

**MINUTES - REGULAR MEETING**

**August 20, 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, Kraley

Absent: None

Also present: Chief Joseph Cortright & the Career Staff

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. Polo 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, Kraley & Shearer

ABSENT: None

NAYS: None

**TREASURER'S REPORT**

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

AYES: Kitchell, Woytas, Polo, Kraley & Shearer

ABSENT: None

NAYS: None

**General Checking Account #7859643244**

**TD Bank**

Balance On Hand - June 30, 2018 **\$172,597.32**

July Checks (\$84,714.50)

**Deposits for the Month of July 2018**

Stephen Gould Corp.	Permits & Fees	\$54.00
Township of Hanover	False Alarms	\$250.00
Suburban Propane	Permits & Fees	\$54.00
Barclays Capital	Permits & Fees	\$54.00
Technology Insurance	Workers Comp	\$930.00
Barclays Capital	Permits & Fees	\$641.00
Registration fees		\$1,225.00
<b><u>Balance on Hand, July 31, 2018</u></b>		<b><u>\$91,090.82</u></b>

**(matches Quickbooks)**

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

Balance on Hand June 30, 2018

**\$440,079.25**

Checks Submitted this Month's Meeting

**\$124,503.58**

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**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 Batteries Plus.
- Pressure switch on shop compressor was replaced.
- FF 1 repaired 2 SCBA packs.

**Apparatus**

- Northeast Communications replaced the siren speaker on Engine 81.

**Training**

- Training for the month of July was:
  - 17<sup>th</sup> Haz Mat
  - 24<sup>th</sup> Vehicle Extrication
- See Training report for additional information.

**Purchases**

- No purchase requests for the month.

**Fire Prevention**

- (44) Inspections / re-inspections were conducted last month. \$803.00 was collected in permit fees.

**EMS**

- (44) Calls were answered last month.

**Fire**

- (39) Calls were answered last month.

**Other Matters and Announcements**

- Multiple Spec Reviews were completed.
- One plan review was completed.
- Ian and I will be meeting with Dr. Gluckman regarding being our Medical Director. Along with doing our physicals and workers comp. facility instead of the going to the hospital for minor injuries.
- I am working on Skip Sofield's Death claim.
- We responded to Morristown Airport for a fuel spill.
- Inspection Day/Boonton Parade update:
  - Maintenance drills begin tomorrow evening.
  - The contract with Bloomingdale Band has been signed.
  - I spoke to Rob and Brian they are going to get the food for breakfast and lunch from Wegman's which is what we did last year.
  - Fred heard from the Boonton FD we are in the front of the parade this year and will be lining up on Chestnut St.
  - Do you want to do the BBQ on the last night of maintenance drills?

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, Woytas, Polo, Kraley & Shearer

ABSENT: None

NAYS: None

**COMMUNICATIONS** - Nothing at this time.

### **COMMITTEE REPORTS**

**Personnel:** The new hires will start on September 4<sup>th</sup>.

**Apparatus:** Derrick will reach out to Braslow regarding quotes for new engine financing.

**Insurance:** Insurance Company is changing the wording on our policy, as far as our buildings, due to their age. It will read "Agreed upon value", instead of "Guaranteed Replacement cost". Any repairs to the buildings will have to be done in 18 months. New premium is \$44,000.

**Dinner:** Nothing at this time.

**First Aid:** It was reported that EMS responded to 44 calls this month and 0 transports.

**Relocation:** Chief said that Fred said that they're going through the new purchaser joining the condo association for access. Braviak has been in contact with the new purchaser to negotiate any environmental costs. Meghan and George Rullo gave their depositions.

The lawyer bills are mounting up but we need them to get through this part of it. Nothing from the County yet – we are looking at October.

We need to get out the stakes and get the paving done.

The closing date is still anticipated to be in 2018 and we will be out of here.

