

MINUTES - REGULAR MEETING

December 14, 2020

Commissioner Ray Woytas called the meeting to order on the above mentioned date at 7:30 pm, in the bays at 440 Route 10, Whippany.

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

Absent: None

Also present: Battalion Chief Paul Perrello

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 the last meeting. 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, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

TREASURER’S REPORT

The following Treasurer’s report was submitted. Commissioner Polo made a motion to accept the report and also to approve the following budget transfers.

FROM:

Purchase of Assets - \$22,050.00

TO:

\$17,750.00 to Insurance Premiums

\$ 4,100.00 to Professional Services

\$ 200.00 to Other Outside Services

Comm. Cobane seconded the move and it was carried by the following vote:

AYES: Woytas, Kitchell, Polo, Cobane & Willans

ABSENT: None

NAYS: None

For the month of November 2020

General Checking Account #7859643244

TD Bank

Balance On Hand - October 31, 2020 **\$853,827.62**

November Checks **(\$110,854.47)**

Deposits for the Month of November 2020

3-M Permits & Fees **\$54.00**

Bushes Garden Center	Permits & Fees	\$54.00
T. Amaducci Associates	Permits & Fees	\$54.00
Bushes Garden Center	Donation	\$6.00
Hyatt Summerfield Suites	Penalty 212	\$2,000.00

Balance on Hand, November 30, 2020 **\$745,141.15**
(matches Quickbooks)

Checks Submitted this Month's Meeting **\$199,466.05**

Construction Checking Account #437-6555294
TD Bank

Balance On Hand -October 31, 2020 **\$1,996,208.09**

Township of Hanover	142	(1370.00)
Richard Braslow	143	(180.00)
The KPV Group	144	(4564.97)
John Mondano	145	(5490.00)
Robbie Conley, Architects	146	(7035.00)
MJ Engineering & Design	147	(1000.00)
John Mondano	148	(4590.00)
JR Contracting / Environmental	149	-725848.01

Balance on Hand, October 31, 2020 **\$1,246,130.11**
(matches Quickbooks)

CHIEF'S REPORT:

Supplies, Equipment, and Maintenance

- Supplies were purchased from Home Depot.
- Supplies were purchased from Staples.
- Supplies were purchased from Auto Zone.

Apparatus

- E82 needs new battery isolator
-

Training

- Training for the month of November was:
 - Vehicle extrication
 - Pine Plaza Forcibly Entry

- There will be no training for the month of December

Purchases

- Request to purchase New PPV fan SuperVac with additional batteries and chargers \$4973.00
- Request to purchase (30) thirty new SCOTT Av3000Ht Face pieces \$10,800.00

Fire Prevention

- (46) Inspections / re-inspections were conducted last month. \$2108.00 in permit fees were collected.

EMS

- (30) Calls were answered last month.

Fire

- (34) Calls were answered last month.

Other Matters and Announcements

- Participated in conference calls with East Hanover and Florham Park. They are now being held monthly.
- Met with Kathy Whitehead Township Nurse in regards to COVID-19
- Priced out New station furniture see attached quotes
- Met with Tom Novartis for office furniture for new station
- Review Job announcement to be posted for Firefighter / EMT (attached)
- Review assigning FF Bradley to Fire Prevention (attached)
- Review purchasing of new equipment / furniture for new station (quotes attached)

*---Battalion Chief Perrello went over the Purchase requests for the PPV fan and the Scott Masks. A motion was made by Comm. Polo that we allow the purchase of these 2 items. The motion was seconded by Comm. Kitchell and passed unanimously.

*--Battalion Chief Perrello also made his recommendations for 2021 as follows: Deputy Chief – Derrick Shearer and Assistant Chief - Brian Kelly.

A motion was made by Comm. Polo to accept Paul's recommendations and appoint the above mentioned for next year. The motion was seconded by Comm. Polo and passed unanimously.

*__Battalion Chief Perrello went over all the quotes he received to outfit the building with such items as furniture, monitors, and a phone system, among others. The Board had gone over each of the items with Paul in the earlier meeting.

At this time, a motion was made by Comm. Willans that we allow Chief Perrello to spend up to \$90,000 on the purchases he presented. The motion was seconded by Comm. Polo and passed unanimously.

