

MINUTES - REGULAR MEETING

April 9, 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, Kraley, Woytas

Absent: Polo

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.

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, Kraley, Woytas & Shearer

ABSENT: Polo

NAYS: None

TREASURER'S REPORT

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

AYES: Kitchell, Kraley, Woytas & Shearer

ABSENT: Polo

NAYS: None

General Checking Account #7859643244

TD Bank

Balance On Hand - February 29, 2018	\$135,516.90
March Checks	(\$75,500.73)

Deposits for the Month of March 2018

Township of Hanover	False Alarms	\$50.00
Add in Voided check		\$284.94

<u>Balance on Hand, February 28, 2018</u>	<u>\$60,351.11</u>
<u>(matches Quickbooks)</u>	

Active Assets Account #615 108684 107

Morgan Stanley/Smith Barney

Balance on Hand February 28, 2018

\$437,713.97

Checks Submitted this Month's Meeting

\$99,524.31

CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS

Supplies, Equipment, and Maintenance

- Supplies were purchased from Home Depot.
- Supplies were purchased from Staples.
- FF 1 repaired 1 SCBA Pack.
- FF 1 did the yearly flow testing on all the packs.

Apparatus

- CF Services replace tail light sockets on both 81 and 83.
- Brunner's Garage replaced the ABS Module on Unit 86.

Training

- Training for the month of March was:
 - 20th Hose Line Advancement
 - 27th Air Consumption. Morris Plains FD brought the County Air Truck down and filled the SCBA bottles after the drill.
- Training for the month of April will be:
 - 17th Pumping
 - 24th Truck Check Review
- See Training report for additional information.

Purchases

- The new Ice/Water Rescue helmets are in and are being distributed to members.
- Training for the new harnesses and bailout systems is scheduled for Sunday June 3rd.
- I want to purchase 5 Key Secure Boxes for the smaller vehicles to store the Knox Box keys in. I have attached a brochure and will elaborate further at the meeting.
- I would like to upgrade 11 SCBA packs to have Integrated PASS Alarms.

Fire Prevention

- (45) Inspections / re-inspections were conducted last month.
- Yearly Registration Fee Invoices were mailed out.

EMS

- (49) Calls were answered last month with 1 transport (Drove ALS Unit to the hospital).

Fire

- (41) Calls were answered last month.

Other Matters and Announcements

- The County is planning a \$30 million upgrade and purchase new radios and equipment for all County Users.
- During the March storms there was personnel on standby at the station. I purchased food from Wegman's for the members.
- 1 Plan Review was completed.

- Multiple Spec Reviews were completed.
- I received a quote for the rental of an office trailer when we must move. (Attached)
- We are participating in the Met Life Health Fair again this year in May.
- We are participating in Career Day at Memorial Jr. School in May.
- Dan Gallagher resigned from the Fire Company and is removed from the Life Insurance Policy.
- I attended a Crisis Meeting with the Hanover Township Board of Education.
- I am recommending that we use our insurance company McNeil to do a more thorough background check on new members and new employees. The price for background check ranges from \$3.50-\$24.50 for each person. They will also do motor vehicle checks at no charge. (See Attached) I have attached the breakdown of the pricing with my report.

The Chief went over the items in his report. He noted that there were not many repairs to the apparatus this month, which was good. He went over the upcoming Trainings and the ones that took place in March.

The County is upgrading their radio infrastructure and the portables in the apparatus.

The Little League parade is Saturday the 21st.

PURCHASE REQUESTS

Regarding his purchase request for new Knox boxes - Chief said that in the event a key is lost, there is a whole process and a substantial cost involved. It could be as high as \$8000 - \$10,000 to Knox. He would like to put key secures in the Command Vehicles. They would have a paper trail also. We already have them on the apparatus' and this would install them in the rest of the fleet also. Each box is \$600. For the cars – it comes with an A/C adaptor.

If we were to lose a key, there would be added liability from the business we're responsible for.

Chief would also like to upgrade 11 SCBA packs. 80 & 81 are done and he's looking to do 83 and a few extras. They are \$3000 a pack. New ones cost up to \$10,000.

He checked and they could do a payment plan, contingent on our receiving funds from the town.

Derrick asked about HTs also.

Chief responded that they were even more money, but we should start looking into upgrading those also.

