

MINUTES - REGULAR MEETING & REORGANIZATION

March 11, 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: Kitchell, Woytas, Kraley

Absent: Polo

Vacant: One seat

Also present: Chief Joseph Cortright & Township Liaison Brian Cahill

At this time the Commissioner 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.

The Election results were read into the minutes.

Machine Mail-In Total

3 YEAR TERM

James Kitchell	156	60	216
Raymond Woytas	160	62	222

1 YEAR TERM

William Kuehner, Jr.	75	34	109
Steven Willans	143	31	174

BUDGET

Yes	130	36	166
No	64	32	96

Due to the Election Results, Steven Willans was declared the winner and was sworn in as a newly elected Commissioner.

At this time Commissioner Woytas asked for a motion to appoint a temporary Chairperson. Comm. Kitchell made a motion to appoint Chief Cortright temporary Chair of the meeting. The motion was seconded by Comm. Kraley and passed unanimously. Temporary Chairman Cortright declared all Commissioner Seats vacated and asked for nominations to fill the vacant seats.

Comm. Kitchell nominated Comm. Woytas for the position of Chairman. It was seconded by Comm. Willans.

Comm. Woytas then nominated Comm. Kralely for Vice-Chairman. This nomination was seconded by Comm. Kitchell.

Comm. Woytas nominated Comm. Polo for Treasurer. This nomination was seconded by Comm. Kitchell.

Comm. Woytas nominated Comm. Kitchell for Secretary. This nomination was seconded by Comm. Willans.

All the above nominations were voted on and passed unanimously by all Commissioners present.

At this time, the acting chairman relinquished the chair to the new permanent chairman, who took his position and the meeting proceeded.

The New Board for the year 2015-2016 is:

Chairman:	Raymond Woytas
Vice Chairman:	Jim Kralely
Secretary:	Jim Kitchell
Treasurer:	Randy Polo
Commissioner:	Steve Willans

Committee Assignments were tabled until the next Commissioner's meeting.

RESOLUTIONS:

RESOLUTIONS: Secretary Kitchell now summarized the resolutions for the coming year. They are attached to these minutes. They were all voted on and accepted unanimously, as follows:

A resolution naming Richard Braslow as the attorney of record for the year 2019 - 2020.

A Resolution naming the meeting schedule for the year 2019 - 2020. This schedule will be entered into the newspapers.

2019 - April 8th, May 13, June 10, July 8, August 12, September 9, October 14, November 11, December 9th.

2020 – January 13, February 9th, and March 9th.

A Resolution naming the Star Ledger Eagle and/or the Daily Record as the official newspapers of the Board for 2019 - 2020.

A Resolution naming Nisivoccia, LLP. as the auditor for the Board for 2019 - 2020.

A Resolution naming TD Bank as the official depository of the Board for 2019 - 2020.

MINUTES OF THE LAST MEETINGS

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

AYES: Kitchell, Woytas, Kralely & Willans

ABSENT: Polo

NAYS: None

TREASURER'S REPORT

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

AYES: Kitchell, Woytas, Kraley & Willans

ABSENT: Polo

NAYS: None

General Checking Account #7859643244		
TD Bank		
Balance On Hand - January 31, 2019		\$268,071.63
February Checks		(\$188,212.63)
<u>Deposits for the Month of February 2019</u>		
Steris Corp	Permits & Fees	\$695.00
Township of Hanover	False alarms - January	\$200.00
Lexus of Route 10	Penalty 212	\$1,500.00
Township of Hanover	District Taxes	\$259,299.00
<u>Balance on Hand, February 28, 2019</u>		<u>\$341,553.00</u>
<u>(matches Quickbooks)</u>		
Active Assets Account #615 108684 107		
Morgan Stanley/Smith Barney		
Balance on Hand February 28, 2019		<u>\$0.00</u>
Checks Submitted this Month's Meeting		\$410,249.71

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.
- Apparatus ID Tags were purchased from American Trade Mark Co.
- One SCBA mask was purchased from FF 1.
- Fire Fighters tested and certified 4 oxygen bottles.

- Portable radio and pager batteries were purchased from Northeast Communications.

Apparatus

- Derrick, Paul, Brian, Ray and I went to Pierce on February 25th and 26th. We went over the specifications with our salesman and the plant engineers. We were able to see other apparatus that were completed and made some changes to our engine. The change order is an additional \$8,000.00. The last step of the process is to decide on the graphics for the front doors. It is going to be voted on at tomorrow's company meeting.

