

MINUTES - REGULAR MEETING

November 12 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, Kraley,

Absent: Polo

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 MEETINGS

The Chairman called for the acceptance of the regular minutes, and the budget 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, Woytas, Kraley & Shearer

ABSENT: Polo

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, Kraley, & Shearer

ABSENT: Polo

NAYS: None

Treasurer's Report - November 12, 2018

For the month of October 2018

General Checking Account #7859643244

TD Bank

Balance On Hand - September 30, 2018	\$193,890.62
October Checks	(\$96,729.65)

Deposits for the Month of October 2018

Whippany Actuation Systems	Permits & Fees	\$54.00
Township of Hanover	False Alarms - October	\$100.00
Tiffany Customer Fulfillment	Permits & Fees	\$54.00
Township of Hanover	District Taxes	\$230,920.17
Write off old checks - not cashed	See below	\$1,466.57

Balance on Hand, October 31, 2018
(matches Quickbooks)

\$329,755.71

Active Assets Account #615 108684 107

Morgan Stanley/Smith Barney

Balance on Hand October 31, 2018

\$202,658.36

Checks Submitted this Month's Meeting

\$127,031.91

Write-Offs Check

Batteries Plus 2-2-15 never cashed	6965	\$43.94
NJ Health Benefits - 10-27-15 Never cashed	7114	\$28.86
Batteries Plus 6-25-15 Never cashed	7127	\$9.99
Batteries Plus 9-14-15 Never cashed	7210	\$12.99
NJ Health Benefits - 10-27-15 Duplicate payment	eft	\$623.79
Rich Allocco 8-2-17 Lost - replaced	8254	\$20.00
Robert Johnson 9-5-17 Never cashed	8340	\$20.00
SMCMUA 1-8-18 Duplicate payment	8704	\$237.60
Finish Line Car Wash Paid the next month	8939	\$16.06
Auto Zone 5-10-18 Lost - reissued	8989	\$84.51
Safe T Skylands 8-16-18 Not received - new check issued	9208	\$368.83
		\$1,466.57

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 Auto Zone.
- Supplies were purchased from Fastenal.

Apparatus

- Brunner's Garage did services on Unit 84 and 85. The front hubs on Unit 85 were also replaced.
- Brunner's Garage replaces the exhaust system on Unit 87.

Training

- Training for the month of October was:
 - Haz Mat
 - Parking Garage Fires (classroom)
- Training for the month of November will be
 - 20th Ground Ladders
 - 27th First Energy Safety
- See Training report for additional information.

Purchases

- No purchase requests for the month.

Fire Prevention

- (19) Inspections / re-inspections were conducted last month. \$427.00 were collected in permit fees. We conducted 8 Fire Prevention Classes to 475 students.

EMS

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

Fire

- (45) Calls were answered last month.

Other Matters and Announcements

- 3 Plan Review was conducted.
- Multiple Spec Reviews were completed.
- John Gethins and Rich Allocco completed the RIC Weekend Class.
- Matt Dill dropped out of FF 1 at the Fire Academy due to an injury that occurred at home. He will be able to take the class next year starting from where he left off at.
- We attended a Retirement Ceremony for Steve Bolcar at Town Hall.
- Tim Culver has resigned as Hanover Township's Fire Sub Code Official to take a full-time position in Morristown. The Building Department is currently using an inspector on staff for this position.
- I attended a Crisis Meeting at Memorial Junior School.
- We hosted a Black Meadows Mutual Aid Meeting here at the firehouse.
- We responded to Parsippany District 1 for station coverage during the Dover Fire.
- Our RIC Team responded to Dover.
- Our Haz Mat team was requested by Morris Township for an asphalt truck fire. We were cancelled in route. I continued to respond to assist. Thanks to Dave King from Dosch King who I contacted for assistance in determining what type of material we were dealing with.
- Our Career employees completed EMT Refresher course held at the Cedar Knolls FD. This was a daytime class.
- Today we completed CPR refresher classes at the elementary and junior schools.
- While attending a parent meeting at the high school a parent asked Principal Kelly about having CPR classes for the students. I met with the principal and athletic director about providing classes for them. Ultimately, they want to have some of their staff certified to teach CPR to the students.
- After the Dover fire the County is in the process of evaluating the RIC Team Responses.
- At the Black Meadows Meeting there was a discussion regarding a Mutual Aid Incident Management Team. Our views would be to utilize the Chiefs to fill out Incident Management positions while operating at a fire. All Chiefs in attendance were in support of this project. There is no other such team in the County and we want to be the first ones to accomplish this task. All Chiefs in attendance were all in agreement that this needs to be done. Chief Reighard and myself will be heading up this committee.
- The West Orange Fire Department borrowed our fire prevention house to use. They were very thankful for letting them use it.

