

**MINUTES - REGULAR MEETING**

**August 12, 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

At this time a moment of silence was held for Past Chief and Commissioner:

# ROBERT COBANE

March 9, 1946 – August 1, 2019

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**

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

**General Checking Account #7859643244**

**TD Bank**

Balance On Hand - June 30, 2019

**\$489,046.95**

Last Payroll in June

**(\$20,121.49)**

July Checks

(\$129,074.30)

**Deposits for the Month of July 2019**

Inspire Kids	Training Income	\$750.00
Cushman & Wakefield	Penalty	\$647.00
McNeil & Company	Insurance - camera	\$6,953.00
Care One Management	Penalty	\$1,000.00
Township of Hanover	False Alarms June	\$100.00
J&R Tobacco	Permits & Fees	\$54.00
Black Brook Park	Permits & Fees	\$54.00
Stephen Gould Corp	Permits & Fees	\$54.00
Registration fees		\$1,079.00

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

**\$350,542.16**

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Checks Submitted this Month's Meeting

**\$131,280.77**

**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.

**Apparatus**

- Brunner's Garage replaced the battery on Unit 84.
- Units 86 and 88 have been taken out of service to mechanical issues.
- We went to Pierce last week to do the final inspection on the new engine. We have a punch list for them to address. It should be out this way within 2 weeks.
- We had Custom Bandag come in and swap the tires from 81 to 83.

**Training**

- Training for the month of July was:
  - 16<sup>th</sup> Search and Rescue
  - 23<sup>rd</sup> Water Rescue
  - 30<sup>th</sup> Ropes/Knots and Hauling Systems
- No training drills for the month of August due to clean up for Inspection Day.

**Purchases**

- I am looking to purchase equipment for the new engine from various suppliers. At this time, I am requesting the authorization to get the best prices and purchase a new generator, fan, Quick Attack Monitor and some various loose equipment. I am expecting the cost will be approximately \$10,000.00

**Fire Prevention**

- (50) Inspections / re-inspections were conducted last month. \$1,662.00 were collected in permit fees and fines.

**EMS**

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

**Fire**

- (54) Calls were answered last month.

**Other Matters and Announcements**

- Multiple Spec Reviews were completed.
- I completed 2 plan reviews.
- We responded Mutual Aid into Morris Plains.
- Tomorrow evening we have a junior member joining.
- Upcoming events:
  - Delivery of the new engine.
  - End of August maintenance drills.
  - August 31<sup>st</sup> Inspection Day/Boonton Parade.
  - Hanover Township Day is Saturday September 7, 2019.

Chief Cortright went over his report with the Board.

- The new Apparatus looks great! There is a punch list with Pierce that will complete the vehicle – letters and such. It should be delivered to us in 10 days – 2 weeks. The mural is on it again and they did a great job with that.
- Tires were switched from 81 onto 83 so 83 has the newer ones.
- 86 & 88 were both out of service. 88 Has code issues and stalls. It also has an exhaust leak. They switched Robbie to 86 and that one had no brakes. So now, Robbie has 84 and the Career Staff is using the pickup (85). Fred Brunner was present and seconded that both vehicles were in really bad shape.
- Chief would like to purchase equipment for the new apparatus.
- Tomorrow night, a new Junior member is attending – Matt Pavone.
- Maintenance Drills are scheduled for the Labor Day parade and Inspection this month.

A motion was made by Comm. Kitchell to accept the Chief’s report. It was seconded by Comm. Polo and passed by the following vote:

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

**COMMUNICATIONS** -

1. The Auditor sent over copies of the 2018 audit for each Commissioner to peruse.
2. McNeil sent a notice with changes to our insurance policy.

**ELECTION REPORT**

At this time, Secretary Kitchell read the results of the August 10<sup>th</sup> Special Election.

	<b>Machine</b>	<b>Mail-In</b>	<b>Total</b>
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**PUBLIC QUESTION**

Yes	178	65	243
No	74	50	124

## **COMMITTEE REPORTS**

**Personnel:** Randy said Paul is away but is working on dates for contract talks. Target is October so we don't fall behind.

**Apparatus:** Chief reported on the new truck earlier.

**Insurance:** Nothing at this time

**Dinner:** Nothing at this time.

**First Aid:** We responded to 58 calls and 1 transport.

**Township:** Mr. Cahill absent tonight but congratulates the Board on the vote passing.

**FIRE CO:** Labor Day parade is coming up.

**Relocation:** Fred Brunner reported that now that the vote passed, we can move forward. He has been in contact with Connolly Architects. They sent us an addendum making the Commissioners the principle instead of the Company. It is a bill for \$999,000.00. The extra is for him to draw up the plans going forward from the As-Built plans, as well as other items. Approximately \$45k of it is construction documents and plans. \$17k is for the new bidding documents –everything has to be changed as we are now going to have to go prevailing wage. And \$37k is for administration – they will take the submittals from the builders and work on that. He usually comes up here at the end of each month. He has another building site in Bergen County so he will be stopping here.