**Township:** Brian Cahill came in as the meeting was ending and said there was nothing at this time.

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

**OLD BUSINESS** – Derrick brought up Mike Dugan's request to sit down and discuss merging the 2 districts. He asked for volunteers. Some members said they would do it but after the first of the year. There is just too much going on now with the budget, the new truck, and the building.

**NEW BUSINESS** – Jim Kraley asked about the Annual training requirements. Chief replied that some members had completed their training and others did not. Those who wanted to did it. Others now realize that they can't do what they used to do because of the lack of training.

Firefighter Thomas Cobane has requested that he no longer get the Fuel Voucher checks. He turned in his old ones which will be voided and no more will be issued to him per his request.

Jim Kraley informed the Board that this is his last year. The Board will need to nominate someone to finish out his term.

We need to set a date for a budget meeting. The new auditor will meet with us and go over things with us. We should do it sooner rather than later. October would be ideal and then November and December meetings would be to present the budget at a public meeting and start the adoption process.

### **PUBLIC PART OF THE MEETING**

2 members of the public attended. No comments made.

## **BILLS**

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

AYES: Kitchell, Woytas, Polo, Kraley & Shearer

ABSENT: None

NAYS: None

07/02/2018	9096	Lifesavers, Inc.	CPR Training expense	-303.00
07/02/2018	9097	Hanover Township Recreation Dept	Operating Materials & Supplies	-160.00
07/02/2018	9098	Morris County Public Safety Training Acad	Training and Education	-250.00
07/02/2018	9099	Technology Insurance Company	Workers Compensation	-3,160.19
07/05/2018	9100	Nestle Pure Life Direct	Water	-9.99
07/05/2018	9101	Optimum 10 Troy	Utilities	-249.69
07/05/2018	9102	Polo, Randy	Reimbursements	-300.00
07/05/2018	9103	Allocco, Rich	Fuel Vouchers	-20.00
07/05/2018	9104	Barz, Ronald	Fuel Vouchers	-20.00
07/05/2018	9105	Bradley, Ben	Fuel Vouchers	-10.00
07/05/2018	9106	Cobane, Rob	Fuel Vouchers	-70.00
07/05/2018	9107	Cobane, Robert	Fuel Vouchers	-20.00
07/05/2018	9108	Cobane, Thomas	Fuel Vouchers	-30.00
07/05/2018	9109	Cowley, Dale	Fuel Vouchers	-30.00
07/05/2018	9110	Dill, Matthew	Fuel Vouchers	-10.00
07/05/2018	9111	Gallo, Matt	Fuel Vouchers	-30.00
07/05/2018	9112	Gethins, John	Fuel Vouchers	-30.00
07/05/2018	9113	Jubinski, Ken	Fuel Vouchers	-10.00
07/05/2018	9114	Kelly, Brian	Fuel Vouchers	-70.00
07/05/2018	9115	Kelly, Eric	Fuel Vouchers	-30.00
07/05/2018	9116	Kelly, Jonathan	Fuel Vouchers	-30.00
07/05/2018	9117	Kelly, Tim	Fuel Vouchers	-30.00
07/05/2018	9118	Koba, Jack	Fuel Vouchers	-30.00
07/05/2018	9119	Kraley, James	Fuel Vouchers	-30.00
07/05/2018	9120	Lori, Anthony	Fuel Vouchers	-20.00
07/05/2018	9121	Makowski, Joseph	Fuel Vouchers	-20.00
07/05/2018	9122	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
07/05/2018	9123	Paine, David	Fuel Vouchers	-10.00
07/05/2018	9124	Rung, Michael	Fuel Vouchers	-30.00
07/05/2018	9125	Shearer, Derrick	Fuel Vouchers	-20.00
07/05/2018	9126	Tursi, Frank	Reimbursement for Expenses/Loss	-30.00
07/05/2018	9127	Wittnebert, John	Fuel Vouchers	-30.00
07/05/2018	9128	Wodynski, William	Fuel Vouchers	-30.00
07/05/2018	9129	Woytas, Tyler	Fuel Vouchers	-10.00
07/05/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-2,146.67
07/05/2018	eft	NJ Division of Pensions & Benefits	Pension Expense	-523.42
07/09/2018	9131	STAPLES CREDIT PLAN	Office Supplies	-363.55
07/09/2018	9132	Auto Zone	Operating Materials & Supplies	-265.00
07/09/2018	9133	Whippany Fire Company	Rent & Training	-9,300.00
07/09/2018	9134	Richard M. Braslow, Esq	Legal	-60.00

