

MINUTES - REGULAR MEETING

February 11, 2019

Treasurer Randy 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.

Commissioners present: Kitchell, Woytas, Kraley & Polo

Absent: None

Vacant: One seat

Also present: Chief Joseph Cortright & Township Liaison Brian Cahill

At this time the Treasurer 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 Treasurer called for the acceptance of the regular minutes from last month. Comm. Woytas made a motion to accept the minutes. The move was seconded by Comm. Kraley and it was carried by the following vote:

AYES: Kitchell, Woytas, Kraley & Polo

ABSENT: None

NAYS: None

TREASURER'S REPORT

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: Kitchell, Woytas, Kraley & Polo

ABSENT: None

NAYS: None

**Hanover Township, New Jersey
Treasurer's Report - February 11, 2019
For the month of January 2019**

General Checking Account #7859643244

TD Bank

| | |
|-------------------------------------|---------------------|
| Balance On Hand - December 31, 2019 | \$357,011.32 |
| January Checks | (\$97,015.65) |

Deposits for the Month of January 2019

| | | |
|-----------------------|-----------------------|----------|
| ISS Facility Services | Permits & Fees | \$108.00 |
| Halo Pharmaceutical | Permits & Fees | \$695.00 |
| Air Group | Permits & Fees | \$54.00 |
| Township of Hanover | False alarms December | \$50.00 |

| | | |
|---|-------------------------|----------------------------|
| State of New Jersey | Uniform Fire Safety Act | \$7,060.96 |
| Stephen Gould Corp | Permits & Fees | \$54.00 |
| Controlled Products | Permits & Fees | \$54.00 |
| <u>Balance on Hand, January 31, 2019</u> | | <u>\$268,071.63</u> |
| <u>(matches Quickbooks)</u> | | |

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

Balance on Hand January 31, 2019 **\$203,837.76**

Checks Submitted this Month's Meeting **\$177,720.60**

Treasurer Polo reported that there will be a CD coming due this month and those monies will be used to buy a new CD at TD Bank.

We paid the \$50,000 deposit for the new engine. Now they will begin manufacturing it. The Chief, Derrick, Paul & Brian will be going to Wisconsin for the pre-construction meeting this week.

CHIEF'S / FIRE OFFICIAL REPORT and COMMENTS

The following Chief's report was submitted.

Supplies, Equipment, and Maintenance

- Supplies were purchased from Lakeland Auto Parts.
- Supplies were purchased from Staples.
- A Lock Out Tag Out Kit was purchased from Fastenal for the Rescue, along with additional Elevator Keys which were purchased from The FireStore.
- Fire Fighters hydro tested 4 oxygen bottles.
- Approved Fire Protection inspected all fire extinguishers. A few had to be tested and repaired.
- FF 1 repaired 1 SCBA bottle.
- 3 24-month CO Meters were purchased from Electronic Measurement Labs. These are disposable meters that we keep on our Med Bags. These replaced expired meters.
- Minerva Cleaners repaired 1 turnout jacket.

Apparatus

- CF Services repaired serviced and completed a yearly inspection on the Genie Lift.
- Engine 81 was repaired by F.I.S. On Site Services. Do to the extensive damage and lack of parts being available the Engine no longer flows CAFS. It will pump water and also foam. The repairs were about two thousand dollars cheaper than quoted.
- Derrick, Paul, Brian, and I are going to Pierce leaving tomorrow and will be returning Thursday afternoon.

Training

- Training for the month of January was:
 - 15th Gear Check
 - 22nd Blood Bourne and RTK
 - The SCBA refresher class that was scheduled had to be rescheduled due to weather.
- Training for the month of February will be:

- 19th Bail Out System review
- 26th SCBA refresher

Purchases

- Nozzles and appliances for the high-rise packs have been received and put in service.
- The new mannequins have been delivered.
- No Purchase requests this month.

Fire Prevention

- (40) Inspections / re-inspections were conducted last month. \$695.00 was collected in permit fees.
- Lexus was issued \$1500.00 in fines for cars blocking the FDC on the building. In late 2018 while conducting an inspection Paul cited them for this violation. We had 2 calls there recently and both times cars were again blocking the FDC.

