

**MINUTES - REGULAR MEETING & REORGANIZATION**

**April 8, 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, Polo, Kraley & Willans

Absent: None

Vacant:

Also present: Chief Joseph Cortright

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: Kitchell, Woytas, Kraley Polo & Willans

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 & Willans

ABSENT: None

NAYS: None

**General Checking Account #7859643244**

**TD Bank**

|                                    |                     |
|------------------------------------|---------------------|
| Balance On Hand -February 28, 2019 | <b>\$341,553.00</b> |
| March Checks                       | (\$277,667.15)      |

**Deposits for the Month of March 2019**

|                                   |                         |              |
|-----------------------------------|-------------------------|--------------|
| Morgan Stanley                    | Close out CD account    | \$204,020.28 |
| Morgan Stanley                    | Close out account       | \$67.61      |
| State of New Jersey (2nd quarter) | Uniform Fire Safety Act | \$8,198.46   |
| Registration fees                 |                         | \$1,325.00   |
| Township of Hanover               | False Alarms - February | \$100.00     |

**Balance on Hand, March 31, 2019**  
**(matches Quickbooks)**

**\$277,597.20**

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**Active Assets Account #615 108684 107**

**Morgan Stanley/Smith Barney**

Balance on Hand February 28, 2019

**\$0.00**

Checks Submitted this Month's Meeting

**\$383,497.68**

**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.
- One pager was repaired by Northeast Communications.
- FF 1 tested all SCBA units.
- Fire Service Safety Testing tested all ground ladders.

**Apparatus**

- Brunner's Garage replaced the radiator and water pump and did oil change on Unit 87.
- Brunner's Garage replaced a wheel bearing and did an oil change on Unit 88

**Training**

- Training for the month of March was:
  - Ladders
  - Ropes and Knots
- Training for the month of April will be:
  - 16<sup>th</sup> Acquired structure on Park Avenue
  - 23<sup>rd</sup> Stand Pipe Operations
  - 30<sup>th</sup> Haz Mat

**Purchases**

- We need to replace our 1 hours SCBA Bottles. I received a quote from New Jersey Fire Equipment for 15 bottles. Both prices below are from the NJ State Contract.

|    |  |             |
|----|--|-------------|
| 1. | 15 year service life @ \$1,224.00 each | \$18,360.00 |
| 2. | 30 year service life @ \$1,620.00 each | \$24,300.00 |

**Fire Prevention**

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

**EMS**

- (33) Calls were answered last month. No transports.

**Fire**

- (28) Calls were answered last month.

**Other Matters and Announcements**

- Multiple Spec Reviews were completed.

- I updated our Assets for 2018 and submitted them to the auditor. I supplied a copy for each of you.
- Krista Digiorgio sent the Financial Disclosure Forms electronically for everyone to fill out. See Janet if you need assistance.
- I have not seen any paperwork yet for Whippany Village or the Pine Plaza projects but was told they will be submitted within the next couple of months.
- Since we are replacing Engine 81 I feel we should keep the doors that have the murals. I would like to contact KME and see what new doors will cost us.
- Jesse Graziano completed and passed the Fire Instructors class which is needed to become an officer.
- Jack Koba and John Wittenbert are both doing well in the FF 1 class.
- I asked the Career Staff to give me their pros and cons regarding the first trial schedule. I have attached that to this report.
- The pump panel layout for the new engine was approved. I am still waiting to see the graphics design.
- Hanover Recreation Department has opened up registration for this year's Public Safety Academy which will be held in July.
- The fireworks display is scheduled for July 1<sup>st</sup> rain date is the 2<sup>nd</sup>.
- We responded to Parsippany Dist. 5 on mutual aid last month.

Chief Cortright went over his report with the Board.

He also brought up the fact that the SCBA bottles we have are approaching their life expectancy mark and need to be replaced. He explained that there are prices attached for a 15 year service life bottle and one for a 30 year service life. The Board will vote under New Business.

