

MINUTES - REGULAR MEETING

September 10, 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 & 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. Polo made a motion to accept the minutes from the last meeting. The move was seconded by Comm. Kraley 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. Kitchell seconded the move and it was carried by the following vote:

AYES: Kitchell, Woytas, Polo, Kraley & Shearer

ABSENT: None

NAYS: None

For the month of August 2018

General Checking Account #7859643244

TD Bank

Balance On Hand - July 31, 2018	\$91,090.82
August Checks	(\$71,437.04)

Deposits for the Month of August 2018

J&R Tobacco	Permits & Fees	\$54.00
Cobra Auto	Permits & Fees	\$427.00
A&A Auto Wreckers	Permits & Fees	\$427.00
Oklahoma State University	Refund / overpayment	\$72.50
Township of Hanover	July false alarms	\$50.00
State of New Jersey	Uniform Fire Safety Act 4th Qtr	\$17,525.66

Case Consulting Labs	Permits & Fees	\$641.00
Township of Hanover	District Taxes	\$230,920.17
Whippany Park High School	Training Income	\$100.00
Registration fees		\$125.00
Void checks for Tom Cobane	Fuel Vouchers	\$100.00

Balance on Hand, August 31, 2018 **\$270,096.11**
(matches Quickbooks)

Active Assets Account #615 108684 107

Morgan Stanley/Smith Barney

Balance on Hand August 31, 2018 **\$440,969.42**

Checks Submitted this Month's Meeting **\$103,161.63**

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.
- Supplies were purchased from AutoZone.

Apparatus

- Brunner's Garage did a transmission service on Unit 88.
- Brunner's Garage did a service and other repairs on Unit 87.
- CF Services replaced the 2 rear brake chambers on Engine 83 and repaired the brake pedal.

Training

- No training during the month of August.
- Training for the month of September will be:
 - 18th CPR
 - 25th First Energy Safety Training.
- See Training report for additional information.

Purchases

- I am requesting to purchase 5 sets of turnout gear.

1.	FF 1	\$2,971.10 each
2.	NJ State Contract	\$3,236.20 each

Fire Prevention

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

EMS

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

Fire

- (36) Calls were answered last month.

Other Matters and Announcements

- Ben and Rich both started last week. They are still getting use to how we operate, and we have already made some changes to better utilize all the staff.
- On behalf of the members I would like to thank you for Inspection Day/Boonton Parade. During the maintenance drills we averaged 18 members in attendance. The Fire Company received 2 first place trophies one for marching and one for the color guard.
- Multiple Spec Reviews were completed.
- Two plan reviews were completed.
- The County reorganized the Fire/EMS desk and has moved Morris Plains onto Response 6 to help balance out the call volume on their end.
- Wildwood weekend is coming up this week. We will once again be working with Cedar Knolls and Morris Plains to ensure we have an adequate response for emergencies.
- The County is doing a pilot program using Closest Unit Dispatch (CUD) for EMS calls. The participants are Cedar Knolls, Par Troy EMS, and the County EMS. This is only for certain ALS calls. It should not affect us with the Duty Engine being dispatched. The guys are aware and will closely be monitoring the dispatches.
- I spoke with Chief Digiorgio regarding the EMS Calls in District 2 on Saturday's. I have attached for your review what he has pulled from his system for the year 2018.
- The parking garage at Barclay's is occupied. We will be having a training drill there in the next month or so with both departments. Barclay's is planning on starting the next parking garage soon.
- With the threat of a Hurricane coming to the east coast this week I have instructed the staff to ensure that we are ready and prepared.

The Chief went over his report:

He also reported that 4 men made all 6 Inspection cleanup drills last week.

Eric Kelly, Jon Kelly, Mike Rung and Frank Tursi.

Derrick suggested we get ribbons for their shirts or something to acknowledge feats like this. Not just for this, but when other things come up that merit acknowledgement.

Ian will make up certificates for them also. And the Chief will recognize them at the meeting.

The County moving Morris Plains to our channel has not really affected us. They do less than 200 calls / year.