The Chief went over his report in detail.

The CPR classes for High School students would be implemented by trained and certified gym teachers. It's just getting off the ground.

Engines all passed the pump test and the Hurst tool was serviced.

The Chief put forth his recommendations for next year's Assistant & Deputy Chief. He recommended Rob Cobane to be Deputy Chief and Derrick Shearer to be Assistant Chief.

Regarding the training drill on Highland Ave., Comm. Shearer remarked that it was nice to see the younger guys coming up with some ideas and sharing what they've learned.

Comm. Shearer asked if we could use the Tack truck fir for a training drill. The Chief explained that there are 2 types of materials used. One is a water based product used in warmer weather and the other is a solvent based material used when it is colder. The material was purchased from Dosch King and was the water based material. It was a learning experience for everyone.

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

AYES: Kitchell, Woytas, Polo, & Shearer
ABSENT: Kraley
NAYS: None

COMMUNICATIONS -

- A Thank you note was received from Chief Vecchio of the West Orange fire Dept. for the use of our Fire Prevention house prop. (attached)
- A letter from ready Refresh / Nestle – our water delivery charge is going up \$1.
- A memo was received from Richard Braslow delineating the budget and election timetables.

COMMITTEE REPORTS

Personnel: Nothing at this time.

Apparatus: Comm. Shearer met with Richard Braslow. They went through what we needed on a detailed checklist. It covered everything from the special election, postings, a Resolution, the bids, why we went with whoever we go with, average prices of a house in our town, the number of voters, the fire tax in our district – just to name a few. All these items were given to Mr. Braslow. Our website will soon be up to date also. He said the Local finance Board looks at that.

Once the resolution is signed, Braslow will get it all over to the Local Finance Board by November 20th. So, everything is moving forward.

Chief – I was talking to Pierce and the prices are going up in 2019 because of the tariffs. If we get approved by January, they'll hold the 2018 prices for us – a one month extension, which was very nice of them.

Insurance: Our umbrella policy is going up by about \$1200.

Dinner: Nothing at this time.

First Aid: It was reported that EMS responded to 54 calls this month and 0 transports.

Relocation: Mr. Braslow and County attorney Jessup finally spoke. Some wording needs to be amended but otherwise it looks good.

Township: But, at this time Brian Cahill reported that they want us to do a Resolution stating that we are the first responsible party for the loan. We may have to do some wording in a special election or a referendum. It's still up 9in the air. Brian said Richard Braslow is the one who is concerned. Although, he is the one telling Derrick that everything is going fine. Brian said the County will be fine as long as the town signs off on it, which they intend to do.

The township passed a resolution to allow a diving team to explore the ponds. It will probably be next year. They will give the town a report and photographs of what they find.

FIRE CO: Nothing at this time.

OLD BUSINESS – Nothing at this time.

NEW BUSINESS –

At this time, Secretary Kitchell read the attached Resolution which authorizes our application to the Local Finance Board for the lease/purchase of a new fire truck.

The motion to approve the signing of the resolution passed unanimously.

