

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

October 7, 2013

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, and Tom Ward 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 Tom Ward; to approve the minutes of the last meeting held on September 9, 2013, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1032	A11-2	Frank E. Biddle, III	256.79
1033	A11-2	VFIS	4,654.00
1034	A12-3	Absolute Fire Protection Company, Inc.	5,049.15
1035	A12-3	Breeze Heating & Air Conditioning Co.	524.75
1036	A12-3	Campbell Supply Co.	51.04
1037	A12-3	Electronic Measurement Laboratories, Inc.	680.00
1038	A12-3	G & L Lawn Service, Inc.	1,270.00
1039	A12-3	George Gravatt, Sr.	34.78
1040	A12-3	Hughes Environmental Service, Inc.	150.00
1041	A12-3	M & W Communications, Inc.	1,746.29
1042	A12-3	RSI Fire	88.65
1043	A12-4	Family Practice of Centra State	665.00
1044	A12-4	NetLink	199.00
1045	A12-6	Pedroni Fuel Co.	1,428.84
1046	A12-7	Michael Hubert	139.75
1047	A12-8	JCP&L	1,328.02
1048	A12-8	N. J. American Water	191.37
1049	A12-8	N. J. Natural Gas	211.34
1050	A12-8	Verizon	367.07
1051	A12-8	Verizon Communications	61.98
1052	A12-8	Verizon Wireless	1,278.52

1053	A12-9	N. J. American Water	6,670.80
1054	A12-9	N. J. American Water	6,182.54
1055	A12-10	Clean Air Company, Inc.	1,228.20
1056	A12-10	Complete Security Systems, Inc.	105.00
1057	A12-10	EMR Power Systems, LLC	230.00
1058	A12-10	ESI Equipment, Inc.	1,838.00
1059	A12-10	Freehold Cartage, Inc.	118.90
1060	A12-10	Sakoutis Brothers Disposal	75.00
1061	A12-10	Tri-Air Testing, Inc.	419.60
1062	A12-13	Continental Fire & Safety, Inc.	1,886.46
1063	A12-3	A. R. Communications	103.00
Electronic	A9-1	Payroll by Paychex (for 09-30-13)	2,873.28
Electronic	A9-1	Tax Pay by Paychex (for 09-30-13)	582.21
Electronic	A9-1	Paychex Fees (deducted 10- -13)	115.95
Electronic	A9-1	September 2013 N. J. Pension Payment	193.86
Total			\$42,999.14

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 Tom Ward, seconded by George Patten, and a roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	absent

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 the 2014 Fire District Budget instructions and calendar from the State of New Jersey, Department of Community Affairs, Division of Local Government Services, and Bureau of Authority Regulation. We received a check, from the Township of Howell, which is our third 2013 Fire Tax payment. The check, in the amount of \$350,000.00, was received and deposited on October 3, 2013. We received a service report, from Continental Fire and Safety, for work completed on our breathing air compressor on August 15, 2013. We received a Business Registration Certificate from M&W Communications.

Legal

Joe gave a report on the proposed Joint Boards of Fire Commissioners of the Township of Howell Agreement. Joe stated that the Agreement, as written, does not say what the purpose of the document is. Joe advised the Board not to sign this Agreement as written. The Board agreed with Joe, and has no intension of signing the Agreement as written. A motion was made by George Patten and seconded by Tom Ward, not endorsing the Agreement as written. Motion passed.

Joe went over the 2014 Fire District Budget calendar with the Board.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of September 2013. The Chief asked to purchase one BullEx Smoke Generator from BullEx for a total of \$2,942.49. Chief Prochnow stated that the old smoke machine, used for training, is not in working order and cannot be repaired. A resolution was offered by Tom Ward and seconded by Frank Biddle, to purchase this new smoke machine from BullEx. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	absent

The Chief also asked if 1st Assistant Chief Bob Tice can attend a Fire Officer II class at the Burlington County Emergency Services Training Center that runs thru the end of December 2013. The cost for this class is \$213.00, and would only be paid after successful completion. A resolution was offered by Tom Ward and seconded by Frank Biddle, agreeing to reimburse Chief Tice after successfully completing this class. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	absent

Lieutenant Greg Player received a quote for the Smart Board with a 70" monitor to be installed at the Route 33 Fire Station. He also received a second quote for the Smart Board with an 84" monitor. These quotes were for \$19,339.00 and \$24,400.00 respectfully. The Board took no action on the purchase of the Smart Board Technologies at this time. The Board suggested getting prices on a less expensive system for training at the Route 33 Fire Station.

Committees

Frank gave a report on the Executive Board meeting which was held on September 26, 2013. Frank said that Chief Hotmar reminded all the Districts to include \$5,000.00 in their 2014 Budget for any emergency repairs our radio system might need.

Frank also gave a report on the trucks as follows.

- 1) 19-2-90 is scheduled for re-inspection on October 10, 2013.
- 2) 19-2-85 will have to go back to Allied for the replacement of the cab blower motor.
- 3) Clean Air has completed the annual service of the truck exhaust systems at both Fire Stations.

Frank said that he received a price for the remote deck gun control for 19-2-75. This unit should have been in the specs for the truck, but somehow got left out. The cost for this remote control,

completely wireless is \$1,828.95. Frank also said that it is time for the annual pump tests on the trucks. The cost would be the same as it has been for the last two years. \$225.00 per truck with Fire One. This would include 2-74, 2-75, 2-76, 2-78, 2-90 and 2-96. Frank added that he needed two items from Grainger, a metal hole saw kit for \$96.36 and a heat gun for \$79.44. Frank said that the heat gun would be for completing electrical repairs on the trucks at the Route 33 Fire Station. After some discussion, a resolution was offered by Tom Ward and seconded by George Patten, to purchase the items that Frank asked for. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	absent

Old Business

George said that we closed out the Sun Bank Account on September 12, 2013 with check #4104. This check, in the amount of \$893,358.44, was deposited in Investors Bank on September 12, 2013. On October 4 George found out that the Sun Bank account had earned \$2.69 interest before we closed it out. So on October 4, 2013 we finished closing out our Sun Bank account with check #4105. This check, in the amount of \$2.69, was deposited in Investors Bank on October 4, 2013. This action completed the closing of the Sun Bank account.

George said that all the new phones are in and that almost all of them are in service. After the first months bill, we will be saving \$131.00 each month with the new phones.

George said that Hughes Environmental completed the inspection of the back flow preventer at the Route 33 Fire Station.

New Business

Tom said that he did look at the trees around the Route 33 Fire Station and said that several should be replaced. He said that he would talk to Twin Pond Farms for a price before our November 2013 meeting.

George Gravatt Sr. said that he received prices on the truck bay light bulbs for the Route 33 Fire Station. George would like to purchase these bulbs from Monarch Supply. George also said that he would, if we needed, complete electrical work at the Route 33 Fire Station for \$70.00 per hour. A resolution was offered by Harry Carter and seconded by Tom Ward, to purchase the bulbs from Monarch and to hire George Gravatt Sr. for some electrical work at the Route 33 Fire Station. A roll call vote was taken.

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Tom Ward	yes
Doug Howlett	absent

Chief Brian Prochnow asked the Board if he would be able to keep his cell phone number after his term is completed at the end of the year. The Board agreed to do this with the last out going Chief with no problems. A motion was made by George Patten and seconded by Tom Ward, to allow the Chief to keep his current cell phone number after his term is up. Motion passed.

With no further business to come before the Board, the meeting was adjourned at 9:41 PM.