

**MINUTES - REGULAR MEETING**

**May 13, 2013**

Chairman Hansch called the meeting to order on the above mentioned date at 8:00 pm, at the Fire Commissioner's office at 434 Route 10, Whippany, NJ.

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

Absent: None

Also Present: Chief Cortright & Chief Davidson

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 Regional weekly and the Daily Record 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. J. Mihalko made a motion to accept last month's minutes. The move was seconded by Comm. Barz and it was carried by the following vote:

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

ABSENT: None

NAYS: None

**TREASURER'S REPORT**

The following Treasurer's report was submitted. Comm. J. Mihalko moved that we accept the Treasurer's Report. Comm. Barz seconded the move and it was carried by the following vote:

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

ABSENT: None

NAYS: None

**General Checking Account #7859643244**

**TD Bank**

Balance On Hand - March 31, 2013	<b>\$80,139.37</b>
April Checks	(\$61,871.15)

**Deposits for the Month of April 2013**

Tiffany & Co	Permits & Fees	\$84.00
Lil Dans	Permits & Fees	\$42.00
Barclays Capital	Permits & Fees	\$497.00
Emulsitone	Permits & Fees	\$84.00
Suburban Propane	Permits & Fees	\$42.00
SMCMUA	Rebate after sale	\$17.52
Township of Hanover	District Taxes	\$150,000.00
Registration Fees		\$1,975.00
Voided Check #5986	Lost in mail / reissued	\$181.00
Voided 2 checks - Batteries Plus	Never received - 2011	\$169.94

<b><u>Balance on Hand, April 30, 2013</u></b>	<b><u>\$171,360.68</u></b>
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**TD Bank Money Market**

Balance on Hand April 30, 2013

**\$2,833.18****Payroll Checking Account # 7859643251****TD Bank**

Balance on Hand April 30, 2013

**\$747.68****Active Assets Account #615 108684 107****Morgan Stanley/Smith Barney**

Balance on Hand April 30, 2013

**\$1,015,026.56**

Checks Submitted This Month's Meeting

**\$86,553.67****CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS**

The following Chief's report was submitted for approval.

A motion to accept this report was made by Comm. Cobane and seconded by Comm. J. Mihalko. It was passed by the following vote:

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

ABSENT: None

NAYS: None

**Supplies, Equipment, and Maintenance**

- Equipment was purchased from the Firestore.com.
- Office supplies were purchased at Staples.
- Fire Fighters repaired one air cylinder and recharged one extinguisher.

**Apparatus**

- The Manual Pump Override Valve was replaced on Engine 82.

**Training**

- Training topics for the month of May we will be going to the Fire Academy both weeks with half the guys one week the other half the second week. We will have a training drill here in town both of those weeks. Since we are down one Engine only Engine 83 will go to the Academy along with support vehicles.
- Training topics for the month of April were RIC Operations, CAFS, and Water Rescue.

**Purchases**

- I am requesting to purchase 10 sets of turnout gear from Fire Fighter 1.  
Fire Fighter 1 Total Price: \$17,112.00  
State Contract Total Price: \$20,868.00

**Fire Prevention**

- (82) Inspections / re-inspections were conducted last month and \$749.00 dollars in permits were collected.

**EMS**

- (26) Calls were answered last month and we assisted with 2 transport.

**Fire**

- (40) Calls were answered last month.

**Other Matters and Announcements**

- I found an online forum for Emergency Vehicle Technicians and joined it. Maybe we can find out some information for mechanics that just work on apparatus from across the nation. This is regarding Engine 81.
- ISO came in during the month of April and paid us our first visit in 17 years. A lot has changed since then but, I feel that we did pretty well. If we are not happy with the outcome we can file an appeal. They will work with us to at least remain at the same rating that we are or possibly improve our rating. Josh, Ian, and Paul did a great job helping get the important information that I needed for the project.
- Liberty Mutual came out and completed our yearly audit for Workers Compensation.
- The NJDOT will soon be starting the resurfacing project on Rt. 10 between Livingston and Rt. 287. At the same time they will also be starting construction on Rt. 24 East by Rt. 287.
- We signed up with a cooperative purchasing system run by the State of Nevada to get better pricing on our cell phone service. We should save about \$110.00-\$125.00 per month.
- Bayer will be doing a river cleanup here in town on Thursday May 23<sup>rd</sup>. We have been asked to assist with River Safety and EMS services. We are in the process of producing and Emergency Action Plan for this event. We have already walked the river during last month's drill. Bayer will have 100 employees participating.
- We completed CPR/AED and Basic First Aid Training for the entire DPW. The instructors did a great job and I have heard positive feedback from the DPW employees.
- Paul and I met with 3M and gave them a price for training but I have not heard anything for them as of today.
- The department did a great job at the East Hanover fire last Tuesday.
- I spoke with the Assistant Chief from Parsippany District 5 and we will be their second RIC Team and also assisting with cover and move up assignments for them.
- Tim Culver has been hired by the town as the Fire Sub Code Official.
- Matt Downey will be starting a senior project as an intern with us this week. He will be assigned to go out on inspections work in the shop and other day to day tasks that need to be done.
- The Search Rope System that we ordered with the donation from the family on Polhemus Terrace has been ordered and should be delivered in a week or two.

