

**MINUTES - REGULAR MEETING**

**August 8th 2016**

Chairman Polo 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.

(Note: This will be the new starting time for the regular Commissioner's meeting unless approved by the commissioners in advance and so advertised.)

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

Absent: None

Also Present: Chief 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.

**MINUTES OF THE LAST MEETING**

Let these minutes reflect that the actual spelling of the Township Attorney in last month's minutes is Semrau, not Semerow.

The Chairman called for the acceptance of the pre-meeting minutes, and the regular minutes, from last month. Comm. Shearer made a motion to accept these minutes. The move was seconded by Comm. J. Mihalko and it was carried by the following vote:

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

ABSENT: None

NAYS: None

**TREASURER'S REPORT**

The following Treasurer's report was submitted. A motion was made by Comm. Shearer that we accept the Treasurer's Report. Comm. J. Mihalko seconded the move and it was carried by the following vote:

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

ABSENT: None

NAYS: None

**General Checking Account #7859643244**

**TD Bank**

Balance On Hand - June 30, 2016	<b>\$131,782.22</b>
July Checks	(\$95,673.75)

**Deposits for the Month of July 2016**

Hanover Twp Board of Education	CPR Income	\$2,250.00
Township of Hanover	Flase Larms June	\$50.00
Anchor Golf Center	Permits & Fees	\$42.00
Halo Pharmaceutical	Permits & Fees	\$42.00
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3-M	Permits & Fees	\$42.00
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<b><u>Balance on Hand, July 31, 2016</u></b>		<b><u>\$38,618.47</u></b>

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**Active Assets Account #615 108684****107****Morgan Stanley/Smith Barney**

Balance on Hand July 31, 2016

**\$512,267.57****Provident Bank**

Balance on Hand July 31, 2016

**\$2,074.85**

Checks Submitted this Month's Meeting

**\$121,237.68**

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

The following Chief's report was submitted for approval. NOTE: (There were Purchases voted on and they appear later in New Business.)

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

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

ABSENT: None

NAYS: None

**Supplies, Equipment, and Maintenance**

- One pager was repaired by Northeast Communications.
- Tasc Fire Apparatus repaired one length of 5 inch hose.
- Supplies were purchased from Staples.
- One O2 Sensor for a multi gas meter was purchased from A&M Industrial.
- One battery for a defibrillator was purchased from Lifesavers.

**Apparatus**

- Engine 81 is Out of Service at this time. The pump for the cab tilt is being rebuilt and it has an overheating problem. CF Services is working on the repairs.
- I would like to make the recommendation that we seriously start the process of replacing Engine 81. The engine is 18 years old and if we start the process sooner than later it will be close to 20 years old when it gets replaced. I would like to put together a committee consisting of Officers, Career Staff and Commissioners to work on creating specifications of a new piece of apparatus.

**Training**

- Training for the month of June was:
  - 19<sup>th</sup> Water Rescue
  - 26<sup>th</sup> SCBA Refresher
- No scheduled training for the month of August.

**Purchases**

- I am requesting the following purchases for the month:
  - Fire Prevention material for the schools from Alert All: \$1,335.00
  - 10 sets of turnout gear from FF1:

1.	FF1	\$19,734.00
2.	NJ State Contract pricing	\$21,528.00

- We need to replace our computer server. The current server is 7 years old. We lost one of the hard drives for the server and was replaced with a spare. This spare hard drive was preplanned for just this issue. Unfortunately we tried to replace the spare hard drive but, the parts are no longer produced. If we lose another hard drive we will not have an operating computer system. Josh spoke to our computer representative and together they built a new server for us. It is priced out

through Dell which has the NJ State Contract. The prices below are for the identical server, with the exception of one price is showing a 3 year warranty and the other does not. It is my recommendation that we purchase the warranty.

Labor is also included in the price:

1.	Dell Server with warranty	\$5,628.70
2.	Dell Server without warranty	\$4,775.19

### **Fire Prevention**

- (41) Inspections / re-inspections were conducted last month. \$252.00 in permit fees were collected.

### **EMS**

- (36) Calls were answered last month with 1 transport assists.

### **Fire**

- (57) Calls were answered last month.

