

MINUTES - REGULAR MEETING**July 12, 2010****CALL TO ORDER**

Chairman Hansch called the meeting to order on the above mentioned date at 8:02 pm, at the Fire Commissioner's office at 434 Route 10, Whippany, NJ.

ROLL CALL

Commissioners present: M Mihalko, Barz, J Mihalko, Cobane, & Hansch

Absent: None

At this time the Chairman read the following: Pursuant to statutes made and provided, let the minutes show that notice of this meeting was transmitted to the following newspapers: The Hanover Eagle and filed with the clerk of the Township of Hanover and the Clerk of this Board.

MINUTES OF THE LAST MEETING

The chairman called for the acceptance of the pre-meeting minutes and the regular minutes from last month. Comm. Cobane made a motion to accept last month's minutes. The move was seconded by Comm. J Mihalko and it was carried by the following vote:

AYES: M Mihalko, Barz, J Mihalko, Cobane & Hansch

NAYS: None

TREASURER'S REPORT *(Comm. M Mihalko)*

The following Treasurer's report was submitted. Comm. Cobane moved that it be accepted as submitted. Comm. Barz seconded the move and it was carried by the following vote:

AYES: M Mihalko, Barz, J Mihalko, Cobane & Hansch

NAYS: None

General Checking Account #7859643244**TD Bank**

| | |
|--------------------------------|--------------------|
| Balance On Hand - May 31, 2010 | \$38,922.56 |
| June Checks | (\$51,095.75) |

Deposits for the Month of May 2010

| | | |
|---------------------------------------|-------------------|--------------|
| Township of Hanover | 2nd Quarter taxes | \$203,362.50 |
| Township of Hanover (Bee Meadow Pool) | Permits & Fees | \$539.00 |
| Township of Hanover (BBPK Welding) | Permits & Fees | \$84.00 |
| Franks Diner | Permits & Fees | \$42.00 |
| Tiffany Fulfillment Ctr | Permits & Fees | \$42.00 |
| Tiffany Fulfillment Ctr | Permits & Fees | \$42.00 |

| | | |
|---------------------|--------------------|----------|
| JP Morgan Chase | Permits & Fees | \$497.00 |
| JP Morgan Chase | Permits & Fees | \$84.00 |
| JP Morgan Chase | Permits & Fees | \$84.00 |
| Steris Corp | Permits & Fees | \$84.00 |
| Township of Hanover | False Alarms - May | \$150.00 |

Balance on Hand, June 30, 2010 **\$192,837.31**

TD Bank Money Market

Balance on Hand June 30, 2010 **\$2,821.67**

Payroll Checking Account # 7859643251

TD Bank

Balance on Hand June 30, 2010 **\$745.83**

Active Assets Account #615 108684 107

Morgan Stanley/Smith Barney

Balance on Hand June 30, 2010 **\$776,613.95**

Checks Submitted this Month's Meeting **\$73,563.92**

CHIEF'S / FIRE OFFICIAL REPORT *(Deputy Chief Randy Polo)*

The following Chief's Fire Official report was submitted. Comm. Cobane moved that it be accepted as submitted. Comm. J Mihalko seconded the move and it was carried by the following vote:

AYES: M Mihalko, Barz, J Mihalko, Cobane & Hansch

NAYS: None

- Randy Polo informed the board that Mark Seika has passed his EMS test and is now certified.
- Comm. M Mihalko is going to talk to Josh about the request for back-up software to get more information for the Board.

June 2010 Monthly Chief and Fire Official Report

Supplies, Equipment, and Maintenance

- Fire Fighters tested 6 scba bottles.

Apparatus

- Engine 83 had the oil pressure temperature gauge replaced.
- Rescue 80 had an air leak repaired.

Training

- Training for the month of June was:
 - EMS Orientation with the Cedar Knolls First Aid Squad.
 - Hose line advancement.
 - ARFF for the structural firefighter.
- Training for the month of July will be a pumping drill and a water rescue drill.

Purchases

- We need to purchase a backup and recovery system for our computers. This is for 5 separate licenses.

- | | |
|------------------------------|----------|
| 1. PC Mall.gov \$110.54 each | \$552.70 |
| 2. CDW \$120.00 each | \$600.00 |

Quotes are on file in the Chief's Office.

