

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

October 3, 2022

**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, Robert Tice, at 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Doug Howlett, Robert Tice, and Kathleen Carter 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 George Patten and seconded by Doug Howlett; to approve the minutes of the last meeting held on September 6, 2022, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHER</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
4411	A11-1	Monmouth County Treasurer	16.50
4412	A11-2	Frank E. Biddle III	60.00
4413	A12-3	All Green Lawn & Landscaping	903.88
4414	A12-3	Defender Emergency Products	3,542.37
4415	A12-3	Electronic Measurement Laboratories, Inc.	26.87
4416	A12-3	Grainger	257.05
4417	A12-3	Techna-Pro Electric, LLC	2,110.00
4418	A12-4	NetLink	199.00
4419	A12-6	Allied Diesel Service, Inc.	31.90
4420	A12-6	J Swanton Fuel Oil Company	542.50
4421	A12-7	John Depinto	92.43
4422	A12-7	DocTract	2,675.00
4423	A12-8	JCP&L	1,128.50
4424	A12-8	N. J. American Water	514.20
4425	A12-8	N. J. Natural Gas	599.55
4426	A12-8	Verizon	751.36
4427	A12-8	Verizon Wireless	469.08
4428	A12-9	N. J. American Water	9,959.60
4429	A12-9	N. J. American Water	8,581.36
4430	A12-10	Complete Security Systems, Inc.	105.00
4431	A12-10	Freehold Cartage, Inc.	141.59

4432	A12-10	Republic Services #873	101.92
4433	A12-12	Doug Howlett	46.66
4434	A12-13	Skylands Area Fire Equipment & Training	392.00
Electronic	A9-1	Payroll by Paychex (for September 2022)	3,231.97
Electronic	A9-1	Tax Pay by Paychex (for September 2022)	658.85
Electronic	A9-1	Paychex Fees (deducted 10-10-22)	149.86
Electronic	A9-1	September 2022 PERS/DCRP Payment	235.88
			\$37,524.88

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.

Robert Tice	yes
George Patten	yes
Frank Biddle III	yes
Doug Howlett	yes
Kathleen Carter	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 letter, from New Jersey Natural Gas, stating that they are putting us in a new classification. The new classification is General Service Large, because of our usage. We received paperwork for the upcoming Special Fire Election. Frank filled out the forms and returned to the Superintendent of Elections. We received a check, from the Township of Howell, which is payment #3 for the 2022 Fire Taxes. The check, in the amount of \$275,000.00, was received and deposited on September 30, 2022. We received a confirmation, from Underwriters Laboratories, that they will be testing our Ground Ladders on December 1, 2022.

### Legal

Joe read the resolution that we adopted at the September 6, 2022, meeting entitled, Resolution of the Board of Fire Commissioners Fire District No. 2 Howell Township Authorizing a Bond Referendum for the Construction of a New Radio/Telecommunications System. This Referendum would be for an amount not to exceed \$1,000,000.00 and would be held on October 29, 2022. Joe said that he would prepare a notice that will need to be posted in at least five places 10 days before the October 29, 2022, vote. A resolution was made by George Patten and seconded by Kathleen Carter, to have Joe place the notice in the Newspaper. A roll call vote was taken.

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

Joe said that we will need to make an application to the State of New Jersey Local Finance Board for The Project, as it is being called by the Township. A resolution was offered by Frank Biddle III and seconded by George Patten, to make this Application with the Local Finance Board. A roll call vote was taken.

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

Frank asked Joe to send Robert Hulsart the annual Legal Letter, which is required by the State of New Jersey when posting the Annual Audit. Joe said that he would take care of it this week. Joe handed out the Annual Fraud Interview Questionnaire. Each Commissioner filled out these forms and handed them back to Joe.

A discussion was held on the 2023 Fire District Budget. After some time, a resolution was offered by George Patten and seconded by Kathleen Carter, to up the rent paid to the Fire Company annually to \$100,000.00. A roll call vote was taken.

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

For the State of New Jersey to approve our 2023 Fire District Budget, the Township of Howell must make a resolution, approving the Fire Commissioners salaries. This started with the 2022 Fire District Budget. All five (5) Fire Districts must do this before the Township will approve. After some discussion, and with the salaries staying the same, a resolution was offered by Frank Biddle III and seconded by George Patten, to have Joe draw up this resolution with the Fire Commissioners salaries. A roll call vote was taken.

