

**MINUTES - REGULAR MEETING**

**May 14, 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, Polo, Kraley, Woytas

Absent: None

Also present: Chief Joseph Cortright

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, Polo, Woytas & Shearer

ABSENT: None

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, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

**For the month of April 2018**

**General Checking Account #7859643244**

**TD Bank**

Balance On Hand - March 31, 2018	<b>\$60,351.11</b>
April Checks	(\$180,131.11)

**Deposits for the Month of April 2018**

Registration Fees		\$8,425.00
Uniform Fire Safety Act	2nd QTR	\$10,515.39
Township of Hanover	District Taxes # 2	\$230,920.16

**Balance on Hand, April 30, 2018**  
**(matches Quickbooks)**

**\$130,080.55**

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**Active Assets Account #615 108684 107**

**Morgan Stanley/Smith Barney**

Balance on Hand February 28, 2018

**\$438,270.77**

Checks Submitted this Month's Meeting

**\$222,520.32**

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**CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS**

**Supplies, Equipment, and Maintenance**

- Supplies were purchased from Home Depot.
- Supplies were purchased from Staples.
- Northeast Communications reprogrammed and added channel voice announcements. They also reprogrammed 2 radios.
- Supplies were purchased from Auto Zone.
- Supplies were purchased from Fastenal.
- Supplies were purchased from Politi Auto Parts.
- Batteries were purchased from Batteries Plus.
- ID Tags for Knox Box keys were purchased from American Trade Mark Co.

**Apparatus**

- Northeast Communications replaced and siliconed the antenna gaskets which were leaking water into Car 87.
- Brunner's Garage replaced the computer in Car 86.

**Training**

- Training for the month of April was:
  - 17<sup>th</sup> Pumping
  - 24<sup>th</sup> Truck Check Review
- Training for the month of May will be:
  - 15<sup>th</sup> School Bus Operations
  - 22<sup>nd</sup> Water Rescue
- See Training report for additional information.

**Purchases**

- The Knox Box Key Secure Systems have been installed in the vehicles and apparatus.

**Fire Prevention**

- (58) Inspections / re-inspections were conducted last month.

**EMS**

- (47) Calls were answered last month.

**Fire**

- (29) Calls were answered last month.

## Other Matters and Announcements

- 1 Plan Review was completed.
- Multiple Spec Reviews were completed.
- I attended a Disaster Drill at Care One.
- Joe Giorgio has agreed to be our Purchasing Agent so we could complete the application for the Houston Galveston Coop.
- Paul and I attended an assembly at Memorial Junior School for the Public Safety Academy.
- Brian and I will be going out to the Harrisburg Fire Expo Show on Friday May 18<sup>th</sup>.
- Upcoming Events:
  - May 23<sup>rd</sup> maintenance drill for Memorial Day
  - May 24<sup>th</sup> we are hosting a Moving Water Awareness Class
  - May 25<sup>th</sup> Cedar Knolls Inspection (You will be receiving invitations in the mail)
  - May 28<sup>th</sup> Memorial Day
  - Weekend of June 9<sup>th</sup> and June 23<sup>rd</sup> we have members attending Moving Water Operations and Technicians Class
  - June 14<sup>th</sup> Flag Retirement Ceremony
  - July 2<sup>nd</sup> Fireworks rain date June 3<sup>rd</sup>

The Chief went over the items in his report:

He noted that there was a leak in his car that was repaired. Computer in Car 86 was bad and Fred Brunner was able to find a new one and install it.

There is a Resolution to join Houston Galveston that needs approval tonight.

Also one for a Uniform Fee Schedule.

Joe Giorgio has agreed to be our purchasing agent in order to participate in the Houston Galveston Co-Op.

Swiftwater Rescue – Rescue Products International wants us to be a host for 1 of their classes. It will be held here on May 24<sup>th</sup>. The Operations class will be run from Oradell and the technician class will be hosted in Parsippany.

The Water Authority had a tabletop meeting. They discussed the Clyde Potts dam in Mendham. If it were ever to go, we'd have 14 feet of water through the town in 4 hours. They are talking about a Disaster Training Drill.

Derrick tried to get the guys practice swimming in their gear before the Swiftwater drill but the Y has a new policy. There was lightning that day so it had to be cancelled because of their new windows.

The County Radio system is putting another full time fire desk in to make it 4. Now they'll have 3 fire desks, the EMS desk and a dispatcher.

Morris Plains will be moved over to our response channel in June.

The refrigerator in the rescue is broken. Chief has been in contact with Garrick. It's still under warranty.

Chief did a list of assets for the auditor and we are working with him now.

Commissioner Kraley made a motion to accept the Chief's 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 Resolution was read appointing Nisivoccia, LLP as our auditor of record for the year 2018-2019.

We will be asking him for help when we prepare next year's budget, as our previous auditor used to do.