Chief would also like to change how we do background checks on volunteers and employees. McNeil. Our insurance carrier will do them, partnered with a third party company. They also do motor vehicle checks at no charge. Right now, we pay the state \$500 - \$1000 to access Motor Vehicle records. And we just get a rating – whether someone is a high or low risk.

Even with a background check, you may not get details. But maybe just an "All Clear" or "Higher Risk" would alert us to any problems ahead of time.

Chief also looked into Office trailers. The cost is \$28,000 for a 1 year rental. NOT including running electric, and other costs. There is no bathroom.

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, Woytas & Shearer

ABSENT: Polo

NAYS: None

COMMUNICATIONS

- A letter was received from Vince Montenino's new auditing company stating that due to his passing, they are no longer able to do our yearly audit.

COMMITTEE REPORTS

Personnel: Nothing at this time except that the job postings went out.

Apparatus: Derrick reported that besides some light sockets being repaired, the rest is good.

Insurance: Nothing at this time.

Dinner: Nothing at this time.

First Aid: It was reported that EMS responded to 49 calls this month and 0 transports.

RELOCATION – Nothing at this time. Hoping the new company will be getting back to Fred soon with some numbers.

FIRE CO: Pancake breakfast had 127 people - \$267 in 50/50 sales and 9 T-shirts. All in all, a nice success for the Company.

OLD BUSINESS –

- We still need a Purchasing Agent before we can complete our application for the Houston-Galveston Co-Op.

- Relocation – Still waiting on the status of the County loan.

Trailers that Chief was talking about – Do they need handicapped access since they will technically be the office of the Fire District and open to the public? It would also be the meeting place for monthly meetings.

We're supposed to hear back from the other contractors. Fred wants them to break it out. How much money to get to the TCO? Then how much for the mezzanine, etc...?

- Exhaust fans being moved. We have a cost on that. Derrick suggested that we should be compiling a list of what else has to be moved – how it's going to get over there and what those costs will be. Electric? Data lines – Optimum? Gear racks & equipment?

Jim Kralej pointed out that whatever we have to move – we need to know whether we are moving building to building or building to trailer. He said if we can get the TCO, it will save us a lot of time. Derrick said he was concerned with trying to document the expected costs so we have an idea of what we need in order to move. If closing is the end of June or August, then we have 60 days – So we need to be prepared to go.

NEW BUSINESS

Status of Required Yearly Training – Some people are behind in their training requirements. As discussed, we have implemented an effort to make everyone compliant. We are committed to reaching out to people one last time. There are SOPs for training. They have to have their Yearly Required Training done by March 31st or else we can withhold things like fuel vouchers and the clothing allowance. You won't be allowed to answer calls and your gear may be removed from the racks.

An email went out to the delinquent members and hopefully, they will comply. There are only about 12 people left. Some are exterior but unfortunately, some are also interior.

Jim Kralej said that some of the training can be taken on line so it should be easy enough to complete. They only have to do the Fit test and SCBA. It's not fair to everyone else who makes the effort to get down here and do the testing.

Derrick said we'll give them a little more time and hopefully, they'll step up. The in subsequent years, the number will be less and less.

Fundraising Consolidation: Derrick then proposed something new. He suggested that we send a request to the Fire Company to combine their fundraising approaches to local businesses in a more coordinated way. There are different people doing it and sometimes these are the same people who do the inspections.

It should go through the Chief or another representative - Instead of businesses getting 3 requests from 3 different people,

We could say to them – “This year, these are the opportunities to sponsor us for a full year”.

This would have to be presented as a request to the Fire Company.

Jim Kralej – Instead of flyers everywhere, this may be a more professional approach.

Derrick – Maybe if we do t his right, we can make an established relationship with these businesses.

Ray Woytas said that when they know Dale is doing his fundraising, they try to stay away. But for the golf outing, they have a select group of people who always sponsor and that's who they go to each year.

Sponsors for the 5k don't usually sponsor the golf outing. Maybe tailor the requests for people in the businesses to be able to have their name on more things.

Through the company, maybe we could send something like – For a one-time fee of X (\$400) or whatever amount we come up with – you would get you name on the Golf Outing, the 5K and the Pancake breakfast and we won't bother you again.

Joe Makowski can continue to ask for a little prize but maybe we can make the actual sponsorships a little more uniform.

Don't forget the schools, and other organizations and also hitting up these same people.

