

MINUTES - REGULAR MEETING

October 8 2018

Chairman Derrick Shearer called the meeting to order on the above mentioned date at 7:30 pm, at the Fire Commissioner's office at 434 Route 10, Whippany, NJ.

Commissioners present: Kitchell, Shearer, Woytas, Polo,

Absent: Kraley

Also present: Chief Joseph Cortright & Township Liaison Brian Cahill

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 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. Kitchell made a motion to accept the minutes from the last meeting. The move was seconded by Comm. Woytas and it was carried by the following vote:

AYES: Kitchell, Woytas, Polo, & Shearer

ABSENT: Kraley

NAYS: None

TREASURER'S REPORT

The following Treasurer's report was submitted. Commissioner Kitchell made a motion to accept the report. Comm. Woytas seconded the move and it was carried by the following vote:

AYES: Kitchell, Woytas, Polo, & Shearer

ABSENT: Kraley

NAYS: None

General Checking Account #7859643244

TD Bank

Balance On Hand - August 31, 2018 **\$270,096.11**

September Checks (\$83,560.49)

Deposits for the Month of September 2018

Lallygone, LLC registration fee \$50.00

3-M Permits & Fees \$108.00

Township of Hanover Turnover from JCHC \$7,197.00

Balance on Hand, August 31, 2018 **\$193,890.62**

(matches Quickbooks)

Active Assets Account #615 108684

107

Morgan Stanley/Smith Barney

Balance on Hand August 31, 2018 **\$441,578.44**

Checks Submitted this Month's Meeting **\$115,507.61**

CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS

The following Chief's report was submitted.

Supplies, Equipment, and Maintenance

- Supplies were purchased from Home Depot.
- Supplies were purchased from Staples.

Apparatus

- Brunner's Garage replaced brake lines and the battery on Unit 88.

Training

- Training for the month of September was:
 - 18th CPR
- Training for the month of October will be
 - 16th Haz Mat
 - 23rd Parking Garage Fires
- See Training report for additional information.

Purchases

- No purchase requests for the month.

Fire Prevention

- (43) Inspections / re-inspections were conducted last month. \$162.00 were collected in permit fees.

EMS

- (42) Calls were answered last month. No transports.

Fire

- (44) Calls were answered last month.

Other Matters and Announcements

- 1 Plan Review was conducted.
- Multiple Spec Reviews were completed.
- I attended an Active Shooters Planning Class for management.
- We are starting the Fire Prevention Classes for the school kids.
- We will be conducting CPR Training for the HT School District employees.
- Barclays is inquiring about having a small firework display sometime in November.
- I attended Suburban Propane's 90th Anniversary Celebration. At this time, I was presented a \$1,000.00 check as a donation.
- We will be assisting with a helicopter landing at Veterans Field on November 3rd for Atlantic Health's Family Day.
- Deputy Chief Kelly and a crew will be bringing an Engine to the Ukrainian Center on October 22nd for a Fire Prevention detail for the kids.
- HT Health Department held its Flu Clinic here on September 11th.
- Derrick Shearer completed I-400.
- Rich Allocco completed I-200
- John Gethins and Rich Allocco are signed up for the RIC Weekend Class.
- The exhaust system had its yearly PM completed.
- Pump testing took place today.
- Rich and Ben have been going out with the Inspectors, they have been tasked with gathering and putting together the information for Pre Plans of the buildings. This process will take a while to complete, but it is a necessity. As they are being completed the information is uploaded into the apparatus.
- We have been doing a lighting detail at the high school for their home games. The last one is this Friday.

- Jesse Graziano asked if they can take an Engine to the Wallington Christmas Parade again this year. I gave them permission to do so.

Commissioner Polo made a motion to accept the Chief's report. Comm. Kitchell seconded the move and it was carried by the following vote:

AYES: Kitchell, Woytas, Polo, & Shearer

ABSENT: None

NAYS: None

COMMUNICATIONS -

- 13 proxy vote requests from our Investment company
- Request from the VFW to donate to their Special Friends event.
- Morgan Stanley – no longer servicing municipal and government accounts. We will have to move our money out by March of 2019.