This will all be billed as he goes – not all at once. He will coordinate everything with Richard Braslow. We need to take the “Lowest, Responsible, Qualified Bidder”. In the past, we had relied on Rob because our attorney had just passed away. We might have been able to eliminate Precision if an attorney had been able to dig a little deeper. Who knows?

Randy – Maybe we can have Connolly and Braslow do a little background checking this time on say, the first 3 bidders eligible.

Fred – Maybe bring in Dempsey for that. Braslow knows District Law. Dempsey knows Construction. It would be a minimal cost up front to cover all our bases.

Fred left a message for Omland. He will call Grabowski after he hears back from Anthony. Randy - Until the Fire Service Agreement happens and ownership is officially transferred, we have a little time. Can the Company save us a little money by doing the paving? We wouldn't have to go prevailing wage yet and it would be done before the cold season sets in. Then we could get the trucks in there at the end of the year and put the staff in an office trailer.

Could Grabowski “spot” us the work and we would pay him right when the building sells?

Fred – will ask Connolly if he can bid the outside work separately. Nothing has changed there. The inside plans will take 3 months to draw up. If we can do it as Randy suggested it saves us about \$80,000. Maybe check with Braslow on how to word it.

Randy – I'm not suggesting we give YOU the money to pay them. Just to sign a contract with them saying to do the work now and get paid later when the firehouse sells. Put it in writing for them.

We also have 2 CDs coming due – one in September. We could float that money to the company temporarily.

Fred – It's a lot of concrete. He may need funds to lay it out. We have \$50 in the Company account but have to keep paying the monthly loan payments of \$17k.

Everything has to be above board. We need to check each step with Braslow.

Chief said Chris Foer is a good friend of Grabowski. Maybe he can talk to him also.

Steve Willans suggested maybe we can purchase the materials for him up front in good faith so he's getting something up front.

Chief – The Fire Company would go into a contract with Grabowski.

Derrick Shearer suggested that part of the Fire Service Agreement would be that we assume the Grabowski contract. No money has to change hands.

Fred will speak to Steve, the guy he worked with previously when they did the front. He had said then that he might be able to work something out. Now, we're even closer to an actual date to do it.

How long till we get the County money?

If the town can schedule a Special meeting to introduce the ordinance in August, then the application for the bond can be submitted at the September meeting. If not, it will be at the October meeting.

Brian Cahill said the town is working with us on this. Ace is pushing to do it at next Thursday's meeting. Then Matt can pursue it, once it's introduced.

So, it should be by October at the latest. Then the County takes the application to the State.

The town should be more lenient with granting us the TCO is paving is done and handicap access and sidewalks are in.

**OLD BUSINESS** – Nothing at this time

**NEW BUSINESS** –

Comm. Willans congratulated the Apparatus Committee on the design of the new truck. He has seen it and the pictures don't do it justice. It's very impressive.

Chief's Purchase request: Equipment to outfit the new truck. Chief is asking for things like a generator and fan.

Derrick Shearer said the fan is a good investment. It can be combined with other equipment for extrication purposes.

Comm. Kralej asked if we could use the old generator.

Chief – It does work, but it's very old. Also, not sure if it will fit in the compartment designed for it.

Discussion followed about using the old generator and saving the money.

Comm. Polo made a motion that the Board allow the Chief to purchase equipment for the apparatus – not to exceed \$10,000. Whether a generator is in there or not, he can spend it however he sees fit.

The motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Woytas, Kitchell, Polo & Willans

ABSENT: None

NAYS: Kralej

A discussion took place about purchasing a new vehicle because of the problems with the Durangos. It was suggested that we replace the Chief's vehicle and his vehicle would go to Robbie. We don't need to replace the third one. The Career Staff is using an engine and 84 for EMT calls.

A Tahoe or Explorer – something like that costs about \$50,000 with the graphics lights and outfitting it. It's stupid to throw away more money on those 2 cars.

Randy pointed out that we have those 2 CDs coming due. We could appropriate \$50,000 of that and use it for a vehicle. It's reserve money. It would be an emergency appropriation so we wouldn't need to get bidders.

We'd have to put a lot of money in them to get them working again. They're 16 years old. We can maybe put them up on Gov Deals for parts.

Comm. Willans asked if we could combine the 2 and make one viable vehicle.

Fred Brunner said not really. The computers wouldn't match up with the registrations when you go for inspection and it would take forever to say, this is good on this one, but not on this one. It wouldn't be worth it.

