

**MINUTES - REGULAR MEETING**

**October 9, 2017**

Chairman Polo called the meeting to order on the above mentioned date at 7:34 pm, at the Fire Commissioner's office at 434 Route 10, Whippany, NJ.

Commissioners present: Commissioners; Kitchell, Kraley, Polo, Shearer & Mihalko

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. (One correction was noted and has been since corrected.) Comm. Mihalko made a motion to accept the corrected minutes from the last meeting. The move was seconded by Comm. Kraley and it was carried by the following vote:

AYES: Kitchell, Kraley, Polo, Mihalko, 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. Mihalko seconded the move and it was carried by the following vote:

AYES: Kitchell, Kraley, Polo, Mihalko, Shearer

ABSENT: None

NAYS: None

**General Checking Account #7859643244**

**TD Bank**

Balance On Hand - August 31, 2017	<b>\$161,991.55</b>
September Checks	(\$118,075.42)

**Deposits for the Month of September 2017**

Township of Hanover	JCC Turnover	\$7,197.00
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<b><u>Balance on Hand, September 30, 2017</u></b>	<b><u>\$51,113.13</u></b>
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**Active Assets Account #615 108684 107**

**Morgan Stanley/Smith Barney**

Balance on Hand September 30, 2017	<b><u>\$505,921.62</u></b>
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Checks Submitted this Month's Meeting	<b>\$118,075.42</b>
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Comm. Shearer asked if Mike had spoken to our attorney about the issue that was brought up at the last meeting regarding the Fire Company. He reiterated that the board should be speaking with our attorney as he is who would represent us in any action, if necessary. Mike said he would speak to him and would get the number from Derrick.

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

### **Supplies, Equipment, and Maintenance**

- Food for Inspection Day was purchased from Wegman's.
- Supplies were purchased from Home Depot.
- Supplies were purchased from Auto Zone.
- Tasc Fire Apparatus repaired 5 lengths of hose.
- FF 1 repaired 1 SCBA Pack.
- Supplies were purchased from Batteries Plus.

### **Apparatus**

- The pump manifold on Engine 83 is cracked. The engine is Out of Service. Chris Foer is taking the manifold out to see if it can be repaired or a new one fabricated. Hale does not have these any more.
- Brunner's Garage replaced the front brakes on Unit 85.
- The refrigerator in Rescue 80 needed to be replaced. A new one was purchased from Garick RV.

### **Training**

- Training for the month of September were:
  - 19<sup>th</sup> Walk thru at Nutra Med
  - 26<sup>th</sup> wide area search
  - Drills for October will be:
  - 17<sup>th</sup> Pumping
  - 24<sup>th</sup> we are going to the Hanover Sewerage treatment Plant for a walk through.

### **Purchases**

- No purchase requests this month.
- The Ice Machine has been ordered and we are waiting for it to come in.

### **Fire Prevention**

- (24) Inspections / re-inspections were conducted last month.
- We have started Fire Prevention classes for the school children.

### **EMS**

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

### **Fire**

- (34) Calls were answered last month.

### **Other Matters and Announcements**

- 2 plan reviews were completed.
- I have received a check for the Life Insurance Claim for Joe Smith.
- During the Wildwood weekend we will be did a triple dispatch with Cedar Knolls and Morris Plains. During this period we responded to 13 emergencies.
- On September 28, 2017 I participated in a table top exercise at Bayer. This was a good way for them to understand the town and counties capabilities.
- We conducted 2 CPR/Basic First Aid training classes for the HT DPW employees and 1 class for the Hanover Marriott employees.
- We attended Hanover Township Day.
- We will be assist with lighting details at Whippany Park High School this Friday evening.

- Paul, Brian and I met with the salesman from Pierce and went over specs for a new engine. This was a daytime meeting. We brought all of the information back to the Apparatus Committee and discussed them at a meeting last week.
- David Payne has completed Firefighter 1 and is now an Interior Firefighter.

The Chief went over the items in his report.

- The pump manifold on 83 is still cracked. Chris Foer came and worked on it. He said there's no way to do it here. We have to take it out with a hoist, etc... This is just to see if we could get a part for it. His suggestion is to go back to a Fire Apparatus manufacturer and let them deal with it.
- 85 has new front brakes.
- The fridge in the rescue – new one has been ordered.
- The new ice machine has been ordered.
- Wildwood weekend – there were 13 emergencies in the 3 towns.
- On 9-28, Chief participated in a white powder table exercise at Bayer.
- The Career staff have done 3 CPR classes recently.
- David Paine has completed his FF1 training.
- We have a new member – Anthony D'Angelo coming on as a probie.

