

MINUTES - REGULAR MEETING

February 14, 2022

Commissioner Ray Woytas called the meeting to order on the above-mentioned date at 7:30 pm, at 10 Troy Hills Road, Whippany, NJ

Commissioners present: Kitchell, Cobane, Gethins, Woytas, & Willans

Absent: None

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.

At this time a moment of Silence was held for fellow firefighter and past Chief

DONALD SMITH

MINUTES OF THE LAST MEETING

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

AYES: Kitchell, Woytas, Cobane, Gethins & Willans

ABSENT: None

NAYS: None

TREASURER'S REPORT

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

AYES: Kitchell, Cobane, Gethins, Woytas & Willans

ABSENT: None

NAYS: None

For the month of January 2022

General Checking Account #7859643244

TD Bank

Balance On Hand - December 31, 2021

\$1,149,144.72

January Checks

(\$226,564.79)

Deposits for the Month of January 2022

| | | |
|---------------------------------|---------------------------------|-------------|
| Delete second payroll | | \$20,721.29 |
| State of NJ Law & Public Safety | 1st qtr. rebate Fire Safety Act | \$10,313.56 |
| McNeil & Company | Deductible reimbursement | \$500.00 |
| Bd of Fire Comm District 3 | Reimbursement to fund acct | \$913.78 |
| Township of Hanover | False Alarms December | \$800.00 |
| ISS Facility Services | Permits & Fees | \$641.00 |
| Whippany Actuation Systems | Permits & Fees | \$54.00 |
| Whippany Fire Company | Cell Tower Income | \$11,458.07 |
| Registration Fees | | \$500.00 |
| Chase Paymentech | Registration Fees | \$1,945.00 |
| TD Bank | Payroll error | \$1,480.49 |
| Bank error in our favor | | \$20.00 |

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| <u>Balance on Hand, January 31st 2022</u> | <u>(Matches Quickbooks)</u> | <u>\$971,927.12</u> |
|--|------------------------------------|----------------------------|

| | |
|---------------------------------------|---------------------|
| Checks Submitted this Month's Meeting | \$266,964.45 |
|---------------------------------------|---------------------|

CHIEF'S REPORT:

Supplies, Equipment, and Maintenance

- Supplies were purchased from Home Depot and Staples

Apparatus

- No report at this time

Training

January, we conducted online Zoom training for annual refreshers
Ice rescue class was conducted

Purchases

No request at this time

Fire Prevention

- 78 Inspections / re-inspections were conducted last month. \$ 3,835.00 in fees were billed and being collected.

EMS

- (58) Calls were answered last month.

Fire

- (28) Calls were answered last month.

86 Total calls answered

Other Matters and Announcements

- Plan / spec reviews were conducted.
- Zoom Court trial we were awarded \$750 for violations at local hotel of room occupant.
- Attended training class on Command of multi alarm fires
- Inspect construction sites on Eden Lane and Parsippany Rd
- Train FF Cowley on Inspection process / software
- Conduct inspection with FF Cowley
- Updated and sent out SOGs
- Work with FF Hansch on survey
- Worked with grant writing company on new application for new SCBAs
- Submitted year-end report to DCA for inspections
- Met with Chief DiGiorgio formation of one District.
- Attended Hanover Township Senior Meeting
- Hiring of 1 FF/EMT

Chief Perrello went over a few items on his report. He mentioned the two drills for the month – Ice Water Rescue and a Zoom Blood Borne Pathogens drill. There were 78 Inspections, 28 Fire calls, and 58 EMT calls – 86 total for the month.

The Chief stated that it is getting busier for us – we were on calls in Parsippany and Chatham recently. They are asking us for help.

Commissioner Gethins asked if under Section 1 under the contract, can you leave for another town's call, like the recent RIC call?

Ben and Paul said yes.

John mentioned he would like to sit and go over it all, so he understands it.

Paul continued – They took the lights off 84 and are putting them on 85. He suggested listing 84 on govdeals – maybe start at \$1000 and see if it goes up. It needs a ton of work- shocks, tires, water pump, etc.... It's a 2008 – we got it in 2016 but put a new engine in at 28,000 miles. Chief asked if he could remove it from our insurance policy. Board said yes to that.