We will need to check the dates of the CDs and reinvest them in either Chase Bank or TD Bank when they are due. We need to check on the length of the terms also as we may need some of the money for the new apparatus. That won't be until late next year.

COMMITTEE REPORTS

Personnel: Nothing at this time.

Apparatus: We met with Richard Braslow last week and the finance paperwork is all completed. Derrick gave Jim Kitchell the notices to go into the paper, and sent a copy of the finance packet to Eric at Pierce also.

Braslow sent out 15-20 notices to finance companies to secure bids from. He said most times they will email back the bid so they will probably go to him first.

In the specs, it says they can respond to either Richard Braslow or to us. We're right on track.

We can look at the bids any time they are received and review them at our November pre-meeting. When we are ready, we have to pass a Resolution awarding the bid.

Insurance: We had a hiccup with Ben Bradley on insurance. We had overcharged him on the 1st payrolls on insurance. Ian also, had filed to remove one dependent from his coverage and it never took effect. Ian has been paying about \$100 a month too much so we owe him that money. We can either pay him directly or not charge him the insurance deduction until he is caught backup. Ben can be handled the same way.

Dinner: Nothing at this time.

First Aid: It was reported that EMS responded to 42 calls this month and 0 transports.

Relocation: Rich has been playing phone tag with the County attorney. We were told verbally that everything was a go, but Richard has not heard that directly from their attorney. Fred said the lawyers want to meet soon to give us an update on everything.

Township: Brian Cahill reported that it is slow right now and nothing new to be reported.

FIRE CO: Nothing at this time.

OLD BUSINESS – Has Cedar Knolls had any impact with the Closest Unit Dispatched program? Chief Cortright reported that you can tell when it is being used based on the locations of the calls. It seems to be working out fine.

NEW BUSINESS –

Budget meeting is coming up on Monday starting at 7. October 15th.

The Chief reported that we have been taken off of the entire generator lawsuit. The Company and the Commissioners are both off of it.

The County is going to be using a Fire Pro Question and Answer protocol from now on. They are implementing that over the next few months.

PUBLIC PART OF THE MEETING

4 members of the public attended.

BILLS

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

AYES: Kitchell, Woytas, Polo, & Shearer

ABSENT: Kralely

NAYS: None

09/04/2018	9231	Verizon Wireless	Utilities	-152.04
09/04/2018	9232	McNeil & Company	-SPLIT-	-12,794.04
09/04/2018	9233	Wegman's	Operating Materials & Supplies	-226.97
09/04/2018	9234	Home Depot Credit Services	Shop Supplies	-170.47
09/04/2018	9235	Spectrum Communications	Radios	-708.50
09/04/2018	9236	GRAINGER	Shop Supplies	-19.58
09/04/2018	9237	Rescue Products International	-SPLIT-	-1,285.00
09/04/2018	9238	Cobane, Rob	Fuel Vouchers	-70.00
09/04/2018	9239	Cobane, Robert	Fuel Vouchers	-20.00
09/04/2018	9240	Cook, Tim	Fuel Vouchers	-20.00
09/04/2018	9241	Cowley, Dale	Fuel Vouchers	-20.00
09/04/2018	9242	Gethins, John	Fuel Vouchers	-20.00
09/04/2018	9243	Graziano, Jesse	Fuel Vouchers	-20.00
09/04/2018	9244	Jubinski, Ken	Fuel Vouchers	-20.00
09/04/2018	9245	Juliano, Mark	Fuel Vouchers	-10.00
09/04/2018	9246	Kelly, Brian	Fuel Vouchers	-70.00
09/04/2018	9247	Kelly, Eric	Fuel Vouchers	-30.00
09/04/2018	9248	Kelly, Jonathan	Fuel Vouchers	-20.00
09/04/2018	9249	Kelly, Tim	Fuel Vouchers	-20.00
09/04/2018	9250	Koba, Jack	Fuel Vouchers	-30.00
09/04/2018	9251	Kralely, James	Fuel Vouchers	-20.00
09/04/2018	9252	Lori, Anthony	Fuel Vouchers	-20.00
09/04/2018	9253	Makowski, Joseph	Fuel Vouchers	-20.00
09/04/2018	9254	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
09/04/2018	9255	Paine, David	Fuel Vouchers	-20.00
09/04/2018	9256	Rung, Cian	Reimbursement for Expenses/Loss	-20.00
09/04/2018	9257	Rung, Michael	Fuel Vouchers	-30.00
09/04/2018	9258	Shearer, Derrick	Fuel Vouchers	-20.00
09/04/2018	9260	Tursi, Frank	Reimbursement for Expenses/Loss	-30.00
09/04/2018	9261	Wittnebert, John	Fuel Vouchers	-20.00
09/04/2018	9262	Wodynski, William	Fuel Vouchers	-30.00