### **Other Matters and Announcements**

- Morris County Marine serviced and made repairs to both boat motors.
- Yearly hose testing is scheduled for August 25<sup>th</sup>.
- John Gethins and David Paine completed Junior FF 1.
- Peter Abbondonzo completed FF 1.
- I sent you an email last week regarding the storage of rail cars containing butane on South Jefferson Rd. There are currently 24 cars in storage on the tracks. According to M&E Railroad they should be here until late fall early winter. Myself and Chief Digiorgio have created a draft of our response plan. Last Friday HT OEM held a meeting for emergency responders. The County of Morris is heavily involved due to the impact of an emergency. Our response plans framework needs to be submitted to them by Friday August 12, 2016. I will keep you advised regarding this issue. M&E Railroad will be providing training for us in the upcoming weeks. No dates have been set as of yet.
- I signed and returned a contract with Bloomingdale Cornet Band for the Boonton Parade on Labor Day weekend.
- We will be starting maintenance drills on August 23<sup>rd</sup> for Inspection Day.
- Will we be providing breakfast and lunch as we have done in the past for Inspection Day/Boonton Parade?
- There will be a personnel meeting tomorrow at 1930 hours. Matt Gallo will be joining as a Probationary Member and possibly Evan Woytas as a Junior Member.
- Hanover Township Day is scheduled for Saturday September 10, 2016.

### **COMMUNICATIONS**

- A coupon from Rio's was received.
- Comm. Shearer noted that we published the synopsis of the audit report in the paper and it was also sent down to the Local Finance Board.

Tax Discussion: Apparently there has been some mention of the fire tax going up in Whippany. It should be noted that on a \$400,000 home, the tax increase amounts to \$10 a year, just to keep it in perspective. There is talk that with the increase, that taxpayers must be paying for the new firehouse, which is not so. Mike offered to meet with anyone who has questions or to speak to the seniors or any other group that would want to hear from him.

George Coppola commented that it's a combination of the regional tax, which is up 9%, the school taxes and the fire tax. Seniors feel that the taxes should be lower because of all the development going on – not higher.

### **COMMITTEE REPORTS**

**Personnel:** Nothing at this time

**Apparatus:** Derrick reported that 81 is out of service. The hydraulic pump needs to be replaced and it also has an overheating issue.

Discussion took place on starting to move forward to replace 1 of the engines. We should start the ball rolling. It will be a couple of years' process. If we want to buy a truck in 2018, it will have to be voted on in 2017 – at the February election.

Cost is the issue. We have \$500,000 saved up for the next truck. We're back on track to save for that vehicle. Before Comm. Mihalko was Treasurer, we were spending that money – now we're saving it again. If we want the money for the truck to come out of that account, we can buy a \$500,000 truck. If we buy an \$800,000 truck, we'll need to finance the rest of it.

Comm. Shearer suggested financing as a good idea. It allows us to build up our savings for the NEXT item, while paying off the rest of the truck. The Chief mentioned that the truck he would replace would be 81.

Mike suggested putting something in writing for any future Board who comes in to adhere to. Have a schedule of truck replacements – replace them every 5 years or so. As we get this new one, we should already be working on the next one. We should rough out a kind of savings plan.

At the next meeting, maybe the Chief can get some manufacturers' types of trucks and some prices and rough out what we will need in the future. Maybe we can get a committee up to look at this. Suggestion made that we run this by Vince also to get any financial advice we may need.

Amounts will need to be put in our upcoming years' budgets. If we know that in 6 years, we will need a more expensive truck, then we have to start squeezing more out of our budgets now.

The new building will have some costs also. We need to watch the lights and the air as it is a bigger building and will cost more as a rule. There is a lot of overuse here now. The new building will have shared expenses. Firefighter Rodney Shank recommended Auto sensor switches in the rooms. He has done that in his business and saved 30%. He said you can get them for as low as \$6.00.

**Insurance:** We have a new Workers Comp policy.

**Dinner:** Nothing at this time.

**First Aid:** It was reported that EMS responded to 36 calls this month and 1 transport.

**Township:** George reported that there is a Lieutenant leaving the Police force. They will be moving people around to get us at 30 again.

- They are looking at 911 texting. Still in the early stages. It will be expensive and needs more testing so it won't happen till at least next year.
- They are looking at a new Police desk.
- Hanover Township Day is set for 9-10-16 with a rain date of 9-11.
- Nixle – the water boiling incident. There were a lot of problems. It will be looked at at the next meeting.

**RELOCATION** – Commissioners Shearer and M. Mihalko both remarked that we need know what kind of expenses the Company will be expecting us to help with for the new building. We need a framework or at least a rough idea of what will be coming to us. It will also help them see what they will need and to budget for it. Mike will talk to Fred again and see if we can get more information.

We have to clearly delineate between the Company and the Commissioners. We have deeper pockets than they do, if there were ever lawsuits.