Chief further reported that a Mr. Singer from the Right to Know is going to be visiting. He said our 2020 SDS (Safety Data Sheet) survey was not completed. The reports for the past 8 years stated that we had no chemicals onsite. Paul has been on it for a week – updating the forms and categorizing everything in this building.

Comm. Gethins mentioned that SDS has an app that is easily updated.

Paul will get all the reports done in time for the inspector's visit.

Paul reported that at an officer's meeting, they made some changes. For the lower officers, where there used to be Captains 4 and lieutenants 5, 6, & 7 to Captains 1 and Lieutenants 1,2, &3. It was a collaborative effort with the officers to do that.

Comm. Cobane questioned why Cedar Knolls did not bring a truck to a structure fire recently. They were added to calls and expected to bring a truck. Paul will check on it.

Paul continued and said that employee evaluations have been completed for review for the Career Staff. He will continue with the Officers and Janet.

Comm. Gethins suggested that Paul keep a "Nice to Have" list. Paul called it a "Wish List". He mentioned the Water rescue suits. Maybe if we were to get a few each year, it's not such a blow to the pocketbook.

We have 1 Ice rescue suit. It's \$970 for each suit. Paul found them on Amazon for \$870. It was \$2900 for the banana boat he is looking at.

The gear we purchased last year is not coming till September so after the 2022 budget passes, we should maybe start the next order sooner than later.

Commissioner Cobane made a motion that we accept the Chiefs report. The motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Kitchell, Cobane, Gethins, Woytas & Willans

ABSENT: None

NAYS: None

COMMUNICATIONS -

1. Ready refresh water is going up \$3 for the water dispenser.
2. TD Bank – CD is rolling over on March 4th. Next date is 8-4.
3. US Bank – Copy machine lease. They are changing their name to USTB.
4. Nisivoccia – sent over a Description of their services letter to be signed. (attached)
5. A Resolution (attached) to form a committee to explore the consolidation of the 2 districts and prepare a report on what they find.

Comments were made on some of the Communications Items:

Firefighter Mike Cowley said he has been looking and found a water cooler that filters our own water. It's a lot less money to be spent as Ready refresh keeps going up in price. We would just need to run a water line upstairs.

Rob Cobane – We met with Cedar Knolls last week about combining. The meetings have been productive. He said there were 2 models that were cited. The Hamilton Fire Dept merged all their districts and then held new elections and moved it to November.

The Jackson way – Districts 1 and 2 – one of them conceded. They said, 'here we are – You guys take over'. One just absorbed the other one.

Paul said they had an unwritten rule – 3 Commissioners from `1 side and 2 from another.

He said the State is looking for 2 things:

1. Are we able to pay the existing debt? Which we are.
2. Will we still be able to provide protection for the community at the highest level.

The resolution is just to move forward – first steps.

Paul said the DCA (Dept. of Community Affairs) will need to look at both budgets. Right now, it's a combined 3.2 million. We'd like to build it up a little for capital, in case something is needed. We can make it a 4 million operating budget and it would go across the whole town.

The Commissioners asked if they have come across any disadvantages yet.

Paul said the biggest disadvantage is the SOGS, policies and Career staff having different contracts.

We have LOSAP – they don't. Our insurance carriers are different.

Life Insurance – They offer \$25,000 while active and then \$10,000 while we are \$10,000 across the board.

The exempt Associations are different – theirs even owns some of the property.

We use the State Health plan – they do not.

The Joint Committee has designated a Project Manager to oversee all this – Davidson.

Who can say what changes will happen? Do we keep LOSAP – up our insurance, etc.?? It also applies to collective bargaining agreements. Who is the one who decides? According to Richard Braslow, this committee will decide.

There might be savings involved. Janet compiled a list of vendors and costs. We both use Mobile Eyes, & Power DMS. Our insurance score would go up.

If we move our election to November, we will only need a vote on the Commissioners running or any special questions. As long as we stay within our cap on the budget, it wouldn't need to be voted on anymore.

Cedar Knolls put their new ladder truck on hold for now in case our election question passes, and we decide to purchase a new one. This shows they are already looking at the merger. Just because we get voter approval doesn't mean we have to do it. It's an "up to" amount.

A main drawback will be the personalities – the operational things that will overlap. No matter what, someone will be unhappy with something. The DCA is going to definitely want to see a PLAN. Paul will be working on that with Chad.