Training

- Training for the month of February was:
 - Accountability
 - SCBA refresher
- Training for the month of March will be:
 - 19th Ropes and Knots
 - 26th Pump Ops Refresher

Purchases

- No Purchase requests this month.

Fire Prevention

- (35) Inspections / re-inspections were conducted last month. \$2195.00 were collected in permit fees and fines.

EMS

- (44) Calls were answered last month.

Fire

- (29) Calls were answered last month.

Other Matters and Announcements

- Multiple Spec Reviews were completed.
- One Plan Review was completed.
- I met with the engineer and architect representing Care One regarding an addition to the facility.
- I met with representatives from Novartis regarding furniture for the new building.
- I will be attending a meeting at the water authority to go over their maintenance plan for the year.
- We responded mutual aid to East Hanover twice and to Parsippany Dist. 5 once.

Chief Cortright went over his report with the Board.

He also brought up some other items.

He reported that the team trip to the Pierce Manufacturing Company in Wisconsin this month went very well. They toured the plant, made some decisions and got an overall experience. The Chief presented everyone a sketch of the new apparatus.

Regarding the lettering on the new engine, a decision needs to be made whether to have the Maltese cross or the Indian head on the front doors. An email went out to the membership and a vote will be taken tomorrow night during roll call also. Chief thought the membership should help decide.

Chief reported that working with Chief DiGiorgio from Cedar Knolls, and Chief Carr from Morris Township, they are looking into a policy regarding their reserve engines. They'd like to enter into an agreement where we all have a reserve engine and we would share them – in case a second reserve engine is called for. Maintenance would be maintained by the owning company but if loaned out, and something happened to it, that company would be responsible for repairs. We're trying to help each other out. It would benefit us, since we are smaller and only have 82, whereas Morris Township has more apparatus. A Memo of Understanding will lay it all out. We're trying to help each other.

Also, Cian Rung got a new job – EMS and Emergency Response for events. It is based out of Yankee Stadium. He asked if we would reimburse him for his EMT class, since he paid for it out of his pocket. Class was \$1350.00 and included a 4200 discount since he was already a firefighter.

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

AYES: Kitchell, Woytas, Kraley & Willans

ABSENT: Polo

NAYS: None

COMMUNICATIONS - Nothing at this time

COMMITTEE REPORTS

Personnel: The Career Staff started a new schedule which is in its 2nd week. Paul Perrello stated that it was going fine and the different scheduling trials will continue until mid-June.

Apparatus: Chief reported in his report about the trip to Pierce.

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 44 calls this month and 0 transports.

Relocation: Fred Brunner reported that the lawsuit is done and signed. That is the good news. The bad news is that after a visit to Trenton, the Attorney General will not approve a loan with the County unless the Commissioners own the building and not the Company. There would have to be a referendum, a vote, and a transfer of ownership. Also, any repairs have to be made prevailing wage, which puts it financially out of reach for us.

Township: See above relocation.

FIRE CO: Nothing at this time.

OLD BUSINESS – Nothing at this time

NEW BUSINESS – Nothing at this time

PUBLIC PART OF THE MEETING

8 members of the public attended. No comments were entered.

BILLS

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

AYES: Kitchell, Woytas, Kraley & Willans

ABSENT: Polo

NAYS: None

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	-SPLIT-	-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	-SPLIT-	-10,604.00
02/06/2019	9629	JCP&L	-SPLIT-	-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	-SPLIT-	-1,915.49
02/06/2019	9638	Township of Hanover	-SPLIT-	-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	-SPLIT-	-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	-1,050.00
02/11/2019	9667	Fire Fighters Equipment Company Inc.	SCBA	-181.35
02/11/2019	9668	TJ's Sportswide	Recognitions	-168.45
02/15/2019	9641	NJ Division of Pensions & Benefits Health	Medical Benefits	-9,879.96
02/15/2019	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-3,000.00
02/15/2019	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-625.00
02/15/2019	eft	Board of Fire Commissioners	-SPLIT-	-20,426.12
02/15/2019	9669	Fastenal	Operating Materials & Supplies	-168.14

