

MINUTES - REGULAR MEETING

October 14 2019

Commissioner Ray Woytas 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: Woytas, Kitchell, Polo, Kraley & Willans

Absent: None

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 MEETING

The Chairman called for the acceptance of the regular minutes from last month. Comm. Polo made a motion to accept the minutes. The move was seconded by Comm. Kitchell and it was carried by the following vote:

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

TREASURER'S REPORT

Someone in town complained that we were ordering new vehicles without a public vote. After talking to Mr. Braslow, the vehicles don't count as an emergency purchase after all, so we can have a vote and make it part of next year's budget.

We have to take some steps tonight, Attorney Braslow said it can be a weeknight vote from 6 to 9 and can be done as early as our November meeting. It does not require absentee voting.

Also, we rolled over the CD for 6 months more, because we will not need it for the vehicles until then.

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

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

Treasurer's Report - October 14, 2019

For the month of September 2019

General Checking Account #7859643244

TD Bank

Balance On Hand - August 31, 2019 **\$520,257.63**

September Checks (\$119,982.54)

Deposits for the Month of September 2019

Suburban Propane	Permits & Fees	\$54.00
Township of Hanover	False Alarms - July	\$250.00
Township of Hanover	false alarms - August	\$50.00
3-M	Permits & Fees	\$54.00
3-M	Permits & Fees	\$54.00
Paulie G's	Permits & Fees	\$54.00
ISS Facility Services	Permits & Fees	\$427.00
Hanover Twp Board of Education	Training Income	\$1,900.00
Registration Fees		\$600.00

Balance on Hand, September 30, 2019 **\$403,718.09**
(matches Quickbooks)

Checks Submitted this Month's Meeting **\$150,343.64**

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

- Units 86 and 88 were sold on Gov Deals and were picked up.
- Engine 81 is almost ready to go in service full time.
- We need to come up with a price for Engine 81 so it can be listed on GovDeals.

Training

- Training for the month of October will be:
 - 15th Review of the fire from Friday
 - 22nd TBA
- Training for the month of September was:
 - 17th Elevator Emergency classroom
 - 24th Elevator Emergencies practical
- We are scheduled to attend the fire academy on November 19th for Class A Burns.

Purchases

- No purchase requests for the month.
- Equipment has been received for the new engine.

Fire Prevention

- (18) Inspections / re-inspections were conducted last month. \$589.00 were collected in permit fees and fines.

EMS

- (60) Calls were answered last month. 0 transports.

Fire

- (41) Calls were answered last month.

Other Matters and Announcements

- I meet with the representative from ISO last Tuesday for 4 hours to start our review process.
- Multiple Spec Reviews were completed.
- I completed 1 plan review.
- We responded Mutual Aid into Parsippany Dist. 5
- We responded Mutual Aid to Morris Plains.
- We have started Fire Prevention classes for the school children.
- We were invited and participated in a Safety Day at Bayer last month.
- We conducted CPR/First Aid Training for HTSAC, HTDPW and the Hanover Marriott. We have a proposal out to the HT Bd of Education for their training also.
- As you may know we had a fire on Friday at the Oak Ridge Condos. The members and Mutual Aid companies did a great job holding the fire to the garage and exterior of the building. Engine 81 worked out great.
- I attended a meet and greet with Barclays that was organized by town hall.
- I participated in an Evacuation Drill at Care One.

- Upcoming events:
 - November 9th Family Fun Day at the Rec. Center (Helicopter Landing)
 - Barclays is doing a Fireworks display at their facility on Thursday. Chief Shearer is getting a small crew together for the stand by detail.
 - Flu Shots November 12th.

The Chief presented the Board with a framed picture of the new Engine 81 from Pierce. He also reported that 86 & 88 have been sold. They got \$1700 for both vehicles which was more than we thought we would.

New 81 will be in service early next week full time.

Middle Aged 81 is in storage at the Hanover Sewer Plant for now. We need to put it on Gov Deals to sell and need a price for that.

The Chief then stated that he had an idea to put in front of the Board. Middle-aged 81 was dedicated to the veterans. Its CAF system doesn't work, the frame is cracked, etc.. Comparable engines are selling on Gov Deals for between \$20,000 / \$35,000. The Chief proposed that we remove the 2 sets of doors on the truck with the murals on them. He would like to keep one door for the new building and present one to the American Legion. It would show our appreciation to the Veterans in town and be a keepsake for them. The Mural has been re-created on the new truck and Pierce has it in their system.