A motion was made to approve the recommendations for the Assistant and Deputy Chief positions made by the Chief. That motion was made by Comm. Woytas and seconded by Comm. Kitchell. It passed by the following vote:

AYES: Kitchell, Woytas, Kraley, & Shearer

ABSENT: Polo

NAYS: None

At this time, we had the first reading of the budget for 2019. A motion was made by Comm. Kitchell to accept the first reading of the budget. It was seconded by Comm. Woytas and passed by the following vote:

AYES: Kitchell, Woytas, Kraley, & Shearer

ABSENT: Polo

NAYS: None

PUBLIC PART OF THE MEETING

3 members of the public attended.

BILLS

There are a few items that are over-budget. Adjustments will be made by motion, at the December meeting.

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

AYES: Kitchell, Woytas, Kraley, & Shearer

ABSENT: Polo

NAYS: None

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
10/01/2018	9293	Emergency Reporting	Computers	-159.91
10/01/2018	9294	Wegman's	Operating Materials & Supplies	-525.52
10/01/2018	9295	Verizon Wireless	Utilities	-152.04
10/01/2018	9296	Richard M. Braslow, Esq	Legal	-1,980.00
10/01/2018	9297	Technology Insurance Company	Workers Compensation	-4,522.04
10/01/2018	9298	Daily Record	Advertising	-40.16
10/01/2018	9299	Home Depot Credit Services	Shop Supplies	-565.50
10/01/2018	9300	Turnout Fire & Safety - Little Falls	Uniforms and Personal Equipment	-4,316.59
10/01/2018	9301	Alert-all Corporation	Promotion	-1,548.00

10/01/2018	9302	Verizon	Utilities	-264.07
10/01/2018	9303	Hanover Sewerage Authority 10 Troy Hills	Utilities	-237.60
10/01/2018	9304	Hanover Sewerage Authority	Utilities	-454.98
10/01/2018	9305	Barz, Ronald	Fuel Vouchers	-20.00
10/01/2018	9306	Cobane, Rob	Fuel Vouchers	-70.00
10/01/2018	9307	Cobane, Robert	Fuel Vouchers	-20.00
10/01/2018	9308	Cowley, Dale	Fuel Vouchers	-20.00
10/01/2018	9309	Gethins, John	Fuel Vouchers	-20.00
10/01/2018	9310	Graziano, Jesse	Fuel Vouchers	-30.00
10/01/2018	9311	Heizmann, Pauline	Fuel Vouchers	-20.00
10/01/2018	9312	Jubinski, Ken	Fuel Vouchers	-20.00
10/01/2018	9313	Kelly, Brian	Fuel Vouchers	-70.00
10/01/2018	9314	Kelly, Eric	Fuel Vouchers	-30.00
10/01/2018	9315	Kelly, Jonathan	Fuel Vouchers	-30.00
10/01/2018	9316	Kelly, Tim	Fuel Vouchers	-30.00
10/01/2018	9317	Koba, Jack	Fuel Vouchers	-10.00
10/01/2018	9318	Lori, Anthony	Fuel Vouchers	-20.00
10/01/2018	9319	Makowski, Joseph	Fuel Vouchers	-20.00
10/01/2018	9320	Rung, Cian	Reimbursement for Expenses/Loss	-20.00
10/01/2018	9321	Rung, Michael	Fuel Vouchers	-20.00
10/01/2018	9322	Shearer, Derrick	Fuel Vouchers	-20.00
10/01/2018	9323	Tursi, Frank	Reimbursement for Expenses/Loss	-30.00
10/01/2018	9324	Wittnebert, John	Fuel Vouchers	-30.00
10/01/2018	9325	Wodynski, William	Fuel Vouchers	-30.00
10/01/2018	9326	Zicarello, Ricky	Fuel Vouchers	-20.00
10/04/2018	9327	Optimum 10 Troy	Utilities	-249.98
10/04/2018	9328	Lifesavers, Inc.	CPR Training Expense	-114.00
10/04/2018	9329	SAFE-T Skylands Area Fire Equip & Trning	Operating Materials & Supplies	-1,260.00
10/04/2018	9330	Police & Firemen's Insurance Association	Police & Fire Insurance	-457.74
10/04/2018	9331	Township of Hanover	Fuel / Diesel	-445.65
10/04/2018	9332	Brunners Garage	repairs & Maintenance	-860.50
10/04/2018	9333	Allocco, Rich	Fuel Vouchers	-20.00
10/04/2018	9334	Whippany Fire Company	Other Rentals	-9,300.00
10/05/2018	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-1,356.50
10/05/2018	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-809.55
10/08/2018	9335	JCP&L	Utilities	-744.97
10/08/2018	9336	JCP&L 10 Troy	Utilities	-200.81
10/08/2018	9337	Nestle Pure Life Direct	Water	-9.99
10/08/2018	9338	Auto Zone	Operating Materials & Supplies	-153.64
10/08/2018	9339	STAPLES CREDIT PLAN	Office Supplies	-131.92
10/08/2018	9340	PSE&G 10 Troy	Utilities	-12.03
10/08/2018	9341	SMCMUA 10 Troy	Utilities	-96.43
10/08/2018	9342	SMCMUA 10 Troy	Utilities	-246.96
10/08/2018	9343	WEX Fleet Universal	Gasoline	-110.04
10/10/2018	9344	Palermo's Pizza	Promotion	-143.50
10/10/2018	9345	JCP&L Fieldstone	Utilities	-24.00
10/10/2018	9346	Finish Line Car Wash	Car Washes	-16.06
10/15/2018	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-8,745.51
10/15/2018	9347	NJ Advance Media	Advertising	-12.40