Jim Kralej – We keep adding more events and hitting up the same people. Maybe that's why the Fund Drive is down.

Ray – We ask them for the Fund Drive, the Golf, the 5k and the breakfast and then the FMBA asks them for their beefsteak too.

Jim Kitchell – Better to approach people and give it to them all at once.

Derrick – Maybe combine a one-time fee and we put their name on everything. Say, “I see you sponsored the golf outing. For a little more, we can put your name on the 5k, etc... too”.

Chief – The Fund Drive is more the residents than the businesses. The residents give more to that than to sponsorships.

Derrick – Bayer moved in and everyone was hitting them up. Now it has to go through the town if you want to ask them for any donation.

Derrick was bothered by a letter that went out to “Dear Sponsors:” when people hadn't sponsored us before.

Maybe we can make a written request and submit it to the Company Fund Drive Committee, or Ways and Means.

Ray said we have to talk about it and figure out how to do it. The FMBA beefsteak is a whole different thing. It should come from the Fire Company – not us. It's the Company trying to fund themselves.

Derrick – We can provide a list of all the businesses.

Ray – has one list he uses each year for the golf outing and then he reaches out to others that aren't on there yet.

Let's table it for now and mention it to VP Koba and get a feel for bringing it up to the company.

Auditor: At this time, Comm. Shearer made a motion that we reach out to William Schroeder of Nisivoccia, LLP, who is taking over auditing services for District No. 3. We would just reach out for now and get information and pricing. The motion was seconded by Comm. Kraley and passed by the following vote:

AYES: Kitchell, Kraley, Woytas & Shearer

ABSENT: Polo

NAYS: None

If we end up using them as our auditor, maybe there is someone in their office – not the same guy – who would also help us with the accounting and preparing the budgets like Vince used to do.

RIC Weekend is April 20-22nd. All commissioners are invited to attend. Derrick will up there working it.

RTF Rescue Task Force. The Board may want to buy individual First Aid kits for these members. Since we sent people to the Blood course, we got 1 free medical bag. We don't have equipment for ourselves.

If something was to happen, we would need a kit for ourselves in order to then help others.

They cost about \$100 - \$150 for each kit. The Chief will have Ian include some pricing in his report.

Robert Cobane stated that the town pays for the cops to have theirs. They should be paying for the firemen's too.

The County is supposed to issue bullet-proof vests and a helmet to everyone on the Rescue Task Force, but they haven't yet.

Derrick – Those and the kits - You want to have them but hope you never have to use them.

Uniforms: Fire Company purchases Class A uniforms for the members. How about purchasing Class B uniforms? It lends professionalism. Right now, we're all in different shirts.

It's not exactly a dress code, but it would give us a sense of uniformity and professionalism. If you already have the boots and black pants, we could pay for the rest out of your clothing allowance – strictly voluntarily. For new members, it's \$125.

Ian may be able to get us prices.

Every new member is supposed to get a gray golf shirt. But that doesn't happen either. It says it in the bylaws.

Chief – They could wear them at the Fund Drive and the breakfast and things like that.

Kraley – Like Cedar Knolls at the Fourth of July parade. It looks good.

Chief – We'll get prices.

Robert Cobane said we're better off worrying about getting up into the new firehouse instead of spending all this money.

Derrick explained that most of that is the Fire Company, not us.

Ray said it may be a big expense. You're looking at a lot of people.

Derrick – An option is to withhold the clothing allowance money for existing members and pay for it with that.

Jim Kraley – That's a good idea but we do need to get up there too.

Purchase: *At this time, a motion was made to purchase the Knox Box keys requested by the Chief. The motion was made by Comm. Woytas and seconded by Comm. Kitchell. It passed by the following vote:

AYES: Kitchell, Kraley, Woytas & Shearer

ABSENT: Polo

NAYS: None

We will table the request for the SCBA packs until Comm. Polo is here.

PUBLIC PART OF THE MEETING

5 members of the public attended.

Robert Cobane asked if we were hiring 2 more people. He said we don't have enough fires for the 4 paid guys we have now.

Derrick responded that it is mainly a need for EMS.

Robert – Do we get money for them when they go on a call? For when Cedar Knolls charges our residents on our side of town?

Derrick – No we don't get any money for them.