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

### **Chief's Report**

Chief Dan Roth gave his incident report for the month of September 2022. The Chief would like to Pre-Register for Six (6) Firefighters to attend FDIC 2023 in Indianapolis. After some discussion, a resolution was offered by George Patten and seconded by Kathleen Carter, approving the training in Indianapolis for six (6) Firefighters. A roll call vote was taken.

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

The Chief also asked to purchase the following items.

- 1) One (1) Holmatro PCT50 Combination Electric Rescue Tool, from ESI Equipment for \$13,769.96.
- 2) One (1) Fast Rescue Board, from Fast Rescue Solutions for \$2,740.00.
- 3) Eight (8) Cardiac Science Powerheart G5 Semi-Automatic AED, from Team Life, for a total of \$13,464.00. These units are on NJ State Contract A84690.
- 4) Four (4) 1-3/4" x 50' Key Hose model #DP17-TRU from Continental Fire & Safety for a total of \$868.00.
- 5) Six (6) Unication G5 Pagers from M & W Communications for a total of \$5,718.60. This purchase includes a desktop charger and an extra 3 years of warranty for each unit.
- 6) Ten (10) Motorola Impres 2 Lith Ion Battery for the APX8000HXE Portable Radios. Waiting on one more vendor to quote. As of now, lowest price is a total of \$1,760.00 from M & W Communications.

After some discussion, a resolution was offered by Kathleen Carter and seconded by George Patten, approving the Chief's purchase requests. A roll call vote was taken.

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

The chief said that they are still working on ways to get more members to show up for calls. Second Assistant Chief, Stephen Smith, asked the Board if they had prepared any kind of letter, they would be able to give out to the residents describing what the costs of running the Fire District are. Chairman Tice said that we are still working on it.

### Committees

Bob said that the Township of Howell will be introducing the Radio Project at the Counsel Meeting on October 18, 2022. Things are moving along, and we need to have everyone come out on October 29, 2022, to vote yes for this project.

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

- 1) 2-96 Gearbox parts were the wrong ones. Defender Emergency Products said that Hale now wants over \$77,000.00 to make the correct parts. Frank told Defender that we would not approve the cost of these parts and asked them to put the truck back together with the old parts. The truck was put back in service the third week of September.
- 2) 2-90 was taken to Absolute on September 30 for service and repair. This will be an extended timeframe.

- 3) OPTICOM is back up and working at the intersection of Route 9 and Strickland Road.
- 4) Frank went to MJ Motor Vehicle for the License Plates and Registration for the Genie Lift.
- 5) The fuel tank sight glasses were replaced on the tanks at the Route 524 Fire Station. Frank purchased the kits at Grainger.
- 6) The 2009 Suburban Chiefs Vehicle has a bad battery. Not sure if you want it replaced since we are trying to sell it. No action was taken.

**Old Business**

Kathleen said that she took pictures of the 2009 Chevrolet Suburban in order list it on Gov Deals. After some discussion, a resolution was offered by Bob Tice and seconded by Doug Howlett, declaring the 2009 Chevrolet Suburban as excess property and to list it with Gov Deals. The listing shall state the vehicle AS IS. A roll call vote was taken.

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

Bob said that the Route 33 Fire Station Warning Light seems to be in the production stage according to an email he received.

**New Business**

George started a discussion about the 2023 Fire District Budget. He would like to use \$202,900.00 from the Unrestricted Fund Balance to offset the 2023 Fire District Budget. The State requires us to make a resolution in order to use these funds. After some discussion, a resolution was offered by Bob Tice and seconded by Kathleen Carter, approving the use of \$202,900.00 from the Unrestricted Fund Balance to offset the 2023 Fire District Budget. A roll call vote was taken.

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

We received a new contract, from Bill Leary Air Conditioning & Heating, for the service of the Air Conditioning and Heating System at the Route 33 Fire Station. The total cost of this one-year contract is \$1,791.30. After a short discussion, a resolution was offered by George Patten and seconded by Doug Howlett, approving this contract with Bill Leary. A roll call vote was taken.

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

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