

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

September 8, 2014

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, 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 4, 2014, motion carried.

The following Vouchers have been submitted for payment.

VOUCHER	LINE #	VENDOR	AMOUNT
1385	A11-2	Frank Biddle III	256.79
1386	A12-1	Asbury Park Press	128.75
1387	A12-3	A. R. Communications	539.75
1388	A12-3	Bailey's Square Janitorial Service	75.00
1389	A12-3	Barg's Lawn & Garden Shop, Inc.	1,576.80
1390	A12-3	Brice's Auto Supply, Inc.	147.64
1391	A12-3	Campbell Supply Co.	1,231.30
1392	A12-3	Continental Fire & Safety, Inc.	6,208.00
1393	A12-3	Cooper Electrical Supply Co.	315.30
1394	A12-3	Eastern Fire Equipment Service	109.42
1395	A12-3	G & L Lawn Service, Inc.	1,500.00
1396	A12-3	Jersey Coast Fire Equipment, Inc.	158.75
1397	A12-3	Minerva Cleaners	658.75
1398	A12-3	Monarch Electric Co.	509.58
1399	A12-3	Pine Belt	865.15
1400	A12-3	TASC Fire Apparatus, Inc.	180.50
1401	A12-4	Family Practice of CentraState	165.00
1402	A12-4	NetLink	199.00
1403	A12-6	Pedroni Fuel Co.	1,613.88
1404	A12-7	Tim McKay	143.13
1405	A12-8	JCP&L	1,803.36
1406	A12-8	N. J. American Water	221.36

1407	A12-8	N. J. Natural Gas	200.01
1408	A12-8	Verizon	373.14
1409	A12-8	Verizon Communications	61.98
1410	A12-8	Verizon Wireless	612.76
1411	A12-9	N. J. American Water	6,670.80
1412	A12-9	N. J. American Water	6,847.75
1413	A12-10	EMR Power Systems, LLC	230.00
1414	A12-10	Fail Safe Testing, Inc.	3,235.32
1415	A12-10	Freehold Cartage, Inc.	118.90
1416	A12-10	Sakoutis Brothers Disposal	75.00
1417	A12-10	ESI Equipment, Inc.	576.20
Electronic	A11-2	Deluxe (for 500 business checks)	94.31
Electronic	A9-1	Payroll by Paychex (for August, 2014)	2,872.21
Electronic	A9-1	Tax Pay by Paychex (for August, 2014)	579.50
Electronic	A9-1	Paychex Fee (deducted 09-10-14)	121.03
Electronic	A9-1	August 2014 N. J. Pension Payment	197.64
Total			\$41,473.76

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	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 two service reports, from EMR Power System, for service checks performed on our two emergency generators. These service checks were completed on August 28, 2014. We received two copies of the Fire Hose Test Results from Fail Safe Testing. The hose testing was completed on the 1st and 8th of August, 2014. We received a letter, from Glatfelter Claims Management, stating that our claim for the damage to the front bumper area on 19-2-78 has been approved. Enclosed with the letter was a check for the repairs, less \$500.00 deductible. The check, in the amount of \$3,109.63, was received and deposited on August 7, 2014.

We received an Affidavit of Publication, from the Asbury Park Press, for the advertising of our Notice to Bidders for the new Chief's Command Vehicle. We received a check, from VALIC, which are returned LOSAP funds from a Firefighter who left the Company before being vested. The check, in the amount of \$1,768.39, was received and deposited on August 8, 2014. We

received a check from a local neighbor for the purchase of our old Landpride three point hitch mower. This mower was declared as surplus equipment and was no longer needed. The check, in the amount of \$100.00, was received and deposited on August 21, 2014. We received the minutes from the June 7, 2014 New Jersey State Association of Fire Districts meeting. The next meeting will be held on September 12, 2014 at the Wildwood Convention Center.

Legal

There was no legal report due to the absence of Mr. Yousseuf.

Chief's Report

Chief Bob Tice gave his incident report for the month of August, 2014. Chief Tice said that we had one Major Structure Fire on August 20, 2014 and had two injuries. One injury was minor and one Firefighter was transported to the Hospital by Ambulance. This Firefighter was later released with no major injuries. The Chief would like to purchase the following items.

- 1) Three (3) 100 foot lengths of 3" Rubber Hose from Continental Fire and Safety for a total of \$1,193.40.
- 2) Four (4) 25 foot lengths of 3" Rubber Hose from Continental Fire and Safety for a total of \$604.40.
- 3) Five (5) 50 foot lengths of 2.5" Woven Hose from Continental Fire and Safety for a total of \$748.75.
- 4) Shipping charge for all hose to our location of \$100.00.
- 5) Live Fire Training at the Middlesex Fire Academy for an amount to be determined by the number of Firefighters.

