

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

February 1, 2021

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.

Note: Due to the outbreak of COVID-19, this meeting starting time was moved up to 7:00 PM. The meeting also is being held with limited admittance of the Public. The meeting is being live streamed to the Board's Facebook page at Howell Fire District # 2. A link on the Board's website, howellfiredistrict2.com, will route anyone to the Facebook page.

The meeting was called to order by Vice-Chairman Doug Howlett, at 7:01 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Harry Carter, Doug Howlett and Robert Tice present. Also in attendance was Joseph Youssouf, Board Attorney. The Chairman then led all in attendance with the Pledge of Allegiance. Please note that both Harry Carter and Joseph Youssouf were present via the telephone.

A motion was made by George Patten and seconded by Bob Tice; to approve the minutes of the last meeting held on January 4, 2021, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3785	E-7	Valic (LOSAP)	76,841.00
3786	E-9	Bill Leary Air Conditioning & Heating	59,200.00
		The above two vouchers are the last two being Paid from the 2020 Fire District Budget. All vouchers below are the start of 2021 Budget.	
3787	A11-2	Cory Biddle	100.00
3788	A11-2	Shore Business Solutions	110.36
3789	A12-3	Campbell Supply Company	3,430.11
3790	A12-3	Cooper Electric Supply Company	185.00
3791	A12-3	G & L Lawn Service, Inc.	600.00
3792	A12-3	R. K. Electric, LLC	3,898.22
3793	A12-3	Weilgus & Sons New Jersey, Inc.	271.56
3794	A12-4	NetLink	199.00
3795	A12-6	Allied Diesel Service, Inc.	30.15
3796	A12-7	Team Life, Inc.	1,040.00
3797	A12-8	JCP&L	1,173.91

3798	A12-8	N. J. American Water	143.77
3799	A12-8	N. J. Natural Gas	1,611.58
3800	A12-8	Verizon	741.29
3801	A12-8	Verizon Wireless	603.09
3802	A12-9	N. J. American Water	9,058.32
3803	A12-9	N. J. American Water	7,392.96
3804	A12-10	Electronic Measurement Laboratories, Inc.	2,178.00
3805	A12-10	Freehold Cartage, Inc.	131.05
3806	A12-10	Jersey Coast Fire Equipment, Inc.	45.00
3807	A12-10	Sakoutis Brothers Disposal	101.92
Electronic	A9-1	Payroll by Paychex (for January 2021)	3,266.08
Electronic	A9-1	Tax Pay by Paychex (for January 2021)	662.18
Electronic	A9-1	Paychex Fees (deducted 02-10-21)	169.19
Electronic	A9-1	January 2021 PERS/DCRP Payment	180.44
		2020	\$136,041.00
		2021	\$37,323.18
		Grand	\$173,364.18

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 Bob Tice, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	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 report, from Hartford Steam Boiler, for the annual inspection of the boiler at the Route 33 Fire Station. We received a statement, from the New Jersey Motor Vehicle Services, for all abstract retrievals completed in December 2020. We received a Local Finance Notice, from the New Jersey State DCA, which contains the State approved increase for the 2020 LOSAP. The approved increase for Fire Districts is 2.6% with a maximum award of \$1,787.00. This increase was approved at our January 2021 meeting.

We received a second Local Finance Notice, which contains bid thresholds for New Jersey State Contracting Units. The thresholds are listed for both units with and without a Qualified Purchasing Agent. We received some preliminary pricing, from Wireless Communications and Electronics, for the upgrades to the Howell Fire Radio and Paging System.

Legal

Joe gave a report on the changes to the Fire District Election. The State has moved the elections from February 20, 2021 to April 20, 2021. This will now be a Tuesday election and will be held in person, if a registered voter wants to show up and place their vote. They can also ask for an absentee ballot to be mailed to them. The hours will remain the same from 2:00 PM to 9:00 PM. Any petitions for the office of Fire Commissioner will need to be in the District Clerks hands by March 22, 2021. Joe said that the voting machines will be quarantined until May 9, 2021.

Bob asked Joe if any other Fire Districts have a policy for JCP&L and the babysitting that we seem to do while waiting for them to arrive. Joe said that at least one Fire District has a policy and that he would try and get us a copy. Bob said that sometimes we sit and watch a downed power line for hours while waiting for JCP&L to show up.

Chief's Report

Chief Greg Player gave his incident report for January 2021. The Chief would like to purchase the following items.

- 1) Up to ten (10) members to recertify CPR class at \$48.00 per. These classes will be online and hands on in house.
- 2) Replacement inhalation valves for SCBA masks. 5 or 10 from Firefighter One at \$4.40 each.
- 3) Ten (10) Majestic Nomex Hoods from Continental for a total of \$990.00.
- 4) Five (5) Cairns replacement helmet liners from Continental for a total of \$412.80.
- 5) Five (5) Cairns 1010 black helmets from Continental for a total of \$1,694.00.