\*A motion was made by Comm. Mihalko that the new machine purchase be approved. The motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Kitchell, Kraley, Polo, Mihalko, Shearer

ABSENT: None

NAYS: None

## **COMMUNICATIONS**

- The County of Morris sent a letter stating that there will be no increase in the contract for the County Communications Center. The County will be trying to absorb future costs.
- The Township Committee sent a letter thanking us for supplying funds towards one of the rides at Hanover Township Day and for always participating.
  - Received a letter about a lien. \$39,120 is owed to Brueche. Warbeck was subcontracted by Precision who subcontracted out to Brueche.

## **COMMITTEE REPORTS**

**Personnel:** Nothing at this time.

**Apparatus:** See Chief's report. The tank to pump lever was broken on one of the engines. Chris Foer drove up to a County Training and fixed it there. Big thank you to Chris. Yesterday there was a problem with the air compressor on 81 and the brakes wouldn't charge. Chris has fixed that now also. So with all that, 82 was our only working vehicle the last few days.

**Apparatus Committee - New Truck:** Derrick reported that they have been meeting regularly and we need to hold a special election at the end of this year in order to move forward next year.

There are still a few variables to work out but we know what the price will top out at. We can move forward with the election and decide later whether to lease or lease / bond.

We've done our due diligence and looked at several manufacturers. The best we've seen is Pierce. Ferrara and E-1 were not up to snuff. Looking at all the options, Pierce was better. Hale can't support their own products.

There is a 3% price increase per year. We were able to spec out what our current engines would be worth today and it seemed to pan out. The number for the new truck would be \$654,872.

Derrick suggested that we pad that a little more and make it \$675,000.

Chief – We looked at a lot of things. Pierce is the leading manufacturer of fire trucks in the nation. We looked at their old trucks side by side with the new to compare in Wildwood. There are 2 changes – the size of the cab and the size of the compartment.

Chief said he wants to do a couple of things:

1. Wants to go to Fire & Safety in Parsippany and see 2 trucks side by side.

2. Wants to go back up to Dover and look at their Enforcer cab – same one we are looking at.

The guys want to bring their gear and equipment on them and see just how much room they have.

3. Go to Woodcliff Lakes and do the same thing. They have a 14” difference. We want to see it all with our gear.

Derrick – With the crew in the cab, we want to look at the accessibility for driving the engine. The wheel base and length are also affected.

Chief – This apparatus would come with minimal equipment. 4 required hand lights and a ladder. Everything else would come off the old truck.

Derrick – We also didn’t get a lot of chrome and things. It has painted wheels and bumper. It does have a rear camera and a passing camera, which is good.

Jim Kralej – The seating is different. The size of the cab is important.

Chief – As you walk in, the seats face the back now. With the new one, they would spin around. Now you can communicate with the driver.

Jim – right now it’s hard to hear the radio and hard to talk to the driver.

Derrick – Any changes are easy for the salesman to draw up. But it’s better to actually look at it and see a bunch of different configurations side by side. Then we can decide.

There’s no front suction – no 6’ pipe running through.

Derrick outlined some other benefits:

Preconnect off rear; In-body ladder storage – fully enclosed – shoulder height; cameras; 40: cabinet; each compartment is pre-wired with electrical outlet; everything is LED; don’t need on-board generator. It has on-board diagnostics; NFPA safety equipment; seat belt alarms.

Paul Perrello - The smaller cab – the 2 outside seats may just fold down.

Chief – one thing that gets used every time you go out and that’s the cab.

Paul – It will make it a little more comfortable to drive also.

### **New Truck – Costs**

Mike – What’s the purchase process?

Chief – We’ll go with HGAC – Houston Galveston Contract. It eliminates all bidding. We have to agree on the price. Then we do a special election. We have to do the election before the end of this year in order to purchase it next year. The time frame on actually building it is about a year.

Jim Kralej - What about the old engine?

Chief – Pierce has a broker they can try to sell it with or we can sell it on our own on govdeals.

They’re going to part it out anyway.

Chris Foer – Even FEMA doesn’t want to take it – it’s too old.

Randy Polo – With the manifold problem, we may need to get 2 engines. In the special election, if we replace one of them, it’ll take a year. If we can ask for \$675,000 and then the next year, we need to ask again – plus a 3% increase, it might be harder to ask twice. We can explain to people we need them – they’re all old.

Mike - \$675k is more than half of our budget. We have \$400,000 put away. We have to come up with \$275,000. We have to look into leasing also.

Chief – You're asking taxpayers for the money – not going out to bond.

