

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

November 4, 2019

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 8:00 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 and Robert A. Hulsart, Board Auditor. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Bob Tice and seconded by George Patten; to approve the minutes of the last meeting held on October 7, 2019, motion carried.

Chairman Carter altered the meeting agenda for the introduction of the proposed 2020 Fire District Budget. Robert A. Hulsart read the proposed 2020 Fire District Budget as follows.

Total Budget	\$1,628,200.00
Less from Capital Reserve	- \$170,000.00
Less from Surplus	- \$358,200.00
Amount to be raised by Taxation	\$1,100,000.00
2020 proposed Fire District Tax Rate would be \$0.046	

Joe Youssouf read a resolution, introducing the 2020 Fire District Budget for District #2, Howell Township as read above. After some discussion, this resolution was offered by George Patten and seconded by Frank Biddle III. A roll call vote was taken.

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

This concluded the introduction of the 2020 Fire District Budget and Chairman Carter returned the meeting to the regular agenda.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3308	A11-2	Shore Business Solutions	280.00
3309	A12-1	Asbury Park Press	126.20

3310	A12-3	Campbell Supply Company	463.60
3311	A12-3	Cooper Electric Supply Company	195.20
3312	A12-3	Defender Emergency Products	3,998.64
3313	A12-3	Firefighter One	332.00
3314	A12-3	G & L Lawn Service, Inc.	1,038.00
3315	A12-3	Lester Glenn Auto Group	1,024.70
3316	A12-3	Minerva Cleaners	570.45
3317	A12-4	NetLink	199.00
3318	A12-6	Ecolab	708.48
3319	A12-7	Dan Roth	1,881.00
3320	A12-8	JCP&L	1,143.20
3321	A12-8	N. J. American Water	154.32
3322	A12-8	N. J. Natural Gas	374.78
3323	A12-8	Verizon	1,079.20
3324	A12-8	Verizon Wireless	576.47
3325	A12-9	N. J. American Water	8,205.12
3326	A12-9	N. J. American Water	7,038.00
3327	A12-10	Jersey Coast Fire Equipment, Inc.	79.35
3328	A12-10	Freehold Cartage	131.28
3329	A12-10	Sakoutis Brothers Disposal	89.60
Electronic	A11-2	Deluxe	153.11
Electronic	A9-1	Payroll by Paychex (for October 2019)	3,263.16
Electronic	A9-1	Tax Pay by Paychex (for October 2019)	665.10
Electronic	A9-1	Paychex Fees (deducted 11-12-19)	160.58
Electronic	A9-1	October 2019 PERS/DCRP Payment	180.44
			\$34,110.98

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 Frank Biddle III, seconded by Harry Carter, 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.

Frank said that he has been in email contact with TEAM Life. It seems that they have lost check number 3263, dated September 9, 2019, in the amount of \$2,232.00. After some discussion, a resolution was offered by George Patten and seconded by Harry Carter, to cut a

new check for TEAM Life when the December 2019 checks are completed. A roll call vote was taken.

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

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 hold harmless agreement, from Jackson District #3 Board of Fire Commissioners, for the donation of all our old SCBA's. We received an Air System Inspection Report, from Continental Fire & Safety, for the service of our Breathing Air Compressor on September 23, 2019. We also received a laboratory report, from TRI Air Testing, for the sample taken during this service.

We received a letter, from Pedroni Fuel Company, stating that they will no longer be able to service for gasoline and diesel. We received a check, from Stewart Stevenson Power Products, for the overpayment of the repair to 19-2-78. The check, in the amount of \$775.00, was received and deposited on October 23, 2019. We received a recall notice, from Chevrolet, for the 2015 Chevrolet Suburban. We received a statement, from the State of New Jersey Motor Vehicle Services, for all abstract retrievals completed in September 2019.

Legal

Joe read a resolution Awarding a Contract for Professional Services to Allegiant Wireless for the radio study of the Howell Township Fire Radio System. This resolution was adopted back on September 9, 2019. Joe said that he would prepare a resolution for the donation of all the old SCBA equipment to Jackson Fire District #3.

Joe asked for the results of the Special Meeting, which was held on October 30, 2019. Frank said that both questions passed and read the results as follows.

Total Voters	31
Yes votes for \$100,000.00 question	31
No votes for \$100,000.00 question	0
Yes votes for \$70,000.00 question	28
No votes for \$70,000.00 question	3

Chief's Report

Chief Michael Whitehill gave his incident report for the month of October 2019. The Chief asked for the following items.

- 1) Annual SCBA Mask fit test with Fittest of New Jersey.
- 2) The repair of the slide out drawer on 19-2-85. This would be completed by PL Custom while they are remounting equipment on the vehicle.

After some discussion, a resolution was offered by Frank Biddle III and seconded by Bob Tice, approving the Chief's requests. A roll call vote was taken.

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

Lieutenant Stephen Smith asked if he could schedule the annual maintenance of the exercise equipment. He said that a few pieces of the equipment need some minor work. A resolution was offered by Bob Tice and seconded by Doug Howlett, to get this equipment serviced. A roll call vote was taken.

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

Committees

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

1) 19-2-78 was worked on by Defender Emergency Products and brought back on October 10, 2019. They said that the truck needs more work, including a brake job, and will schedule it to be done after our 2-90 comes back.

2) 19-2-90 is still up at Absolute Fire Protection getting repairs completed. This work includes the rebuild of two hydraulic cylinders.

3) The annual pump tests are scheduled for December 3, 2019 with Fire One.

4) 19-2-66's Vehicle went to Lester Glenn Chevy for a brake job and the completion of the recall.

5) Continental Fire & Safety was called to check a few issues with the SCBA Breathing Air Compressor.

6) EMR Power Systems was called to check an issue with the Emergency Generator at the Route 33 Fire Station.

Old Business

Bob asked a few questions about the resolution with Allegiant Wireless. A short discussion followed. Bob also gave an update on how the radio study was going.

New Business

George said that the Boiler at the Route 33 Fire Station will be inspected on November 5, 2019.

George said that we need to pass a resolution to have Bob fill out a signature card for Investors Bank. Investors requires a copy of a resolution, in order to complete the signature card. George said that we also have to remove past Commissioner Tom Ward from the account. After a short discussion, a resolution was offered by Frank Biddle III and seconded by Doug Howlett, to remove Tom Ward and add Bob Tice to the signature approval card at Investors Bank. A roll call vote was taken.

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