A motion was made by Comm. Polo to let the Chief be allowed to start the purchase price process for an Explorer not to exceed \$55,000. The motion was seconded by Comm. Kraley and passed by the following vote:

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

Randy will flip the CD to be \$150,000 and put the \$50,000 into our account.

Engine 81 – Boonton had a similar engine that was newer than ours and only got \$10,000. We should start putting it on GovDeals.

Re the architect's contract, Comm. Willans asked why it's so much money. Fred explained that it's changing the documents from the As Builts to draw in the plumbing, electrical, etc... and all of the language in the bid documents has to be explained and laid out correctly.

Steve said most of the building is built according to the plans. It's a lot of money.

It IS a lot of money but he's got us. He's the only one who knows those plans inside and out and he did the As Builts. It has to be done.

A motion was made by Comm. Polo that once Derrick's name is changed to Ray's, that we will sign the contract with Connolly. The motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Woytas, Kitchell, Kraley, & Polo

ABSENT: Willans

NAYS: None

### **PUBLIC PART OF THE MEETING**

7 members of the public attended. No comments were made.

### **BILLS**

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

AYES: Woytas, Kitchell, Kraley, Polo & Willans

ABSENT: None

NAYS: None

07/02/2019	9906	Verizon Wireless	Utilities	-152.04
07/02/2019	9907	Home Depot Credit Services	Shop Supplies	-126.56
07/02/2019	9908	Emergency Reporting	Computers	-159.91
07/02/2019	9909	Wegman's	Operating Materials & Supplies	-39.95
07/02/2019	9910	Richard M. Braslow, Esq	Legal	-690.00
07/02/2019	9911	NFPA/National Fire Protection Assoc	Membership Dues & Subscriptions	-175.00
07/02/2019	9912	Verizon	Utilities	-238.48
07/02/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-784.55
07/02/2019	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-4,338.49
07/02/2019	9913	Cobane, Rob	Fuel Vouchers	-70.00
07/02/2019	9914	Cowley, Dale	Fuel Vouchers	-30.00
07/02/2019	9915	Gallo, Matt	Fuel Vouchers	-20.00
07/02/2019	9916	Gethins, John	Fuel Vouchers	-20.00
07/02/2019	9917	Graziano, Jesse	Fuel Vouchers	-30.00
07/02/2019	9918	Kelly, Brian	Fuel Vouchers	-20.00

07/02/2019	9919	Kelly, Eric	Fuel Vouchers	-20.00
07/02/2019	9920	Kelly, Tim	Fuel Vouchers	-30.00
07/02/2019	9921	Koba, Jack	Fuel Vouchers	-30.00
07/02/2019	9922	Lori, Anthony	Fuel Vouchers	-20.00
07/02/2019	9923	Makowski, Joseph	Fuel Vouchers	-20.00
07/02/2019	9924	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
07/02/2019	9925	Rung, Michael	Fuel Vouchers	-20.00
07/02/2019	9926	Shearer, Derrick	Fuel Vouchers	-50.00
07/02/2019	9927	Tursi, Frank	Fuel Vouchers	-10.00
07/02/2019	9928	Winkler, Sean	Fuel Vouchers	-10.00
07/02/2019	9929	Wittnebert, John	Fuel Vouchers	-10.00
07/02/2019	9930	Wodynski, William	Fuel Vouchers	-20.00
07/02/2019	9931	Woytas, Tyler	Fuel Vouchers	-10.00
07/02/2019	9932	Zicarello, Ricky	Fuel Vouchers	-20.00
07/08/2019	9933	WEX Fleet Universal	Gasoline	-62.55
07/08/2019	9934	Nestle Pure Life Direct	Water	-88.86
07/08/2019	9935	PSE&G 10 Troy	Utilities	-15.46
07/08/2019	9936	Optimum 10 Troy	Utilities	-256.26
07/08/2019	9937	JCP&L	Utilities	-705.28
07/08/2019	9938	SMCMUA 10 Troy	Utilities	-100.70
07/08/2019	9939	Police & Firemen's Insurance Association	Police & Fire Insurance	-552.65
07/08/2019	9940	JCP&L 10 Troy	Utilities	-142.20
07/08/2019	9941	STAPLES CREDIT PLAN	Office Supplies Uniforms and Personal Equipment	-263.17
07/08/2019	9942	Witmer Associates, Inc	Repairs & Maintenance	-141.00
07/08/2019	9943	A C & R, Inc.	Repairs & Maintenance	-270.43
07/11/2019	9944	Hanover Sewerage Authority	Utilities	-469.22
07/11/2019	9945	Amtrust North America	Insurance Premiums	-4,301.00
07/11/2019	9946	SMCMUA 10 Troy	Utilities	-257.91
07/11/2019	9947	Brunners Garage	New 84	-118.88
07/11/2019	9948	Auto Zone	Operating Materials & Supplies	-78.42
07/11/2019	9949	MSA Safety Sales, LLC	Equipment	-1,840.45
07/15/2019	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-9,879.96
07/15/2019	eft	Board of Fire Commissioners	Employee payroll	-21,212.35
07/15/2019	9950	PSE&G	Utilities	-77.91
07/15/2019	9951	All Jersey Garage Doors	Building Maintenance Uniforms and Personal Equipment	-300.00
07/15/2019	9952	Turnout Fire & Ssafety - Little Falls	Purchase of Assets	-539.00
07/15/2019	9953	NJ Fire Equipment Co.	Purchase of Assets	-24,300.00
07/15/2019	9954	Daily Record	Advertising Uniforms and Personal Equipment	-271.30
07/15/2019	9955	Witmer Associates, Inc	Life Insurance	-1,062.64
07/23/2019	9956	Standard Insurance Co	Life Insurance	-1,915.30
07/23/2019	9957	Township of Hanover	Gasoline	-516.22
07/23/2019	9958	Election Graphics, Inc.	Elections	-900.00
07/24/2019	9959	US Bank Equipment Finance	Copy Machine lease	-280.50
07/24/2019	9960	Optimum	Utilities	-280.83
07/31/2019	9961	Home Depot Credit Services	Shop Supplies	-173.92
07/31/2019	9962	Verizon	Utilities	-240.68
07/31/2019	9963	Richard M. Braslow, Esq	Legal	-450.00
07/31/2019	9964	Lifesavers, Inc.	Training Income	-196.00