Wildwood – Thursday and Friday will be normal dispatches. Everyone will be covered.

The County Pilot Program (CUD) mentioned above is mostly for D&E calls – more serious ones. They emphasized that it's more of a service than stepping over boundaries.

Chad is keeping a diary of what's happening and of any problems. Any problems found here will be funneled up to the Chief.

Chad attached a report of the Saturday EMS calls. He will produce that report for us when we go into our trial periods with the new guys after their probationary period.

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

AYES: Kitchell, Woytas, Polo, Kralely & Shearer

ABSENT: None

NAYS: None

COMMUNICATIONS -

Three Memos of Understanding (MOUs) were provided by the Career Staff.

They will be amendments to the existing contract between the Commissioners and the Career Staff.

The first one outlined the terms of the payment structure for the new hires.
The second one outlined the scheduling that will take place – during the probationary and trial periods of the schedules.
And the third one changed the wording of the time off in the contract, from Days to Hours.

COMMITTEE REPORTS

Personnel: The new hires started and are working hard.

Derrick raised an issue with someone misplacing or taking Richie's mask, and also an issue with some of his clothing. Richie gave a timeline of where he saw the mask last. We should have a zero tolerance for this kind of thing and it's totally unacceptable.

The Chief will address it at tomorrow's meeting.

Apparatus: Derrick spoke with Richard Braslow about the financing bid. Some of the items had to be re-worded. We want to get a bunch of different bids and options. The bids will be posted for 10 days. Then we can make a decision.

DCA (Dept Consumer Affairs) is requesting a copy of the ballot for the special election and the regular election. They want us to document what vendors we looked at and the prices and why we chose the one we did.

Braslow will take it all to the Local Finance Board and present our case. He doesn't anticipate any issues.

He'll be back on Thursday and Derrick will reach out to him and see where he is. He represents 67 Fire Districts in the state so it's hard to get him to a meeting.

He was available the 24th to meet with us.

Insurance: We have it.

Dinner: Nothing at this time.

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

Relocation: Fred had been here earlier and said that things ARE progressing slowly. The lawsuit is the main thing now.

Township: Brian Cahill reported that the town is waiting on the paperwork from the County to work on our loan. They're standing ready.

Derrick informed Brian that the County attorney has spoken to our attorney and is rewording some of the document in the contract and then should be ready to go.

The Township Committee meetings are down to one meeting / month now.

The Police Dept hired one more officer and another will be hired later to make 32.

Steve Bodnar – head of the crossing guards – will be retiring and replaced by Ron Barz. The Chief said there will be a clap out for Steve and the fire company has been asked to participate.

Town has 4 Class three Officers now – One in each school so there's good coverage.

FIRE CO: Nothing at this time.

OLD BUSINESS – Derrick and Ray went to the joint meeting. They went over the CUD – Closest Unit Dispatch program. They also informed Mike Dugan that we won't be discussing merging until after the 1st quarter of next year when we see where we are with the building and everything.

NEW BUSINESS –

We need to set up a meeting with our new audit company in order to go over a new budget for next year. Bill Schroeder is Randy's contact at Nisovoccia and James woods did our actual audit last year.

Ray asked that we pick a date for the ceremony to swear in the 2 new guys. A date of September 26th was chosen, providing it works for the Career guys from FMBA. It will be at 7:00 and Janet will get together the wording.

A motion was made by Comm. Polo that we replace the brake lines in Car 88. The motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Kitchell, Woytas, Polo, Kraley & Shearer

ABSENT: None

NAYS: None

A motion was made by Comm. Polo that we authorize the purchase of the new gear as per the Chief's request. That motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Kitchell, Woytas, Polo, Kraley & Shearer

ABSENT: None

NAYS: None

PUBLIC PART OF THE MEETING

4 members of the public attended. Rich Allocco thanked the Board for hiring him and giving him the opportunity to work here.

