

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

September 14, 2009

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 8:02 PM.

A Roll call was taken showing George Patten, Frank Biddle, III, Harry Carter, and Thomas Ward present. Joseph Youssouf, Board Attorney, called to say that he would be a little late. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Tom Ward and seconded by George Patten; to approve the minutes of the last meeting held on August 3, 2009, motion carried.

The following Vouchers have been submitted for payment.

<b>VOUCHE</b>	<b>LINE #</b>	<b>VENDOR</b>	<b>AMOUNT</b>
2639	A11-2	E. J. Schuster's Office Supplies	199.99
2640	A11-2	Grainger	2,630.19
2641	A12-3	Allied Diesel Service	63.56
2642	A12-3	A. R. Communications	133.50
2643	A12-3	Edwards Tire Company, Inc.	39.95
2644	A12-3	Fire One	1,290.00
2645	A12-3	G & L Lawn Service, Inc.	910.00
2646	A12-3	Kaldor	841.00
2647	A12-3	Pine Belt	834.30
2648	A12-3	Sound Billing	125.97
2649	A12-4	Family Practice of Central Jersey	280.00
2650	A12-4	Joseph Youssouf, Esq.	5,620.00
2651	A12-6	Pedroni Fuel Company	1,220.04
2652	A12-8	JCP&L	2,233.93
2653	A12-8	N. J. American Water	166.83
2654	A12-8	N. J. Natural Gas	145.06
2655	A12-8	Nextel Communications	585.11
2656	A12-8	Verizon	274.99
2657	A12-10	Continental Fire and Safety, Inc.	145.00
2658	A12-10	Fail Safe Testing, Inc.	3,087.48
2659	A12-10	Freehold Cartage	118.90

2660	A12-10	Sakoutis Brothers Disposal	75.00
2661	A12-12	Norkus Enterprises	186.33
2662	A12-13	Witmer Public Safety Group	1,050.00
Electronic	A9-1	Payroll by Paychex ( for 08-31-09 )	2,920.50
Electronic	A9-1	Tax Pay by Paychex ( for 08-31-09 )	569.55
Electronic	A9-1	Paychex Fees ( deducted 09-10-09 )	107.24
Electronic	A9-1	August 2009 N. J. Pension Payment	159.30
		Sub-Total	\$26,013.72
		The following is from the Construction Fund	
5615	E-9	BurMarc Construction Group, LLC	19,134.97
		Total all	\$45,148.69

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

Harry Carter	yes
George Patten	yes
Frank Biddle III	yes
Thomas 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 minutes from the N. J. State Association of Fire Districts meeting, which was held on June 6, 2009. Included with the minutes was the notice of the Annual Meeting set for September 18, 2009 in Wildwood at 9:00 AM. We received a reply for our question on our tax status from the Internal Revenue Service. They stated that their records do not specify our Federal Tax Status. We should still go by the generic Tax Status for all Government Units. We received a Certificate of Liability Insurance for J. Ford Electric, from C & H Agency. We received a letter from Glatfelter Claims Management, stating that they are unable to provide payment of the Accidental Death Benefit under our Group Term policy for the death of Michael Goffe. A copy of this letter was forwarded to Margaret Goffe.

We received a service report from EMR Power Systems, for a service check completed on our Emergency Generator at the Route 524 Fire Station. We received a second quote from Clean Air Company for a Vehicle Exhaust System at our Route 33 Fire Station. This quote is for the latest design system which uses a single rail in each bay. The cost for this quote is for \$40,363.12. Clean Air stated that are on State Contract for their Exhaust System. We received a copy of a memorandum from the Howell Township Engineering Department. This memorandum stated that they do not object to the issuance of a Land Use Permit for the construction of our 70ft. Communication Tower. We should be getting our permit very soon and the Tower Contractor will start the project soon after. We also received a letter from the Federal Aviation

Administration, stating that the 70ft. Communication Tower would be of no hazard to Air Navigation.

We received a report from Fire One, for the Annual Fire Pump Performance Testing on 6 of our Fire Trucks. All 6 Trucks tested passed this annual test. A copy of this report was given to the Chief. We also received a report from Fail Safe Testing, for the Annual Fire Hose Testing completed on August 14, 2009. A copy of this report was also given to the Chief. The Chief stated that they would have all repairable hoses fixed and retested.

Because Mr. Youssouf has not arrived yet we will skip over the Legal report at this time.

### **Chiefs Report**

Chief Wayne Gravatt gave his incident report for the month of August, 2009. The Chief also turned over the July, 2009 report, which was missing from last month. Let the minutes reflect that Mr. Youssouf has arrived at 8:30 PM. The Chief stated that the New Fire Truck is out to bid. The Chief said that they have been getting prices on some equipment for the new truck. We could get 6 of our current SCBA's upgraded for a cost of \$24,887.40, or purchase 6 new SCBA's for \$28,850.40. Joe said that we would open bids for the New Fire Truck on October 5, 2009 at 4:00 PM. A lot of discussion was had on the bid process. A resolution was offered by Harry Carter and seconded by Tom Ward, to schedule a Special Meeting for October 6, 2009 at 4:00 PM for purpose of opening bids for the New Fire Truck. A roll call vote was taken.

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

### **Legal**

Joe gave the Clerk a complete Specification for the New Fire Truck. This is the same Specification which Joe has been handing out the all proposed Bidders. Joe also read a letter, which he sent to Mr. Michael Salvio of Bristol, Connecticut, advising him of the mistakes he made in his letter for an OPRA request.

### **Committees**

Frank gave a report on the Executive Board Meeting from August 27, 2009. Frank also gave a report on the trucks and stated that there are no major problems at this time. Frank said that he has replaced the Cab Water Gauge Lights on 19-2-78 and they are working very well.

### **Old Business**

George said that he signed a contract with CMX, our Engineer for the Tower, worth \$500.00. He gave the Township 6 copies of the plans for the New Communications Tower. George said that he has been in contact with Verizon about Cell Phone Service for the Fire District. Lots of discussion was had about Nextel verses Verizon. A resolution was offered by Tom Ward and seconded by Harry Carter, to switch our Cell Phone Contract to Verizon. The cost for this service should end up saving us some money. The new service will not have any push to talk capabilities. A roll call vote was taken.

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

### **New Business**

We received a letter from G& L Lawn Service stating that September is a good time to reseed our lawn for the coming spring. After a brief discussion, a resolution was offered by Harry Carter and seconded by Frank Biddle III, to have G & L Lawn Service complete the reseeding at this time. A roll call vote was taken.

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

We received a letter from VALIC, concerning our LOSAP program. They would like us to make a resolution that states a Firefighter can withdraw some of their LOSAP funds anytime after they are vested. We feel that our original agreement states this and should not have change anything. Joe said that he will take this literature and report back to the Board at the October 5, 2009 meeting.

Chris Pujat gave us the latest update on the Communications Tower, which was previously discussed. Chris said that work should begin on September 28, 2009.

George said that we should get prices for the asphalt to be replaced at the Route 524 Fire Station. We need to know how much it will cost so we can get voter approval to complete this next year along with the Vehicle Exhaust System at the Route 33 Fire Station.

Frank said that the retest for the Aerial will be September 24, 2009 and he took the day off from work so he could be there.

A resolution was offered by George Patten and seconded by Harry Carter to go into Executive Session at 10:10 PM to discuss personnel matters. A roll call vote was taken.

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

A resolution was offered by Tom Ward and seconded by Harry Carter to come out of Executive Session at 10:53 PM. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 10:54 PM.