

MINUTES - REGULAR MEETING

February 8, 2010

Chairwoman Mihalko called the meeting to order on the above mentioned date at 8:03 pm, at the Fire Commissioner's office at 434 Route 10, Whippany, NJ.

Commissioners present: Johnston, DeMaio, Hansch, Cobane & Mihalko

Absent: None

At this time the Chairwoman read the following: Pursuant to statutes made and provided, let the minutes show that notice of this meeting was transmitted to the newspaper: 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 chairwoman then called for the acceptance of the minutes & pre-minutes of the last regular meeting. Comm. Cobane made a motion to accept last month's minutes. The move was seconded by Comm. Hansch and it was carried by the following roll call vote:

Johnston - AYE, DeMaio – AYE, Hansch, - AYE , Cobane – AYE, Mihalko – AYE

TREASURER'S REPORT

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

Johnston - AYE, DeMaio – AYE, Hansch, - AYE , Cobane – AYE, Mihalko – AYE

General Checking Account #7859643244

TD Bank

Balance On Hand - December 31, 2009	\$11,436.84
January Checks	(\$54,387.37)
Accruals: LOSAP, EMS, & other Accruals for 2009	(\$28,022.82)
Transfer from Money Market	\$100,000.00

Deposits for the Month of December 2009

Anchor Golfland	Permits & Fees	\$42.00
Cambridge Sheet Metal	Permits & Fees	\$42.00
Hanover Twnship/ false alarms	Other Income	\$1,050.00
The Grande at Hanover	Permits & Fees	\$84.00
Cadbury	Permits & Fees	\$42.00
Cadbury	Permits & Fees	\$497.00
Cadbury	Permits & Fees	\$497.00
Skylands Insurance / Auto accident	Other Income	\$3,543.75
Interest	TD Bank	\$14.45

Balance on Hand, January 31, 2010

\$34,838.85

TD Bank Money Market

Balance on Hand January 31, 2010

\$102,794.41

Payroll Checking Account # 7859643251

TD Bank

Balance on Hand January 31, 2010

\$15,000.00

Active Assets Account #615 108684 107

Morgan Stanley/Smith Barney

Balance on Hand January 31, 2010

\$776,047.78

Checks Submitted this Month's Meeting

\$65,310.85

CHIEF'S / FIRE OFFICIAL REPORT

Supplies, Equipment, and Maintenance

- Office supplies were purchased from Staples.
- Supplies were purchased from Politi Auto Parts.
- Fire Fighters repaired one SCBA pack and also hydro tested 9 bottles.
- Materials were purchased from GM Fence and Morristown Lumber for training props that will be shared between us and CKFD. They paid for and built half of the props.

Apparatus

- The battery was replaced in 201 and also a battery saver was installed.

Training

- Training for the month of January were:
 - Blood Bourne/ Right to Know
 - SCBA Refresher and Fit Testing
 - Make up for the Anger Management Class was held on Wednesday January 27th.
- Training for February will be on the 16th at the Air Group building on Prince Rd. the topic will be Rapid Intervention Crews. Also on the 23rd which will be equipment location on the apparatus.

Purchases

- The officers and I have discussed using a computer program for members responding to emergencies. The program is called I am Responding its works very simply. When a call is dispatched you call a phone number that is tied to this system. When you are done a computer screen will display that you called in and are responding to the call. This would be valuable both day and night to our department. I would like to get two screens for the apparatus area. I have all ready secured a used laptop computer "free". Cedar Knolls uses this system and we would jump onto their system we would not have to buy our own. Below are prices for the material that we would need in our station.

1.	CDW-G	\$572.21
2.	PC Mail	\$573.84

Quotes are on file in the Chief's Office

Fire Prevention

- Nineteen inspections /re-inspections were conducted last month and \$1,701.00 dollars in permits were collected.

Other Matters

- Two OPRA Requests were performed.
- Derrick Shearer joined the department and was given a 1 year probation period. He is Charlie Coughlan's great nephew.
- We assisted East Hanover FD with a multiple car and pole fire on January 7th. I have submitted them a bill to send to the insurance company to be reimbursed.
- We were paid by the insurance company from the tractor trailer accident the occurred on Saturday evening November 14, 2009. The total bill was paid \$3,543.75.
- We purchased disinfectant to clean our SCBA regulators. This will be done at a minimum of once a month.