Josh Makowski – The taxes go up during the lease period and then taxes can go down again.

Chris Foer – Many towns are leasing multiple vehicles right now.

Paul Perrello – We could do lease to purchase.

Mike – If we go through the leasing process, can we get that through the budget without a vote?

Chief – you still need a special election and if we lease, we also have to go to the Local Finance Board and plead our case.

Ron Barz – I say you lease a ladder truck, an engine and an ambulance – all on Christmas Eve.

Chris Foer – You can buy a truck out of New York City for \$100,000. It runs. Bumper to bumper, you get a 1 year warranty. Parts are warranted for more than the truck.

Chief – The only other thing to do is ask the residents to approve the purchases of both but not spend it the next year. Set some money aside for the next truck.

Derrick – How do we say we're going to raise your taxes but not use the money – just hold on to it?

Chief – Just tell them you're going to buy 2 engines. Then on our end, we stagger the purchase.

Barz – We better earmark the money if we do, or it'll be gone for something else.

Polo - \$675,000 times 2. What would that do to the average taxpayer?

Derrick – If we have \$400,000 set aside for an engine, why can't we spend \$200,000 of it and finance \$475,000? THAT would be less of an impact to the taxpayer and we also keep \$200,000 towards the next truck.

Mike – We have \$500,000. We need \$100,000 for emergencies so we then have \$400,000. It was changed back to the building fund and then changed back to the truck fund. We need to clerically get it correct and then see where we are at.

\$675 is half our budget. We'd increase by 50%.

We could do a loan and not hit the taxpayers for the whole \$675,000.

Derrick – The special election – the first notification for the election would have to go to the papers by October 15<sup>th</sup>.

Polo – What about the November budget meeting?

Derrick – The time frame is based on the budget year. The first notice has to be soon. We have all the paperwork for an election ready to go.

Polo – Can we call Vince on just this one matter?

Derrick – I have to get voting machines, ballots in the paper, 3 people to sit here, etc...

Barz – We don't need a machine – we can use paper ballots.

Mike – This is NOT a simple phone call to Vince question. We have building matters, a new employee request.... We have to get this all figured out before we have an election.

Barz – Have a special Committee meeting.

Chris Foer – To fix that manifold is \$10,000.

Derrick – 83 was the one we wanted to keep. 81 has the cracked frame.

Foer – A cracked frame is actually common. It can still be used. Your support vehicles are old also. The pickup is a 2000.

Mike – it boils down to the money. Two trucks at the same time puts us in the same bind as we are now. We're going to have to nurse them.

Chief – We can nurse it and then pull up to an exercise and it craps out.

Mike – That can happen with a new truck too, although unlikely..

Foer – You might be better off with two. Then ten years down the road buy a third.

Mike – We still have to work on the money. We have to start being pro-active and get on a schedule with ALL these vehicles. We have to look at the impact to the taxpayer also. The new truck may have a lot of wants in it and not needs.

Derrick – We really narrowed it down. It's not the Cadillac of trucks.

Chief – We were frugal. We could have added \$50,000 on easy but we didn't.

It costs us \$22 / mile.

Chief – went over the costs of our current trucks, adding 3% a year and it was right.

Mike – The cost is the cost – It's a niche market.

Paul – We specked it out. Now it's up to you guys how to pay for it.

Mike – A week earlier notice would have been better.

Derrick – We're screwed. Vince always says "make sure we have the election the year before". We can advertise it and then always cancel the election later. We need about 8 weeks notification for the paper. We have to advertise mail-in ballots. The election has to be before 12-31. We could word it "Price not to exceed...." It doesn't have to say how we're paying for it or anything. We can proceed with the election but without details.

Mike – I'm just not comfortable if someone is going to vote and asks how we're going to pay for it. And we say "I don't know"?

This is the first day we've gotten numbers. If it's one more year, we'll have more money to put towards it also.

Derrick – We just heard about the 8 week notification, this week.

Mike – We could post the notification. If anyone asks how we're going to do this, we can't just say "We'll figure it out later"

Chief – Lease to purchase or taxation are your only 2 options.

Derrick – If we go on the presumption that we lease and our \$100,000 would make the payment that would be no increase to the taxpayers. It's a Capital Purchase so we need an election even if we lease.

At this time, Derrick read a resolution stating that we will hold a special election in December in order to approve the purchasing of a new apparatus. The actual wording for the ballot will be submitted at a later date.