EMS

- (52) Calls were answered last month. 1 transport.

Fire

- (46) Calls were answered last month.

Other Matters and Announcements

- Multiple Spec Reviews were completed.
- Four OPRA Requests were completed.
- Rich Allocco completed Ice Rescue Technician training.
- LOSAP for the year 2018 is completed. New members that have qualified for LOSAP are Frank Tursi, Eric Kelly, and John Gethins.
- There was an officer's meeting last month. We have changed up how truck checks are completed.
- I signed an MOU for the Rescue Task Force with the HTPD and CKFD.
- Al Latanzio requested a list of Active members. He is shopping around for cheaper Workers Compensation Insurance.
- I met with Judy Ward Skip Sofields's mother in law and gave her the life insurance check for Sean Sofield.
- Year end percentages have been completed and turned into Jesse Graziano to send into the State.

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, Kraley & Polo

ABSENT: None

NAYS: None

COMMUNICATIONS - Nothing at this time

COMMITTEE REPORTS

Personnel: There is 1 issue that was discussed in a closed executive session. We should be looking at a drill in the quieter months regarding our policy on behavior.

Apparatus: Chief reported on 81's oil leak. It was repaired by FIS On Site Services. Frank spoke to Hale and found out that we have two of the ONLY two apparatus still in service with that foam system. The parts are discontinued and no longer supported. He did what he could do. Instead of pumping

CAFS – we can still use it for water or for a mixture of foam and water, but not CAFS. He was very good. It took him about a day and a half after all the parts were ordered.

Insurance: Al Latanzio is looking at cheaper Workers Comp policies for us.

Dinner: Nothing at this time.

First Aid: It was reported that EMS responded to 52 calls this month and 1 transport.

Relocation: Brian Cahill reported that he got an email from Matt Jessup. They're going to push the approval date back to March 1st. It should be of no concern and we're still looking at May for getting the funds. They just wanted a little more time to get everything in order.

Township: See above

FIRE CO: Mike Cook requested the use of the Rescue for the upcoming St. Patrick's Day parade. The Chief granted such approval.

OLD BUSINESS – Plaques and badges have been ordered for past Commissioners and Chiefs. We will schedule a date in April for a presentation.

NEW BUSINESS –

The election is this Saturday from 2-9 pm. Ray Woytas and Jim Kitchell are both running for the 3 year term and Steve Willans and Bill Koehner, (who was in attendance tonight) are running to fill the 1 year term left by Comm. Shearer when he resigned.

Commissioners Polo and Kitchell will be here as well to ensure that the staff and everything is all set up.

PUBLIC PART OF THE MEETING

5 members of the public attended.

Bill Koehner asked how much the Fire Company is borrowing to finish the firehouse. He also asked about the difference between the Company and the Commissioners, and about the County loan. Answer: The Company is borrowing 3.4 million. The County loan will go to pay off the loan with Provident Bank. (That is the original Construction loan that has now been converted into a mortgage). The savings they will get from the County giving them a lower interest rate, along with the sale of this property will allow the Company to finish the building. There is a contract on this property.

Derrick Shearer said that next year, maybe we should get out in front of the elections. As usual, the public is talking rumors without knowing the facts. We may want to explain any increases and what they are going to be used for and get in front of it.

Brian Cahill stated that Jim Lent from the newspaper is asking for the budget and election information also. When he was on the Board of Ed, someone would write the article for the paper and then submit it ready to go. Randy will give Jim Lent a call tomorrow.

Bill Koehner asked how much the increase is. People love to believe the wrong information. Our increase is outside the cap, but not a lot. We can figure out the percentage.