We will still be maintaining 2 stations and have 1 Commissioner's meeting. It will be easier for our guys to respond closer to where they live.

This will all have to be presented to the town also – maybe at the Rec center again. We will need to show savings and how it's better service for the town.

At this time a motion was made to approve the Resolution to form a committee to investigate consolidation. That motion was made by Comm. Kitchell and seconded by Comm. Gethins and passed by the following roll call vote:

Woytas: AYE

Kitchell: AYE

Gethins: AYE

Willans: AYE

Cobane: AYE

NAYS: None

COMMITTEE REPORTS

Personnel: New member - Marc Diesen. He has a lot of qualifications and is already responding to calls. Several guys are enrolled at the Fire Academy also.

Apparatus: 84 is to be taken off insurance. 85 will be ready.

Insurance: Nothing at this time.

Dinner: Nothing at this time.

First Aid: We responded to 58 calls and 0 transports.

TOWNSHIP - Nothing at this time

FIRE CO: - Firefighter Gethins asked if we can put a sign outside the bays somehow to attract new members. He said a lot of the juniors join but then go off to college and then when they graduate, move away from town. His target would be people in their twenties – not the kids. The Board said they would look into it and will help any way they can.

John Gethins is still determined to get an electronic sign.

OLD BUSINESS –

FUEL VOUCHERS – The cost of gas is rising, and the vouchers have not risen since they were instated. New Commissioner Al Ehrich suggested maybe do them based on mileage and have different amounts using the federal charts. It was tabled for now with a mention of a flat amount much easier for bookkeeping purposes.

NEW BUSINESS –

84 – If we put it on Gov Deals, it will need a Resolution. We will look at it at the next Commissioner’s meeting and start the bidding at \$1000?

CD – for now, we just roll it over as usual. Commissioner-elect Ehrich suggested maybe making it a 3-month CD because of the interest rates or shop around.

The audit is done – There are copies in folders for each Commissioner’s perusal. Paul asked that they look at recommendations in the back pages. They state that our payroll company should give us an up-to-date yearly report – SOC, Type 2 or similar report, as well as several other things.

The elections are set for Saturday Feb. 19th from 2-9.

The reorganization meeting will be the next Commissioner’s meeting.

Re: getting a credit card to be held by Paul and issued out as approved by him – tabled for now but could be investigated instead of someone putting it on their personal card and being reimbursed.

PUBLIC PART OF THE MEETING - 7 member of the public attended. Nothing at this time

BILLS

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

AYES: Kitchell, Cobane, Gethins, Woytas & Willans

ABSENT: None

NAYS: None

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|------------|-------|------------------------|---------------------------------|------------|
| 01/03/2022 | | | | - |
| | 11756 | PNC Equipment Finance | Debt Service new 81 | 130,863.00 |
| 01/03/2022 | 11757 | Tyler Technologies | Computers | -5,097.75 |
| 01/03/2022 | 11758 | Microsoft / Office 365 | Membership Dues & Subscriptions | -270.00 |
| 01/03/2022 | 11759 | Amazon Business | -SPLIT- | -1,058.18 |
| 01/03/2022 | 11760 | Verizon | Utilities | -172.10 |
| 01/03/2022 | 11761 | Verizon Wireless | Utilities | -152.04 |
| 01/03/2022 | 11762 | Chenong, Darren | Fuel Vouchers | -10.00 |
| 01/03/2022 | 11763 | Cobane, Rob | Fuel Vouchers | -20.00 |
| 01/03/2022 | 11764 | Danus, James | Fuel Vouchers | -30.00 |
| 01/03/2022 | 11765 | Danus, Joshua | Fuel Vouchers | -30.00 |
| 01/03/2022 | 11766 | Graziano, Jesse | Fuel Vouchers | -10.00 |
| 01/03/2022 | 11767 | Kelly, Brian | Fuel Vouchers | -50.00 |