A motion was made by Comm. Shearer to approve this resolution and hold the election. It was seconded by Mike Mihalko and passed by the following vote:

AYES: Kitchell, Kralej, Polo, Mihalko, Shearer

ABSENT: None

NAYS: None

## Back to Committee reports:

**Insurance:** Nothing at this time.

**Dinner:** Nothing at this time.

**First Aid:** It was reported that EMS responded to 40 calls this month and 0 transports.

## RELOCATION

There is refinancing available through the County. The paving of the front apron will begin on the 16<sup>th</sup> of October. The contract is almost signed.

**Township:** George not present tonight.

**Fire Company:** The raffle – there are 61 unsold tickets / worth \$1220.00. The picnic was very nice. About 77 people were there. Thank you to Dale Cowley for organizing it. Joe Mihalko reminded everyone that the fund drive is Sunday, 10-15 at 9:00. We've received 240 responses so far. Many of the Company are not able to attend the fund drive, which is disappointing.

## OLD BUSINESS

\*\*Derrick read a resolution affirming that the Commissioners have read the audit that came back from the state and looked at the recommendations therein. A motion was made to accept the resolution by Comm. Mihalko. It was seconded by Comm. Kraley and passed by the following votes:

AYES: Kitchell, Kraley, Polo, Mihalko, Shearer

ABSENT: None

NAYS: None

Tomorrow – Jim Kitchell is in charge of pizza for the meeting.

## NEW BUSINESS

Chief sent Randy a letter requesting 5 of his sick days to be paid out as per his contract.

We need to talk about hiring a **new employee**. It's budget time so it's time to look at it. The Chief explained a spreadsheet he had prepared showing the times of day of calls and who was available to respond. (Attached).

James Kraley – Are there always 2 paid guys here?

Only from 6-6.

Chief recommended that we hire 2 guys, actually. He explained some of the possible shifts. We could extend our hours and have EMT's on duty. We could have a floater to fill in for when the guys are here so coverage overlaps and there's never just one guy here in the peak times.

There are lots of shift options.

Mike – If you look at \$50,000 for a guy, it's really \$75,000 with benefits and pension, etc... Two guys would be \$150,000 to a budget that's already stretched. Can we look at per diems?

Paul – Cedar Knolls is a nightmare with the per diems. If our contract says you come in at \$35,000, maybe we could come up with a step program. Then they'd know that in a few years, they'd be up where they want to be. We can look at some of the younger guys. We're losing them right now to other towns and states.

Chief – The 20 year olds are all single. It's less money to hire them – less for health care and also pension.

Kraley – What about working with the Cedar Knolls guys like you brought up last meeting?

Polo – Not counting Chad, how many paid guys are there?

Five in Cedar Knolls and our 3.

Jim – Excluding the ambulance and EMT's.

Chief – Yes. The per diems go first and if there is no response, the paid guys respond. We could have 6-2; 2-10 and a floater.

Polo – The report is excellent. We'll definitely look at it for our next budget meeting. Then we'd have to post for the job notification.

Paul – We would go with the Chief's recommendation and you could also do interviews.

The Joint meeting is here in November. There is a guy coming to talk to both districts.

Derrick suggested we take money out of the joint account for advertising for more volunteers and to make a new sign.

## **PUBLIC PART OF THE MEETING**

6 members of the public attended.

No comments made.

## **BILLS**

Comm. Mihalko moved that we waive the reading of the bills and just pay them. The move was seconded by Comm. Kitchell and was carried by the following vote:

AYES: Kitchell, Kralej, Polo, Shearer & Mihalko

ABSENT: None

NAYS: None

09/05/2017	8321	Technology Insurance Company	Workers Compensation	-4,084.31
09/05/2017	8322	Verizon Wireless	Utilities	-152.04
09/05/2017	8323	PSE&G	Utilities	-12.39
09/05/2017	8324	McNeil & Company	McNeil	-12,519.07
09/05/2017	8325	Northeast Communications, Inc.	Radios	-52.00
09/05/2017	8326	Batteries Plus	Batteries	-15.90
09/05/2017	8327	Alert-all Corporation	Promotion	-1,841.00
09/05/2017	8328	Whippany Fire Company	Other Rentals	-9,000.00
09/05/2017	8330	Peter Abbondanzo	Fuel Vouchers	-10.00
09/05/2017	8331	Allocco, Rich	Fuel Vouchers	-20.00
09/05/2017	8332	<u>Barz, Ronald</u>	Fuel Vouchers	-20.00
09/05/2017	8333	Bradley, Ben	Fuel Vouchers	-10.00
09/05/2017	8334	Cobane, Rob	Fuel Vouchers	-70.00
09/05/2017	8335	Cobane, Robert	Fuel Vouchers	-20.00
09/05/2017	8336	Cobane, Thomas	Fuel Vouchers	-30.00
09/05/2017	8337	Cowley, Dale	Fuel Vouchers	-30.00
09/05/2017	8338	Gethins, John	Fuel Vouchers	-30.00
09/05/2017	8339	Graziano, Jesse	Fuel Vouchers	-30.00
09/05/2017	8340	Johnston, Robert	Fuel Vouchers	-20.00
09/05/2017	8341	Jubinski, Ken	Fuel Vouchers	-30.00
09/05/2017	8342	Kelly, Brian	Fuel Vouchers	-70.00
09/05/2017	8343	Kelly, Jonathan	Fuel Vouchers	-30.00
09/05/2017	8344	Kelly, Tim	Fuel Vouchers	-30.00
09/05/2017	8345	Eric Kelly	Fuel Vouchers	-20.00
09/05/2017	8329	Jack Koba	Fuel Vouchers	-30.00
09/05/2017	8346	Kralej, James	Fuel Vouchers	-20.00