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, Woytas, Polo, Kraley & Shearer

ABSENT: None

NAYS: None

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
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	0.00
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	9205	Whippany Fire Company	Other Rentals	-9,000.00
08/15/2018	eft	NJ Division of Pensions & Benefits Health	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	-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	Promotion	-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
08/22/2018	9214	Standard Insurance Co	Life Insurance	-1,933.20
08/22/2018	9215	Polo, Randy	Promotion	-21.32
08/22/2018	9216	US Bank Equipment Finance	Copy Machine lease	-255.00
08/22/2018	9217	SMCMUA 10 Troy	Utilities	-246.96
08/22/2018	9218	SmartDraw Software	Office Supplies	-69.95
08/22/2018	9219	SMCMUA 10 Troy	Utilities	-96.43
08/22/2018	9220	CDW Government	Office Supplies	-845.55
08/22/2018	9221	Northeast Communications, Inc. NJ Division of Pension & Benefits- Pension	Engine 81	-572.10
08/24/2018	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-3,000.00
08/24/2018	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-625.00
08/27/2018	9222	Optimum	Utilities	-275.85
08/27/2018	9223	Verizon	Utilities	-237.92
08/27/2018	9224	FF1 Firefighter One, LLC	Equipment	-341.00
08/27/2018	9225	Brunners Garage	Car 87	-565.31
08/28/2018	eft	Board of Fire Commissioners	Employee Payroll	-17,313.10
08/30/2018	9226	Technology Insurance Company	Workers Compensation	-4,522.04
08/30/2018	9227	Emergency Reporting	Computers	-159.91
08/30/2018	9228	ICC International Code Council	Membership Dues & Subscriptions	-119.00
08/30/2018	9229	Richard M. Braslow, Esq	Legal	-390.00
08/30/2018	9230	Eagle Auto Body	Repairs & Maintenance	-78.32
09/04/2018	9231	Verizon Wireless	Utilities	-152.04
09/04/2018	9232	McNeil & Company	Insurance Premiums	-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	Operating Materials & Supplies	-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	Kraley, 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	9259	Tursi, Frank	Reimbursement for Expenses/Loss	-30.00
09/04/2018	9260	Wittnebert, John	Fuel Vouchers	-20.00
09/04/2018	9261	Wodynski, William	Fuel Vouchers	-30.00
09/04/2018	9262	Woytas, Raymond	Fuel Vouchers	-20.00
09/04/2018	9263	Woytas, Tyler	Fuel Vouchers	-20.00
09/04/2018	9264	Ziccarello, Ricky	Fuel Vouchers	-20.00
09/04/2018	9259	JCP&L 10 Troy	Utilities	-136.10
09/04/2018	9266	JCP&L	Utilities	-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	Utilities	-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

103,161.63

At this time, Comm. Shearer made a motion to adjourn and go into private session to discuss the Memos of Understanding. It was seconded by Comm. Polo and passed unanimously at 8:02.

Comm. Shearer read over the Memos.

1. First one was the Salary Schedule we agreed on.
\$42,500 for the probationary period.
\$45,750 – starting salary
All our steps are in there.
Ending at \$72,039

Wording states it will be modifying the 2016-1029 agreement between the Commissioners and the Career staff and affects anyone hired after 1-1-2016.

2. The second one changes the wording from DAYS to HOURS in Article X.
10 work days translates to 80 work hours, etc...
The buyback clause and everything was changed.

By the way, Richie is opting out of our insurance.
We looked up the insurance buyout clause and the payment is %25 of the premium.
The premium for a single right now is \$731 so 25% would be \$182.75.
Randy will have it done through payroll.

3. The third MOU outlines the trial schedule. It states that it will not be the permanent one unless BOTH parties agree on it.
AT a meeting between June 17 and July 8th, both parties will review the schedule and make a decision about the permanent schedule. If either objects, the schedule will be set back to the 6 to 6 one until a decision can be made.
Derrick changed some of the wording on this one and then all three MOUs were signed.

A motion was made to adjourn the meeting by Comm. Polo. The motion was seconded by Comm. Kraley and passed by the following vote:
AYES: Kitchell, Woytas & Shearer
ABSENT: Polo, Kraley
NAYS: None

Meeting was adjourned at 8:30

Respectfully submitted:

Janet Gant Hammond, Board Assistant