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| 01/03/2022 | 11768 | Kelly, Eric | Fuel Vouchers | -20.00 |
| 01/03/2022 | 11769 | Koba, Jack | Fuel Vouchers | -30.00 |
| 01/03/2022 | 11770 | Mihalko, Joseph Jr. | Fuel Vouchers | -10.00 |
| 01/03/2022 | 11771 | Mihalko, Marianna | Fuel Vouchers | -10.00 |
| 01/03/2022 | 11772 | Pavone, Matthew | Fuel Vouchers | -30.00 |
| 01/03/2022 | 11773 | Shearer, Derrick | Fuel Vouchers | -50.00 |
| 01/03/2022 | 11774 | Tursi, Frank | Fuel Vouchers | -20.00 |
| 01/03/2022 | 11775 | Van Seggern, Steven | Fuel Vouchers | -10.00 |
| 01/03/2022 | 11776 | Brunners Garage | Utility 85 | -1,267.15 |
| 01/03/2022 | 11777 | Home Depot Credit Services | Shop Supplies | -815.53 |
| 01/03/2022 | 11778 | US Bank Equipment Finance | Copy Machine lease | -255.00 |
| 01/03/2022 | 11779 | Township of Hanover | Gas / Diesel | -166.80 |
| 01/05/2022 | 11780 | Nestle Pure Life Direct | Water | -12.00 |
| 01/05/2022 | 11781 | ESO | Membership Dues & Subscriptions | -246.40 |
| 01/10/2022 | 11782 | When to Work, Inc | Operating Materials & Supplies | -100.00 |
| 01/10/2022 | 11783 | Cowley, Michael | Reimbursements | -91.00 |
| 01/10/2022 | 11784 | PSE&G 10 Troy | Utilities | -1,532.37 |
| 01/10/2022 | 11785 | JCP&L 10 Troy | Utilities | -2,196.65 |
| 01/10/2022 | 11786 | Stewart & Stevenson Power Products | Building Maintenance | -3,142.00 |
| 01/13/2022 | eft | NJ Division of Pensions & Benefits Health | Pension Expense | -10,746.29 |
| 01/15/2022 | eft | Board of Fire Commissioners | Employee Payroll | -24,469.67 |
| 01/17/2022 | 11787 | Wegman's | Operating Materials & Supplies | -27.95 |
| 01/17/2022 | 11788 | Election Graphics, Inc. | Elections | -2,100.00 |
| 01/17/2022 | 11789 | JCP&L Fieldstone | Utilities | -15.00 |
| 01/17/2022 | 11790 | STAPLES CREDIT PLAN | Office Supplies | -471.69 |
| 01/17/2022 | 11791 | Amtrust North America | Insurance Premiums | -4,510.00 |
| 01/17/2022 | 11792 | Police & Firemen's Insurance Association | Police & Fire Insurance | -586.01 |
| 01/17/2022 | 11793 | SMCMUA 10 Troy | Utilities | -420.22 |
| 01/17/2022 | 11794 | Auto Zone | Repairs & Maintenance | -35.98 |
| 01/17/2022 | 11795 | Optimum 10 Troy | Utilities | -694.99 |
| 01/19/2022 | 11796 | JCP&L 10 Troy | Utilities | -1,494.77 |
| 01/19/2022 | 11797 | Janet Hammond | Office Supplies | -129.80 |
| 01/21/2022 | 11799 | Braslow, Richard M. Esq | Legal | -1,740.00 |
| 01/21/2022 | 11800 | Morris County Fire Prevention Assoc. Inc. | Membership Dues & Subscriptions | -250.00 |
| 01/21/2022 | 11801 | VE Ralph & Sons, Inc | Medical Supplies | -170.50 |
| 01/21/2022 | 11802 | Eastern Janitorial | Building Maintenance | -605.00 |
| 01/21/2022 | 11803 | NJ Career Chiefs Association | Membership Dues & Subscriptions | -375.00 |
| 01/21/2022 | 11804 | Shearer, Derrick | Reimbursements | -807.74 |
| 01/21/2022 | 11805 | Willans, Josh | Medical | -333.00 |
| 01/24/2022 | 11806 | Standard Insurance Co | Life Insurance | -1,772.10 |
| 01/24/2022 | 11807 | CF Services | Repairs & Maintenance | -4,306.78 |
| 01/24/2022 | 11808 | VE Ralph & Sons, Inc | Medical Supplies | -145.22 |
| 01/28/2022 | 11809 | Township of Hanover | Gas / Diesel | -711.62 |
| 01/31/2022 | 11810 | Township of Hanover | Diesel | -371.10 |
| 01/31/2022 | 11811 | ESO | Membership Dues & Subscriptions | -246.40 |
| 01/31/2022 | 11812 | Verizon | Utilities | -188.42 |
| 01/31/2022 | 11813 | Braslow, Richard M. Esq | Legal | -720.00 |
| 01/31/2022 | eft | Board of Fire Commissioners | Employee Payroll | -20,351.57 |