## **COMMUNICATIONS**

- Request from the Census Bureau for copy of our 2011 audit. Chairman Hansch will take care of it.
- Letter from Auditor Vincent Montenino, looking at his liability in doing our audit. Needs to be signed. Copy of letter attached to these minutes.

## **COMMITTEE REPORTS**

**Personnel:** Nothing at this time.

**Building:** Nothing at this time.

**Apparatus:** Engine 81 – A copy of the Chief's notes is attached to these minutes. We received one letter and are awaiting a second letter from an independent truck expert. After that, we will be reaching out to KME to discuss this further. An information packet will be put together lining up what we paid, warranties, & all the information, essentially, building up a case.

**Insurance:** Nothing new at this time.

**Dinner:** In the works.

**First Aid:** It was reported that EMS responded to 26 calls this month, and 2 transports.

**Comm. Cobane:** We should start billing Cedar Knolls for the transports. Any time they go to the hospital, we should get reimbursed for their time.

**Henry Hansch –** We have a lot more questions about that and it needs to be discussed further.

**LIASIONS:**

**TOWN** – George absent this meeting.

**FIRE COMPANY AND RELOCATION:**

Nothing at this time.

**OLD BUSINESS**

Re: the questions we put to George Coppola about the First Aid Squad, response was that he wants us to address the Cedar Knolls Board directly.

We do not want to be in the middle and will send the questions back to the town once more.

We are still researching outside services, billing back Cedar Knolls for transports and other things.

New Rope System came today. Letter to go to the Nicastro family showing them where their donation went.

**NEW BUSINESS**

The Chief has requested a purchase of 10 sets of new turnout gear. The lowest price was from Firefighter One for \$17,112.00.

\*At this time, a motion was made to act on the Chief’s request that we purchase the turnout gear from Firefighter One. The motion was made by Comm. J. Mihalko. The motion was seconded by Comm. M. Mihalko and passed by the following vote:

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

ABSENT: None

NAYS: None

Chief mentioned the date of the Memorial Day parade – Monday the 27<sup>th</sup>.

There is also a flag retirement on the 17<sup>th</sup> of June, a Monday. Flag Day is the 14<sup>th</sup>. The ceremony will take place at dusk.

**PUBLIC PART OF THE MEETING**

Chief Davidson invited everyone present to the Cedar Knolls Inspection Night on May 24<sup>th</sup> at 6:30. There were 2 members of the public in attendance.

**BILLS**

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

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

ABSENT: None

NAYS: None

04/01/2013	5989	BP	Fuel Vouchers	-547.50
04/01/2013	5990	Parker Publications	Advertising	-27.44
04/01/2013	5991	Firefighter One, LLC	Training and Education	-600.00
04/01/2013	5992	Fire Service Safety Testing	Ladder	-613.95
04/01/2013	5993	Township of Hanover	gasoline	-594.89
04/01/2013	5994	Township of Hanover	Repairs & Maintenance	-249.44
04/01/2013	5995	POSTMASTER	Office Supplies	-92.00
04/05/2013	5996	Nestle Pure Life Direct	Water	-60.17
04/05/2013	5997	STAPLES CREDIT PLAN	Office Supplies	-109.99
04/05/2013	5998	Verizon Wireless	Utilities	-456.03

