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MINUTES - REGULAR MEETING

March 13, 2017

Chairman Polo 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; Kitchell, Mihalko, Kraley, Polo & Shearer

Absent: None

Also present: Chief Joseph Cortright and Township Liaison George Coppola

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 Regional Weekly and the Daily Record and filed with the clerk of the Township of Hanover and the Clerk of this Board.

Chairman Polo congratulated new Commissioner James Kraley on his election and thanked outgoing Commissioner Julie Mihalko for her 9 years of service to this Board.

MINUTES OF THE LAST MEETING

The Chairman called for the acceptance of the pre-meeting minutes, the reorganization 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 , Polo, Kraley & Shearer

ABSENT: None

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 , Polo, Kraley & Shearer

ABSENT: None

NAYS: None

General Checking Account #7859643244

TD Bank

Balance On Hand - January 31, 2017	\$11,327.72
February Checks	(\$88,333.75)

Deposits for the Month of February 2017

Township of Hanover	District Taxes	\$183,853.35
Registration Fees		\$3,425.00
Palermos Pizza	Permits and Fees	\$42.00

<u>Balance on Hand, February 28, 2017</u>	<u>\$110,314.32</u>
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Active Assets Account #615 108684 107

Morgan Stanley/Smith Barney

Balance on Hand December 31, 2016	<u>\$513,754.94</u>
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Provident Bank

Balance on Hand December 31, 2016

\$0.00

Checks Submitted this Month's Meeting

\$117,832.05

CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS

The following Chief's report was submitted for approval. There is one purchase to be discussed.

The Chief would like to purchase Voice ID programming for the radios that functions as a voice channel selector, instead of keeping track of the clicks you make on the radio. It would function similar to pagers. The amount of \$2500 would be for approximately 15 radios to be programmed. Comm. Shearer also recommended this purchase, saying that there was a call in Madison recently where numerous channels were being used and it got confusing. Chief – It's programmed by our radio guy. The next radio model up from this one has it standard, but we went with the lower model to save money.

A motion to make this purchase and to accept the Chief's report was made by Comm. Kitchell and seconded by Comm. Kraley. It was passed by the following vote:

AYES: Kitchell, M. Mihalko , Polo, Kraley & Shearer

ABSENT: None

NAYS: None

Supplies, Equipment, and Maintenance

- Supplies were purchased from Staples.
- Supplies were purchased from Batteries Plus.
- Northeast Communications repaired one pager.
- Northeast Communications reprogrammed all of our portable radios with proper ID's and set up all emergency buttons to work on the fire ground channel.
- All of our ladders were tested and passed.
- We replaced all of the Wi Fi Hot Spots in the apparatus. Free of charge.

Apparatus

- Custom Truck and Trailer serviced both trailers.
- CF Services replaced seat belts in Engines 81 and 83 and Rescue 80. They also replace the front hub assemblies and gaskets on both Engine 81 and 83.

Training

- Training for the month of February was:
 - Ice Rescue
 - Forcible Entry
- Training for the month of March will be:
 - Pump Operations refresher
 - Extrication

Purchases

- I would like to purchase and have installed into our County Portable Radios a voice identification system that will tell you what channel you are on when you switch the radio channels. The total cost is approximately \$2500.00

Fire Prevention

- (72) Inspections / re-inspections were conducted last month. \$42.00 in permit fees were collected.

EMS

- (32) Calls were answered last month with 0 transport assist.

Fire

- (25) Calls were answered last month.

Other Matters and Announcements

- We held an officers meeting during the month of February. Notes from the meeting are attached.
- On Saturday February 11, 2017 we attended the Grand Opening of Powerhouse Gym at 50 Route 10.
- We are signed up to attend the Fire Academy Class A building on Tuesday May 30, 2017. We will go back to the Class A building in the fall.
- We witnessed Crisis Drills this past month at Salem Drive and Bee Meadow Schools.
- The 2016 percentages were completed and given to Ken Schleifer. They were sent into the State Relief Association prior to the deadline.
- On Tuesday February 28, 2017 after 38 years of service, it was Captain Shawn Waldron's last day of work for the Hanover Township Police Department. We were invited and participated in a clap out for him.
- On Thursday March 23, 2017 4 Special Needs Students along with 5 adults from Memorial Junior School will be visiting the firehouse between the hours of 930-12 noon. We will be talking with them about fire safety the equipment we use and first aid. Cedar Knolls will be here also assisting us.
- On Friday April 7, 2017 the WPHS Booster Club is hosting a fundraiser with the Harlem Wizards in the gym. They expect approximately 700 people. Captain Shearer is getting a crew together to have an Engine on standby for them.
- I conducted a preliminary plan review for condos to be built at 26 Parsippany Rd.
- We will be having our first apparatus meeting sometime this month.