10/15/2018	9348	Morris County Public Safety Training Acad	Training and Education	-25.00
10/15/2018	9349	SAFE-T Skylands Area Fire Equip & Trning	Gloves	-368.83
10/15/2018	9350	Dixon, William	Wildwood	-693.00
10/15/2018	9351	Cobane, Robert	Wildwood	-793.00
10/15/2018	9352	Woytas, Raymond	Wildwood	-793.00
10/15/2018	9353	Cortright, Joseph	Wildwood	-693.00
10/15/2018	9354	Kruger, Walter	Wildwood	-693.00
10/15/2018	9355	Wodynski, William	Wildwood	-793.00
10/15/2018	9356	Woytas, John R.	Wildwood	-793.00
10/15/2018	9357	Makowski, Joseph	Wildwood	-793.00
10/15/2018	9358	POSTMASTER	Office Supplies	-100.00
10/15/2018	9359	Clean Air Company	Operating Materials & Supplies	-556.00
10/15/2018	eft	Board of Fire Commissioners	Employee Payroll	-20,846.05
10/20/2018	9360	Firehouse	Membership Dues & Subscriptions	-29.95
10/20/2018	9361	Standard Insurance Co	Life Insurance	-3,866.40
10/20/2018	9362	Saint Clare's Training Center	Training and Education	-375.00
10/22/2018	9363	SMCMUA	Utilities	-29.02
10/22/2018	9364	US Bank Equipment Finance	Copy Machine lease	-280.50
10/24/2018	9365	Township of Hanover	Gasoline	-537.27
10/24/2018	9366	Graziano, Jesse	Promotion	-14.13
10/24/2018	9367	Koba, Jack	Promotion	-27.82
10/28/2018	9368	Verizon	Utilities	-238.64
10/28/2018	9369	Optimum	Utilities	-276.40
10/28/2018	9370	Palermo's Pizza	Promotion	-86.50
10/30/2018	eft	Board of Fire Commissioners	Employee Payroll	-22,139.55
11/05/2018	9371	Wegman's	Operating Materials & Supplies	-12.45
11/05/2018	9372	Turnout Fire & Ssafety - Little Falls	Uniforms and Personal Equipment	-132.98
11/05/2018	9373	Technology Insurance Company	Workers Compensation	-4,522.04
11/05/2018	9374	McNeil & Company	Insurance Premiums	-10,604.00
11/05/2018	9375	Home Depot Credit Services	Shop Supplies	-463.18
11/05/2018	9376	PSE&G 10 Troy	Utilities	-12.03
11/05/2018	9377	Optimum 10 Troy	Utilities	-249.98
11/05/2018	9378	Nestle Pure Life Direct	Water	-78.87
11/05/2018	9379	Microsoft / Office 365	Computers	-30.19
11/05/2018	9380	Emergency Reporting	Computers	-159.91
11/05/2018	9381	Verizon Wireless	Utilities	-152.04
11/05/2018	9382	Morris County Public Safety Training Acad	Training and Education	-450.00
11/05/2018	9383	Division of Fire Safety	Membership Dues & Subscriptions	-360.00
11/05/2018	eft	Cash	Fuel Vouchers	-50.00
11/05/2018	9384	JCP&L 10 Troy	Utilities	-177.50
11/05/2018	9385	JCP&L	Utilities	-588.27
11/05/2018	9386	Finish Line Car Wash	Car Washes	-29.12
11/05/2018	9387	Police & Firemen's Insurance Association	Police & Fire Insurance	-457.74
11/05/2018	9388	Richard M. Braslow, Esq	Legal	-990.00
11/05/2018	9389	PSE&G	Utilities	-204.61
11/05/2018	9390	Cobane, Rob	Fuel Vouchers	-70.00
11/05/2018	9391	Cobane, Robert	Fuel Vouchers	-20.00
11/05/2018	9392	Cowley, Dale	Fuel Vouchers	-30.00
11/05/2018	9393	Gethins, John	Fuel Vouchers	-20.00