The Board then thanked Paul for the great job he did planning Chief Cortright's luncheon and retirement walkout. He was also thanked for doing all the research and putting together all the quotes for the new building.

COMMUNICATIONS -

- From Gannett / Daily Record. Price per line is going up to 43 cents.

COMMITTEE REPORTS

Personnel: *The job requirements have been approved by the Board. A motion was made to post the job tomorrow. The motion was made by Comm. Woytas and seconded by Comm. Polo. It passed unanimously and the posting for the new job will go up tomorrow. Members will have 30 days in which to apply for the position.

Derrick Shearer reported on the Committee that was formed to encourage membership. Three more people have reached out to him expressing interest. He also mentioned that Firefighter One used

to be offered Monday, Wednesday, and Friday and now it is only being offered Tuesday – Saturday or Wednesday – Sunday. That may influence people who want to take it. The new training booklet from Public Safety is not in yet. Derrick heard they may try to do Firefighter 2 classes again. They are thinking of changing that to every other week so you'd be done in 6 longer sessions in 12 weeks.

Due to the Pandemic, we will make allowance if someone can't take FF1 within their first year.

Apparatus: Chris Foer did the annual service on the engines. 81 needs some minor things and parts have been ordered.

Insurance: Paul has a meeting and walk-through with McNeil tomorrow. They will look at both sites.

Dinner: Nothing at this time.

First Aid: 30 calls this month and 0 transports.

Relocation: Robbie Cobane reported that Change Order 26 came in – which was for extra stone and asphalt. Mr. Mondano just updated the Change order spreadsheet. The painter is coming on the 21st. Tile has been picked out.

The Sewer Inspection – they found water where it shouldn't be so we are going to order new gaskets to try to fix the problem. We still have not been given the okay to open the plugs.

Township: No report at this time.

FIRE CO: The Board would like to congratulate FF Gethins and the others involved on their showing at the Christmas parade. Great job!

OLD BUSINESS – Nothing at this time.

NEW BUSINESS – * At this time Secretary Kitchell did the first reading of the 2021 budget. He also read the attached Resolution authorizing the budget transfers recommended by our auditor.

A motion was made by Comm. Polo that we accept the 2021 budget. The motion was seconded by Comm. Cobane and passed by the following vote:

AYES: Woytas, Kitchell, Polo, Cobane & Willans

ABSENT: None

NAYS: None

*Secretary Kitchell then read the attached resolution authorizing the donation or disposal of our old turnout gear. The motion was seconded by Comm. Polo and passed by the following vote:

AYES: Woytas, Kitchell, Polo, Cobane & Willans

ABSENT: None

NAYS: None

The grant for \$25,000 has been approved for a new Fit-Test machine. Ian has been working on that, along with Cedar Knolls.

Janet is working with Paul in setting up an Artemis account. This will help us get approval to see what records have to be retained and what can legally be destroyed. They are scanning many old files in order to archive them.

Elections are in February for the new Commissioners. Still no word from the County on how they will be conducted. They are talking about maybe pushing the date back.

Wednesday night a big Nor'easter is expected. We will provide food but so far have not been able to staff the station with volunteers.

PUBLIC PART OF THE MEETING

8 members of the public attended.

Derrick Shearer thanked the Board for his appointment for 2021 as Deputy Chief.

He mentioned organizations like the Black Meadow Mutual Aid that get together and share information. He wanted to see if the governing bodies of the different towns would want to meet. For example, Parsippany is changing their radio systems and getting off of County. Now we have to have 2 radios in order to respond for something like RIC. Maybe we could meet with others and have a seat at the table before decisions like this are made. Maybe they wouldn't have switched.

Derrick heard that Boonton may be following suit.

It would be nice for municipalities to work together like the Chief's do.

Ray – A lot of other towns don't have a Board of Fire Commissioners.

Derrick – Maybe just an email chain so we could weigh in on any changes being made and share our concerns.

Rob – Chief Perrello had mentioned that one of his initiatives was to work closer with the neighboring towns and shore up those relationships. If the Board needs to get involved too, we could.