07/09/2018	9135	PSE&G 10 Troy	Utilities	-12.03
07/09/2018	9136	New Breed Fitness, LLC	Training and Education	-400.00
07/09/2018	9137	Daily Record	Advertising	-41.02
07/09/2018	9138	Finish Line Car Wash	Car Washes	-8.03
07/09/2018	9139	WEX Fleet Universal	Gasoline	-64.73
07/09/2018	9140	Eagle Auto Body	Utility 85	-1,033.85
07/09/2018	9141	POSTMASTER	Office Supplies	-100.00
07/09/2018	9142	Wegman's	Operating Materials & Supplies	-37.91
07/13/2018	eft	NJ Division of Pensions & Benefits	Medical Benefits	-8,745.51
07/13/2018	9143	JCP&L	utilities	-700.69
07/13/2018	9144	PSE&G	utilities	-261.49
07/13/2018	9145	Police & Firemen's Insurance Association	Police & Fire Insurance	-457.74
07/13/2018	9146	FF1 Firefighter One, LLC	Equipment	-237.00
07/13/2018	9147	Morris County Public Safety Training Acad	Training and Education	-200.00
07/13/2018	9148	JCP&L 10 Troy	Utilities	-104.87
07/13/2018	9149	Palermo's Pizza	Operating Materials & Supplies	-116.00
07/13/2018	9150	CDW Government	Computers	-1,692.78
07/15/2018	eft	Board of Fire Commissioners	Employee Payroll	-16,833.57
07/20/2018	9151	Township of Hanover	gasoline / Diesel	-589.32
07/20/2018	9152	Fast Signs	Operating Materials & Supplies	-275.00
07/20/2018	9153	All Jersey Garage Doors	Building Maintenance	-271.89
07/20/2018	9154	NJ Fire Equipment Co.	Purchase of Assets	-9,177.00
07/20/2018	9155	Witmer Associates, Inc	Operating Materials & Supplies	-1,167.42
07/25/2018	9156	Standard Insurance Co	Life Insurance	-1,897.40
07/25/2018	9157	CF Services	Engine 83	-190.00
07/25/2018	9089	Emergency Reporting	Computers	-159.91
07/30/2018	eft	Board of Fire Commissioners	Employee Payroll	-14,974.39
07/31/2018	9158	Home Depot Credit Services	Shop Supplies	-32.03
07/31/2018	9159	Optimum	Utilities	-275.85
07/31/2018	9160	Technology Insurance Company	Workers Compensation	-4,100.19
07/31/2018	9161	Verizon Wireless	Utilities	-152.04
07/31/2018	9162	Verizon	Utilities	-237.92
07/31/2018	9163	Black Meadows Mutual Aid Association	Membership Dues & Subscriptions	-100.00
07/31/2018	9164	Morristown Medical Group	Medical	-895.00
07/31/2018	9165	Spectrum Communications	Radios	-928.54
07/31/2018	9166	Technology Insurance Company	Workers Compensation	-421.87
08/02/2018	9167	Bradley, Ben	Fuel Vouchers	-10.00
08/02/2018	9168	Cobane, Rob	Fuel Vouchers	-70.00
08/02/2018	9169	Cobane, Robert	Fuel Vouchers	-20.00
08/02/2018	9170	Cobane, Thomas	Fuel Vouchers	-20.00
08/02/2018	9171	Cowley, Dale	Fuel Vouchers	-20.00
08/02/2018	9172	Gallo, Matt	Fuel Vouchers	-20.00
08/02/2018	9173	Gethins, John	Fuel Vouchers	-30.00
08/02/2018	9174	Graziano, Jesse	Fuel Vouchers	-30.00
08/02/2018	9175	Kelly, Brian	Fuel Vouchers	-70.00
08/02/2018	9176	Kelly, Eric	Fuel Vouchers	-20.00
08/02/2018	9177	Kelly, Jonathan	Fuel Vouchers	-20.00
08/02/2018	9178	Kelly, Tim	Fuel Vouchers	-20.00
08/02/2018	9179	Koba, Jack	Fuel Vouchers	-30.00