We would re-dedicate the new truck engine on Memorial Day – to the Veterans. A new plaque would be installed on the new truck. There is a place for it.

This will reduce the price of the truck but it will probably sell mostly for parts, motor etc, anyway. We used it with construction fencing or plywood and someone else can also or they can order new doors.

A motion was made by Jim Kraley that we accept the Chief's report and his suggestion; that we remove the doors, present one to the American Legion; that we dedicate the new truck to the Veterans on Memorial Day and that we sell Middle-Aged 81 on Gov Deals for 4 weeks starting at \$30,000. The motion was seconded by Comm. Polo and passed by the following vote:

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

A Resolution will be typed up and signed.

COMMUNICATIONS -

1. A report from Robbie Conley Architects was submitted for the month of September. (attached)

COMMITTEE REPORTS

Personnel: One meeting with Career staff has taken place re: their new contract.

Apparatus: The new engine is here. See Chief's report for more details on the engines.

Insurance: Nothing at this time

Dinner: Nothing at this time.

First Aid: We responded to 60 calls and 0 transports.

Relocation: Randy reported that he spoke to Richard Braslow and they need to do a Title Search on our property. Rich gave us the name of someone he trusts and has worked with before. This is a requirement before we get the County loan. The cost is a little over \$1300. He said that they were questioning the use of the word 'bar' and asked if the 2nd floor was going to be rented out.

Mr. Braslow made some suggestions for the Fire Service Agreement and it is being worked on.

A motion was made to use the Title Search company recommended by our attorney. The motion was made by Comm. Kitchell. It was seconded by Comm. Kraley and passed by the following vote:

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

Township: Brian Cahill reported that it looks like everything is moving forward with us.

Polar Express is not being allowed to use the lot next door for parking this year because they are doing core drilling already for the new owners.

FIRE CO: Nothing at this time.

OLD BUSINESS – Revisited the purchase of a new Chief's vehicle using emergency funds. In order for us to purchase it in 2020, we have to have a Special Capital meeting scheduled by a motion to get voter approval – not to exceed \$50,000.

It can be at a regular meeting from 6 to 9 pm to at a Special Meeting. We have to publish notice 10 days prior to the vote.

This does not require we have mail-in voting ballots. We do need to have poll workers. Paper ballots are OK – we do not need a machine. Attorney Braslow will write the ballot for us. We can decide to have it on the date of our November meeting or any other date. If we do the November meeting, we'll know the results before we do our next budget.

A motion was made by Steve Willans that we hold the election on November 11th at our next meeting – For the purchase of a Chief's vehicles not to exceed \$55,000. The motion was seconded by Comm. Kitchell and passed by the following vote.

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

It will be held at the firehouse and not 434, while we have our meeting here.

NEW BUSINESS –

Flu shots will be available Nov. 12th.

We will be scheduling a Budget Meeting soon.

PUBLIC PART OF THE MEETING

3 members of the public attended. Firefighter Derrick Shearer said it would be nice to nominate our new guys – Ben and Mike to the 200 Club. The Chief said it was already in the works.

Rich Allocco commented that he loves Whippany and he went to the Oak Ridge fire. He heard many good comments from the public about our response time and work we did.