BILLS

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

AYES: Kitchell, Woytas, Kralej & Polo

ABSENT: None

NAYS: None

| | | | | |
|------------|------|---|---------------------------------|-----------|
| 01/02/2019 | 9546 | Microsoft | Office Supplies | -270.00 |
| 01/02/2019 | 9547 | First Responder Newspaper | Membership Dues & Subscriptions | -85.00 |
| 01/02/2019 | 9548 | POSTMASTER | Office Supplies | -100.00 |
| 01/02/2019 | 9549 | Optimum | Utilities | -276.40 |
| 01/02/2019 | 9550 | Verizon Wireless | Utilities | -152.04 |
| 01/02/2019 | 9551 | Emergency Reporting | Computers | -159.91 |
| 01/02/2019 | 9552 | NJ Career Chiefs Association | Membership Dues & Subscriptions | -375.00 |
| 01/02/2019 | 9553 | VFIS | Insurance Premiums | -7,716.00 |
| 01/02/2019 | 9554 | NFPA/National Fire Protection Assoc | Membership Dues & Subscriptions | -1,345.00 |
| 01/02/2019 | 9555 | Verizon | Utilities | -238.64 |
| 01/02/2019 | 9556 | Home Depot Credit Services | Shop Supplies | -571.35 |
| 01/07/2019 | 9557 | Electronic Measurement Labs | Operating Materials & Supplies | -272.87 |
| 01/07/2019 | 9558 | Nestle Pure Life Direct | Water | -88.86 |
| 01/07/2019 | 9559 | WEX Fleet Universal | Gasoline | -126.67 |
| 01/07/2019 | 9560 | Black Meadows Mutual Aid Association | Membership Dues & Subscriptions | -100.00 |
| 01/07/2019 | 9561 | CF Services | Engine 83 | -585.29 |
| 01/07/2019 | 9562 | Witmer Associates, Inc | Operating Materials & Supplies | -191.97 |
| 01/07/2019 | 9563 | Barz, Ronald | Fuel Vouchers | -20.00 |
| 01/07/2019 | 9564 | Cobane, Rob | Fuel Vouchers | -70.00 |
| 01/07/2019 | 9565 | Cobane, Robert | Fuel Vouchers | -20.00 |
| 01/07/2019 | 9566 | Cowley, Dale | Fuel Vouchers | -30.00 |
| 01/07/2019 | 9567 | Gethins, John | Fuel Vouchers | -30.00 |
| 01/07/2019 | 9568 | Graziano, Jesse | Fuel Vouchers | -30.00 |
| 01/07/2019 | 9569 | Kelly, Brian | Fuel Vouchers | -70.00 |
| 01/07/2019 | 9570 | Kelly, Eric | Fuel Vouchers | -30.00 |
| 01/07/2019 | 9571 | Kelly, Tim | Fuel Vouchers | -20.00 |
| 01/07/2019 | 9572 | Koba, Jack | Fuel Vouchers | -10.00 |
| 01/07/2019 | 9573 | Makowski, Joseph | Fuel Vouchers | -20.00 |
| 01/07/2019 | 9574 | Mihalko, Joseph Jr. | Fuel Vouchers | -10.00 |
| 01/07/2019 | 9575 | Rung, Cian | Fuel Vouchers | -20.00 |
| 01/07/2019 | 9576 | Rung, Michael | Fuel Vouchers | -30.00 |
| 01/07/2019 | 9577 | Wittnebert, John | Fuel Vouchers | -30.00 |
| 01/07/2019 | 9578 | Wodynski, William | Fuel Vouchers | -30.00 |
| 01/07/2019 | 9579 | Ziccarello, Ricky | Fuel Vouchers | -10.00 |
| 01/09/2019 | 9580 | JCP&L | Utilities | -624.61 |
| 01/09/2019 | 9581 | JCP&L 10 Troy | Utilities | -285.53 |
| 01/09/2019 | 9582 | PSE&G 10 Troy | Utilities | -987.71 |
| 01/09/2019 | 9583 | STAPLES CREDIT PLAN | Office Supplies | -324.01 |
| 01/09/2019 | 9584 | Auto Zone | Operating Materials & Supplies | -140.78 |
| 01/09/2019 | 9585 | All Jersey Garage Doors | Building Maintenance | -150.00 |
| 01/09/2019 | 9586 | Koba, Jack | Reimbursements | -45.00 |
| 01/09/2019 | 9587 | Palermos Pizza | Promotion | -272.30 |
| 01/09/2019 | 9588 | Palermos Pizza | Promotion | -128.75 |
| 01/10/2019 | eft | NJ Division of Pension & Benefits-Pension | Pension Expense | -5,803.68 |
| 01/10/2019 | eft | NJ Division of Pension & Benefits-Pension | Pension Expense | -784.55 |
| 01/14/2019 | 9589 | Shaw's Garage | Equipment | -295.65 |
| 01/14/2019 | 9590 | Wittnebert, John | Reimbursements | -45.00 |