- On January 19th I met with Par Troy EMS. Attached are the notes from the meeting.
- Joe Mihalko Jr. has started FF1 at the Morris County Fire Academy.
- LOSAP for 2009 has been completed.
- The yearly percentages have been completed and will be turned into Ken Schleifer this week.
- The Fire Prevention Bureau completed and submitted the yearend report to the Division of Fire Safety.
- The following are attached for your information.
 1. A new procedure that is going into place regarding Mutual Aid. "Run Cards"
 2. Also we will be implementing assignments to apparatus prior to the arrival of the apparatus. "Operational Procedures"
 3. Chief Davidson provided us with an EMS Run Card for a Mass Causality Incident.
 4. The yearend report from Concern Employee Assistance Program. As you can see the provided one training session for us and also a member went to them. I believe this is a great program for our members and their families.

• Also mentioned: Joe Mihalko Jr. is attending Firefighter One

A motion was made to accept the Chief's /Fire Officials report and act on any approvals at the necessary time later in the meeting. This motion was made by Comm. Johnston and was seconded by Comm. Cobane. It was carried by the following roll call vote:

Johnston - AYE, DeMaio – AYE, Hansch, - AYE , Cobane – AYE, Mihalko – AYE

COMMUNICATIONS

1. A letter from Cedar Knolls in response to our letter.
2. A Thank you from the man we sent the old gear to for the Fire Departments in Panama.

COMMITTEE REPORTS

Personnel: Still working with Ian. Ongoing.

Building: Nothing at this time.

Apparatus: Nothing at this time.

Insurance: Just that it's going up.

First Aid: There were 24 calls this month – We have 8 EMTS – Sieka is attending now – H1N1 seems to be under control for now. Frank thanked Ian for helping with First Aid.

Flood Plan: Nothing at this time.

At this time Commissioner Mihalko thanked Commissioner DeMaio for his service and wished him good health and success on behalf of the Board.

Liaisons

Township: Nothing at this time.

Company: Nothing at this time.

Cedar Knolls: Henry – we're negotiating with them and he's working to get things written down. As far as First Aid, we're going to have to look at it ourselves. We have a list of different towns we want to talk to. We'll look at both the pros and cons. We need to see where Cedar Knolls got their information from and get our own information.

It's going real good for Parsippany right now. They pay \$18 / hour and they belong to PERS. \$24 an hour for administrative. All info is in the chief's report and we will be looking at it.

Fred Brunner suggested keeping the Township Fathers in the loop as to what's going on. Certain members of the township see the First Aid as the first step to combining the 2 districts – but not on our terms – on theirs.

Comm. Cobane said that if they were interested, they'd be here.

Ron Barz – said that they just want to see the bottom line.

Fred Brunner – they may THEN look at the bottom line of the fire departments and say "We don't need 4 paid guys here AND there." Look, it may be consolidated some day, but it's better to do it on our terms, than theirs.

Relocation: Fred Brunner reported that they met with the engineer and it went well. They are meeting with the architect this coming Wednesday.

On March 18th – they go up in front of the Board of Adjustment about getting Metro on the cell tower. Francioli was a big help – Ferramosca and Sheridan too. Everyone should come out on March 18th and support this. Meeting is at 7 p.m.

Fred also spoke to the developer and explained where we are at with the Board and the Company. The agreement needs a little fine tuning, but we're OK now.

He's looking forward to working with Board members that are newly elected in March.

FIRE COMPANY PART OF THE MEETING

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

The budget is back from the State.

PUBLIC PART OF THE MEETING

Julie asked about monies donated in memory of someone – Is notification made to the person's family? And are Thank You notes sent? She recommended that the family be notified so they could send out their own thank you cards.

Fred responded that mike Cook was in charge of that. He would check into it.

Bob Johnston mentioned that any amount over \$250 to a non-profit – the thank you has to be acknowledged with a letter.

At this time, Henry Hansch thanked Frank DeMaio for getting the First Aid up and running.

Frank thanked the paid guys and the Chief for all their help with the First Aid and said that his 6 years on this Board were interesting, to say the least. Hopefully the next Board will continue what we started – especially with the First Aid.

