

MINUTES - REGULAR MEETING

March 12, 2018

Chairman Derrick Shearer called the meeting to order on the above mentioned date at 7:00 pm, at the Fire Commissioner's office at 434 Route 10, Whippany, NJ.

Commissioners present: Kitchell, Shearer, Kraley, Polo, Woytas

Absent: None

Also present: Chief Joseph Cortright & Township Committee 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.

A moment of silence was held to honor the passing of our long time Auditor and Advisor:

Vincent Montenino

7-19-53 – 2-25-18

MINUTES OF THE LAST MEETING

The Chairman called for the acceptance of the pre-meeting minutes and the regular minutes, from last month. Comm. Polo made a motion to accept the minutes from the last meeting. The move was seconded by Comm. Kitchell and it was carried by the following vote:

AYES: Kitchell, Kraley, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

TREASURER'S REPORT

Randy reported that he had met with Mike Mihalko and Janet and went over the Treasurer duties, the bank accounts and procedures. He ran through the current payroll and it was successful. He explained that some monies were transferred from Morgan Stanley to get us through the first quarter and that those will be paid back during the year as we have them. Mike Mihalko has offered to help whenever he can or to answer any questions we may have.

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

AYES: Kitchell, Kraley, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

General Checking Account #7859643244

TD Bank

Balance On Hand - January 31, 2018

\$8,478.57

February Checks

(\$104,240.83)

Deposits for the Month of February 2018

Township of Hanover

District Taxes

\$230,920.16

Township of Hanover

False Alarms

\$50.00

US Bank Equipment Finance

Overpayment

\$255.00

JM Whippany, LLC

Permits & Fees

\$54.00

Balance on Hand, February 28, 2018

\$135,516.90

(matches Quickbooks)

Active Assets Account #615 108684 107

Morgan Stanley/Smith Barney

Balance on Hand February 28, 2018

\$437,337.90

Checks Submitted this Month's Meeting

\$115,260.60

CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS

Supplies, Equipment, and Maintenance

- Supplies were purchased from Home Depot.
- Supplies were purchased from Staples.
- Supplies were purchased from LifeSavers Inc.
- FF 1 repaired 1 SCBA Pack.

Apparatus

- CF Services replaced the batteries on Engine 81.

Training

- Training for the month of February were:
 - 20th Haz Mat refresher
 - 27th pump ops
- Training for the month of March will be:
 - 20th Hose Line Advancement
 - 27th Air Consumption. Morris Plains FD will bring the County Air Truck and will fill the SCBA bottles after the drill.

Purchases

- The helmets that were approved last month were ordered.
- Harnesses that were ordered have been received we are waiting for the new Bail Out Systems to be delivered.

Fire Prevention

- (73) Inspections / re-inspections were conducted last month. \$54.00 in Permit fees were collected.

EMS

- (53) Calls were answered last month with 0 transports.

Fire

- (24) Calls were answered last month.

Other Matters and Announcements

- Year End percentages were submitted to the state via the Relief Association.
- I worked with Don Hirsch to get paperwork from the DEP regarding the removal of the old fuel tanks from the early 90's. The purchaser was looking for a "No Further Action" letter from the DEP.
- I attended a meeting in East Hanover regarding school safety. This meeting was attended by the mayors, police, fire, OEM, and all school superintendents from East Hanover, Florham Park, and Hanover Township. There was very good dialogue between all entities.
- On March 27 and 28 there is going to be a Rescue Task Force drill at WPHS. All of our members who have the required training have been made aware of this drill and are asked to attend 1 of the drills.
- I am working with The Clean Air Company in regards to moving the exhaust system into the new building.
- We received a Pet Oxygen Mask as a donation from Whippany Veterinary.
- I attended a meeting regarding the township updating their boating ordinance. More to follow.
- I attended a meeting at the Morris Township FD with all entities in Morris County regarding Haz Mat and Decon responses.
- All of the ladders were tested and passed.
- This week FF1 will flow test our SCBA packs.
- Yearly hose testing is scheduled for late spring early summer.
- The Girl Scouts cookies for the township will be delivered here on Friday. As in the past we are allowing them to use the bays for the day for sorting, distribution and pick up.
- During the storm last week we had 9 members on standby at the station over the course of the day. I went to Wegmans and purchased cold cuts for sandwiches for the standby and the following days when we were cleaning up from the storm and shoveling hydrants.

The Chief went over his report. There were no purchases requested this month.