Fire Prevention

- Ninety-two inspections /re-inspections were conducted last month and \$833.00 dollars in permits were collected, and \$250.00 in fines was collected.

Other Matters

- 2 OPRA Requests were completed.
- All of the establishments that have a liquor license were inspected with minimal violations for the renewal of their licenses.
- On August 5th we will be having a boating class. All members who will be operating one of our boats must have this training. At the completion you will receive the State Police Certification.
- Nick Tseles has signed up for EMT training.
- We will be having a FF 2 Challenge test in September. I passed along a memo to you regarding this.
- The CVS should be opening in early August.
- We have a new group home in town at 18 Jefferie Trail. It is fully alarmed and sprinklered.
- I met with representatives from 903-905 Rt. 10 in regards to upgrading their fire alarm system.
- The tent has been disposed of.
- I have finished the preliminary paperwork with FEMA regarding reimbursement from the March 2010 Nor'easter. We should be getting approximately \$1,500.00.
- Chief Davidson conducted an I-300 class during the day that we attended. The EMT's received 24 CEU credits that go towards the renewal of their certification.

- Fire Extinguisher training was conducted along with CKFD at Employment Horizons and also at the DPW garage.
- I answered a subpoena for the accident that occurred in August 2009 when the worker fell through the roof at 10 School Street. This was the first time we have had to answer a subpoena regarding a medical emergency. Chief Davidson advised me to contact our lawyer

and have him review all of the documentation regarding that call. With the advice from Joe O'Toole I answered the subpoena with all of our paperwork. I will be putting a policy together for these types of record requests.

- Randy Polo has started to run EMS calls.

COMMUNICATIONS (Comm. Cobane)

The Whippany Village sent a Landowners Consent Certification to be signed by the commissioner's to allow access on to the commissioners land for purpose of the redevelopment. Comm. J Mihalko made a motion to approve the Landowners Consent Certification after the Fire Company's attorney reviews the document and as long as no major changes are made. Comm. M Mihalko seconded the move and it was carried by the following vote:

AYES: M Mihalko, Barz, J Mihalko, Cobane & Hansch

NAYS: None

COMMITTEE REPORTS

- Personnel (Julie Mihalko & Robert Cobane): No Report
- 434 Building (Julie Mihalko): No Report
- Apparatus (Robert Cobane): No report
- Insurance (Mike Mihalko): On track & Comm. M. Mihalko tracked down a missing check
- Dinner/Mementos (Robert Cobane & Julie Mihalko): No report
- First Aid (Ron Barz & Henry Hansch III): As submitted
- Cedar Knolls (Ron Barz & Henry Hansch III): Working towards WFD members assisting with the First Aid Squad. WFD now has 6 EMS certified.
- Liaisons:
 - Township (Henry Hansch III): Mayor John Sheridan reached out to both the WFD and the CKFD to discuss joining the 2 departments in order to go out and bond both the WFD and the CKFD projects. Also discussed pros and cons of joining the departments.
 - Company (Robert Cobane): No report
- Relocation (Mike Mihalko & Henry Hansch III):
 - Meeting coming up with Bucco & team on Wed 7/21
 - Working on PR campaign for the project
 - We will have the full timeline at the August meeting

FIRE COMPANY PART OF THE MEETING

President Fred Brunner updated the committee on the relocation project. The committee is meeting with the developer this week to discuss the land swap agreement. There was also mention that a township committee member contacted the Company's attorney for information which was then billed back to the Company and in the future it is requested to ask the Company directly to avoid any charges.

OLD BUSINESS

- Bernardsville Ordinance – John Ferramosca is working on this
- Comm. Hansch reviewed denial letter for FEMA firehouse grant and why we did not receive it.
- Comm. J Mihalko brought up that we are spending money on Janitorial services for both the firehouse and the commissioner's house and that in order to save money, we should all chip in and take over these duties. We can work with the Company to include this during truck checks and other drills. We also need to ensure that the responsibility does not fall on the paid guys and we incorporate this activity into everyone's daily activities.