04/05/2013	5999	Rios' Engraving	Engraving	-20.00
04/05/2013	6000	Lifesavers, Inc.	Medical Supplies	-126.00
04/05/2013	6001	Whippany Fire Company	rentals	-5,000.00
04/05/2013	6002	Hanover Sewerage Authority	Utilities	-110.06
04/05/2013	6003	Witmer Associates, Inc	Turnout Gear	-333.98
04/05/2013	6004	Police & Firemen's Insurance Association	Police & Fire Insurance	-452.72
04/05/2013	EFT	NJ Division of Pensions & Benefits	Medical Benefits	-7,713.71
04/08/2013	6005	J C P & L	Utilities	-552.01
04/08/2013	6006	Whippany Rotary Club	Membership Dues & Subscriptions	-220.00
04/08/2013	6007	Gen-el Safety & Industrial Products	Meters	-500.00
04/08/2013	6008	NJ Press / Media Solutions	Advertising	-56.84
04/08/2013	6009	Finish Line Car Wash	Car Washes	-26.00
04/15/2013	eft	PERS	Pension Expense	-1,805.46
04/15/2013	eft	PFRS	Pension Expense	-7,220.95
04/15/2013	eft	Board of Fire Commissioners	Payroll	14,737.61
04/16/2013	6010	Morris Cty Fire Prevention Assoc. Inc.	Membership Dues & Subscriptions	-210.00
04/16/2013	6011	About Me	Uniforms & personal equipment	-150.00
04/19/2013	6012	ACE Com	#84	-97.50
04/19/2013	6013	Standard Insurance Co	Life Insurance	-1,751.60
04/25/2013	6014	Township of Hanover	gasoline / Diesel	-548.72
04/25/2013	6015	Rios' Engraving	Engraving	-20.00
04/25/2013	6016	US Bank Equipment Finance	Copy Machine lease	-510.00
04/25/2013	6017	Cablevision	Utilities	-242.82
04/30/2013	6019	Verizon	Utilities	-102.54
04/30/2013	6018	BP	Fuel Vouchers	-1,150.00
04/30/2013	6021	PSE&G	Utilities	-746.52
04/30/2013	6022	Firefighter One, LLC	Meters	-181.00
04/30/2013	6023	NJ Division of Pensions & Benefits	Pension Expense	-29.66
04/30/2013	eft	Board of Fire Commissioners	payroll	13,904.04
05/03/2013	eft	NJ Division of Pensions & Benefits	Medical Benefits	-7,713.71
05/03/2013	6024	Firefighter One, LLC	Training and Education	-850.00
05/03/2013	6025	Home Depot Credit Services	Operating Materials & Supplies	-118.38
05/03/2013	6026	Microsoft Corp / Technet	Membership Dues & Subscriptions	-249.00
05/03/2013	6027	Lifesavers, Inc.	Medical Supplies	-406.00
05/03/2013	6028	Whippany Fire Company	Rentals / Training	-5,300.00
05/07/2013	6029	First Priority Emergency Vehicles	Engine 82	-1,394.85
05/07/2013	6030	J C P & L	Utilities	-683.05
05/07/2013	6031	Fire Fighters Equipment Company Inc.	Operating Materials & Supplies	-125.00
05/07/2013	6032	STAPLES CREDIT PLAN	Office Supplies	-377.57
05/07/2013	6033	Politi Auto Parts	Operating Materials & Supplies	-13.28
05/07/2013	6034	Nestle Pure Life Direct	Water	-8.99
05/10/2013	6035	J C P & L	Utilities	-55.51
05/10/2013	6036	CDW Government	Operating Materials & Supplies	-378.24
05/10/2013	6037	Batteries Plus	Batteries	-169.94
05/10/2013	6038	MC Allegiance of Fire Chiefs	Membership Dues & Subscriptions	-25.00
05/10/2013	6039	Whippany Diner	Operating Materials & Supplies	-67.50
05/10/2013	6040	Chief Supply Corp.	Uniforms and Personal Equipment	-90.77
05/13/2013	6041	Chief Supply Corp.	Uniforms and Personal Equipment	-92.89

05/13/2013	6042	J C P & L	Utilities	-3.25
05/13/2013	6043	PSE&G Morris County Public Safety Training	Utilities	-432.12
05/13/2013	6044	Acad	Training and Education	-250.00
05/13/2013	6045	Police & Firemen's Insurance Association	Police & Fire Insurance	-452.72
05/13/2013	6046	McNeil & Company	Insurance Premiums	<u>-5,424.75</u>
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				86,553.67

8:40: At this time, a personnel meeting took place and the regular meeting was closed to the public.

At 9:02 the meeting was reopened and Comm. Barz made a motion to adjourn.  
The motion was seconded by Comm. Cobane and passed by the following vote;  
AYES: M. Mihalko, Barz, J. Mihalko, Cobane & Hansch  
ABSENT: None  
NAYS: None

The meeting was adjourned at 9:03.

Respectfully submitted: Janet Gant Hammond, Board Assistant