COMMUNICATIONS – Nothing at this meeting

COMMITTEE REPORTS

Personnel: Nothing at this time

Apparatus: Nothing at this time.

Insurance: Nothing at this time.

Dinner: Nothing at this time.

First Aid: It was reported that EMS responded to 32 calls this month and 0 transports. The transports seem way down. It seemed to be an interim problem that they have under control.

Ian Bell mentioned the upcoming BCON (Bleeding Control) program for the injured that is coming up free of charge from the County. There are at least 10 people interested in attending. Unfortunately, all classes offered are during the day and during the weekdays. It's an outside training company who does it and it's a very good course. Derrick mentioned that they're also talking about expanding it for schools now.

Township: George Coppola reported:

Chief Waldron retired and Chief Roddy reinstated the walk out, which was nice.

On the 23rd, new police promotions will take place. They are looking to hire one more patrolman out of the Police Academy alternate route so they get the pick of the crop. That will bring the squad up to 30 again.

The Township budget was adopted and will be approved in April. Jim Lent got the numbers wrong in the newspaper and the property taxes for the average home only went up a small amount.

School taxes – not sure yet what the rate will be.

Municipal taxes went up less than a 1/3 of 1%.

The Township is getting prepared for tomorrow's storm. They're doing a good job of getting people ready. George cautioned everyone to stay indoors and not to make the First responders' job any harder. He appreciates all they do and warned them to be careful out there.

RELOCATION and FIRE COMPANY – George mentioned that the town is trying to help the relocation project out with a tax refund. They can definitely do the current one and are trying to do some of the rest retroactively. It's in the lawyers' hands. He also said that the town will be glad to meet with Freddie any time to see if they can help further. Mike thanked George and said that the tax thing will really help us out.

OLD BUSINESS

Mike asked the Firefighters present if there seemed to be any change in morale since the discussion of late last year. They said nothing really to comment about.

Derrick said that someone will ride up to TJ's and check on the plaque and badges for Julie.

NEW BUSINESS

RESOLUTIONS: Secretary, Derrick Shearer now read some of the resolutions for the coming year. They were all voted on and accepted, as follows:

A Resolution naming the Star Ledger Eagle and/or the Daily record as the official newspapers of the Board for 2017 – 2018.

A Resolution naming Vince Montenino of Ferraioli, Weilkotz, Cerullo, and Cuva, P.A. ;Pompton Plains, as the auditor for the Board for 2017 – 2018.

A Resolution naming TD Bank as the official depository of the Board for 2017 – 2018.

A motion to accept all the above resolutions was made by Comm. Mihalko and seconded by Comm. Kralej. It passed by the following vote:

AYES: Kitchell, M. Mihalko , Polo, Kralej & Shearer

ABSENT: None

NAYS: None

The Board discussed the need for an accountant and a lawyer – both of which will fall under professional services.

An accountant may only be needed once a year or once a quarter – just to look things over.

The lawyer – Derrick has found Richard Braslow who agreed to take us on as a client. He is familiar with working with Fire Districts and represents 56 of them. We would need a service agreement similar to what we have with Vince. He would bill us hourly once a month. We would need a standard legal document to use his services.

We need to reach out to him and see what kind of paperwork we need in order to have him represent us. His rate needs to be cited in the paperwork.

We can do the same thing with an accountant.

****The Training Officer Position was now opened to the public for any comments or questions. Hearing none, we will now post this position internally.**

PUBLIC PART OF THE MEETING

There were 3 members of the public in attendance. No comments made.