08/02/2018	9180	Lori, Anthony	Fuel Vouchers	-20.00
08/02/2018	9181	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
08/02/2018	9182	Rung, Cian	Reimbursement for Expenses/Loss	-10.00
08/02/2018	9183	Rung, Michael	Fuel Vouchers	-30.00
08/02/2018	9184	Tursi, Frank	Reimbursement for Expenses/Loss	-10.00
08/02/2018	9185	Wittnebert, John	Fuel Vouchers	-30.00
08/02/2018	9186	Wodynski, William	Fuel Vouchers	-30.00
08/02/2018	9187	Woytas, Tyler	Fuel Vouchers	-10.00
08/02/2018	9188	Optimum 10 Troy	Utilities	-249.49
08/13/2018	9189	Nestle Pure Life Direct	Water	-87.86
08/13/2018	9190	WEX Fleet Universal	Gasoline	-67.51
08/13/2018	9191	JCP&L 10 Troy	Utilities	-188.99
08/13/2018	9192	JCP&L	utilities	-733.46
08/13/2018	9193	PSE&G	Utilities	-68.90
08/13/2018	9194	PSE&G 10 Troy	Utilities	-12.03
08/13/2018	9195	Finish Line Car Wash	Car Washes	-24.09
08/13/2018	9196	Daily Record	Advertising	-40.16
08/13/2018	9197	NJ Advance Media	Advertising	-10.85
08/13/2018	9198	STAPLES CREDIT PLAN	Office Supplies	-363.55
08/13/2018	9199	Auto Zone	Operating Materials & Supplies	-65.00
08/13/2018	9200	FF1 Firefighter One, LLC	Equipment	-466.75
08/13/2018	9201	Richard M. Braslow, Esq	Legal	-150.00
08/13/2018	9202	Police & Firemen's Insurance Association	Police & Fire Insurance	-457.74
08/13/2018	9203	Whippany Fire Company	Other Rentals	-9,000.00
08/15/2018	eft	NJ Division of Pensions & Benefits	Medical Benefits	-8,745.51
08/15/2018	eft	Board of Fire Commissioners	Employee Payroll	-15,997.97
08/16/2018	9206	Township of Hanover	Gasoline / Diesel	-346.64
08/16/2018	9207	Morris County Marine	Water	-1,252.10
08/16/2018	9208	Skylands Area Fire Equipment & Training	Operating Materials & Supplies	-368.83
08/16/2018	9209	Johnny's Pizza	Operating Materials & Supplies	-86.00
08/16/2018	9210	Brunners Garage	Car 88	-249.20
08/20/2018	9211	Northeast Communications, Inc.	Radios	-75.00
08/20/2018	9212	Daily Record	Advertising	-41.45
08/20/2018	9213	Witmer Associates, Inc	Operating Materials & Supplies	-90.00
				-
				<b>124,503.58</b>

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, Woytas & Shearer

ABSENT: Polo, Kraley

NAYS: None

Meeting was adjourned at 7:52

Respectfully submitted:

*Janet Gant Hammond, Board Assistant*