376.97      |
| 1974       | A12-8  | Verizon Communications                 | 65.81       |
| 1975       | A12-8  | Verizon Wireless                       | 752.76      |
| 1976       | A12-9  | N. J. American Water                   | 6,900.30    |
| 1977       | A12-9  | N. J. American Water                   | 7,719.70    |
| 1978       | A12-10 | Continental Fire & Safety, Inc.        | 3,480.00    |
| 1979       | A12-10 | EMR Power Systems, LLC                 | 698.52      |
| 1980       | A12-10 | Freehold Cartage, Inc.                 | 118.90      |
| 1981       | A12-10 | Sakoutis Brothers Disposal             | 175.00      |
| Electronic | A9-1   | Payroll by Paychex (for February 2016) | 3,006.61    |
| Electronic | A9-1   | Tax Pay by Paychex (for February 2016) | 602.80      |
| Electronic | A9-1   | Paychex Fee (deducted 03-10-16)        | 223.47      |
| Electronic | A9-1   | February 2016 N. J. Pension Payment    | 201.42      |
| Total      |        |  | \$85,405.07 |

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    | absent |
| 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 copy of the Memorandum of Understanding between the Board of Fire Commissioners, District #2, Howell Township and the New Jersey Motor Vehicle Commission. This agreement allows the Board to retrieve abstract driver's license look ups for all the Firefighter's in our Fire District. This agreement will expire on March 2, 2017.

We received two service reports, from EMR Power Systems, for work completed on the two Emergency Generators. This work was completed on February 15, 2016. We received a Fire Alarm Inspection Report, from Complete Security Systems, for inspection of the Fire Alarm System at the Route 33 Fire Station. This work was completed on February 12, 2016. We received four vouchers, from the Township of Howell, for the 2016 Fire Tax Payments. Frank signed each voucher and returned them to the Township of Howell on February 29, 2016.

We received a Vehicle Completion Document, from Island Tech Services, for the installation of computer in 19-2-78. This work was completed on February 25, 2016. We received two Air System Inspection Reports, from Continental Fire & Safety, for service of our two Breathing Air Compressors. This work was completed on February 12, 2016. We received a statement, from the State of New Jersey Motor Vehicle Services, for all abstract retrievals completed in January 2016.

### **Legal**

The Legal portion of this meeting was completed early as part of the Reorganization.

### **Chief's Report**

Chief Mike Banasz gave his incident report for the month of February, 2016. The Chief would like to purchase the following items.

1) Four (4) Scott AV 3000 medium SCBA Masks and Six (6) Scott AV 3000 large SCBA Masks from FF1 Professional Safety Services, on State Contract # A80961, for a total of \$4,104.00.

2) Annual flow tests for 43 Scott SCBA's from Scott Authorized Service Center FF1, for a total of \$2,107.00. This price does not include any repairs or parts needed in addition to the test.

A resolution was offered by Doug Howlett and seconded by Tom Ward, to allow the Chief to purchase the masks and have the SCBA packs flow tested by FF1. A roll call vote was taken.

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

The Chief's asked the Board to reimburse the Fire Company for each Line Officer to have a dedicated email account. Each account would cost \$60.00 per year. The Line Officer's now have to use their personal email accounts. A resolution was offered by Doug Howlett and seconded by Harry Carter, to allow the Line Officer's to set up these email accounts through the Fire Company. A roll call vote was taken.

|                  |        |
|------------------|--------|
| Harry Carter     | yes    |
| George Patten    | absent |
| Frank Biddle III | no     |
| Thomas Ward      | yes    |
| Doug Howlett     | yes    |

The Line Officer's asked the Board if they made a decision on the reimbursement of cell phones. Three of the five Line Officer's carry more than one cell phone and it is difficult to do. Frank said that the Board pays about \$52.00 per month for each of the Line Officer's cell phones. A resolution was offered by Tom Ward and seconded by Harry Carter, to reimburse the three Line Officer's \$45.00 per month for the use of their personal cell phones. A roll call vote was taken.

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

Frank said that he would contact Verizon and cancel the phones that we no longer need. Frank also said that the reimbursement will happen in June and December of each year.

### **Committees**

Frank gave a report on the Executive Board meeting which was held on February 25, 2016. Frank also gave a report on the trucks as follows.

- 1) The front bumper was replaced on 19-2-75 by First Priority.
- 2) The air horns were repaired on 19-2-75 by First Priority.
- 3) Absolute will be coming to check the jack operation on 19-2-90.
- 4) The Route 33 Fire Station breathing air storage bottles have been hydro tested by Jersey Coast.
- 5) Frank ordered a new SIM card for the new computer in 19-2-78.
- 6) Frank reprogrammed all the man doors at both Fire Stations.
- 7) Graga Construction repaired the house air compressor at the Route 33 Fire Station. They also have scheduled twice annual service and inspection of this air compressor.

### **Old Business**

Doug said that all of the bathroom fixtures have been repaired at the Route 33 Fire Station.

Tom reminded the Chief's about the borrowing of any Fire District owned equipment. It is up to the Line Officer's to track the borrowing and the return of any equipment.

Frank said that we have received a quote, from VFIS, to add a League Sports Rider onto our existing Accident and Sickness Policy. The quote is for both Soft Ball and Bowling and totals \$1,458.00 per year. After some discussion, a resolution was offered by Doug Howlett and seconded by Harry Carter, to add this additional coverage to our policy. A roll call vote was taken.

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

A resolution was offered by Harry Carter and seconded by Tom Ward, to go into Executive Session at 9:40 PM. A roll call vote was taken.

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

A resolution was offered by Frank Biddle III and seconded by Tom Ward, to come out of Executive Session at 10:03 PM. A roll call vote was taken.

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

After a brief discussion, a resolution was offered by Harry Carter and seconded by Tom Ward; to pay Frank an additional stipend for the months that he has been doing most of the Treasurers duties while George has been battling his illness. The resolution stated that Frank should receive an additional \$270.00 per month during the time that George is out. These additional funds will be back paid from November 2015. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 10:05 PM.