

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

May 2, 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, Thomas Ward, and Doug Howlett present. Also in attendance was Joseph Youssouf, Board Attorney.

A motion was made by Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on April 4, 2011, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3219	A11-2	Shore Business Solutions	946.00
3220	A11-2	Thomson West	25.00
3221	A12-1	Asbury Park Press	61.00
3222	A12-2	VFIS	50,673.99
3223	A12-3	Brice's Auto Supply	80.90
3224	A12-3	G & L Lawn Service, Inc.	840.00
3225	A12-3	Tasc Fire Apparatus, Inc.	127.80
3226	A12-4	Jack A. Purvis, AIA	4,102.13
3227	A12-5	Howell Township Fire Company # 1	55,000.00
3228	A12-6	Pedroni Fuel Co.	3,316.46
3229	A12-7	Timothy McKay	945.00
3230	A12-8	JCP&L	1,462.81
3231	A12-8	N. J. American Water	275.85
3232	A12-8	N. J. Natural Gas	365.63
3233	A12-8	Verizon	311.45
3234	A12-8	Verizon Communications	62.97
3235	A12-8	Verizon Wireless	545.75
3236	A12-9	N. J. American Water	6,605.01
3237	A12-9	N. J. American Water	5,694.78
3238	A12-10	Continental Fire & Safety, Inc.	176.00
3239	A12-10	Freehold Cartage, Inc.	118.90
3240	A12-10	Sakoutis Brothers Disposal	75.00

3241	A12-13	A. R. Communications	1,077.00
3242	A12-14	Farmingdale Fire Department	8,000.00
3243	E-9	Cede & Company	23,350.00
Electronic	A9-1	Payroll by Paychex (for 04-30-11)	2,966.88
Electronic	A9-1	Tax Pay by Paychex (for 04-30-11)	523.17
Electronic	A9-1	Paychex Fees (deducted 05-10-11)	112.03
Electronic	A9-1	April 2011 N. J. Pension Payment	159.30
		2011 Total	\$168,000.81
		E-9 Capital – New Pumper Equipment	
3244	E-9	RSI – Fire	1,132.00
		E-9 Capital Total	\$1,132.00
		The following is from the Construction Fund	
5625	E-9	Mclaughlin Tree Farm	2,444.00
		E-9 Construction Fund	\$2,444.00
		Grand Total All	\$171,576.81

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 received an Affidavit of Publication, from the Asbury Park Press, for the Notice of Professional Contract Awards. We received a check, from Glatfelter Claims Management, for the damage to the brick sign planter at the Route 524 Fire station. The check, in the amount of \$3,187.75, was received and deposited on April 16, 2011. We received two checks, from the Township of Howell, for our two escrow accounts. The checks, in the amounts of \$1,117.50 and \$2,489.87, were received and deposited on April 19, 2011. We received a letter from the FCC acknowledging the receipt of our application for Narrowbanding the KEM664 channel.

Legal

Joe read the resolution awarding a contract to New Jersey Emergency Vehicles for the conversion of the New Chief's Command Vehicle. This resolution was adopted at the April 2011 meeting. Joe also said that only one bid was received on April 12, 2011 for the New Chief's Command Vehicle. The sole Bidder, Mall Chevrolet, bid a 2011 Chevrolet Suburban 4x4 2500 series for \$38,399.00. Mall Chevrolet also offered \$2,000.00 for the trade in of the 2002 Chevrolet Chief's Command Vehicle.

After some discussion, a resolution was offered by Doug Howlett and seconded by Tom Ward, awarding a contract to Mall Chevrolet for the 2011 Chevrolet Chief's Command Vehicle at \$38,399.00. The resolution did not include the trade in of the 2002 Chief's Command Vehicle. A roll call vote was taken.

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

Frank said that he would fill out a Purchase Order and both fax and mail it to Mall Chevrolet.

Joe said that we received our Audit report for the year ended December 31, 2011 and there are no recommendations. A resolution was offered by Harry Carter and seconded by Tom Ward, accepting the Audit report. A roll call vote was taken.

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

Joe said the he would talk to Robert Hulsart to get the Synopsis of the Budget published.

Chief's Report

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

- 1) Two Doggie Bags for the Junk Yard Dogs for a total of \$840.00 from ESI Equipment.
- 2) Ten Minitor V pager batteries for a total of \$42.00 from ESS on State Contract.
- 3) Five Minitor V pagers with amplified chargers for a total of \$2,575.00 from Motorola on State Contract.
- 4) Five Channel Lock Rescue Pliers for a total of \$275.00.

A resolution was offered by Tom Ward and seconded by Doug Howlett; to purchase the four 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

Chief Howlett asked the Board when the annual Firefighter Physicals would be scheduled. Chairman Carter told the Chief's that the Annual Firefighter Physicals are scheduled for June 15, 2011 at the Route 33 Fire Station. The paperwork for the Physicals will arrive shortly.

Chief Howlett said that he has around 8 Firefighters that are interested in attending the Firehouse Expo in Baltimore in July. The cost to attend the 3 day Conference would be \$210.00 each. The Chief asked if the Board would include 3 nights Hotel costs for the 8 Firefighters. The classes start in the morning of July 21st and they would like to go down to Baltimore the evening of July 20th. A resolution was offered by Tom Ward and seconded by Harry Carter, to send 8 Firefighters to Baltimore and include 3 nights lodging. A roll call vote was taken.

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

Chief Brian Prochnow asked about the purchase of the exercise equipment for the Route 524 Fire Station. The price for all of this equipment exceeds the Bid Threshold. After some discussion, a resolution was offered by Tom Ward and seconded by Doug Howlett, authorizing Joe to advertise the receipt of bids for the exercise equipment. Brian said that he would give Joe the specs on the equipment. 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 on the Executive Board Meeting, which was held on April 28, 2011. Frank also gave a report on the trucks. The Aerial will be going to Absolute for service and repair next week.

Old Business

Frank said that we still need to award a Lawn Service Contract. We have asked several Companies for prices, but have still only received one. The only price received is from G & L Lawn Service, Inc. A resolution was offered by Doug Howlett and seconded by Frank Biddle, awarding a contract to G & L Lawn Service, Inc for the lawn care at the Route 33 Fire Station for the year 2011. A roll call vote was taken.

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

New Business

Doug said that he would be getting prices on the repair of the planter at the Route 524 Fire Station soon.

With no further business to come before the Board, the meeting was adjourned at 9:35 PM.