Comm. J Mihalko made a motion to cancel the Janitorial Contract. Comm. Barz seconded the move and it was carried by the following vote:

AYES: M Mihalko, Barz, J Mihalko, Cobane & Hansch

NAYS: None

NEW BUSINESS

- OPRA Seminars coming up in October need to discuss and determine if we should attend seminar?
- Randy Polo discussed the new state certification for Firefighter II and how the Firefighter II certification that many of our members received could have the opportunity to take a on- time test in the fall to obtain this state certification. The department is working with CKFD to prep those who qualify and prepare them for the test in the Fall.

PUBLIC PART OF THE MEETING

There were 7 members of the public present.

- Bob Johnson asked if we need to do a title search on the Commissioner's House before we sell it. Discussion was had and decided title search that was originally done would suffice.

- Discussion over member's percentages and if a member has a low percentage, why is the department paying for them to go to classes? Especially EMT classes. Both the Company and Department will work together to review this and develop a plan moving forward.

- Discussion about expanding WFD dual dispatches and will it be a good thing or bad thing for our members? Some thought that our members will get burned out while other members thought this would be a good opportunity for members to become more involved and improve their percentages.

- Recruitment - Comm. M Mihalko asked what we do to recruit new members. Discussion about how we target the high school and different events. Also there was a discussion about the culture of the WFD and how the morale was improving which will have a benefit to attract and retain more members. Both the department and company will look into this more.

- Training Discussion: Commissioners will work with the Chief and Paul to strengthen the training program and also get Paul more involved with the budgeting and planning of the training program.

BILLS

- There was discussion about a check for Chief's Supply that the commissioner's needed more info from the chief on before paying.

Comm. M Mihalko moved that the following bills be paid. The move was seconded by Comm. Cobane and was carried by the following vote:

AYES: M Mihalko, Barz, J Mihalko, Cobane & Hansch

NAYS: None

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|------------|------|--|------------------------------------|-----------|
| 06/07/2010 | 4314 | Verizon Wireless | Utilities | -330.96 |
| 06/07/2010 | 4315 | Township of Hanover | Operating Materials & Supplies | -332.39 |
| 06/07/2010 | 4316 | Cablevision | Utilities | -241.50 |
| 06/07/2010 | 4317 | New Jersey Labor Law Poster | Operating Materials & Supplies | -85.50 |
| 06/07/2010 | 4318 | CONFINED SPACE SERVICES | Training and Education | -800.00 |
| 06/07/2010 | 4319 | Florham Park Hardware | Operating Materials & Supplies | -3.99 |
| 06/07/2010 | 4320 | Turnout - Totowa | Operating Materials & Supplies | -143.64 |
| 06/07/2010 | 4321 | Politi Auto Parts | Operating Materials & Supplies | -7.18 |
| 06/07/2010 | 4322 | PSE&G | Utilities | -460.00 |
| 06/07/2010 | 4323 | Police & Firemen's Insurance Association | Employee Benefits-Other | -211.64 |
| 06/07/2010 | 4324 | Morristown Lumber | Operating Materials & Supplies | -105.99 |
| 06/07/2010 | 4325 | Warnock Fleet & Leasing | Car 202 | -268.50 |
| 06/07/2010 | 4326 | NJ Division of Pensions & Benefits | Pension Expense | -16.99 |
| 06/07/2010 | 4327 | POSTMASTER | Office Supplies | -88.00 |
| 06/14/2010 | 4328 | Batteries Plus | Operating Materials & Supplies | -41.98 |
| 06/14/2010 | 4329 | STAPLES CREDIT PLAN | Office Supplies | -79.44 |
| 06/14/2010 | 4330 | Finish Line Car Wash | Operating Materials & Supplies | -32.50 |
| 06/14/2010 | 4331 | Firefighter One, LLC | Operating Materials & Supplies | -555.50 |
| 06/14/2010 | 4332 | Firefighters Equipment Company, Inc. | Operating Materials & Supplies | -4,434.00 |
| 06/14/2010 | 4333 | Employment Horizons | Building Maintenance | -130.00 |
| 06/14/2010 | 4334 | J C P & L | Utilities | -1,134.78 |
| 06/14/2010 | 4335 | Johnson, Murphy, Hubner, McKeon, et al | Professional Services | -714.00 |
| 06/14/2010 | 4336 | J C P & L | -SPLIT- | -108.73 |
| 06/14/2010 | 4337 | PSE&G | Utilities | -23.61 |
| 06/14/2010 | 4338 | NFPA/National Fire Protection Asoc Morris County Public Safety Training | Membership Dues & Subscriptions | -150.00 |
| 06/14/2010 | 4339 | Acad | Training and Education | -275.00 |
| 06/15/2010 | eft | Board of Fire Commissioners | -SPLIT- | 13,662.25 |
| 06/21/2010 | 4340 | Township of Hanover | Operating Materials & Supplies | -158.57 |
| 06/21/2010 | 4341 | SMCMUA | Utilities | -57.52 |
| 06/21/2010 | 4342 | Horizon Blue Cross & Blue Shield of NJ | Dental | -447.30 |
| 06/21/2010 | 4343 | Standard Insurance Co | Life Insurance | -1,525.10 |
| 06/21/2010 | 4344 | Sprint | Utilities | -61.05 |
| 06/21/2010 | 4345 | Oxford Health Plan | Medical Benefits | -7,850.34 |
| 06/24/2010 | 4346 | Exxon Fleet | Operating Materials & Supplies | -1,184.21 |