Note: All Continental Fire & Safety equipment is on New Jersey State Contract.

After some discussion, a resolution was offered by Bob Tice and seconded by Harry Carter, approving the purchase requests. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Chief Player said that he is working on prices to get the Flir Cameras installed.

Committees

Bob gave a report on the ongoing Howell Fire Radio Study and what the fix will be. Bob would like us to have Rich on retainer to be our expert at some of these meetings. Bob said that Wireless Communications is talking more money than Rich said it should cost. After a long discussion, a resolution was offered by Bob Tice and seconded by Frank Biddle III, to have Rich represent us at the next Radio Study meeting at a cost of \$150.00 per hour. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Frank gave a report on the trucks and equipment as follows.

- 1) We received an invoice, finally, from AH Hoffman, for work performed on our fuel pumps over the last two (2) years. We added that voucher to the bill list in the January 4, 2021 Vouchers.
- 2) Campbell Supply came out and repaired several items on 19-2-78 and 19-2-85.
- 3) Frank replaced the door lock by the Aerial Truck twice in the last few weeks. The keypad failed in both locks. One of these bad keypads was sent back for possible warranty.
- 4) RK Electric has repaired most of the lights at the Route 33 Fire Station. He had to rent a man lift for some of the repairs.
- 5) Shore Business Solutions repaired the copier in the Chief's office. They also sent us a new toner for the Board's copier.
- 6) The bad exit light in the meeting room at the Route 33 Fire Station has been replaced.
- 7) Frank scheduled both Fire Stations to have the Fire Alarm inspections completed on February 12, 2021 with Complete Security Systems.
- 8) G & L Lawn service came out and up righted several trees at the Route 33 Fire Station.
- 9) TRT installed the repaired DVR at the Route 33 Fire Station.
- 10) The upgraded heating/air conditioning system at the Route 33 Fire Station has been completed and is working very well.
- 11) The New Utility Vehicle cab and chassis was scheduled to be manufactured during the week of January 22, 2021.
- 12) AH Hoffman also came out and resealed the fittings on the Diesel Pump at the Route 33 Fire Station.
- 13) Campbell Supply came out and replaced the water tank gauge and sensor on 19-2-75.

Old Business

Frank said that the purchase of the Nifty Lift Trailer Mounted Man Lift was cancelled because the price was over the bid threshold. Frank said that we would be able to purchase the Genie TZ-34 DC Trailer Mounted Man Lift off the GSA Contract Number GS07F0261V. The total price with all available options, included delivery to the Route 33 Fire Station, would be \$31,363.78. The Vendor that is on contract is One Source Equipment out of Graham Texas. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, to void last month's resolution and purchase the Genie Trailer Mounted Lift from One Source Equipment for \$31,363.78. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

George said that the Boiler was inspected at the Route 33 Fire Station and we are still waiting on an invoice from Hartford Steam Boiler.

First Assistant Chief Dan Roth sent us an email stating the United Air Lines was going to issue a voucher for each passenger that had tickets to FDIC 2020. This training conference was cancelled due to COVID-19. These vouchers will be good for two years and we will be able to send different members.

New Business

George said that we need some office supplies from Quill and that the Chiefs have also made a request for some items. After a short discussion, a resolution was offered by George Patten and seconded by Bob Tice, approving the items needed to be purchased from Quill. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

Frank said that since the Fire District Election is postponed until April 20, 2021, that we need to pick meeting dates to get us through till the May 2021. Frank said that March 1, 2021 will not be our reorganization meeting now and will be a regular meeting. The regular meeting in April will be on the 5th and the reorganization meeting will now be on May 3, 2021. A motion was made by Harry Carter and seconded by Doug Howlett, to make these meeting date changes. Motion passed. Frank said that he would ask NetLink to update the meeting dates on our website.

We received a quote, from Continental Fire & Safety, for a Service Contract on our Breathing Air Compressor. The cost of this contract would be \$1,795.00. After some discussion, a resolution was offered by Bob Tice and seconded by George Patten, awarding this contract to Continental. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Robert Tice	yes

We received a quote, from Clean Air Company, for a Service Contract for the Vehicle Exhaust System at both Fire Stations. The total cost for this contract is \$1,688.00, which includes a \$500.00 parts allowance. After some discussion, a resolution was offered by George Patten and seconded by Bob Tice, awarding this contract to Clean Air Company. A roll call vote was taken.

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

Robert Tice

yes

We received an estimate, from RK Electric, to change the rear parking lot lights at the Route 33 Fire Station over to LED. There are seven lights on that system. We did change over the front driveway lights to LED several years ago and have not had any more issues with them. The cost for this upgrade would be \$7,135.02. This cost does not include the rental of a man lift because he was aware that we were purchasing one in the near future. After a long discussion, no action was taken.

A discussion was had on putting a Qualified Purchasing Agent on contract so when we needed one, we would have one. After a while, it was decided to not hire one as this time.

With no further business to come before the Board, the meeting was adjourned at 8:30 PM.