| | | | | |
|------------|------|---|---------------------------------|------------|
| 01/14/2019 | 9591 | MCAAFC | Membership Dues & Subscriptions | -25.00 |
| 01/14/2019 | 9592 | Richard M. Braslow, Esq | Legal | -2,613.00 |
| 01/14/2019 | 9593 | PSE&G | Utilities | -1,291.51 |
| 01/14/2019 | 9594 | SMCMUA 10 Troy | Utilities | -95.00 |
| 01/14/2019 | 9595 | Police & Firemen's Insurance Association | Police & Fire Insurance | -506.06 |
| 01/14/2019 | 9596 | SMCMUA 10 Troy | Utilities | -243.31 |
| 01/15/2019 | eft | NJ Division of Pensions & Benefits Health | Medical Benefits | -9,879.96 |
| 01/15/2019 | eft | Board of Fire Commissioners | -SPLIT- | -20,639.30 |
| 01/16/2019 | 9597 | Optimum 10 Troy | Utilities | -249.96 |
| 01/16/2019 | 9598 | Daily Record | Advertising | -184.64 |
| 01/16/2019 | 9599 | Whippany Fire Company | Other Rentals | -9,000.00 |
| 01/16/2019 | 9600 | CPR Baltimore | CPR Training Expense | -1,000.00 |
| 01/22/2019 | 9601 | NJ Advance Media | Advertising | -557.46 |
| 01/22/2019 | 9602 | Standard Insurance Co | Life Insurance | -1,772.10 |
| 01/22/2019 | 9603 | Daily Record | Advertising | -57.36 |
| 01/22/2019 | 9604 | Witmer Associates, Inc | Operating Materials & Supplies | -716.98 |
| 01/22/2019 | 9605 | US Bank Equipment Finance | Copy Machine lease | -280.50 |
| 01/22/2019 | 9606 | NJ Advance Media | Advertising | -62.00 |
| 01/22/2019 | 9607 | Finish Line Car Wash | Car Washes | -8.03 |
| 01/28/2019 | 9608 | Christian Rossy | Elections | -200.00 |
| 01/28/2019 | 9609 | Cook, Jodi | Elections | -125.00 |
| 01/28/2019 | 9610 | Joanna Harrington | Elections | -125.00 |
| 01/28/2019 | 9611 | Heizmann, Pauline | Elections | 0.00 |
| 01/28/2019 | 9612 | Witmer Associates, Inc | Operating Materials & Supplies | -225.98 |
| 01/28/2019 | 9613 | Electronic Measurement Labs | Meters | -585.00 |
| 01/28/2019 | 9614 | Concern | Membership Dues & Subscriptions | -500.00 |
| 01/28/2019 | 9615 | Optimum | Utilities | -276.38 |
| 01/28/2019 | 9616 | Verizon | Utilities | -238.64 |
| 01/28/2019 | 9617 | Janet Hammond | Reimbursements | -8.33 |
| 01/30/2019 | eft | Board of Fire Commissioners | Employee Payroll | -22,526.58 |
| 02/01/2019 | 9618 | Wegman's | Operating Materials & Supplies | -29.32 |
| 02/01/2019 | 9619 | Home Depot Credit Services | Shop Supplies | -69.69 |
| 02/01/2019 | 9620 | Verizon Wireless | Utilities | -152.04 |
| 02/01/2019 | 9621 | Minerva Cleaners | Gear Cleaning | -41.50 |
| 02/06/2019 | 9622 | Technology Insurance Company | Workers Compensation | -4,522.03 |
| 02/06/2019 | 9623 | Hanover Sewerage Authority | Utilities | -469.22 |
| 02/06/2019 | 9624 | Fire and Safety Services, LTD | Purchase of Assets | -50,000.00 |
| 02/06/2019 | 9625 | JCP&L 10 Troy | Utilities | -284.13 |
| 02/06/2019 | 9626 | STAPLES CREDIT PLAN | Office Supplies | -370.29 |
| 02/06/2019 | 9627 | PSE&G 10 Troy | Utilities | -1,455.75 |
| 02/06/2019 | 9628 | McNeil & Company | Insurance Premiums | -10,604.00 |
| 02/06/2019 | 9629 | JCP&L | Utilities | -544.01 |
| 02/06/2019 | 9630 | NJ Advance Media | Advertising | -15.50 |
| 02/06/2019 | 9631 | Optimum 10 Troy | Utilities | -249.96 |
| 02/06/2019 | 9632 | FF1 Firefighter One, LLC | SCBA | -100.00 |
| 02/06/2019 | 9633 | F.I.S. On Site Services, LLC | Engine 81 | -3,378.36 |
| 02/06/2019 | 9634 | Township of Hanover | Diesel | -53.67 |
| 02/06/2019 | 9635 | Northeast Communications, Inc. | Radios | -220.00 |

