

.

MINUTES - REGULAR MEETING

February 13, 2017

Vice-Chairman Mike Mihalko called the meeting to order on the above mentioned date at 7:00 pm, at the Fire Commissioner's office at 434 Route 10, Whippany, NJ.

Commissioners present: Commissioners; M. Mihalko, Kitchell, & Shearer

Absent: J. Mihalko, Polo

Also present: Chief Joseph Cortright

At this time the Vice- 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 Regional Weekly and 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 Vice-Chairman called for the acceptance of the pre-meeting minutes, and the regular minutes, from last month. Comm. Shearer made a motion to accept the minutes from the last meeting. The move was seconded by Comm. Kitchell and it was carried by the following vote:

AYES: Kitchell, M. Mihalko , & Shearer

ABSENT: J. Mihalko, & Polo

NAYS: None

TREASURER'S REPORT

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

AYES: Kitchell, M. Mihalko , & Shearer

ABSENT: J. Mihalko, & Polo

NAYS: None

General Checking Account #7859643244

TD Bank

Balance On Hand - December 31, 2016	\$78,784.25
January Checks	(\$74,180.38)

Deposits for the Month of January 2017

Provident Bank	Close Account	\$2,024.85
Glass Flooring Systems	Permits and Fees	\$42.00
Halo Pharmaceutical	Permits and Fees	\$497.00
Halo Pharmaceutical	Permits and Fees	\$42.00
Township of Hanover	False Alarms - December	\$50.00
Stephen Gould Corp	Permits and Fees	\$42.00
Halo Pharmaceutical	Permits and Fees	\$42.00
Anchor Golf Center	Permits and Fees	\$42.00
Hanover Twp Bd of Ed	Training Income	\$3,900.00
Blispak	Permits and Fees	\$42.00

Balance on Hand, January 30, 2017

\$11,327.72

Active Assets Account #615 108684 107

Morgan Stanley/Smith Barney

Balance on Hand December 31, 2016

\$513,691.54

Provident Bank

Balance on Hand December 31, 2016

\$0.00

Checks Submitted this Month's Meeting

\$93,817.04

CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS

The following Chief's report was submitted for approval. There are some purchases to be discussed.

A motion to accept this report was made by Comm. Shearer and seconded by Comm. Kitchell. It was passed by the following vote:

AYES: Kitchell, M. Mihalko , & Shearer

ABSENT: J. Mihalko, & Polo

NAYS: None

Supplies, Equipment, and Maintenance

- Supplies were purchased from Staples.
- Supplies were purchased from, Politi Auto Parts.
- Supplies were purchased from Batteries Plus.
- Northeast Communications replaced the light bars on Unit 88 with ones that we had in stock.
- Approved Fire tested all of our extinguishers.
- We had to replace a chain saw that could not be repaired due to its age. A new one was purchased from Hanover Honda.

Apparatus

- Unit 86 had rear brakes replaced and the A/C Compressor replaced at Brunner's Garage.
- Custom Truck and Trailer replaced the Hitch on Unit 85 because of rot.
- The water rescue trailer was damaged by someone using it to jump over the fence into the Cell Tower area. Custom Truck and Trailer replaced the left side fender. A police report was also made.
- Custom Truck and Trailer will be coming out in the near future to service both trailers.

Training

- Training for the month of January was:
 - 17th Blood Bourne and Hazard Communication
 - 24th SCBA Refresher
- Training for the month of February will be:
 - Ice Rescue
 - Forcible Entry
- We also acquired a house that was being knocked down last week both Whippany and Cedar Knolls drilled together at the house.
- We have signed up for the Fire Engineering Video Library. We are one of the first departments to do so. They gave us a subscription for 15 months and 32 licenses for an extra \$50.00. In exchange we were

asked to be used as Beta Testers for them. They are looking for feedback and ways to improve their system.

Purchases

- No purchase requests at this time.
- The new air bags have been delivered and are in service.

Fire Prevention

- (35) Inspections / re-inspections were conducted last month. \$707.00 in permit fees were collected. The yearend report has been submitted to the State of NJ.

EMS

- (27) Calls were answered last month with 1 transport assist.

Fire

- (46) Calls were answered last month.

Other Matters and Announcements

- We held an officers meeting during the month of January. Notes from the meeting are attached.
- On January 26th I attended and was the guest speaker at the Ukrainian Center for their older members. I talked about fire safety, carbon monoxide alarms and their importance and also being prepared for disasters.
- On Tuesday January 19th Paul and I met with the Clean Air Company to look at our exhaust system and see what we will need for the new station. At this time we are waiting for a price to move and expand our current system.
- LOSAP for 2016 has been completed.
- I am currently working on the 2016 percentages for the State.
- We are currently getting all members Fit Tested and they are also completing their Blood Bourne and Hazardous Communications yearly training.
- I visited John Keena on his Birthday.
- The officers and I are currently reviewing our Run Cards and will be making some changes to them for the Non Career hours.
- Hanover Township OEM is going to run a 10 day Public Safety Academy for 8th and 9th grade students. This is going to take place the last week of June and the first week of July.
- The Morris County OEM has started an EMS Program. Attached is a letter from Director Jeff Paul.