Some salient points:

- There will be a training when the Bail Out systems are in. The harnesses are in already and were billed separately. We can look into donating our old ones.
- Don Hirsch helped with a No Further Action letter to the state regarding the removal of fuel tanks in 1990. The letter was given to Tom Braviak also to submit to the purchaser to appease them.
- Joint meeting with mayors, OEM, police, school superintendents after the school shooting in Parkland Florida. All agencies are committed to working together and training together.
- Working with Clean Air on moving the exhaust system to the new building.
- Whippany Veterinary donated another animal mask and also a bulletproof canine vest.
- The town is revisiting the boating ordinance for the Bee Meadow Ponds. There will be regulations in place – Life Preservers, etc... Brian Cahill added that safety is the biggest

concern. That no vehicles will be permitted to load your craft into the water and you will have to be able to carry it. They have a Rutgers grant that will help maintain the shoreline also.

- 9 members were on standby during the recent Nor'easter storm. Guys helped plow the aprons, shovel hydrants and keep the station clean.

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

AYES: Kitchell, Kraley, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

COMMUNICATIONS

- A letter was received from Second Lieutenant Jon Kelly regarding the Board's policy of reimbursing volunteers for taking courses. He would like the Board to revisit that policy and pay for the training courses up front for those who don't have the money to lay out but want to help the community and take these types of courses.
- A Thank you letter was received from the Hanover Township Recreation Commission for providing 32 coaches with SED training in February.

COMMITTEE REPORTS

Personnel: Nothing at this time.

Apparatus: Derrick reported that the battery has been fixed on 81. We're moving forward with the Houston Galveston so-op and as soon as we get an acceptance number from them, we can go ahead with the finance bidding. We need a Purchasing Agent in order to move forward.

Insurance: Nothing at this time. – We have lots of it.

Dinner: Nothing at this time.

First Aid: It was reported that EMS responded to 53 calls this month and 0 transports. Ian Bell reported that it was a busy month.

RELOCATION

Comm. Kraley reported that the Relocation Committee met with our architect firm representatives and a new construction company, PEM, at the new firehouse last week. They went over what was left to finish up and will put together some prices for us. The Chief added that we will go ahead and use Grabowski for the site work and paving. Omland is going to measure and stake out curbs and elevations. Comm. Kraley added that it makes sense to put the curbing in first and then the paving.

TOWNSHIP: Brian Cahill reported that the town meeting had been cancelled because of the snowstorm. Comm. Kraley asked him about the town approving our request to help with securing a loan from the County. Brian said there had been some back and forth but no real progress yet.

FIRE CO: Nothing at this time

OLD BUSINESS – Now that the election is over and the referendum passed, we are able to hire 2 new personnel. The Chief found an application that looks good. There would be a 30 day notification that it is open to volunteers from our district to get first priority.

FF1, EMT would be required. Fire Inspector would be nice, but not required. It states also, that there the Board could ask you to get your Inspector license at a later date.

Someone questioned that it states that within a year, you get your Haz-Mat tech. Maybe we should add the words "pending availability" since it's not always offered.

Chief replied that it's with the first year of hiring – not the calendar year, but that it could state “next available class” or something to that effect.

The cap referendum was for 2 people so it makes sense to hire 2. That's what we told the people it was for and we have to use that money for that purpose. Chief said it will be July before we get anyone on the books so we should start now.

Randy mentioned that we need to look at next year's budget regarding these new hires. What are the costs involved with the hiring? Medical, Pension, etc...

Derrick – We may have to look at steps.

Polo – What is the base salary?

\$35,000 is the base we can offer.

Chief also recommended a step program for the new guys. A step program won't kill the Commissioner's budget and it will also tell the guy that is hired that his salary will be going up.

Randy – 2019 is the new contract with the career staff. The new guys' contract should be an addendum to that and not included.

Derrick – I think we can start moving forward with the application posting process. There are no steps or salary mentioned yet, but it will get it out there so we can start accepting applications.

Polo – If I was applying for a job, I'd like to know what the salary was.

Jim Kralej – Yes, They'll want to know.

Derrick – Not necessarily. He will send everyone the application and we can review it or make any changes.

Chief – Right now, we're just asking for a resume and salary can be discussed later. We could even do it after they accept the job?

We have minimum requirements. What if someone has more than that? We don't want to offer all different salaries for people with different credentials.

Polo – Or do we? If it is a course that we then don't have to pay for because they already have it, that saves us money. For a guy to take the class, there is the cost and also his time off to take it.