09/04/2018	9263	Woytas, Raymond	Fuel Vouchers	-20.00
09/04/2018	9264	Woytas, Tyler	Fuel Vouchers	-20.00
09/04/2018	9265	Ziccarello, Ricky	Fuel Vouchers	-20.00
09/04/2018	9259	JCP&L 10 Troy	Utilities	-136.10
09/04/2018	9266	JCP&L	-SPLIT-	-679.27
09/04/2018	9267	PSE&G 10 Troy	Utilities	-12.03
09/04/2018	9268	Optimum	Utilities	-249.59
09/06/2018	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-600.00
09/06/2018	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,000.00
09/07/2018	9269	Nestle Pure Life Direct	Water	-78.87
09/07/2018	9270	CF Services	Engine 83	-647.00
09/07/2018	9272	Whippany Fire Company	Other Rentals	-9,000.00
09/07/2018	9273	PSE&G	-SPLIT-	-62.99
09/10/2018	9274	Spectrum Communications	Radios	-354.25
09/10/2018	9275	Police & Firemen's Insurance Association	Police & Fire Insurance	-457.74
09/10/2018	9276	Finish Line Car Wash	Car Washes	-40.15
09/10/2018	9277	New Breed Fitness, LLC	Training and Education	-360.00
09/10/2018	9278	WEX Fleet Universal	Gasoline	-189.60
09/12/2018	9279	Palermo's Pizza	Promotion	-143.50
09/12/2018	9280	Auto Zone	Operating Materials & Supplies	-111.17
09/12/2018	9281	NJ Advance Media	Advertising	-27.90
09/14/2018	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-8,745.51
09/15/2018	eft	Board of Fire Commissioners	-SPLIT-	-18,287.06
09/17/2018	9282	Safeguard Business Systems	Office Supplies	-217.67
09/17/2018	9283	SMCMUA	Utilities	-29.02
09/17/2018	9284	NFPA/National Fire Protection Assoc	Membership Dues & Subscriptions	-175.00
09/17/2018	9285	Lifesavers, Inc.	CPR Training Expense	-95.00
09/20/2018	9286	Standard Insurance Co	Life Insurance	-1,933.20
09/20/2018	9287	SMCMUA 10 Troy	Utilities	-87.88
09/20/2018	9288	SMCMUA	Utilities	-120.52
09/20/2018	9289	Township of Hanover	Diesel	-107.30
09/20/2018	9290	Brunners Garage	-SPLIT-	-1,491.21
09/24/2018	9291	Optimum	Utilities	-275.85
09/24/2018	9292	US Bank Equipment Finance	Copy Machine lease	-280.50
09/28/2018	eft	Board of Fire Commissioners	-SPLIT-	-19,518.01
10/01/2018	9293	Emergency Reporting	Computers	-159.91
10/01/2018	9294	Wegman's	Operating Materials & Supplies	-525.52
10/01/2018	9295	Verizon Wireless	Utilities	-152.04
10/01/2018	9296	Richard M. Braslow, Esq	Legal	-1,980.00
10/01/2018	9297	Technology Insurance Company	Workers Compensation	-4,522.04
10/01/2018	9298	Daily Record	Advertising	-40.16
10/01/2018	9299	Home Depot Credit Services	Shop Supplies	-565.50
10/01/2018	9300	Turnout Fire & Ssafety - Little Falls	Uniforms and Personal Equipment	-4,316.59
10/01/2018	9301	Alert-all Corporation	Promotion	-1,548.00
10/01/2018	9302	Verizon	Utilities	-264.07
10/01/2018	9303	Hanover Sewerage Authority 10 Troy Hills	-SPLIT-	-237.60
10/01/2018	9304	Hanover Sewerage Authority	-SPLIT-	-454.98
10/01/2018	9305	Barz, Ronald	Fuel Vouchers	-20.00
10/01/2018	9306	Cobane, Rob	Fuel Vouchers	-70.00