The Chief reported that the next training will be a Forcible Entry drill and then Ice rescue.

Mandatory classes are being done.

They held a drill on a house on Handzel Road that was being knocked down.

New airbags will be here Friday.

Fire Engineering Video library – Paul negotiated with them and got us 15 months instead of 12 – with 32 licenses for an extra \$50. They also want us to be BETA testers for them.

Derrick – We can tie that into our drills also.

Chief – Paul will send out word to watch the drills and ask for feedback afterward.

The Chief made up a spreadsheet that shows the calls for the month – how many were on what shift and how many officers, juniors, etc attended.

The Chief looked into the Clean Air Exhaust System for the new building. He is still waiting for the estimate. The guy in charge wants to re-route where the exhaust goes out of the building. He has been in touch with the architect to work this out. It is moving along.

COMMUNICATIONS

- The County of Morris sent out an EMS press release.
- NJ State Assoc of Fire Districts sent the minutes of their last meeting. It lists all the drafts of bills going before the State Senate or Assembly that pertain to us. One bill will require local government officers to obtain ethics training, so that one may come to fruition.

COMMITTEE REPORTS

Personnel: Nothing at this time

Apparatus: Derrick reported that 86 had rear brakes and the compressor replaced. And 85 had a rotted trailer hitch. The Water Rescue trailer was damaged also. The guys will overhaul all the trailers and get it taken care of.

Insurance: All have renewed for the year 2017.

Dinner: Nothing at this time. (Derrick will do pizza for the company meeting)

First Aid: It was reported that EMS responded to 27 calls this month and 1 transport.

Township: George Coppola was absent tonight.

RELOCATION and FIRE COMPANY – The Township is meeting with Fred and other members of the relocation Committee to see if the town can smooth the TCO process. That's what they are working on now.

The town should be refunding the taxes we've paid for the last few years – It's approximately \$60,000. We had a couple of nibbles on 440 Route 10.

Derrick asked if we should be looking at another realtor.

Mike said that the realtor does seem to be moving and capable. To change him would be up to the Relocation Committee but Mike thinks he's doing a good job. We've had people through and the commercial market is different than residential.

Chief – He also gave us permission to get our own buyer and he's forgoing any commission.

Mike – Maybe bring it up at the next Relocation meeting.

OLD BUSINESS

Derrick ordered the plaque and badges for Julie. The price went up a little. It's gold.

NEW BUSINESS

At this time, Commissioner Shearer read a Resolution creating the position of Training Officer for the Fire Company. This would be a paid position.

A motion was made by Comm. Mike Mihalko to approve this Resolution and it was seconded by Commissioner Kitchell. It passed by the following vote:

AYES: Kitchell, M. Mihalko , & Shearer

ABSENT: J. Mihalko, & Polo

NAYS: None

Commissioner Jim Kitchell read a Resolution that we sell the following items on Gov Deals at a price to be determined later and made a motion to accept it:

Multi-gas meters; Light bar; Hose jacket; Nozzle; Cribbing; Folding stretcher; Bed rat; Fan; Hydraulic Hurst; and 2 Motorola tablets.

The motion to approve this resolution was seconded by Commissioner Shearer and passed by the following votes:

AYES: Kitchell, M. Mihalko , & Shearer

ABSENT: J. Mihalko, & Polo

NAYS: None

Saturday is Election Day – Polls to be opened from 2-9.

The Reorganization meeting will take place March 7th at 6:30. This will need to be publicized.

The next regular meeting is March 13th.
Good luck to all those running.

Derrick mentioned that we should have the checks ready for the election workers to have on Election Day. There is one person from the County and then townspeople working also.

Mike questioned whether we need a W-9 for them. It's good to get the information so we have it. They need to sign a voucher also. The people from town get \$125 and the County person gets \$200.

PUBLIC PART OF THE MEETING

There were 6 members of the public in attendance.

Firefighter Bob Johnston – The Training Officer position – is it part time or full time? Is it Tuesday nights and some other hours?

Mike Mihalko answered that it is a paid position and that the criteria will be available after the next meeting. We will be more specific as to the job description then.

Bob J asked if a full time employee can apply for that position in addition to his other position. The answer was yes, he can. The Board will be going internally in the district first.

Chief – Internally means a member of the organization. We go internally first and then if we don't find someone, we can advertise it.

Bob – You should document what we didn't like before we go outside in case of lawsuits or complaints.