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| 02/03/2022 | eft | NJ Division of Pension & Benefits- Pension | Pension Expense | -700.00 |
| 02/03/2022 | eft | NJ Division of Pension & Benefits- Pension | Pension Expense | -4,000.00 |
| 02/07/2022 | 11814 | McNeil & Company | Insurance Premiums | -9,067.25 |
| 02/07/2022 | 11815 | Rescue Products International | Training and Education | -2,230.00 |
| 02/07/2022 | 11816 | US Bank Equipment Finance | Copy Machine lease | -280.50 |
| 02/07/2022 | 11817 | Amazon Business | Operating Materials & Supplies | -392.44 |
| 02/07/2022 | 11818 | Home Depot Credit Services | Shop Supplies | -45.37 |
| 02/07/2022 | 11819 | JCP&L 10 Troy | Utilities | -2,715.24 |
| 02/07/2022 | 11820 | Verizon Wireless | Utilities | -152.04 |
| 02/07/2022 | 11821 | Wittnebert, John | Uniforms and Personal Equipment | -129.95 |
| 02/07/2022 | 11822 | Whippany Pizza | Promotion | -236.25 |
| 02/07/2022 | 11823 | Approved Fire Protection | Extinguisher - Test | -263.78 |
| 02/07/2022 | 11824 | STAPLES CREDIT PLAN | Office Supplies | -581.84 |
| 02/07/2022 | 11825 | PSE&G 10 Troy | Utilities | -2,289.85 |
| 02/11/2022 | 11826 | Nestle Pure Life Direct | Water | -12.00 |
| 02/11/2022 | 11827 | Police & Firemen's Insurance Association | Police & Fire Insurance | -586.01 |
| 02/11/2022 | 11828 | Amtrust North America | Insurance Premiums | -4,510.00 |
| 02/11/2022 | 11829 | Morris Co. Alliance of Active Fire Chiefs | Membership Dues & Subscriptions | -25.00 |
| 02/11/2022 | 11830 | Whippany Pizza | Promotion | -196.30 |
| 02/11/2022 | 11831 | Eastern Janitorial | Building Maintenance | -605.00 |
| 02/11/2022 | 11832 | Auto Zone | Repairs & Maintenance | -55.66 |
| 02/11/2022 | 11833 | Cobane, Rob | Fuel Vouchers | -20.00 |
| 02/11/2022 | 11834 | Cowley, Dale | Fuel Vouchers | -20.00 |
| 02/11/2022 | 11835 | Danus, James | Fuel Vouchers | -20.00 |
| 02/11/2022 | 11836 | Danus, Joshua | Fuel Vouchers | -20.00 |
| 02/11/2022 | 11837 | Kelly, Brian | Fuel Vouchers | -50.00 |
| 02/11/2022 | 11838 | Pavone, Matthew | Fuel Vouchers | -20.00 |
| 02/11/2022 | 11839 | Shearer, Derrick | Fuel Vouchers | -50.00 |
| 02/11/2022 | 11840 | Ziccarello, Ricky | Fuel Vouchers | -20.00 |
| 02/14/2022 | eft | NJ Division of Pensions & Benefits Health | Pension Expense | -10,746.29 |
| 02/14/2022 | 11841 | Witmer Associates, Inc | Uniforms and Personal Equipment | -193.00 |
| 02/14/2022 | 11842 | Lifesavers, Inc. | CPR Training Expense | -26.00 |
| 02/14/2022 | 11843 | Electronic Measurement Labs | Equipment | -139.89 |
| | | | | - |
| | | | | 266,964.45 |

At this time, Comm. Cobane made a motion to adjourn the regular meeting. The motion was seconded by Comm. Kitchell and passed unanimously.

Meeting was adjourned at 8:41.

Respectfully submitted,

Janet Hammond