| | | | | |
|------------|------|--|--------------------------------|------------------|
| 02/06/2019 | 9636 | Air Group | Building | -963.75 |
| 02/06/2019 | 9637 | Witmer Associates, Inc | Operating Materials & Supplies | -1,915.49 |
| 02/06/2019 | 9638 | Township of Hanover | gasoline / diesel | -428.96 |
| 02/06/2019 | 9639 | CF Services | Equipment | -380.00 |
| 02/06/2019 | 9640 | Paul Perrello | Reimbursements | -36.26 |
| 02/06/2019 | 9642 | Cannillo, Anthony | Fuel Vouchers | -10.00 |
| 02/06/2019 | 9643 | Cobane, Rob | Fuel Vouchers | -70.00 |
| 02/06/2019 | 9644 | Cobane, Robert | Fuel Vouchers | -20.00 |
| 02/06/2019 | 9645 | Cowley, Dale | Fuel Vouchers | -30.00 |
| 02/06/2019 | 9646 | Gethins, John | Fuel Vouchers | -20.00 |
| 02/06/2019 | 9647 | Graziano, Jesse | Fuel Vouchers | -30.00 |
| 02/06/2019 | 9648 | Jubinski, Ken | Fuel Vouchers | -10.00 |
| 02/06/2019 | 9649 | Kelly, Brian | Fuel Vouchers | -70.00 |
| 02/06/2019 | 9650 | Kelly, Eric | Fuel Vouchers | -30.00 |
| 02/06/2019 | 9651 | Kelly, Tim | Fuel Vouchers | -30.00 |
| 02/06/2019 | 9652 | Koba, Jack | Fuel Vouchers | -20.00 |
| 02/06/2019 | 9653 | Mihalko, Joseph Jr. | Fuel Vouchers | -30.00 |
| 02/06/2019 | 9654 | Rung, Cian | Fuel Vouchers | -10.00 |
| 02/06/2019 | 9655 | Shearer, Derrick | Fuel Vouchers | -20.00 |
| 02/06/2019 | 9656 | Tursi, Frank | Fuel Vouchers | -10.00 |
| 02/06/2019 | 9657 | Wittnebert, John | Fuel Vouchers | -20.00 |
| 02/06/2019 | 9658 | Wodynski, William | Fuel Vouchers | -30.00 |
| 02/08/2019 | 9659 | PSE&G | Utilities | -1,524.42 |
| 02/08/2019 | 9660 | WEX Fleet Universal | Gasoline | -100.55 |
| 02/08/2019 | 9661 | Police & Firemen's Insurance Association | Police & Fire Insurance | -506.06 |
| 02/11/2019 | 9662 | Auto Zone | Operating Materials & Supplies | -54.99 |
| 02/11/2019 | 9663 | Rescue Products International | Training and Education | -225.00 |
| 02/11/2019 | 9664 | Makowski, Joseph | Elections | -125.00 |
| 02/11/2019 | 9665 | St. Clare's Training Center | Training and Education | -375.00 |
| 02/11/2019 | 9666 | Richard M. Braslow, Esq | Legal | <u>-1,050.00</u> |
| | | | | 177,720.60 |

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

AYES: Kitchell, Woytas, Kraley & Polo

ABSENT: None

NAYS: None

The meeting was adjourned at 7:53.

Respectfully submitted:

Janet Gant Hammond, Board Assistant