09/05/2017	8347	Lori, Anthony	Fuel Vouchers	-20.00
09/05/2017	8348	Makowski, Joseph	Fuel Vouchers	-20.00
09/05/2017	8349	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
09/05/2017	8350	Mihalko, Joey	Fuel Vouchers	-10.00
09/05/2017	8351	Michael Rung	Fuel Vouchers	-30.00
09/05/2017	8352	Shearer, Derrick	Fuel Vouchers	-20.00
09/05/2017	8353	Wodynski, William	Fuel Vouchers	-30.00
09/11/2017	8354	Auto Zone	Operating Materials & Supplies	-55.83
09/11/2017	8355	J C P & L	Utilities	-145.88
09/11/2017	8356	J C P & L	Utilities	-629.96
09/11/2017	8357	Optimum	Utilities	-237.85
09/11/2017	8358	Batteries Plus	Batteries	-23.75
09/11/2017	8359	STAPLES CREDIT PLAN	Office Supplies	-60.28
09/11/2017	8360	Election Graphics, Inc.	Elections	-475.00
09/11/2017	8361	Minerva Cleaners	Gear Cleaning	-311.25
09/11/2017	8362	POSTMASTER	Office Supplies	-98.00
09/11/2017	8363	Wegman's	Operating Materials & Supplies	-177.13
09/13/2017		NJ Division of Pensions & Benefits	Pension Expense	-625.00
09/13/2017		NJ Division of Pensions & Benefits	Pension Expense	-3,000.00
09/13/2017		NJ Division of Pensions & Benefits	Pension Expense	-3,000.00
09/13/2017		NJ Division of Pensions & Benefits	Pension Expense	-625.00
09/13/2017	8364	J C P & L	Utilities	-12.00
09/13/2017	8365	Police & Firemen's Insurance Association	Police & Fire Insurance	-57.01
09/13/2017	8366	New Breed Fitness	Training and Education	-240.00
09/14/2017		NJ Division of Pensions & Benefits	Pension Expense	-9,648.43
09/14/2017	8367	Ferraiolo, Wielkotz, Cerullo, & Cuva	Professional Services	-6,800.00
09/15/2017	eft	Board of Fire Commissioners	-SPLIT-	-14,949.18
09/20/2017	8368	Batteries Plus	Batteries	-15.90
09/20/2017	8369	Garick RV Parts & Service	Special Services-80	-950.00
09/20/2017	8370	US Bank Equipment Finance	Copy Machine lease	-255.00
09/20/2017	8371	SMCMUA	Utilities	-69.41
09/20/2017	8372	Fire Fighters Equipment Company Inc.	Operating Materials & Supplies	-405.00
09/20/2017	8373	Brunners Garage	Utility 85	-613.61
09/20/2017	8374	Palermo's Pizza	Operating Materials & Supplies	-137.36
09/25/2017	8375	SMCMUA	Utilities	-87.45
09/25/2017	8376	Division of Fire Safety	Membership Dues & Subscriptions	-360.00
09/25/2017	8377	Whippany Fire Company	Capital Projects Fund	-28,650.00
09/25/2017	8378	State Line Fire & Safety, Inc.	Computers	-530.00
09/25/2017	8379	Verizon Wireless	Utilities	-237.80
09/30/2017	eft	Board of Fire Commissioners	-SPLIT-	<u>-16,235.63</u>
				-
				118,075.42

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

AYES: Kitchell, Krale, Polo, Shearer & Mihalko

ABSENT: None

NAYS: None

Meeting was adjourned at 9:30. - Respectfully submitted: *Janet Gant Hammond, Board Assistant*