Chief – We can stick to the base qualifications and tell the guy that when he completes XYZ, he'll be bumped up to the higher salary. Those who already have it start higher, but the other guy knows he'll get up there.

Ian Bell said that when the career staff got their Inspector licenses, they all got a \$3000 higher salary.

Chief – The Board can review the application for now and we can revise the salary steps later.

Derrick – the increment can be defined in the steps and not the final salary.

(He sent the application by email for everyone to review.)

NEW BUSINESS

The Board discussed the letter from Jon Kelly. ENT certification costs around \$1500. Basic fire classes are less. Now it's twice as much as it used to be. The Board used to lay out the costs for courses that cost less. For EMT, the Board pays out the costs but doesn't see the benefit of it. He could get hired as an EMT somewhere else. Right now, someone could take the course and then get reimbursed. Or they could fail or drop out and we're out the money.

If someone is acting as a Whippany firefighter, and an EMT, is he still covered by our insurance? Something to look into.

If the person is a member of the Cedar Knolls First Aid Squad, can't he look to solicit there?

The Chief will be meeting with Chad this week and will bring it up.

Randy – If he doesn't have the money, maybe we could hold his clothing allowance and make him sign something until he passes.

Then we open up a door. Where do you draw the line? If they fail, how do we get our money back? We don't.

Sometimes the Chief can negotiate with the Fire Academy.

RESOLUTIONS:

Secretary Kitchell now read the resolutions for the coming year. They are attached to these minutes. They were all voted on and accepted, as follows:

A resolution naming Richard Braslow as the attorney of record for the year 2018-2019.

A Resolution naming the meeting schedule for the year 2018-2019. Meeting dates will be: March 12th, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, December 10 of 2018 and January 14, February 11, and March 11th of 2019. This schedule will be entered into the newspapers.

A Resolution naming the Star Ledger Eagle and/or the Daily record as the official newspapers of the Board for 2018 - 2019 .

A Resolution naming Ferraioli, Wielkotz, Cerullo & Cuva, P.A. as the auditor for the Board for 2018 – 2019.

A Resolution naming TD Bank as the official depository of the Board for 2018-2019.

If, in the future we decide to switch any of the above, for example, a new attorney or newspaper, it may be done with a motion and vote.

A motion to accept all the above resolutions was made by Comm. Shearer and seconded by Comm. Kralej. They passed by the following vote:

AYES: Kitchell, Kralej, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

The Chief read through what Braslow sent over regarding financing. It doesn't state WHO we will use but does say it will be a co-op. We need a number from Houston Galveston when we're approved, in order to proceed.

Thursday is the Fire Prevention meeting at Cedar Knolls.

Derrick brought up the Sparky the dog costume. Dale got a price from NFPA. They found out that to buy it costs \$2137.00. It also comes with regulations you have to follow. There are all kinds of rules – registered trademark has to be displayed, etc...

We could use it a pancake Breakfast, 5k, Hanover Township day, etc... We could combine cost with Cedar knolls and share it.

Ian Bell mentioned that Bob Kasiski works at FM Global. They have a grant program where they can help with the Sparky costume. He will look into it for us.

Chairman Shearer then thanked Firefighters Jim Kraley and Jim Kitchell for their help during the elections. He also mentioned Gethins, Alloco and others that helped that day with plowing the area during the snow and covering during a call.

PUBLIC PART OF THE MEETING

2 members of the public attended.

Ian Bell would like to thank Mike Mihalko for doing a fantastic job as the Board Treasurer for the time he was here. He added that he was sure Comm. Polo would do a great job too.