07/31/2019	9965	Verizon Wireless	Utilities	-152.04
07/31/2019	9966	Custom Bandag, Inc.	Engine 83	-460.50
07/31/2019	9967	Optimum 10 Troy	Utilities	-256.26
07/31/2019	9968	FF1 Firefighter One, LLC	SCBA	-107.05
07/31/2019	9969	Emergency Reporting	Computers	-159.91
07/31/2019	9970	Whippany Fire Company	Other Rentals	-27,000.00
07/31/2019	9971	Morris County Public Safety Training Acad	Training and Education	-500.00
07/31/2019	9973	Cook, Jodi	Elections	-125.00
07/31/2019	9974	Joanna Harrington	Elections	-125.00
07/31/2019	9975	Wodynski, William	Elections	-125.00
07/31/2019	9976	Christian Rossy	Elections	-200.00
07/31/2019	eft	Board of Fire Commissioners	Employee payroll	-20,417.51
08/08/2019	9972	WEX Fleet Universal	Gasoline	-66.66
08/08/2019	9977	Wegman's	Operating Materials & Supplies	-90.66
08/08/2019	9978	New Breed Fitness, LLC	Training and Education	-580.00
08/08/2019	9979	Daily Record	Advertising	-49.62
08/08/2019	9980	A C & R, Inc.	Repairs & Maintenance	-148.45
08/08/2019	9981	Fire Fighters Equipment Company Inc.	Equipment	-285.75
08/08/2019	9982	Morristown Medical Group	Medical	-465.00
08/08/2019	9983	Paul Perrello	Travel Expenses	-40.33
08/08/2019	9984	Cobane, Rob	Fuel Vouchers	-70.00
08/08/2019	9985	Cowley, Dale	Fuel Vouchers	-20.00
08/08/2019	9986	Gethins, John	Fuel Vouchers	-30.00
08/08/2019	9987	Graziano, Jesse	Fuel Vouchers	-30.00
08/08/2019	9988	Kelly, Brian	Fuel Vouchers	-20.00
08/08/2019	9989	Kelly, Eric	Fuel Vouchers	-30.00
08/08/2019	9990	Kelly, Tim	Fuel Vouchers	-30.00
08/08/2019	9991	Koba, Jack	Fuel Vouchers	-30.00
08/08/2019	9992	Lori, Anthony	Fuel Vouchers	-20.00
08/08/2019	9993	Makowski, Joseph	Fuel Vouchers	-20.00
08/08/2019	9994	Rung, Michael	Fuel Vouchers	-20.00
08/08/2019	9995	Shearer, Derrick	Fuel Vouchers	-70.00
08/08/2019	9996	Tursi, Frank	Fuel Vouchers	-20.00
08/08/2019	9997	Willans, Steve	Fuel Vouchers	-20.00
08/08/2019	9998	Wittnebert, John	Fuel Vouchers	-30.00
08/08/2019	9999	Wodynski, William	Fuel Vouchers	-20.00
				-
				131,280.77

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: Woytas, Kitchell, Polo, Kraley & Willans

ABSENT: None

NAYS: None

Meeting was adjourned at 8:27.

Respectfully submitted:

*Janet Gant Hammond, Board Assistant*