- A Resolution was read providing a new Uniform Fee Schedule.
- A resolution was read authorizing the participation of the District in the Houston Galveston Area Council Cooperative Purchasing Program.

### **COPIES OF ALL RESOLUTIONS ARE ATTACHED TO THESE MINUTES**

A motion was made by Comm. Kralej to accept all the Resolutions and approve them. The motion was seconded by Comm. Woytas and passed by the following vote:

AYES: Kitchell, Kralej, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

## **COMMITTEE REPORTS**

**Personnel:** Jon Kelly is taking the EMT class and has paid for it himself. Process of hiring new men is underway.

**Apparatus:** Just what the Chief mentioned in his report. The resolution to join Houston Galveston was just passed, so now we can submit it. Then we'll get a number from them and we can move forward.

**Insurance:** Janet's pension is starting up. We will need to adjust the deductions made out of payroll. Chief mentioned that we are eligible to participate in the JIF Insurance program for Fire Districts. (JIF – Joint Insurance Fund) We had not been able to join the one for the township but now they have created one for Fire Districts. A lot of districts south of us use it. We wouldn't pay McNeil anymore – we would have this instead. It's worth looking into.

We can send them what we have now and see if they can match it and at what price.

**Dinner:** Nothing at this time.

**First Aid:** It was reported that EMS responded to 47 calls this month and 0 transports. Randy thanked the guys who were there when his Mom needed help after her knee surgery.

**RELOCATION** – Tom Braviak said that the closing is still on for end of summer. The town hired a financial guy to look at our numbers for them. Derrick met him and was asked what our intention was. Derrick reassured him that our intention is to support the Fire Company in the purchase of the building. He said he couldn't speak for the whole Board, but that the previous Board supported it and he imagined the new one would as well. He said we would have to speak to the whole Board to get an official position. The man seemed concerned about the age of our fleet. Derrick informed him of our plans to purchase the new apparatus and our plan to schedule future purchases on a timely basis and build them into our budget.

Randy added that Mike is pushing the Township Committee for a reason why this is dragging so long.

We were informed that if we have our closing and have to work out of a trailer for a time, we have permission to hold our public meetings at the Cedar Knolls firehouse instead of having to pay for a handicapped accessible trailer.

**FIRE CO:** Nothing at this time.

**OLD BUSINESS** – The badge is in for Mike. We will present it at the next meeting.

## NEW BUSINESS

Houston Galveston – The Chief provided an Interlocal Contract for Cooperative Purchasing to be used once we are accepted by Houston Galveston.

A motion was made to sign and accept the Interlocal Contract. The motion was made by Comm. Woytas and seconded by Comm. Kralely.

It passed by the following vote:

AYES: Kitchell, Kralely, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

After they accept us, we'll get a number, which we can then use to go to the Local finance Board and start the bidding for financing process.

We will be going to Braslow for some help with this next step.

We'll need to figure out how much we can put down and how much we lease for. The companies we go to bid with should be able to give us a pay schedule and we can choose our terms based on our numbers.

## PUBLIC PART OF THE MEETING

1 members of the public attended. No comments made.

## BILLS

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

AYES: Kitchell, Kralely, Woytas, Polo & Shearer

ABSENT: None

NAYS: None

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	Zicarello, 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	-SPLIT-	-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	Rent	-9,000.00
04/09/2018	8933	Hanover Sewerage Authority 10 Troy Hills	Utilities	-237.60
04/09/2018	8934	Hanover Sewerage Authority	Utilities	-454.98
04/11/2018	8935	Mobile Eyes Inspector	Computers	-4,855.00
04/11/2018	8936	Hanover Twp Bureau of Fire Prevention	Joint Purchase Agreements	-2,000.00
04/11/2018	8937	Palermos Pizza	Operating Materials & Supplies	-95.50
04/13/2018	eft	NJ Division of Pensions & Benefits	Medical Benefits	-6,925.95
04/13/2018	eft	Board of Fire Commissioners	Employee Payroll	-17,561.72
04/16/2018	8938	FF1 Firefighter One, LLC	Operating Materials & Supplies	-471.45
04/16/2018	8939	Finish Line Car Wash	Car Washes	-16.06
04/16/2018	8940	Township of Hanover	Gasoline / Diesel	-785.45
04/17/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-78,111.00
04/17/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-11,006.00
04/18/2018	8941	PSE&G	Utilities	-1,067.68
04/18/2018	8942	Koba, Jack	Fuel Vouchers	-20.00
04/23/2018	8943	US Bank Equipment Finance	Copy Machine lease	-303.98
04/23/2018	8944	Knox Company	Operating Materials & Supplies	-3,389.00
	8945	VOID	Mouse got on it	
04/23/2018	8946	Standard Insurance Co	Life Insurance	-1,986.90
04/23/2018	8947	Politi Auto Parts	Auto Parts	-16.39
04/23/2018	8948	Technology Insurance Company	Workers Compensation	-11,273.50