BILLS

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

AYES: Kitchell, Kraley, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

| | | | | |
|------------|------|-------------------------------|---------------------------------|------------|
| 02/05/2018 | 8742 | Bradley, Ben | Fuel Vouchers | -10.00 |
| 02/05/2018 | 8743 | Cobane, Rob | Fuel Vouchers | -70.00 |
| 02/05/2018 | 8744 | Cobane, Robert | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8745 | Cobane, Thomas | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8746 | Cook, Michael | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8747 | Cowley, Dale | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8748 | D'Angelo, Anthony | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8749 | Dill, Matthew | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8750 | Gallo, Matt | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8751 | Gethins, John | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8752 | Graziano, Jesse | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8753 | Hansch, Henry | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8754 | Heizmann, Pauline | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8755 | Jubinski, Ken | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8756 | Kelly, Brian | Fuel Vouchers | -70.00 |
| 02/05/2018 | 8757 | Kelly, Eric | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8758 | Kelly, Jonathan | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8759 | Kelly, Tim | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8760 | Koba, Jack | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8761 | Kraley, James | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8762 | Lori, Anthony | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8763 | Makowski, Joseph | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8764 | Mihalko, Joseph Jr. | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8765 | Paine, David | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8766 | Rung, Michael | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8767 | Shearer, Derrick | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8768 | Tursi, Frank | Reimbursement for Expenses/Loss | -30.00 |
| 02/05/2018 | 8769 | Wodynski, William | Fuel Vouchers | -30.00 |
| 02/05/2018 | 8770 | Woytas, Raymond | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8771 | Zicarello, Ricky | Fuel Vouchers | -20.00 |
| 02/05/2018 | 8772 | PSE&G 10 Troy | Utilities | -1,672.58 |
| 02/05/2018 | 8773 | Daily Record | Advertising | -42.31 |
| 02/05/2018 | 8774 | McNeil & Company | Insurance | -10,375.75 |
| 02/05/2018 | 8775 | Rescue Products International | Training and Education | -1,525.00 |

| | | | | |
|------------|------|------------------------------------------|---------------------------------|------------|
| 02/05/2018 | 8776 | Graziano, Jesse | Training and Education | -45.00 |
| 02/05/2018 | 8777 | Fastenal Company | Operating Materials & Supplies | -538.50 |
| 02/05/2018 | 8778 | Northeast Communications, Inc. | Radios | -3,831.25 |
| 02/05/2018 | 8779 | All Jersey Garage Doors | Building Maintenance | -175.00 |
| 02/09/2018 | 8780 | JCP&L 10 Troy | Utilities | -306.91 |
| 02/09/2018 | 8781 | JCP&L | Utilities | -523.94 |
| 02/09/2018 | 8782 | STAPLES CREDIT PLAN | Office Supplies | -280.37 |
| 02/09/2018 | 8783 | Auto Zone | Operating Materials & Supplies | -14.99 |
| 02/09/2018 | 8784 | FF1 Firefighter One, LLC | Operating Materials & Supplies | -10,328.40 |
| 02/09/2018 | 8785 | Police & Firemen's Insurance Association | Police & Fire Insurance | -457.74 |
| 02/09/2018 | 8786 | Nestle Pure Life Direct | Water | -85.86 |
| 02/09/2018 | 8787 | Optimum 10 Troy | Utilities | -237.88 |
| 02/09/2018 | 8788 | NJ Advance Media | Advertising | -1,014.93 |
| 02/09/2018 | 8789 | WEX Fleet Universal | Gasoline | -18.00 |
| 02/12/2018 | eft | Division of pensions & benefits | Pension Expense | -3,000.00 |
| 02/12/2018 | eft | NJ Division of Pensions & Benefits | Medical Benefits | -625.00 |
| 02/12/2018 | 8790 | JCP&L Fieldstone | Utilities | -24.00 |
| 02/12/2018 | 8791 | Township of Hanover | Diesel | -219.13 |
| 02/12/2018 | 8792 | CF Services | Engine 83 | -551.90 |
| 02/12/2018 | 8793 | Whippany Fire Company | Other rentals | -9,000.00 |
| 02/12/2018 | 8794 | POSTMASTER | Office Supplies | -98.00 |
| 02/12/2018 | 8806 | PSE&G | Utilities | -1,716.96 |
| 02/12/2018 | 8807 | Approved Fire Protection | Extinguisher - Test | -512.50 |
| 02/14/2018 | eft | NJ Division of Pensions & Benefits | Medical Benefits | -9,655.29 |
| 02/14/2018 | 8796 | Christian Rossy | Elections | -200.00 |
| 02/14/2018 | 8797 | Heizmann, Pauline | Elections | -125.00 |
| 02/14/2018 | 8798 | Joanna Harrington | Elections | -125.00 |
| 02/14/2018 | 8799 | Cook, Jodi | Elections | -125.00 |
| 02/14/2018 | 8800 | Palermo's Pizza | Operating Materials & Supplies | -122.28 |
| 02/14/2018 | 8801 | Township of Hanover | Gasoline / Diesel | -490.89 |
| 02/15/2018 | eft | Board of Fire Commissioners | Employee Payroll | -17,589.36 |
| 02/19/2018 | 8802 | Standard Insurance Co | Life Insurance | -2,004.80 |
| 02/19/2018 | 8803 | Air Group | Professional Services | -547.88 |
| 02/19/2018 | 8804 | US Bank Equipment Finance | Copy Machine lease | -584.48 |
| 02/19/2018 | 8805 | Morristown Medical Group | Medical | -400.00 |
| 02/19/2018 | 8808 | Whippany Diner | Elections | -64.20 |
| 02/19/2018 | 8809 | Batteries Plus | Batteries | -305.81 |
| 02/19/2018 | 8810 | Township of Hanover | gasolne / diesel | -284.94 |
| 02/21/2018 | 8811 | Electronic Measurement Labs | Meters | -325.00 |
| 02/21/2018 | 8812 | Turnout Fire & Ssafety - Little Falls | Uniforms and Personal Equipment | -4,058.61 |
| 02/23/2018 | 8813 | Coffee Lovers | Coffee | -256.05 |
| 02/23/2018 | 8814 | Witmer Associates, Inc | Operating Materials & Supplies | -91.89 |
| 02/27/2018 | 8815 | Verizon | Utilities | -238.60 |
| 02/27/2018 | 8816 | Emergency Reporting | Computers | -159.91 |
| 02/27/2018 | 8817 | Lifesavers, Inc. | CPR Training Expense | -662.84 |
| 02/27/2018 | 8818 | CF Services | Engine 81 | -1,398.49 |
| 02/28/2018 | eft | Board of Fire Commissioners | Employee Payroll | -16,372.61 |
| 03/01/2018 | 8819 | Whippany Fire Company | Other rentals | -9,000.00 |
| 03/05/2018 | 8820 | Optimum | Utilities | -276.25 |
| 03/05/2018 | 8821 | Finish Line Car Wash | Car Washes | -8.03 |