Robert – We keep spending money. All the money that goes over to the new firehouse comes from here. We were paying \$20,000 a year in rent and now its \$9000 a month.

Derrick – We pay the utilities as well. He informed Mr. Cobane that the leasing agreement was in place long before this Board was seated. He asked Mr. Cobane who agreed to that lease agreement. Mr. Cobane said he didn't know.

BILLS

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

AYES: Kitchell, Kraley, Woytas & Shearer

ABSENT: Polo

NAYS: None

03/01/2018	8819	Whippany Fire Company	-SPLIT-	-9,000.00
03/05/2018	8820	Optimum	Utilities	-276.25
03/05/2018	8821	Finish Line Car Wash	Car Washes	-8.03
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	Zicarello, Ricky	Fuel Vouchers	-20.00
03/11/2018	8851	DC Express	Elections	-190.00
03/11/2018	8852	NJ Advance Media	Advertising	-34.10
03/11/2018	8853	PSE&G 10 Troy	Utilities	-972.00
03/11/2018	8854	JCP&L	Utilities	-661.98
03/11/2018	8855	STAPLES CREDIT PLAN	Office Supplies	-104.53
03/11/2018	8856	IFSTA Int'l Fire Service Training Assoc.	Training and Education	-72.50
03/11/2018	8857	Rescue Products International	Operating Materials & Supplies	-6,875.00
03/11/2018	8858	FF1 Firefighter One, LLC	-SPLIT-	-249.75
03/11/2018	8859	JCP&L 10 Troy	Utilities	-267.69
03/12/2018	8860	Lexis-Nexis	Membership Dues & Subscriptions	-248.00
03/15/2018	eft	NJ Division of Pensions & Benefits	Medical Benefits	-9,655.29
03/15/2018	eft	Board of Fire Commissioners	Employee Payroll	16,068.95
03/22/2018	8861	Standard Insurance Co	Life Insurance	-1,933.20
03/22/2018	8862	SMCMUA	Utilities	-414.52
03/22/2018	8863	PSE&G	Utilities	-1,197.67
03/22/2018	8864	Palermo's Pizza	Operating Materials & Supplies	-98.90
03/22/2018	8865	Morristown Medical Group	Medical	-465.00
03/22/2018	8866	CF Services	Engine 81	-239.58
03/22/2018	8867	FF1 Firefighter One, LLC	Operating Materials & Supplies	-562.40
03/22/2018	8868	US Bank Equipment Finance	Copy Machine lease	-74.48
03/22/2018	8869	Township of Hanover	Gasoline / Diesel	-105.13
03/22/2018	8870	Minerva Cleaners	Gear Cleaning	-74.00
03/22/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-625.00
03/23/2018	8871	Cobane, Rob	Fuel Vouchers	-70.00
03/23/2018	8872	SMCMUA	Utilities	-85.67
03/23/2018	8873	Witmer Associates, Inc	Operating Materials & Supplies	-137.00
03/23/2018	8874	SMCMUA 10 Troy	Utilities	-87.88
03/23/2018	8875	TJ's Sportswide	Recognitions	-74.58
03/23/2018	8876	POSTMASTER	Office Supplies	-150.00
03/26/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-3,000.00
03/28/2018	8877	Verizon Wireless	Utilities	-152.04
03/28/2018	8878	Verizon	Utilities	-238.60
03/28/2018	8879	Optimum	Utilities	-276.25
03/28/2018	8880	Cortright, Joseph	Reimbursements	-20.17
03/28/2018	8881	Richard M. Braslow, Esq	Legal	-120.00
03/28/2018	8882	Electronic Measurement Labs	Meters	-408.00
03/28/2018	8883	Emergency Reporting	Computers	-159.91