At their meeting, 2 main things were that we put a provision in the contract capping any environmental cleanup at \$200,000. And the liens were discussed. There are a few more liens and they are meeting with all attorneys to get this straightened out. Firefighter Shank suggested in the future that we have a builder sign a lien release statement with every check he is paid.

The generator should be gone. There was a date / mid-August so theoretically, a new generator should be in soon and the old one gone. We need the generator for the TCO.

The sale is going forward. They drew up a contract and got it to us. It will go to the company after these new edits go in. A special meeting will be held to approve it.

George asked what would happen if someone wanted to close right away. Mike replied that we are close enough to finishing the building that we reached out to many people in town who have said we can store our stuff there for a few months.

Derrick's friend told him that these kinds of liens are actually common and involve subs of subs, etc...

**FIRE COMPANY** – Boonton Parade and Inspection Day. Inspection at the firehouse will be at 9:30, so arrive before that.

Clean up drills will be week of Sept 23<sup>rd</sup> – Tues., Wed., and Thursday and then start again the next Monday. There will be a picnic on the last night of the cleanup drills.

A Labor Day motion was made; that the Company can use the vehicles for the Boonton Parade on Saturday Sept. 3, and that the Commissioners will pay for breakfast and sandwiches for lunch as usual. They will also pay for a picnic on the night of the last clean-up drill. The motion to approve these items was made by Comm. J. Mihalko and seconded by Comm. Kitchell. It passed by the following vote:

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

ABSENT: None

NAYS: None

## **OLD BUSINESS**

Comm. Shearer read a Resolution stating that all Board members had read the audit synopsis, specifically the sections marked "General Comments" and ":Recommendations" and that it has been submitted where necessary. Resolution is attached. A motion to accept this resolution was made by Comm. Shearer and seconded by Comm. J. Mihalko. It passed by the following vote;

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

ABSENT: None

NAYS: None

Bob Krygoski would like the PBA to meet over here at 434 for their meetings now that the air conditioning is fixed.

Badges are in for past Commissioners. They will be presented at the Labor Day Inspection.

## **NEW BUSINESS**

- The Chief has requested we purchase Fire prevention materials for the schoolchildren for the upcoming school year. The cost would be \$1335.00 from Alert All. A motion was made to approve this purchase by Comm. J. Mihalko. It was seconded by Comm. Shearer and passed by the following vote:

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

ABSENT: None

NAYS: None

- The Chief also requested that we purchase the next 10 sets of gear from FF1. The price comes to \$19,734.00. A motion was made to approve this request by Comm. Shearer. It was seconded by Comm. J. Mihalko and passed by the following vote;

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

ABSENT: None

NAYS: None

- The Chief also explained the need for a new computer server as we are running on a backup one now. (See Chief's report for explanation). The state contract would come to \$5628.70 for a new server WITH a warranty. This price includes the labor to install it. A motion was made to purchase the new server, by Comm. J. Mihalko. It was seconded by Comm. Shearer and passed by the following vote:

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

ABSENT: None

NAYS: None

- Our attorney situation was discussed. Our current attorney reduced his last bill to us and it will be paid. We have other options as the need for an attorney comes up.

## **PUBLIC PART OF THE MEETING**

There were 7 members of the public in attendance.

## **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 , J. Mihalko, Shearer & Polo

ABSENT: None

NAYS: None

07/05/2016	eft	NJ Division of Pensions & Benefits	Medical Benefits	-9,657.86
07/06/2016	7654	Election Graphics, Inc.	Elections	-475.00
07/06/2016	7655	Morris County Public Safety Training Acad	Training and Education	-250.00
07/06/2016	7656	Witmer Associates, Inc	Gloves	-149.98
07/06/2016	7657	Chief Supply Corp.	Operating Materials & Supplies	-158.49
07/06/2016	7658	Technology Insurance Company	Workers Compensation	-3,907.53
07/06/2016	7659	Police & Firemen's Insurance Association	Police & Fire Insurance	-455.14
07/06/2016	7660	Finish Line Car Wash	Car Washes	-7.98
07/06/2016	7661	J C P & L	-SPLIT-	-682.31
07/06/2016	7662	BP	Fuel Vouchers	-863.48
07/06/2016	7663	Politi Auto Parts	Auto Parts	-36.33
07/06/2016	7664	Nestle Pure Life Direct	Water	-84.69
07/12/2016	7667	Whippany Fire Company	Rentals / Training	-8,300.00
07/12/2016	7668	Whippany Fire Company	Capital Projects Fund	-25,000.00
07/12/2016	7669	J C P & L	Utilities	-4.85
07/12/2016	7670	PSE&G	Utilities	-11.59
07/12/2016	7671	Lincoln Financial	Employee Benefits-LOSAP	-25.00
07/12/2016	7672	Lincoln Financial	Employee Benefits-LOSAP	-617.00
07/15/2016	7673	PSE&G	Utilities	-61.44
07/15/2016	7674	Technical Fire Services, Inc	Pumps - Test	-555.00
07/15/2016	7675	FF1 Professional Safety Services	SCBA	-56.46
07/15/2016	7676	Clean Air Company	Hoses	-556.00
07/15/2016	eft	Board of Fire Commissioners	Employee Payroll	-14,606.91
07/18/2016	7677	J C P & L	Utilities	-369.60
07/18/2016	7678	Clean Air Company	Hoses	-491.00
07/18/2016	7679	Fastenal Company	Operating Materials & Supplies	-44.50
07/18/2016	7680	Batteries Plus	Batteries	-25.92
07/18/2016	7681	Morristown Medical Group	Medical	-350.00
07/18/2016	7682	State of NJ / Dept of Labor	Medical Benefits	-7.50
07/18/2016	7683	US Bank Equipment Finance	Copy Machine lease	-280.50