04/26/2018	8949	Eagle Auto Body	#86	-65.00
04/26/2018	8950	Verizon	Utilities	-518.26
04/26/2018	8951	Emergency Reporting	Computers	-159.91
04/30/2018	eft	Board of Fire Commissioners	Employee Payroll	-15,478.78
05/01/2018	8952	Optimum	Utilities	-275.97
05/01/2018	8953	Verizon Wireless	Utilities	-152.04
05/01/2018	8954	Home Depot Credit Services	Shop Supplies	-231.43
05/01/2018	8955	Brunners Garage	#86	-700.00
05/01/2018	8956	Politi Auto Parts	Auto Parts	-159.75
05/01/2018	8957	Whippany Fire Company	-SPLIT-	-9,000.00
05/01/2018	8958	Cobane, Rob	Fuel Vouchers	-70.00
05/01/2018	8959	Cobane, Robert	Fuel Vouchers	-20.00
05/01/2018	8960	Cobane, Thomas	Fuel Vouchers	-20.00
05/01/2018	8961	Cowley, Dale	Fuel Vouchers	-20.00
05/01/2018	8962	Dill, Matthew	Fuel Vouchers	-20.00
05/01/2018	8963	Gethins, John	Fuel Vouchers	-30.00
05/01/2018	8964	Jubinski, Ken	Fuel Vouchers	-10.00
05/01/2018	8965	Kelly, Brian	Fuel Vouchers	-70.00
05/01/2018	8966	Kelly, Eric	Fuel Vouchers	-30.00
05/01/2018	8967	Kelly, Jonathan	Fuel Vouchers	-20.00
05/01/2018	8968	Kelly, Tim	Fuel Vouchers	-20.00
05/01/2018	8969	Koba, Jack	Fuel Vouchers	-30.00
05/01/2018	8970	Lori, Anthony	Fuel Vouchers	-20.00
05/01/2018	8971	Makowski, Joseph	Fuel Vouchers	-20.00
05/01/2018	8972	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
05/01/2018	8973	Rung, Michael	Fuel Vouchers	-30.00
05/01/2018	8974	Shearer, Derrick	Fuel Vouchers	-20.00
05/01/2018	8975	Tursi, Frank	Reimbursement for Expenses/Loss	-30.00
05/01/2018	8976	Wodynski, William	Fuel Vouchers	-20.00
05/01/2018	8977	Ziccarello, Ricky	Fuel Vouchers	-20.00
05/07/2018	8978	Nestle Pure Life Direct	Water	-85.86
05/07/2018	8979	McNeil & Company	Insurance Premiums	-10,375.75
05/07/2018	8980	JCP&L	Utilities	-413.72
05/07/2018	8981	JCP&L 10 Troy	Utilities	-245.20
05/07/2018	8982	PSE&G 10 Troy	Utilities	-282.81
05/07/2018	8983	STAPLES CREDIT PLAN	Office Supplies	-356.72
05/07/2018	8984	Police & Firemen's Insurance Association	Police & Fire Insurance	-457.74
05/07/2018	8985	Township of Hanover	Gasoline	-315.52
05/07/2018	8986	PIP Printing	Office Supplies	-198.00
05/07/2018	8987	New Breed Fitness, LLC	Training and Education	-220.00
05/10/2018	8988	Optimum 10 Troy	Utilities	-237.68
05/10/2018	8989	Auto Zone	Operating Materials & Supplies	-84.51
05/10/2018	8990	Finish Line Car Wash	Car Washes	-24.09
05/10/2018	8991	American Trade Mark	Operating Materials & Supplies	-157.13
05/10/2018	8992	Fire Fighters Equipment Company Inc.	Recognitions	-739.70
05/10/2018	8993	Palermo's Pizza	Operating Materials & Supplies	-98.90
05/10/2018	8994	Emerson Engraving	Recognitions	-40.00
05/10/2018	8995	Fastenal Company	Operating Materials & Supplies	-21.68
05/14/2018	eft	NJ Division of Pensions & Benefits	Medical Benefits	-8,745.51

05/14/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-625.00
05/14/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-3,000.00
05/14/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-3,000.00
	8996	VOID		
05/14/2018	8997	IFSTA Int'l Fire Service Training Assoc.	Training & Education	-232.50
05/14/2018	8998	Northeast Communications, Inc.	Oper Mat & Supplies: Radios	<u>-1,362.00</u>
				-
				222,520.32

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 8:02.

At 8:55, the Board came out of Closed Session.

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

AYES: Kitchell, Kraley, Polo, Woytas & Shearer

ABSENT: None

NAYS: None

Meeting was adjourned at 8:57

Respectfully submitted:

*Janet Gant Hammond, Board Assistant*