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

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

Chief Tice also said that they are rethinking the Junior Firefighter By-Laws. As of now 16 and 17 year old Junior Firefighter's are permitted to ride on the first due Fire Apparatus. Junior Firefighter's are not trained in the use of SCBA's and are not allowed to wear SCBA's. Sometimes the first due Fire Apparatus is located in an area which would require the use of an SCBA. This subject will be brought back to the October 6, 2014 meeting when Mr. Yousseuf will be present.

Committees

Frank gave a report on the Executive Board Meeting which was held on August 28, 2014. Frank also gave a report on the trucks as follows.

- 1) The annual Ground Ladder and Aerial tests are scheduled for September 11, 2014.
- 2) The Battery Charger on 19-2-75 was replaced by Campbell Supply.

- 3) The old Battery Charger was sent out for repairs by Campbell Supply and will be used as a spare when it comes back.
- 4) The annual Hose Testing was completed on August 8, 2014.
- 5) The annual pump tests are scheduled for September 17, 2014.
- 6) 19-2-68's vehicle was repaired at Pine Belt. They replaced the left temperature door actuator.
- 7) 19-2-66's vehicle was repaired at Pine Belt. They replaced a bad air bag sensor.
- 8) Frank purchased new front brake pads and rotors for 19-2-68's vehicle. They will be installed in the next week.

Old Business

Frank read over the Bid Results from the Bid Opening on Thursday, August 21, 2014 at 2:00 PM. Present at the Bid Opening were Harry Carter, George Patten, Frank Biddle III and Joseph Youssouf. At 2:00 PM Mr. Youssouf brought the meeting to order and said that we had received two bids.

- 1) Mall Chevrolet, 2015 Chevrolet Suburban as specified \$43,650.00, with optional 30 additional months of OnStar, \$649.00 and optional trade-in of 2003 Suburban -\$3,500.00 for a total of \$40,799.00.
- 2) Hertrich Fleet Services, 2015 Chevrolet Suburban as specified \$39,778.00, with optional 30 additional months of OnStar Safe & Sounds with Directions and Connections, \$1,078.00 and optional trade-in of 2003 Suburban -\$2,300.00 for a total of \$38,556.00.

After some discussion, a resolution was offered by George Patten and seconded by Doug Howlett, to purchase the New Chief's Command Vehicle from Hertrich Fleet Services with options and the trade-in of the 2003 Suburban for a total of \$38,556.00. A roll call vote was taken.

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

Frank filled out a Purchase Order, number 1129, and will send it to Hertrich Fleet Services.

On Friday, August 22, a third bid was received from Route 46 Auto Mall. This bid was for \$41,469.00 with no options and no trade-in allowance. This bid also had a Cashier's Check for the Bid Bond. Frank wrote them a short letter explaining the winning Bidder and returned the Cashier's Check to them.

George said that the LOSAP issue, for one Firefighter, with VALIC has been resolved

New Business

Frank said that since we are ordering the New Chief's Command Vehicle, we should order all the remaining equipment for that vehicle. Prices were obtained by Second Assistant Chief Michael Whitehill.

- 1) All radio equipment needed from M&W Communication, on State Contract #83909, for a total of \$4,864.40.

- 2) All emergency light equipment needed from East Coast Emergency Lighting, on State Contract #81336, for a total of \$8,109.72.
- 3) Conversion Package from East Coast Emergency Lighting for a total of \$14,356.74.

After some discussion, a resolution was offered by Harry Carter and seconded by Tom Ward, to award the equipment purchase and the conversion to M&W Communications and East Coast Emergency Lighting. A roll call vote was taken.

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

We received two quotes from Signal Control Products for the spare parts that we generally keep in stock. The quotes are as follows.

- 1) One OPTICOM model 3100 GPS radio unit complete for \$6,495.00.
- 2) One OPTICOM model 764 phase selector for \$2,495.00.

A resolution was offered by Tom Ward and seconded by Harry Carter, to purchase these OPTICOM spare parts from Signal Control Products. A roll call vote was taken.

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

Frank said that he received a quote from Clean Air Company for the annual inspection of the Vehicle Exhaust Systems at our two Fire Stations. The quote was in the amount of \$1,161.00. A resolution was offered by George Patten and seconded by Tom Ward, to have Clean Air complete this annual service. A roll call vote was taken.

Harry Carter	yes
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 9:00 PM.