BILLS

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

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
09/03/2019	10031	FF1 Firefighter One, LLC	Operating Materials & Supplies	-292.00
09/03/2019	10032	Richard M. Braslow, Esq	Legal	-4,080.00
09/03/2019	10033	Home Depot Credit Services	Shop Supplies	-174.03
09/03/2019	10034	Verizon	Utilities	-240.68
09/03/2019	10035	Township of Hanover	Gasoline / Diesel	-482.96
09/03/2019	10036	Verizon Wireless	Utilities	-152.04
09/03/2019	10037	Wegman's	Operating Materials & Supplies	-760.76
09/03/2019	10038	Eagle Auto Body	#86	-86.46
09/03/2019	10039	Whippany Fire Company	Other Rentals	-9,000.00
09/03/2019	10040	Fastenal	Operating Materials & Supplies	-46.66
09/03/2019	10041	Emergency Reporting	Computers	-159.91
09/03/2019	10042	McNeil & Company	Insurance Premiums	-50.23
09/03/2019	10043	Optimum 10 Troy	Utilities	-256.26
09/03/2019	10044	Cobane, Rob	Fuel Vouchers	-70.00
09/03/2019	10045	Cowley, Dale	Fuel Vouchers	-30.00
09/03/2019	10046	Gallo, Matt	Fuel Vouchers	-30.00
09/03/2019	10047	Gethins, John	Fuel Vouchers	-30.00
09/03/2019	10048	Graziano, Jesse	Fuel Vouchers	-30.00
09/03/2019	10049	Johnston, Robert	Fuel Vouchers	-20.00
09/03/2019	10050	Kelly, Eric	Fuel Vouchers	-20.00
09/03/2019	10051	Kelly, Tim	Fuel Vouchers	-30.00
09/03/2019	10052	Koba, Jack	Fuel Vouchers	-30.00
09/03/2019	10053	Lori, Anthony	Fuel Vouchers	-20.00
09/03/2019	10054	Makowski, Joseph	Fuel Vouchers	-20.00
09/03/2019	10055	Pavone, Matthew	Fuel Vouchers	-30.00
09/03/2019	10056	Rung, Michael	Fuel Vouchers	-30.00
09/03/2019	10057	Shearer, Derrick	Fuel Vouchers	-50.00
09/03/2019	10058	Tursi, Frank	Fuel Vouchers	-10.00
09/03/2019	10059	Witnebert, John	Fuel Vouchers	-30.00
09/03/2019	10060	Wodynski, William	Fuel Vouchers	-20.00
09/07/2019	10061	STAPLES CREDIT PLAN	Office Supplies	-381.71

09/07/2019	10062	PSE&G 10 Troy	Utilities	-15.46
09/07/2019	10063	Police & Firemen's Insurance Association	Police & Fire Insurance	-506.06
09/07/2019	10064	CPR Baltimore	CPR Training Expense	-290.00
09/07/2019	10065	Witmer Associates, Inc	Equipment	-440.00
09/07/2019	10066	Turnout Fire & Ssafety - Little Falls	Uniforms and Personal Equipment	-71.99
09/07/2019	10067	Robbie Conley Architects	Architectural Fees	-16,600.00
09/09/2019	10068	Amtrust North America	Insurance Premiums	-4,301.00
09/09/2019	10069	Auto Zone	Operating Materials & Supplies	-65.46
09/09/2019	10070	Kelly, Brian	Fuel Vouchers	-20.00
09/09/2019	10071	Ziccarello, Ricky	Fuel Vouchers	-20.00
09/12/2019	10072	Palermo's Pizza	Promotion	-143.50
09/12/2019	10073	JCP&L	Utilities	-958.88
09/12/2019	10074	Nestle Pure Life Direct	Water	-125.51
09/12/2019	10075	JCP&L 10 Troy	Utilities	-176.00
09/12/2019	10076	SmartDraw Software	Office Supplies	-69.95
09/13/2019	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-12,529.31
09/13/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-700.00
09/13/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,000.00
09/13/2019	eft	Board of Fire Commissioners	Employee Payroll	-19,327.51
09/17/2019	10077	Finish Line Car Wash	Car Washes	-36.12
09/17/2019	10078	Turnout Fire & Ssafety - Little Falls	Uniforms and Personal Equipment	-282.00
09/17/2019	10079	Fire Fighters Equipment Company Inc.	Equipment	-185.90
09/17/2019	10080	PSE&G	Utilities	-44.16
09/17/2019	10081	Daily Record	Advertising	-43.60
09/23/2019	10082	SMCMUA	Utilities	-197.86
09/23/2019	10083	Daily Record	Advertising	-185.93
09/23/2019	10084	Standard Insurance Co	Life Insurance	-1,915.30
09/23/2019	10085	SMCMUA 10 Troy	Utilities	-93.15
09/23/2019	10086	US Bank Equipment Finance	Copy Machine lease	-280.50
09/23/2019	10087	Morris Plains Small Engine	Equipment	-7.70
09/23/2019	10088	Fastenal	Operating Materials & Supplies	-119.50
09/23/2019	10089	Alert-all Corporation	Promotion	-832.00
09/23/2019	10090	Lifesavers, Inc.	CPR Training Expense	-38.00
09/23/2019	10091	McNeil & Company	Insurance Premiums	-12,860.12
09/30/2019	10092	Richard M. Braslow, Esq	Legal	-3,036.00
09/30/2019	10093	Cortright, Joseph	Reimbursements	-85.00
09/30/2019	10094	Optimum	Utilities	-280.83
09/30/2019	10095	Verizon Wireless	Utilities	-152.04
09/30/2019	10096	Home Depot Credit Services	Shop Supplies	-9.77
09/30/2019	10097	Verizon	Utilities	-240.93
09/30/2019	10098	DC Express	Elections	-95.00
09/30/2019	10099	Witmer Associates, Inc	Equipment	-2,103.40
09/30/2019	10100	Township of Hanover	Gasoline / Diesel	-638.25
09/30/2019	10101	Emergency Reporting	Computers	-159.91
09/30/2019	eft	Board of Fire Commissioners	Employee Payroll	-19,566.02
09/30/2019	10102	Hanover Sewerage Authority	Utilities	-469.22
10/03/2019	10103	Whippany Fire Company	Other Rentals	-9,000.00
10/03/2019	10104	Optimum 10 Troy	Utilities	-256.36
10/03/2019	10105	Cobane, Rob	Fuel Vouchers	-70.00

