

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

September 10, 2012

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 Vice Chairman Tom Ward, at 8:00 PM.

A Roll call was taken showing George Patten, Frank Biddle III, Thomas Ward, and Doug Howlett present. The Chairman then led all in attendance with the Pledge of Allegiance.

A motion was made by Doug Howlett and seconded by George Patten; to approve the minutes of the last meeting held on August 6, 2012, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
3732	A11-2	Dell Marketing, L.P.	1,395.10
3733	A12-3	Allied Diesel Service Corp.	7,859.39
3734	A12-3	Brice's Auto Supply, Inc.	590.45
3735	A12-3	Campbell Supply Co.	10,362.55
3736	A12-3	D & W Diesel, Inc.	2,544.80
3737	A12-3	East Coast Emergency Lighting, Inc.	12,581.54
3738	A12-3	Edwards Tire Company, Inc.	217.90
3739	A12-3	Freehold Towing, Inc.	125.00
3740	A12-3	G & L Lawn Service, Inc.	1,920.00
3741	A12-3	Grainger	164.76
3742	A12-3	Doug Howlett	10.24
3743	A12-3	My Fleet Center . Com	38.68
3744	A12-3	Pinebelt	1,206.13
3745	A12-4	Netlink	199.00
3746	A12-6	Pedroni Fuel Co.	1,884.05
3747	A12-8	JCP&L	2,183.06
3748	A12-8	N. J. American Water	191.48
3749	A12-8	N. J. Natural Gas	78.11
3750	A12-8	Verizon	336.93
3751	A12-8	Verizon Communications	59.98
3752	A12-8	Verizon Wireless	717.69
3753	A12-9	N. J. American Water	6,670.80

3754	A12-9	N. J. American Water	6,065.15
3755	A12-10	Clean Air Company, Inc.	1,020.02
3756	A12-10	EMR Power Systems, LLC	210.00
3757	A12-10	Freehold Cartage, Inc.	118.90
3758	A12-10	Jersey Coast Fire Equipment, Inc.	387.00
3759	A12-10	Sakoutis Brothers Disposal	75.00
3760	A12-10	Shore Business Solutions	200.00
3761	A12-13	Emergency Equipment Sales, LLC	2,037.50
3762	A12-3	Underwriters Laboratories, Inc.	375.00
Electronic	A9-1	Payroll by Paychex (for 08-31-12)	2,941.29
Electronic	A9-1	Tax Pay by Paychex (for 08-31-12)	517.98
Electronic	A9-1	Paychex Fees (deducted 09-10-12)	110.90
Electronic	A9-1	August 2012 N. J. Pension Payment	190.06
		Total	\$65,586.44

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 Tom Ward, and a roll call vote was taken.

Harry Carter	absent
George Patten	yes
Frank Biddle III	yes
Thomas Ward	yes
Doug Howlett	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 check, from VALIC, which were the surrendered LOSAP funds from a Firefighter that left the Company before he was vested. The check, in the amount of \$3,259.48, was received and deposited on August 24, 2012. We received a letter, from D. & W. Diesel, stating that our credit application was received and approved. We received the minutes from the New Jersey Association of Fire Districts June 9, 2012 quarterly meeting. We received a change of location from New Jersey Fire Equipment Company to 119-130 Route 22 East, Green Brook, New Jersey, 08812.

We received a Certificate of Liability Insurance for J. Ford Electric. We received two service check reports, from EMR Power Systems, for the service checks performed on our two Emergency Generators on August 17, 2012.

Legal

Due to the fact that Mr. Youssouf is absent from tonight's meeting, there will not be any legal report.

Chief's Report

Chief Brian Prochnow gave his incident report for the month of August, 2012. The Chief would like to purchase the following items.

- 1) One ANSI III jacket for 19-2-70 from American Uniform for \$306.98.
- 2) Repair and retest all of the failed fire hose from 2011 and 2012 from Emergency Equipment Sales, LLC for \$1,105.00.

A resolution was offered by Doug Howlett, and seconded by Frank Biddle, granting the Chief's purchase requests. A roll call vote was taken.

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

Committees

Frank gave a report on the Executive Board Meeting, which was held on August 23, 2012. Frank also gave a report on the trucks as follows.

- 1) Chief Banasz's vehicle was serviced on August 18, 2012 at Jiffy Lube.
- 2) Chief Banasz also dropped his vehicle off at Pine Belt for a recall.
- 3) Chief Tice's vehicle had to be towed to Pine Belt for starter issues.
- 4) 19-2-76 was serviced at Allied Diesel. Allied also did extensive work on the rear brakes. The truck is now back in service.
- 5) Edwards Tire repaired a LRI flat on 19-2-76.
- 6) Art replaced the alternator on 19-2-90.
- 7) East Coast Emergency Lighting has completed the installation of the new lights on 19-2-96. They are coming back the finish a small punch list of repairs.
- 8) Frank repaired all the house airline drops at the Route 33 Fire Station.
- 9) Frank took pictures of all the trucks and e-mailed them to NetLink.
- 10) Clean Air performed the annual service and inspection of the Vehicle Exhaust Systems at our two Fire Stations.
- 11) 19-2-90 passed its recertification for 2012.

Old Business

George said that Shore Business Solutions came out and installed a new copier driver on our new computer and we can now print to the copier.

New Business

Doug said that New Jersey Natural Gas has completed the installation of the new gas line to the Route 33 Fire Station. We now have to engage a contractor to hook the building up and convert all the gas appliance's.

We received a service contract, from Shore Business Solutions, for the annual contract on the copier in the Board's office at the Route 33 Fire Station. The amount of this contract is \$200.00 and runs to the end of July, 2013. A resolution was offered by George Patten, and seconded by Doug Howlett, to enter into this contract with Shore Business Solutions. A roll call vote was taken.

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

Chris Pujat said that we have used all our spare OPTICOM equipment and we should get a few items to have on hand. We received a quote from Signal Control Products for 1,500 feet of IR cable and three #721 detectors for a total of \$2,475.00. After a short discussion, a resolution was offered by George Patten, and seconded by Tom Ward, to purchase these needed items from Signal Control Products. A roll call vote was taken.

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

Frank said that it was time to schedule the Annual Pump Tests. Frank said that Fire One will again perform the work for \$225.00 per truck. We have six trucks to be tested and the total would be \$1,350.00. A resolution was offered by Doug Howlett, and seconded by George Patten, to have Fire One complete the annual tests. A roll call vote was taken.

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

With no further business to come before the Board, the meeting was adjourned at 9:12 PM.