Chief would also like to purchase new doors for Engine 81. Just plain red ones so we can keep the ones with the murals on them. We paid for them and they can be used or displayed somewhere. The Chief has ideas. They are a nice tribute.

A motion was made by Comm. Kitchell that the Chief should go ahead and get prices at least. It was seconded by Comm. Polo and passed by the following vote:

AYES: Kitchell, Woytas, Kraley Polo & Willans

ABSENT: None

NAYS: None

### **COMMUNICATIONS -**

1. We received a Resolution from the Local Finance Board approving the financing for our purchase of the new vehicle. It needs to be signed by all Board members. (done at meeting)
2. A Resolution written by our attorney, Mr. Braslow, authorizing a special election to be held on June 15<sup>th</sup> at 434 Route 10. This Resolution allows that the Fire District will conduct a Special election in order to secure voter approval to issue bonds to finance the new firehouse project. The Resolution is attached to these minutes.

A motion to accept these 2 resolutions was made by Comm. Kraley. It was seconded by Comm. Polo and passed by the following vote:

AYES: Kitchell, Woytas, Kraley Polo & Willans

ABSENT: None

NAYS: None

## **COMMITTEE REPORTS**

**Personnel:** The Career Staff has started a new schedule – the second one. It will be 6 to 2, and 12 to 8, with a 9 to 5 guy in the middle. It will last for 5 weeks.

**Apparatus:** Chief reported that 2 cars were serviced. Engine 83 may have the same problem as 81 – Fuel pump leaking in the same place.

**Insurance:** Nothing at this time.

**Dinner:** Nothing at this time.

**First Aid:** It was reported that EMS responded to 33 calls this month and 0 transports.

**Relocation:** There was a meeting with the County attorney, our attorney, Tom Braviak, Fred Brunner, Randy Polo, Bob Newell, and Ray Woytas to see what the next step is.

The next step is the Fire Company to allow the Commissioners to hold title to the building.

Because of the timing of the special election, we need voter approval to go forward as soon as possible. The closing date for the current building is coming up fast. After that, we have 60 days to vacate.

We need a new usage agreement to be drafted between the Commissioners and the Company. There is really no other way to go forward. The Fire Company does NOT qualify to take out a County Loan. The Commissioners would own the building.

We would have to take the re-done plans from Connolly and go out to bid again. Then award the bid and go through all that again.

The clock is ticking here.

Our attorney is going to send us a ballot with an explanation. He will also write a 'press release' to send out to the residents.

It doesn't change the tax rate we're using the same funds we give to the Fire Company now and they'll be using the same funds from the cell tower.

Tom Braviak – The wording will say something like; the Commissioners are going to get approval from the voters to issue bonds. They will turn that approval over to the County. It should be a net zero to the taxpayers. Once the debt is approved by the taxpayers, you have to pay it.

Derrick added that it should say something like – 'contingent on the Company continuing to provide their funds'.

We need to have a special meeting with the Company to make sure everyone knows what is happening.

The closing will be set 60 days from their final Planning Board approval.

The best scenario is that they get heard at the next Planning Board meeting. Then it takes about 2 months. Then we would close in August or September. But it will probably be later.

**Township: Brian Cahill absent – no report**

**FIRE CO:** Nothing at this time.

**OLD BUSINESS** – A discussion took place regarding Cian Rung's request to be reimbursed for his EMT training. The total he paid was \$1600 for an 18 day class. The policy states that those kinds of classes have to be pre-approved. We have paid for members to take the class before. It was agreed to look up our actual policy and discuss this further. Maybe a partial reimbursement could be made?

The badges are not in yet so no date has been set for presentation night.

**NEW BUSINESS** – The Chief’s purchase: new SCBA bottles. The bottles with a 15 year service life cost \$18,000 and the ones with a 30 year service life costs \$24,000. The valves in the current bottles don’t expire so they will re-use them. After a discussion it was determined that the 30 year bottles were a better deal. If there are any future changes to the equipment, it probably won’t be to the bottles themselves.