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|------------|------|------------------------------------------|---------------------------------|-------------|
| 03/05/2018 | 8822 | Home Depot Credit Services | Shop Supplies | -96.25 |
| 03/05/2018 | 8823 | Police & Firemen's Insurance Association | Police & Fire Insurance | -457.74 |
| 03/05/2018 | 8824 | Optimum 10 Troy | Utilities | -237.88 |
| 03/05/2018 | 8825 | Verizon Wireless | Utilities | -152.04 |
| 03/05/2018 | 8826 | Daily Record | Advertising | -40.59 |
| 03/05/2018 | 8827 | WEX Fleet Universal | Gasoline | -6.00 |
| 03/05/2018 | 8828 | Nestle Pure Life Direct | Water | -9.99 |
| 03/05/2018 | 8829 | Chief Supply Corp. | Career | -145.00 |
| 03/05/2018 | 8830 | Bradley, Ben | Fuel Vouchers | -10.00 |
| 03/05/2018 | 8831 | Cobane, Rob | Fuel Vouchers | -70.00 |
| 03/05/2018 | 8832 | Cobane, Robert | Fuel Vouchers | -20.00 |
| 03/05/2018 | 8833 | Cobane, Thomas | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8834 | Cowley, Dale | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8835 | Dill, Matthew | Fuel Vouchers | -10.00 |
| 03/05/2018 | 8836 | Gethins, John | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8837 | Graziano, Jesse | Fuel Vouchers | -20.00 |
| 03/05/2018 | 8838 | Kelly, Brian | Fuel Vouchers | -70.00 |
| 03/05/2018 | 8839 | Kelly, Eric | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8840 | Kelly, Jonathan | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8841 | Kelly, Tim | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8842 | Koba, Jack | Fuel Vouchers | -10.00 |
| 03/05/2018 | 8843 | Lori, Anthony | Fuel Vouchers | -20.00 |
| 03/05/2018 | 8844 | Makowski, Joseph | Fuel Vouchers | -20.00 |
| 03/05/2018 | 8845 | Mihalko, Joseph Jr. | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8846 | Rung, Michael | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8847 | Shearer, Derrick | Fuel Vouchers | -20.00 |
| 03/05/2018 | 8848 | Tursi, Frank | Reimbursement for Expenses/Loss | -30.00 |
| 03/05/2018 | 8849 | Wodynski, William | Fuel Vouchers | -30.00 |
| 03/05/2018 | 8850 | Ziccarello, Ricky | Fuel Vouchers | -20.00 |
| | | | | -115,260.60 |

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

AYES: Kitchell, Kralely, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

Meeting was adjourned at 8:22

Respectfully submitted:

Janet Gant Hammond, Board Assistant