BILLS

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

Johnston - AYE, DeMaio – AYE, Hansch, - AYE , Cobane – AYE, Mihalko – AYE

01/11/2010	4089	STAPLES CREDIT PLAN	Office Supplies	-731.14
01/11/2010	4090	Jonach Electronics	Operating Materials & Supplies	-320.00
01/11/2010	4091	Joseph Cortright	Operating Materials & Supplies	-38.60
01/11/2010	4092	Finish Line Car Wash	Operating Materials & Supplies	-27.00
01/11/2010	4093	Politi Auto Parts	Operating Materials & Supplies	-99.45
01/11/2010	4095	C F Services	-SPLIT-	-3,466.34
01/11/2010	4096	Minerva Cleaners	Operating Materials & Supplies	-135.00
01/11/2010	4097	Firefighters Equipment Company, Inc.	Operating Materials & Supplies	-119.85
01/11/2010	4098	Liberty Mutual Insurance Group	Workers Compensation	-3,153.00
01/11/2010	4099	Joseph Cortright	Operating Materials & Supplies	-380.00
01/11/2010	4100	Employment Horizons	Building Maintenance	-195.00
01/12/2010	eft	Board of Fire Commissioners	-SPLIT-	13,110.37
01/12/2010	4101	Robert Johnston	Office Supplies	-74.77
01/12/2010	4102	PSE&G	-SPLIT-	-695.11
01/12/2010	4103	Police & Firemen's Insurance Association	Employee Benefits-Other	-211.64
01/12/2010	4104	Morris County Public Safety Training Acad	Training and Education	-175.00
01/18/2010	4106	Morristown Tire Co.	Operating Materials & Supplies	-195.00
01/18/2010	4107	Fire Fighters Equipment Company	Operating Materials & Supplies	-39.45
01/18/2010	4108	Morristown Memorial	Professional Services	-1,318.00
01/18/2010	4109	Fire Engineering	Membership Dues & Subscriptions	-29.95
01/18/2010	4110	Oxford Health Plan	Medical Benefits	-7,850.34
01/18/2010	4111	J C P & L	Utilities	-811.65
01/18/2010	4116	Whippany Rotary Club	Membership Dues & Subscriptions	-196.00
01/18/2010	4117	Batteries Plus	Operating Materials & Supplies	-9.59
01/18/2010	4118	NFPA/National Fire Protection Asoc	Membership Dues & Subscriptions	-270.00
01/25/2010	4119	Township of Hanover	Operating Materials & Supplies	-650.35
01/25/2010	4120	Exxon Fleet	Operating Materials & Supplies	-960.25
01/25/2010	4121	Horizon Blue Cross & Blue Shield of NJ	Dental	-447.30
01/25/2010	4122	J C P & L	-SPLIT-	-54.86
01/25/2010	4123	Sprint	Utilities	-64.05
01/25/2010	4124	Standard Insurance Co	Life Insurance	-1,494.90
01/25/2010	4125	Morris County Public Safety Training Acad	Training and Education	-300.00
01/25/2010	4126	Warnock Fleet & Leasing	Car 201	-330.66
01/25/2010	4127	Black Meadows Mutual Aid Association	Membership Dues &	-100.00

			Subscriptions	
01/25/2010	4128	NJ Career Chiefs Association	Membership Dues & Subscriptions	-250.00
01/25/2010	4129	Turnout - Totowa	Operating Materials & Supplies	-99.99
01/25/2010	4130	Johnson, Murphy, Hubner, McKeon, et al	Professional Services	-512.00
01/25/2010	4131	POSTMASTER	Office Supplies	-88.00
01/30/2010	eft	Board of Fire Commissioners	-SPLIT-	13,216.76
01/30/2010	eft	PFRS	Pension Expense	-2,166.00
02/01/2010	4132	Gann Law Books	Membership Dues & Subscriptions	-237.50
02/01/2010	4133	Recorder Publishing	Advertising	-6.51
02/01/2010	4134	Chief Supply Corp.	Operating Materials & Supplies	-42.99
02/01/2010	4135	Alan W. Latanzio Insurance Agency, Inc.	Insurance Premiums	-6,942.00
02/01/2010	4136	Verizon Wireless	Utilities	-367.16
02/01/2010	4137	Morris County Public Safety Training Acad	Training and Education	-50.00
02/01/2010	4138	Fire Fighters Equipment Company	Operating Materials & Supplies	-43.75
02/01/2010	4139	GM Fence	Operating Materials & Supplies	-224.18
02/01/2010	4140	Rios' Engraving	Operating Materials & Supplies	-20.00
02/01/2010	4141	Cablevision	Utilities	-240.90
02/01/2010	4142	Township of Hanover	Operating Materials & Supplies	-124.95
02/08/2010	4143	PSE&G	Utilities	-460.00
02/08/2010	4144	Morristown Lumber	Operating Materials & Supplies	-42.98
02/08/2010	4145	Florham Park Hardware	Operating Materials & Supplies	-46.35
02/08/2010	4146	Concern	Training and Education	-500.00
02/08/2010	4147	STAPLES CREDIT PLAN	Office Supplies	-221.03
02/08/2010	4148	CONFINED SPACE SERVICES	Training and Education	-1,334.00
02/08/2010	4149	Politi Auto Parts	Operating Materials & Supplies	<u>-19.18</u>
				65,310.85

Comm. Cobane made a motion to adjourn. The motion was seconded by Comm. Johnston and passed unanimously.

The meeting was adjourned at 8:31.

Respectfully submitted,

Janet Gant-Hammond, Board Assistant