BILLS

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

AYES: Kitchell, M. Mihalko , & Shearer

ABSENT: J. Mihalko, & Polo

NAYS: None

01/02/2017	7936	NFPA/National Fire Protection Assoc	Membership Dues & Subscriptions	-175.00
01/02/2017	7937	NFPA/National Fire Protection Assoc	Membership Dues & Subscriptions	-1,345.50
01/02/2017	7941	Lexis-Nexis	Membership Dues & Subscriptions	-223.74
01/02/2017	7944	Daily Record	Advertising	-172.28
01/09/2017	7978	Hanover Sewerage Authority	Utilities	-124.23
01/09/2017	7979	Police & Firemen's Insurance Association	Police & Fire Insurance	-456.18
01/09/2017	7980	NJ State Assoc of Fire Districts	Membership Dues & Subscriptions	-300.00
01/09/2017	7981	VFIS	Insurance Premiums	-7,144.00
01/09/2017	7982	PSE&G	Utilities	-541.50
01/11/2017	eft	NJ Division of Pensions & Benefits	Medical Benefits	-9,648.43
01/11/2017	7983	SMCMUA (10 Troy Hills)	Utilities	-325.18
01/11/2017	7984	J C P & L	Utilities	-765.79
01/11/2017	7985	J C P & L	Utilities	-326.37
01/11/2017	7986	Microsoft	Office Supplies	-162.00
01/11/2017	7987	Whippany Fire Company	Other Rentals / training	-9,300.00
01/13/2017	eft	Board of Fire Commissioners	Employee Payroll	15,450.48
01/13/2017	7988	Finish Line Car Wash	Car Washes	-7.98
01/13/2017	7989	CF Services	Repairs and Maintenance	-3,870.16

01/13/2017	7990	NJ Advance Media	Advertising	-386.31
01/18/2017	7991	US Bank Equipment Finance	Copy Machine lease	-255.00
01/18/2017	7992	Brunners Garage	#86	-1,566.21
01/23/2017	7995	Standard Insurance Co	Life Insurance	-2,076.40
01/23/2017	7996	Township of Hanover	Gasoline / Diesel	-402.50
01/27/2017	7998	Verizon Wireless	Utilities	-237.48
01/27/2017	7999	Optimum	Utilities	-276.17
01/27/2017	8000	Concern	Membership Dues & Subscriptions	-500.00
01/27/2017	8001	Black Meadows Mutual Aid Association	Membership Dues & Subscriptions	-100.00
01/30/2017	eft	Board of Fire Commissioners	Employee Payroll	17,024.83
01/30/2017	8002	Verizon Wireless	Utilities	-152.04
01/30/2017	8003	BP	Fuel Vouchers	-621.00
01/30/2017	8004	Township of Hanover	Gasoline / Diesel	-243.62
02/01/2017	8005	Custom Truck and Trailer, Inc.	Repairs and Maintenance	-823.13
02/01/2017	8006	Rob Cobane	Reimbursements	-256.23
02/01/2017	8007	Witmer Associates, Inc	Turnout Gear	-313.87
02/01/2017	8008	Batteries Plus	Batteries	-36.24
02/01/2017	8009	Politi Auto Parts	Auto Parts	-266.94
02/03/2017	8013	Witmer Associates, Inc	Boots	-290.00
02/03/2017	8014	FF1 Professional Safety Services	SCBA	-36.00
02/03/2017	8015	McNeil & Company	Insurance Premiums	-7,700.25
02/03/2017	8016	Northeast Communications, Inc.	Car 87	-490.00
02/03/2017	8017	Optimum	Utilities	-237.77
02/06/2017	8018	Nestle Pure Life Direct	Water	-9.99
02/06/2017	8019	Police & Firemen's Insurance Association	Police & Fire Insurance	-456.18
02/06/2017	8020	STAPLES CREDIT PLAN	Office Supplies	-479.84
02/06/2017	8021	PSE&G	Utilities	-985.13
02/06/2017	8022	Finish Line Car Wash	Car Washes	-15.96
02/06/2017	8023	J C P & L	Utilities	-45.23
02/08/2017	8024	Pennwelll Corporation	Promotion	-670.00
02/08/2017	8025	J C P & L	Utilities	-311.97
02/08/2017	8026	McNeil & Company	Insurance Premiums	-5,105.87
02/08/2017	8027	J C P & L	Utilities	-599.42
02/10/2017	8028	POSTMASTER	Office Supplies	-141.00
02/10/2017	8029	Janet Gant-Hammond	Reimbursements	-39.59
02/10/2017	8030	J C P & L	Utilities	-13.12
02/10/2017	8031	Diversified Printing	Office Supplies	-95.00
02/10/2017	8032	Whippany Diner	Operating Materials & Supplies	-28.45
02/13/2017	8033	Daily Record	Advertising	-189.48

93,817.04

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

AYES: Kitchell, M. Mihalko , & Shearer

ABSENT: J. Mihalko, & Polo

NAYS: None

Meeting was adjourned at 8:15.

Respectfully submitted:

Janet Gant Hammond, Board Assistant