10/03/2019	10106	Cowley, Dale	Fuel Vouchers	-30.00
10/03/2019	10107	Gallo, Matt	Fuel Vouchers	-30.00
10/03/2019	10108	Gethins, John	Fuel Vouchers	-20.00
10/03/2019	10109	Graziano, Jesse	Fuel Vouchers	-30.00
10/03/2019	10110	Jubinski, Ken	Fuel Vouchers	-30.00
10/03/2019	10111	Kelly, Brian	Fuel Vouchers	-20.00
10/03/2019	10112	Kelly, Eric	Fuel Vouchers	-20.00
10/03/2019	10113	Kelly, Jonathan	Fuel Vouchers	-20.00
10/03/2019	10114	Kelly, Tim	Fuel Vouchers	-30.00
10/03/2019	10115	Koba, Jack	Fuel Vouchers	-20.00
10/03/2019	10116	Lori, Anthony	Fuel Vouchers	-20.00
10/03/2019	10117	Makowski, Joseph	Fuel Vouchers	-20.00
10/03/2019	10118	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
10/03/2019	10119	Pavone, Matthew	Fuel Vouchers	-30.00
10/03/2019	10120	Rung, Michael	Fuel Vouchers	-20.00
10/03/2019	10121	Shearer, Derrick	Fuel Vouchers	-70.00
10/03/2019	10123	Tursi, Frank	Fuel Vouchers	-30.00
10/03/2019	10124	Wittnebert, John	Fuel Vouchers	-30.00
10/03/2019	10125	Wodynski, William	Fuel Vouchers	-30.00
10/03/2019	10126	Woytas, Tyler	Fuel Vouchers	-30.00
10/03/2019	10127	Ziccarello, Ricky	Fuel Vouchers	-20.00
10/07/2019	10128	STAPLES CREDIT PLAN	Office Supplies	-244.10
10/07/2019	10129	PSE&G 10 Troy	Utilities	-15.68
10/07/2019	10130	NJ Advance Media	Advertising	-606.36
10/07/2019	10131	McNeil & Company	Insurance Premiums	-41.12
10/07/2019	10132	SMCMUA 10 Troy	Utilities	-261.78
10/07/2019	10133	JCP&L	Utilities	-57.76
10/07/2019	10134	Auto Zone	Operating Materials & Supplies	-89.89
10/07/2019	10135	All Jersey Garage Doors	Building Maintenance	-400.00
10/07/2019	10136	SMCMUA 10 Troy	Utilities	-100.70
10/07/2019	10137	Robbie Conley Architects	Architectural Fees	-12,540.00
10/07/2019	10138	Nestle Pure Life Direct	Water	-124.86
10/14/2019	10139	JCP&L	Utilities	-697.36
10/14/2019	10140	Amtrust North America	Insurance Premiums	-4,301.00
10/14/2019	10141	R&J Control, Inc.	Generator	-555.21
10/14/2019	10142	Palermo's Pizza	Promotion	-143.50
10/14/2019	10143	Cortright, Joseph	Reimbursements	-103.01
10/14/2019	10144	JCP&L 10 Troy	Utilities	<u>-172.41</u>
				-150,343.64

8:10 At this time, Comm. Kraley made a motion to adjourn the meeting and go into Private Session with the Chief. The motion was seconded by Comm. Kitchell and passed by the following vote:
 AYES: Woytas, Kitchell, Polo, Kraley & Willans
 ABSENT: None
 NAYS: None

At 8:30 the Board came out and adjourned the meeting.

Respectfully submitted: *Janet Gant Hammond, Board Assistant*