The County is re-doing their whole system. Is that because other towns are leaving? Maybe we could buy items like masks cheaper if other towns went in on them with us – things like that.

Brian Kelly thanked the Board for his appointment as Assistant Chief for 2021.

BILLS

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

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

11/02/2020	eft	Board of Fire Commissioners	Employee Payroll	-307.59
11/02/2020	eft	Board of Fire Commissioners	Employee Payroll	-20,765.98
11/02/2020	10866	Home Depot Credit Services	Shop Supplies	-211.16
11/02/2020	10867	McNeil & Company	Insurance Premiums	-11,487.00
11/02/2020	10868	Morris County Public Safety Training Acad	Training and Education	-550.00
11/02/2020	10869	Turnout Fire & Safety - Little Falls	Uniforms and Personal Equipment	-517.97
11/02/2020	10870	NJ Fire Equipment Co.	Operating Materials & Supplies	-924.00
11/02/2020	10871	Verizon Wireless	Utilities	-152.04
11/02/2020	10872	Optimum 10 Troy	Utilities	-259.80
11/02/2020	10873	Verizon	Utilities	-233.00
11/02/2020	10874	Optimum	Utilities	-281.44
11/03/2020	10875	Emergency Reporting	Computers	-183.90
11/03/2020	10876	Cobane, Rob	Fuel Vouchers	-70.00
11/03/2020	10877	Cowley, Dale	Fuel Vouchers	-20.00
11/03/2020	10878	Gallo, Matt	Fuel Vouchers	-20.00
11/03/2020	10879	Gethins, John	Fuel Vouchers	-20.00
11/03/2020	10880	Kelly, Eric	Fuel Vouchers	-20.00
11/03/2020	10881	Kelly, Tim	Fuel Vouchers	-20.00

11/03/2020	10882	Koba, Jack	Fuel Vouchers	-20.00
11/03/2020	10883	Makowski, Joseph	Fuel Vouchers	-20.00
11/03/2020	10884	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
11/03/2020	10885	Mihalko, Marianna	Fuel Vouchers	-20.00
11/03/2020	10886	Okolita, Ryan	Fuel Vouchers	-20.00
11/03/2020	10887	Pavone, Matthew	Fuel Vouchers	-20.00
11/03/2020	10888	Shearer, Derrick	Fuel Vouchers	-70.00
11/03/2020	10889	Tursi, Frank	Fuel Vouchers	-20.00
11/03/2020	10890	Van Seggern, Steven	Fuel Vouchers	-20.00
11/03/2020	10891	Benjamin Willans	Fuel Vouchers	-20.00
11/03/2020	10892	Winkler, Sean	Fuel Vouchers	-20.00
11/03/2020	10893	Wittnebert, John	Fuel Vouchers	-20.00
11/03/2020	10894	Woytas, Raymond	Fuel Vouchers	-20.00
11/03/2020	10895	Woytas, Tyler	Fuel Vouchers	-20.00
11/03/2020	10896	Ziccarello, Ricky	Fuel Vouchers	-20.00
11/09/2020	10897	Nestle Pure Life Direct	Water	-117.85
11/09/2020	10898	Police & Firemen's Insurance Association	Police & Fire Insurance	-508.30
11/09/2020	10899	PSE&G 10 Troy	Utilities	-54.84
11/09/2020	10900	Amtrust North America	Insurance Premiums	-3,993.00
11/09/2020	10901	STAPLES CREDIT PLAN	Office Supplies	-503.05
11/09/2020	10902	Finish Line Car Wash	Car Washes	-9.03
11/09/2020	10903	Gogel Tire Company	Repairs & Maintenance	-181.82
11/12/2020	10904	PSE&G	utilities	-74.42
11/12/2020	10905	JCP&L 10 Troy	Utilities	-186.20
11/12/2020	10906	Palermo's Pizza	Promotion	-102.81
11/12/2020	10907	Dave's Tire	Utility 85	-823.60
11/12/2020	10908	State Line Fire & Safety, Inc.	Equipment	-590.00
11/13/2020	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-11,968.40
11/13/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,000.00
11/13/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-700.00
11/15/2020	eft	Board of Fire Commissioners	Employee Payroll	-22,929.93
11/16/2020	10909	Auto Zone	Operating Materials & Supplies	-23.96
11/16/2020	10910	Daily Record	Advertising	-41.88
11/16/2020	10911	CDW Government	Operating Materials & Supplies	-39.59
11/16/2020	10912	JCP&L	Utilities	-245.99
11/23/2020	10913	US Bank Equipment Finance	Copy Machine lease	-255.00
11/23/2020	10914	NJ Advance Media	Advertising	-20.15
11/23/2020	10915	R&J Control, Inc.	Generator	-324.14
11/30/2020	10916	Home Depot Credit Services	Shop Supplies	-184.79
11/30/2020	10917	Township of Hanover	Gasoline / Diesel	-576.26
11/30/2020	10918	Verizon	Utilities	-239.23
11/30/2020	10919	Optimum	Utilities	-281.44
11/30/2020	10920	Fire Fighters Equipment Company Inc.	Equipment	-62.00
11/30/2020	10921	Air Group	Building	-319.00
11/30/2020	10922	Morris County Public Safety Training Acad	Training and Education	-1,000.00
11/30/2020	eft	Board of Fire Commissioners	Employee Payroll	-25,103.91
12/01/2020	10923	Barz, Ronald	Reimbursement for Expenses/Loss	-529.00
12/01/2020	10924	Cobane, Rob	Reimbursement for Expenses/Loss	-1,100.00
12/01/2020	10925	Cobane, Thomas	Reimbursement for Expenses/Loss	-903.00