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| 06/24/2010 | 4347 | Fail Safe, Inc. | Operating Materials & Supplies | -1,935.00 |
| 06/24/2010 | 4348 | Township of Hanover | Operating Materials & Supplies | -149.28 |
| 06/24/2010 | 4349 | NJ State Assoc of Fire Districts | Membership Dues & Subscriptions | -300.00 |
| 06/30/2010 | eft | Board of Fire Commissioners | -SPLIT- | 12,989.31 |
| 07/07/2010 | 4350 | Coffee Lovers | Operating Materials & Supplies | -287.20 |
| 07/07/2010 | 4351 | Politi Auto Parts | Operating Materials & Supplies | -12.58 |
| 07/07/2010 | 4352 | AC Daughtry, Ic. | Operating Materials & Supplies | -255.00 |
| 07/07/2010 | 4353 | Chief Supply Corp. | Operating Materials & Supplies | -338.99 |
| 07/07/2010 | 4354 | Florham Park Hardware | Operating Materials & Supplies | -14.99 |
| 07/07/2010 | 4355 | Township of Hanover | Operating Materials & Supplies | -363.84 |
| 07/07/2010 | 4356 | Cablevision | Utilities | -241.49 |
| 07/07/2010 | 4357 | Aluminum Ladder Company | Operating Materials & Supplies | -117.13 |
| 07/07/2010 | 4358 | Reynolds Deli & Catering | Operating Materials & Supplies | -320.00 |
| 07/07/2010 | 4359 | Hanover Twp Fire Dist #3 | EMS Services | 18,750.00 |
| 07/07/2010 | 4360 | Technical Fire Services, Inc | Operating Materials & Supplies | -675.00 |
| 07/07/2010 | 4361 | First Priority Emergency Vehicles | Engine 83 | -663.32 |
| 07/07/2010 | 4362 | Verizon Wireless | Utilities | -324.70 |
| 07/07/2010 | 4363 | Hanover Sewerage Authority | Utilities | -103.93 |
| 07/10/2010 | 4364 | PSE&G | Utilities | -466.46 |
| 07/10/2010 | 4365 | Police & Firemen's Insurance Association | Employee Benefits-Other | -215.64 |
| 07/10/2010 | 4366 | Parker Publications Morris County Public Safety Training | Advertising | -75.80 |
| 07/10/2010 | 4367 | Acad | Training and Education | -30.00 |
| | | | | <u>-</u> |
| | | | | 74,351.82 |

RECAP & ACTION ITEMS

- Janet will need to send a letter to Janitorial company to end service
- Need to get more info about Chief Supply Invoice
- Comm. M Mihalko will talk to Josh about back up software
- Company and Department need to review approval process for taking classes and connection to member's percentage.
- Company and Department need to continue reviewing recruitment and retention process

ADJOURNMENT OF THE MEETING

Move to close the meeting:

AYES: M Mihalko, Barz, J Mihalko, Cobane & Hansch

NAYS: None

The meeting was adjourned at 9:06

Respectfully submitted,
Comm. Hansch