A motion was made to purchase fifteen (15) 30 year bottles at a cost of \$24,000. The motion was made by Comm. Polo. It was seconded by Comm. Kraley and passed by the following vote:

AYES: Kitchell, Woytas, Kraley Polo & Willans

ABSENT: None

NAYS: None

## **PUBLIC PART OF THE MEETING**

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

## **BILLS**

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

AYES: Kitchell, Woytas, Kraley Polo & Willans

ABSENT: None

NAYS: None

|            |      |                                      |                                 |            |
|------------|------|--------------------------------------|---------------------------------|------------|
| 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                            | -69.50     |
| 03/04/2019 | 9689 | Fire Protection Publications         | Membership Dues & Subscriptions | -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                                     | Utilities                       | -677.27    |
| 03/08/2019 | 9716 | Township of Hanover                       | Gasoline / Diesel               | -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                                     | Utilities                       | -1,571.30  |
| 03/11/2019 | 9721 | Richard M. Braslow, Esq                   | Legal                           | -300.00    |
| 03/11/2019 | 9722 | Whippany Fire Company                     | rent / training                 | -9,300.00  |
| 03/11/2019 | 9723 | Electronic Measurement Labs               | Operating Materials & Supplies  | -1,725.00  |
| 03/11/2019 | 9724 | Northeast Communications, Inc.            | Operating Materials & Supplies  | -1,446.00  |
| 03/14/2019 | 9725 | Palermo's Pizza                           | Promotion                       | -57.00     |
| 03/14/2019 | 9726 | DC Express                                | Elections                       | -95.00     |
| 03/14/2019 | 9727 | Morris Plains Small Engine                | Equipment                       | -52.08     |
| 03/14/2019 | 9728 | Township of Hanover                       | Gasoline / Diesel               | -264.03    |
| 03/14/2019 | 9729 | Cortright, Joseph                         | Reimbursements                  | -28.29     |
| 03/14/2019 | 9730 | Brunners Garage                           | Car 88                          | -655.92    |
| 03/15/2019 | eft  | NJ Division of Pensions & Benefits Health | Medical Benefits                | -9,879.96  |
| 03/15/2019 | 9707 | NJ Division of Pension & Benefits-Pension | Pension Expense                 | -625.00    |
| 03/15/2019 | 9708 | NJ Division of Pension & Benefits-Pension | Pension Expense                 | -3,000.00  |
| 03/18/2019 | 9731 | Lifesavers, Inc.                          | Training Income                 | -19.00     |
| 03/31/2019 | eft  | Board of Fire Commissioners               | Employee Payroll                | -20,524.85 |
| 04/02/2019 | 9734 | Verizon Wireless                          | Utilities                       | -152.04    |
| 04/02/2019 | 9735 | Home Depot Credit Services                | Shop Supplies                   | -40.70     |
| 04/02/2019 | 9736 | NJ Advance Media                          | Advertising                     | -32.55     |
| 04/02/2019 | 9737 | Township of Hanover                       | Gasoline / Diesel               | -397.41    |
| 04/02/2019 | 9738 | SMCMUA 10 Troy                            | Utilities                       | -93.15     |
| 04/02/2019 | 9739 | Verizon                                   | Utilities                       | -822.65    |
| 04/02/2019 | 9740 | Optimum                                   | Utilities                       | -279.71    |
| 04/02/2019 | 9741 | Daily Record                              | Advertising                     | -44.46     |
| 04/02/2019 | 9742 | Township of Hanover                       | Diesel                          | -275.03    |
| 04/02/2019 | 9743 | Standard Insurance Co                     | Life Insurance                  | -1,915.30  |
| 04/02/2019 | 9744 | SMCMUA                                    | Utilities                       | -230.13    |
| 04/02/2019 | 9745 | Emergency Reporting                       | Computers                       | -159.91    |
| 04/02/2019 | 9746 | Brunners Garage                           | Car 87                          | -958.17    |
| 04/02/2019 | 9747 | Morris County Public Safety Training Acad | Training and Education          | -250.00    |
| 04/02/2019 | 9748 | Paul Perrello                             | Membership Dues & Subscriptions | -91.00     |
| 04/02/2019 | 9749 | Optimum 10 Troy                           | Utilities                       | -255.26    |
| 04/02/2019 | 9750 | Hanover Sewerage Authority                | Utilities                       | -469.22    |
| 04/03/2019 | eft  | NJ Division of Pension & Benefits-Pension | Pension Expense                 | -86,715.00 |
| 04/03/2019 | eft  | NJ Division of Pension & Benefits-Pension | Pension Expense                 | -12,008.00 |
| 04/04/2019 | 9751 | Barz, Ronald                              | Fuel Vouchers                   | -20.00     |
| 04/04/2019 | 9752 | Cobane, Rob                               | Fuel Vouchers                   | -70.00     |
| 04/04/2019 | 9753 | Cobane, Robert                            | Fuel Vouchers                   | -20.00     |
| 04/04/2019 | 9754 | Cowley, Dale                              | Fuel Vouchers                   | -30.00     |
| 04/04/2019 | 9755 | Gethins, John                             | Fuel Vouchers                   | -20.00     |
| 04/04/2019 | 9756 | Jubinski, Ken                             | Fuel Vouchers                   | -10.00     |