10/01/2018	9307	Cobane, Robert	Fuel Vouchers	-20.00
10/01/2018	9308	Cowley, Dale	Fuel Vouchers	-20.00
10/01/2018	9309	Gethins, John	Fuel Vouchers	-20.00
10/01/2018	9310	Graziano, Jesse	Fuel Vouchers	-30.00
10/01/2018	9311	Heizmann, Pauline	Fuel Vouchers	-20.00
10/01/2018	9312	Jubinski, Ken	Fuel Vouchers	-20.00
10/01/2018	9313	Kelly, Brian	Fuel Vouchers	-70.00
10/01/2018	9314	Kelly, Eric	Fuel Vouchers	-30.00
10/01/2018	9315	Kelly, Jonathan	Fuel Vouchers	-30.00
10/01/2018	9316	Kelly, Tim	Fuel Vouchers	-30.00
10/01/2018	9317	Koba, Jack	Fuel Vouchers	-10.00
10/01/2018	9318	Lori, Anthony	Fuel Vouchers	-20.00
10/01/2018	9319	Makowski, Joseph	Fuel Vouchers	-20.00
10/01/2018	9320	Rung, Cian	Reimbursement for Expenses/Loss	-20.00
10/01/2018	9321	Rung, Michael	Fuel Vouchers	-20.00
10/01/2018	9322	Shearer, Derrick	Fuel Vouchers	-20.00
10/01/2018	9323	Tursi, Frank	Reimbursement for Expenses/Loss	-30.00
10/01/2018	9324	Wittnebert, John	Fuel Vouchers	-30.00
10/01/2018	9325	Wodynski, William	Fuel Vouchers	-30.00
10/01/2018	9326	Zicarello, Ricky	Fuel Vouchers	-20.00
10/04/2018	9327	Optimum 10 Troy	Utilities	-249.98
10/04/2018	9328	Lifesavers, Inc.	CPR Training Expense	-114.00
10/04/2018	9329	SAFE-T Skylands Area Fire Equip & Trning	-SPLIT-	-1,260.00
10/04/2018	9330	Police & Firemen's Insurance Association	Police & Fire Insurance	-457.74
10/04/2018	9331	Township of Hanover	-SPLIT-	-445.65
10/04/2018	9332	Brunners Garage	-SPLIT-	-860.50
10/04/2018	9333	Allocco, Rich	Fuel Vouchers	-20.00
10/04/2018	9334	Whippany Fire Company	-SPLIT-	-9,300.00
10/05/2018	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-1,356.50
10/05/2018	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-809.55
10/08/2018	9335	JCP&L	-SPLIT-	-744.97
10/08/2018	9336	JCP&L 10 Troy	Utilities	-200.81
10/08/2018	9337	Nestle Pure Life Direct	Water	-9.99
10/08/2018	9338	Auto Zone	Operating Materials & Supplies	-153.64
10/08/2018	9339	STAPLES CREDIT PLAN	Office Supplies	-131.92
10/08/2018	9340	PSE&G 10 Troy	Utilities	-12.03
10/08/2018	9341	SMCMUA 10 Troy	Utilities	-96.43
10/08/2018	9342	SMCMUA 10 Troy	Utilities	-246.96
10/08/2018	9343	WEX Fleet Universal	Gasoline	-110.04

115,507.61

At this time, Comm. Polo made a motion to adjourn. The motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Kitchell, Polo, Woytas & Shearer

ABSENT: Kralej

NAYS: None

Meeting was adjourned at 7:48

Respectfully submitted: *Janet Gant Hammond, Board Assistant*