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 , Polo, Kraley & Shearer

ABSENT: None

NAYS: None

02/01/2017	8005	Custom Truck and Trailer, Inc.	Repairs & 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 VOID	Boots	0.00
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
02/13/2017	8034	Witmer Associates, Inc	Boots	-290.00
02/13/2017	8035	Hanover Powersports	Repairs & Maintenance	-350.00
02/13/2017	8036	Lincoln Financial	LOSAP	-1,902.00
02/13/2017	8037	US Bank Equipment Finance	Copy Machine lease	-255.00
02/15/2017	8010	NJ Division of Pensions & Benefits	Medical Benefits	-9,648.43
02/15/2017	8038	Whippany Fire Company	Other Rentals	-8,000.00
02/15/2017	8039	Whippany Fire Company	Other Rentals	-9,000.00
02/15/2017	8040	Johnny's Pizza	Operating Materials & Supplies	-124.20
02/15/2017	8041	MCA AFC	Membership Dues & Subscriptions	-25.00
02/15/2017	8042	Alert-all Corporation	Promotion	-53.00
02/15/2017	8043	FF1 Professional Safety Services	SCBA	-336.90
02/15/2017	8044	Christian Rossy	Elections	-200.00
02/15/2017	8045	Jodi Cook	Elections	-125.00
02/15/2017	8046	Pauline Heizmann	Reimbursement for Expenses/Loss	-125.00
02/15/2017	eft	Board of Fire Commissioners	Employee Payroll	-15,747.21
02/15/2017	8049	Standard Insurance Co	Life Insurance	-2,076.40
02/17/2017	8047	PSE&G	-SPLIT-	-632.91
02/18/2017	8048	Joanna Harrington	Elections	-125.00
02/24/2017	8050	Sound Waves	Car 87	-600.00
02/27/2017	EFT	NJ Division of Pensions & Benefits	Pension Expense	-3,000.00

02/27/2017	eft	NJ Division of Pensions & Benefits	Pension Expense	-625.00
02/28/2017	eft	Board of Fire Commissioners	-SPLIT-	-15,746.04
03/01/2017	eft	NJ Division of Pensions & Benefits	Medical Benefits	-9,648.43
03/01/2017	8051	Daily Record	Advertising	-40.28
03/01/2017	8052	Technology Insurance Company	Workers Compensation	-4,964.60
03/01/2017	8053	Home Depot Credit Services	Shop Supplies	-83.71
03/01/2017	8054	Verizon Wireless	Utilities	-237.48
03/01/2017	8055	Verizon Wireless	Utilities	-152.04
03/01/2017	8056	Whippany Diner	Elections	-62.80
03/01/2017	8057	Lifesavers, Inc.	CPR Training Expense	-128.36
03/01/2017	8058	BP	Fuel Vouchers	-892.19
03/06/2017	8059	Optimum	Utilities	-237.78
03/06/2017	8060	STAPLES CREDIT PLAN	Office Supplies	-151.01
03/06/2017	8061	Parker Publications	Membership Dues & Subscriptions	-37.00
03/06/2017	8062	Optimum	Utilities	-552.34
03/06/2017	8063	Northeast Communications, Inc.	Repairs & Maintenance	-145.00
03/06/2017	8064	NJ Career Chiefs Association	Membership Dues & Subscriptions	-375.00
03/06/2017	8065	NJ Advance Media	Advertising	-249.55
03/06/2017	8066	CF Services	Repairs & Maintenance	-3,741.42
03/06/2017	8067	Finish Line Car Wash	Car Washes	-19.95
03/06/2017	8068	PSE&G	Utilities	-731.03
03/06/2017	8069	Police & Firemen's Insurance Association	Police & Fire Insurance	-456.18
03/08/2017	eft	NJ Division of Pensions & Benefits	Pension Expense	-3,000.00
03/08/2017	eft	NJ Division of Pensions & Benefits	Pension Expense	-625.00
03/08/2017	8070	Randy Polo	Reimbursements	-86.99
03/08/2017	8071	Nestle Pure Life Direct	Water	-9.99
03/13/2017	8072	J C P & L	Utilities	-262.39
03/13/2017	8073	J C P & L	Utilities	-682.09
03/13/2017	8074	Randy Polo	Operating Materials & Supplies	-167.71
03/13/2017	8075	FF1 Professional Safety Services	Operating Materials & Supplies	-1,116.08
03/13/2017	8076	PC Mall Gov	Computers	-119.98
03/13/2017	8077	All Jersey Garage Doors	Building Maintenance	-115.00
03/13/2017	8078	Firehouse	Membership Dues & Subscriptions	-29.95
03/13/2017	8079	Turnout Fire & Safety - Little Falls	Uniforms and Personal Equipment	-151.97
03/13/2017	8080	Fast Signs	Operating Materials & Supplies	-225.00
				<u>-</u>
				117,832.05

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

AYES: Kitchell, M. Mihalko , Polo, Kraley & Shearer

ABSENT: None

NAYS: None

Meeting was adjourned at 8:00.

Respectfully submitted:

Janet Gant Hammond, Board Assistant