|            |      |   |                                |                  |
|------------|------|---|--------------------------------|------------------|
| 04/04/2019 | 9757 | Kelly, Eric                               | Fuel Vouchers                  | -30.00           |
| 04/04/2019 | 9758 | Kelly, Tim                                | Fuel Vouchers                  | -30.00           |
| 04/04/2019 | 9759 | Lori, Anthony                             | Fuel Vouchers                  | -20.00           |
| 04/04/2019 | 9760 | Makowski, Joseph                          | Fuel Vouchers                  | -20.00           |
| 04/04/2019 | 9761 | Mihalko, Joseph Jr.                       | Fuel Vouchers                  | -10.00           |
| 04/04/2019 | 9762 | Rung, Michael                             | Fuel Vouchers                  | -30.00           |
| 04/04/2019 | 9763 | Shearer, Derrick                          | Fuel Vouchers                  | -70.00           |
| 04/04/2019 | 9764 | Tursi, Frank                              | Fuel Vouchers                  | -10.00           |
| 04/04/2019 | 9765 | Nestle Pure Life Direct                   | Water                          | -88.86           |
| 04/05/2019 | eft  | NJ Division of Pension & Benefits-Pension | Pension Expense                | -784.55          |
| 04/05/2019 | eft  | NJ Division of Pension & Benefits-Pension | Pension Expense                | -6,052.07        |
| 04/08/2019 | 9766 | PSE&G 10 Troy                             | Utilities                      | -771.89          |
| 04/08/2019 | 9767 | Police & Firemen's Insurance Association  | Police & Fire Insurance        | -552.65          |
| 04/08/2019 | 9768 | STAPLES CREDIT PLAN                       | Office Supplies                | -257.06          |
| 04/08/2019 | 9769 | Auto Zone                                 | Operating Materials & Supplies | -90.52           |
| 04/08/2019 | 9770 | Whippany Fire Company                     | rent / training                | -9,300.00        |
| 04/08/2019 | 9771 | JCP&L                                     | Utilities                      | -82.18           |
| 04/08/2019 | 9772 | Richard M. Braslow, Esq                   | Legal                          | <u>-2,700.00</u> |
|            |      |   |                                | -                |
|            |      |   |                                | 383,497.68       |

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 Polo & Willans

ABSENT: None

NAYS: None

The meeting was adjourned at 8:06.

Respectfully submitted:

*Janet Gant Hammond, Board Assistant*