07/18/2016	7684	Batteries Plus	Batteries	-25.92
07/22/2016	eft	NJ Division of Pensions & Benefits	Pension Expense	-625.00
07/22/2016	eft	NJ Division of Pensions & Benefits	Pension Expense	-2,500.00
07/25/2016	7685	FF1 Professional Safety Services	Operating Materials & Supplies	-4,248.09
07/25/2016	7686	Batteries Plus	Batteries	-22.90
07/25/2016	7687	Standard Insurance Co	Life Insurance	-1,736.50
07/25/2016	7688	Morris County Public Safety Training Acad	Training and Education	-425.00
07/25/2016	7689	Optimum	Utilities	-253.99
07/25/2016	7690	Batteries Plus	Batteries	-13.20
07/25/2016	7691	Verizon Wireless	Utilities	-227.92
07/27/2016	7693	SMCMUA	Utilities	-91.32
07/27/2016	7694	SMCMUA	Utilities	-233.86
07/29/2016	7695	Daily Record	Advertising	-184.16
07/29/2016	7696	Lifesavers, Inc.	CPR training expense	-661.45
07/29/2016	7697	BP	Fuel Vouchers	-545.16
07/29/2016	7698	Hanover Powersports	Repairs & Maintenance	-1,014.52
07/29/2016	eft	Board of Fire Commissioners	Employee PAYroll	-14,772.70
08/01/2016	7692	Whippany Fire Company	Other Rentals	-8,000.00
08/01/2016	eft	NJ Division of Pensions & Benefits	Medical Benefits	-9,657.86
08/08/2016	7700	J C P & L	Utilities	-90.20
08/08/2016	7701	STAPLES CREDIT PLAN	Office Supplies	-33.56
08/08/2016	7702	PSE&G	Utilities	-11.59
08/08/2016	7703	Optimum	Utilities	-362.38
08/08/2016	7704	Nestle Pure Life Direct	Water	-9.99
08/08/2016	7705	Verizon Wireless	Utilities	-152.04
08/08/2016	7706	J C P & L	Utilities	-932.64
08/08/2016	7707	Technology Insurance Company	Workers Compensation	-3,907.53
08/08/2016	7708	FF1 Professional Safety Services	Operating Materials & Supplies	-80.46
08/08/2016	7709	A & M Industrial	Meters	-263.34
08/08/2016	7710	Home Depot Credit Services	Shop Supplies	-84.49
08/08/2016	7711	Chief Supply Corp.	Operating Materials & Supplies	-38.29
08/08/2016	7712	Morris County Public Safety Training Acad	Training and Education	-500.00
08/08/2016	7713	Tasc Fire Apparatus, Inc.	Hoses	-160.50
08/08/2016	7714	FF1 Professional Safety Services	SCBA Test	-205.00
08/08/2016	7715	Township of Hanover	Gas / Diesel	-764.06
08/08/2016	7716	Morristown Medical Group	Medical	-400.00
				-
				121,327.68

Comm. Kitchell made a motion that we go into Executive Session to discuss a personnel matter. The move was seconded by Comm. J. Mihalko and the public meeting ended at 8:24.

The Board came out of Executive Session. At this time, Comm. J. Mihalko made a motion to adjourn the meeting. The motion was seconded by Comm. Shearer and passed by the following vote:

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

ABSENT: None

NAYS: None

Meeting was adjourned at 9:03.

Respectfully submitted: *Janet Gant Hammond, Board Assistant*