02/15/2019	9670	Approved Fire Protection	Extinguisher - Test	-764.47
02/15/2019	9671	Lakeland Auto Parts	Repairs & Maintenance	-11.98
02/15/2019	9672	Lincoln Financial	Employee Benefits-LOSAP	-1,275.00
02/15/2019	9673	Lincoln Financial	Employee Benefits-LOSAP	-37,778.00
02/19/2019	9674	Standard Insurance Co	Life Insurance	-1,915.30
02/19/2019	9675	US Bank Equipment Finance	Copy Machine lease	-535.50
02/19/2019	9676	FF1 Firefighter One, LLC	SCBA	-299.70
02/19/2019	9677	Whippany Fire Company	Other Rentals Membership Dues & Subscriptions	-9,000.00
02/25/2019	9678	Parker Publications	Utilities	-75.00
02/25/2019	9679	Optimum	Utilities	-279.71
02/25/2019	9680	NJ Advance Media	Advertising	-57.35
02/25/2019	9681	American Trade Mark	Operating Materials & Supplies	-236.43
02/28/2019	9682	Verizon	Utilities	-239.20
02/28/2019	9683	Emergency Reporting	Computers	-159.91
02/28/2019	eft	Board of Fire Commissioners	-SPLIT-	-20,431.11
03/04/2019	9684	Home Depot Credit Services	Shop Supplies	-238.13
03/04/2019	9685	Verizon Wireless	Utilities	-152.04
03/04/2019	9686	Optimum 10 Troy	Utilities	-255.47
03/04/2019	9687	Nestle Pure Life Direct	Water	-159.74
03/04/2019	9688	Fire Fighters Equipment Company Inc.	SCBA Membership Dues & Subscriptions	-69.50
03/04/2019	9689	Fire Protection Publications	Operating Materials & Supplies	-30.00
03/04/2019	9690	Fastenal	Operating Materials & Supplies	-31.12
03/04/2019	eft	TD Bank	Miscellaneous Income	200,000.00
03/06/2019	9691	Cobane, Rob	Fuel Vouchers	-70.00
03/06/2019	9692	Cowley, Dale	Fuel Vouchers	-30.00
03/06/2019	9693	Gethins, John	Fuel Vouchers	-20.00
03/06/2019	9694	Graziano, Jesse	Fuel Vouchers	-20.00
03/06/2019	9695	Jubinski, Ken	Fuel Vouchers	-30.00
03/06/2019	9696	Kelly, Brian	Fuel Vouchers	-20.00
03/06/2019	9697	Kelly, Eric	Fuel Vouchers	-30.00
03/06/2019	9698	Kelly, Tim	Fuel Vouchers	-30.00
03/06/2019	9699	Kraley, James	Fuel Vouchers	-20.00
03/06/2019	9700	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
03/06/2019	9701	Rung, Michael	Fuel Vouchers	-30.00
03/06/2019	9702	Shearer, Derrick	Fuel Vouchers	-70.00
03/06/2019	9703	Tursi, Frank	Fuel Vouchers	-10.00
03/06/2019	9704	Wittnebert, John	Fuel Vouchers	-20.00
03/06/2019	9705	Wodynski, William	Fuel Vouchers	-30.00
03/06/2019	9706	Ziccarello, Ricky	Fuel Vouchers	-30.00
03/08/2019	9709	Lincoln Financial	Employee Benefits-LOSAP	-2,235.00
03/08/2019	9710	Auto Zone	Operating Materials & Supplies	-132.96
03/08/2019	9711	STAPLES CREDIT PLAN	Office Supplies	-263.24
03/08/2019	9712	PSE&G 10 Troy	Utilities	-1,260.91
03/08/2019	9713	Air Group	Building	-239.25
03/08/2019	9714	JCP&L 10 Troy	Utilities	-264.67
03/08/2019	9715	JCP&L	-SPLIT-	-677.27
03/08/2019	9716	Township of Hanover	-SPLIT-	-472.34
03/08/2019	9717	Police & Firemen's Insurance Association	Police & Fire Insurance	-506.06

03/11/2019	9718	POSTMASTER	Office Supplies	-110.00
03/11/2019	9719	Daily Record	Advertising	-107.08
03/11/2019	9720	PSE&G	-SPLIT-	-1,571.30
03/11/2019	9721	Richard M. Braslow, Esq	Legal	-300.00
03/11/2019	9722	Whippany Fire Company	-SPLIT-	-9,300.00
03/11/2019	9723	Electronic Measurement Labs	-SPLIT-	-1,725.00
03/11/2019	9724	Northeast Communications, Inc.	-SPLIT-	<u>-1,446.00</u>
				-
				410,249.71

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

AYES: Kitchell, Woytas, Kraley & Willans

ABSENT: Polo

NAYS: None

The meeting was adjourned at 7:53.

Respectfully submitted:

Janet Gant Hammond, Board Assistant