12/01/2020	10926	Cook, Michael	Reimbursement for Expenses/Loss	-917.00
12/01/2020	10927	Cook, Tim	Reimbursement for Expenses/Loss	-474.00
12/01/2020	10928	Cowley, Dale	Reimbursement for Expenses/Loss	-900.00
12/01/2020	10929	Gallo, Matt	Reimbursement for Expenses/Loss	-959.00
12/01/2020	10930	Gethins, John	Reimbursement for Expenses/Loss	-1,050.00
12/01/2020	10931	Graziano, Jesse	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10932	Hansch, Henry	Reimbursement for Expenses/Loss	-547.00
12/01/2020	10933	Heizmann, Pauline	Reimbursement for Expenses/Loss	-528.00
12/01/2020	10934	Johnston, Robert	Reimbursement for Expenses/Loss	-483.00
12/01/2020	10935	Jubinski, Ken	Reimbursement for Expenses/Loss	-683.00
12/01/2020	10936	Kelly, Brian	Reimbursement for Expenses/Loss	-1,077.00
12/01/2020	10937	Kelly, Eric	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10938	Kelly, Jonathan	Reimbursement for Expenses/Loss	-578.00
12/01/2020	10939	Kelly, Tim	Reimbursement for Expenses/Loss	-885.00
12/01/2020	10940	Koba, Jack	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10941	Krygoski, Joseph	Reimbursement for Expenses/Loss	-369.00
12/01/2020	10942	Krygoski, Robert F	Reimbursement for Expenses/Loss	-373.00
12/01/2020	10943	Makowski, Joseph	Reimbursement for Expenses/Loss	-799.00
12/01/2020	10944	Mihalko, Joseph Jr.	Reimbursement for Expenses/Loss	-995.00
12/01/2020	10945	Mihalko, Marianna	Reimbursement for Expenses/Loss	-428.00
12/01/2020	10946	Okolita, Ryan	Reimbursement for Expenses/Loss	-630.00
12/01/2020	10947	Pavone, Matthew	Reimbursement for Expenses/Loss	-900.00
12/01/2020	10948	Rung, Michael	Reimbursement for Expenses/Loss	-533.00
12/01/2020	10949	Shearer, Derrick	Reimbursement for Expenses/Loss	-1,100.00
12/01/2020	10950	Tursi, Frank	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10951	Van Seggern, Steven	Reimbursement for Expenses/Loss	-415.00
12/01/2020	10952	Benjamin Willans	Reimbursement for Expenses/Loss	-702.00
12/01/2020	10953	Willans, Steve	Reimbursement for Expenses/Loss	-547.00
12/01/2020	10954	Winkler, Sean	Reimbursement for Expenses/Loss	-460.00
12/01/2020	10955	Winters, Henry	Reimbursement for Expenses/Loss	-432.00
12/01/2020	10956	Wittnebert, John	Reimbursement for Expenses/Loss	-1,000.00
12/01/2020	10957	Wodynski, William	Reimbursement for Expenses/Loss	-648.00
12/01/2020	10958	Woytas, Raymond	Reimbursement for Expenses/Loss	-519.00
12/01/2020	10959	Woytas, Tyler	Reimbursement for Expenses/Loss	-624.00
12/01/2020	10960	Ziccarello, Ricky	Reimbursement for Expenses/Loss	-900.00
12/01/2020	10961	Woytas, Raymond	Commissioners	-2,600.00
12/01/2020	10962	Polo, Randy	Commissioners	-2,600.00
12/01/2020	10963	Kitchell, James	Commissioners	-2,600.00
12/01/2020	10964	Willans, Steve	Commissioners	-2,000.00
12/01/2020	10965	Cobane, Rob	Commissioners	-2,000.00
12/01/2020	10966	Cobane, Rob	Deputy Chief	0.00
12/01/2020	10967	Shearer, Derrick	Assistant Chief	-600.00
12/01/2020	10969	Morris County Fire Prevention Assoc. Inc.	Membership Dues & Subscriptions	-350.00
12/01/2020	10970	Chenong, Darren	Fuel Vouchers	-20.00
12/01/2020	10971	Cobane, Rob	Fuel Vouchers	-70.00
12/01/2020	10972	Cook, Michael	Fuel Vouchers	-20.00
12/01/2020	10973	Cowley, Dale	Fuel Vouchers	-20.00
12/01/2020	10974	Gethins, John	Fuel Vouchers	-20.00
12/01/2020	10975	Graziano, Jesse	Fuel Vouchers	-20.00