03/28/2018	8884	American Trade Mark	Operating Materials & Supplies	-285.10
				-
03/31/2018	eft	Board of Fire Commissioners	Employee Payroll	18,026.09
04/02/2018	8885	Recorder Community Newspaper	Membership Dues & Subscriptions	-50.00
04/02/2018	8886	All Jersey Garage Doors	Building Maintenance	-950.00
04/02/2018	8887	Home Depot Credit Services	Shop Supplies	-185.69
04/02/2018	8888	WEX Fleet Universal	Gasoline	-156.00
04/02/2018	8889	Election Graphics, Inc.	Elections	-375.00
04/02/2018	8890	Fire Service Safety Testing	Ladder - Test	-489.90
04/02/2018	8891	Morris County Public Safety Training Acad	Training and Education	-250.00
04/02/2018	8892	Wegman's	Operating Materials & Supplies	-373.49
04/03/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-3,727.01
04/03/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-411.61
04/04/2018	8893	Nestle Pure Life Direct	Water	-9.99
04/04/2018	8894	Optimum 10 Troy	Utilities	-237.68
04/04/2018	8895	Barz, Ronald	Fuel Vouchers	-20.00
04/04/2018	8896	Bradley, Ben	Fuel Vouchers	-10.00
04/04/2018	8897	Cobane, Rob	Fuel Vouchers	-70.00
04/04/2018	8898	Cobane, Robert	Fuel Vouchers	-20.00
04/04/2018	8899	Cobane, Thomas	Fuel Vouchers	-20.00
04/04/2018	8900	Cowley, Dale	Fuel Vouchers	-30.00
04/04/2018	8901	Dill, Matthew	Fuel Vouchers	-10.00
04/04/2018	8902	Gallo, Matt	Fuel Vouchers	-10.00
04/04/2018	8903	Gethins, John	Fuel Vouchers	-30.00
04/04/2018	8904	Graziano, Jesse	Fuel Vouchers	-20.00
04/04/2018	8905	Graziano, John	Fuel Vouchers	-20.00
04/04/2018	8906	Kelly, Brian	Fuel Vouchers	-70.00
04/04/2018	8907	Kelly, Eric	Fuel Vouchers	-30.00
04/04/2018	8908	Kelly, Jonathan	Fuel Vouchers	-30.00
04/04/2018	8909	Kelly, Tim	Fuel Vouchers	-30.00
04/04/2018	8910	Koba, Jack	Fuel Vouchers	-10.00
04/04/2018	8911	Kraley, James	Fuel Vouchers	-20.00
04/04/2018	8912	Lori, Anthony	Fuel Vouchers	-20.00
04/04/2018	8913	Makowski, Joseph	Fuel Vouchers	-20.00
04/04/2018	8914	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
04/04/2018	8915	Paine, David	Fuel Vouchers	-10.00
04/04/2018	8916	Rung, Michael	Fuel Vouchers	-30.00
04/04/2018	8917	Shearer, Derrick	Fuel Vouchers	-20.00
04/04/2018	8918	Tursi, Frank	Reimbursement for Expenses/Loss	-30.00
04/04/2018	8919	Wodynski, William	Fuel Vouchers	-30.00
04/04/2018	8920	Ziccarello, Ricky	Fuel Vouchers	-30.00
04/09/2018	8921	JCP&L 10 Troy	Utilities	-248.41
04/09/2018	8922	STAPLES CREDIT PLAN	Office Supplies	-377.16
04/09/2018	8923	JCP&L	Utilities	-592.15
04/09/2018	8924	PSE&G 10 Troy	Utilities	-764.24
04/09/2018	8925	Police & Firemen's Insurance Association	Police & Fire Insurance	-457.74
04/09/2018	8926	SMCMUA 10 Troy	Utilities	-95.00
04/09/2018	8927	SMCMUA	Utilities	-243.31
04/09/2018	8928	Brunners Garage	#86	-535.00
04/09/2018	8929	FF1 Firefighter One, LLC	Operating Materials & Supplies	-2,521.10

04/09/2018	8930	New Breed Fitness, LLC	Training and Education	-480.00
04/09/2018	8931	CDW Government	Computers	-140.52
04/09/2018	8932	Whippany Fire Company	Other rentals	-9,000.00
04/09/2018	8933	Hanover Sewerage Authority 10 Troy Hills	Utilities	-237.60
04/09/2018	8934	Hanover Sewerage Authority	Utilities	<u>-454.98</u>
				-
				99,524.31

At this time, Comm. Shearer made a motion to go into closed session to discuss upcoming personnel matters. The motion was seconded by Comm. Kraley and the Board went into Closed Session at 8:25.

At 9:08, the Board came out of Closed Session.

Comm. Woytas made a motion to adjourn. The motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Kitchell, Kraley, Woytas & Shearer

ABSENT: Polo

NAYS: None

Meeting was adjourned at 9:11

Respectfully submitted:

Janet Gant Hammond, Board Assistant