11/05/2018	9394	Graziano, Jesse	Fuel Vouchers	-30.00
11/05/2018	9395	Jubinski, Ken	Fuel Vouchers	-10.00
11/05/2018	9396	Kelly, Brian	Fuel Vouchers	-70.00
11/05/2018	9397	Kelly, Eric	Fuel Vouchers	-30.00
11/05/2018	9398	Kelly, Jonathan	Fuel Vouchers	-30.00
11/05/2018	9399	Kelly, Tim	Fuel Vouchers	-30.00
11/05/2018	9400	Koba, Jack	Fuel Vouchers	-30.00
11/05/2018	9401	Lori, Anthony	Fuel Vouchers	-20.00
11/05/2018	9402	Makowski, Joseph	Fuel Vouchers	-20.00
11/05/2018	9403	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
11/05/2018	9404	Rung, Cian	Reimbursement for Expenses/Loss	-20.00
11/05/2018	9405	Rung, Michael	Fuel Vouchers	-10.00
11/05/2018	9406	Tursi, Frank	Reimbursement for Expenses/Loss	-10.00
11/05/2018	9407	Wittnebert, John	Fuel Vouchers	-30.00
11/05/2018	9408	Wodynski, William	Fuel Vouchers	-10.00
11/08/2018	9409	Whippany Fire Company	Other Rentals	-9,000.00
11/08/2018	9410	STAPLES CREDIT PLAN	Office Supplies	-115.14
11/08/2018	9411	All Jersey Garage Doors	Building Maintenance	-500.00
11/08/2018	9412	WEX Fleet Universal	Gasoline	-59.52
11/12/2018	9413	Matthew Bender & Co.	Membership Dues & Subscriptions	-248.00
11/12/2018	9414	Daily Record	Advertising	-20.21
11/12/2018	9415	Auto Zone	Operating Materials & Supplies	<u>-114.48</u>
				-
				127,031.91

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

AYES: Kitchell, Polo, Woytas & Shearer

ABSENT: Kralej

NAYS: None

Meeting was adjourned at 7:45

Respectfully submitted: *Janet Gant Hammond, Board Assistant*