12/01/2020	10976	Kelly, Brian	Fuel Vouchers	-20.00
12/01/2020	10977	Kelly, Eric	Fuel Vouchers	-20.00
12/01/2020	10978	Kelly, Tim	Fuel Vouchers	-20.00
12/01/2020	10979	Koba, Jack	Fuel Vouchers	-20.00
12/01/2020	10980	Makowski, Joseph	Fuel Vouchers	0.00
12/01/2020	10981	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
12/01/2020	10982	Okolita, Ryan	Fuel Vouchers	-20.00
12/01/2020	10983	Pavone, Matthew	Fuel Vouchers	-20.00
12/01/2020	10984	Shearer, Derrick	Fuel Vouchers	-70.00
12/01/2020	10985	Tursi, Frank	Fuel Vouchers	-20.00
12/01/2020	10986	Van Seggern, Steven	Fuel Vouchers	-20.00
12/01/2020	10987	Benjamin Willans	Fuel Vouchers	-20.00
12/01/2020	10988	Willans, Steve	Fuel Vouchers	-20.00
12/01/2020	10989	Winkler, Sean	Fuel Vouchers	-20.00
12/01/2020	10990	Ziccarello, Ricky	Fuel Vouchers	-20.00
12/01/2020	10991	Paul Perrello	Reimbursements	-263.47
12/03/2020	10992	Nestle Pure Life Direct	Water	-112.86
12/07/2020	10993	Mimi's Too	Promotion	-320.00
12/07/2020	10994	Lakeland Auto Parts	Operating Materials & Supplies	-229.80
12/07/2020	10995	Township of Hanover	Gasoline / Diesel	-333.04
12/07/2020	10996	Verizon Wireless	Utilities	-232.03
12/07/2020	10997	JCP&L 10 Troy	Utilities	-248.05
12/07/2020	10998	PSE&G 10 Troy	Utilities	-1,045.75
12/07/2020	10999	Optimum 10 Troy	Utilities	-259.80
12/07/2020	11000	Finish Line Car Wash	Car Washes	-9.03
12/07/2020	11001	Police & Firemen's Insurance Association	Police & Fire Insurance	-510.73
12/07/2020	11002	STAPLES CREDIT PLAN	Office Supplies	-340.81
12/07/2020	11003	JCP&L	Utilities	-524.49
12/07/2020	11004	Auto Zone	Operating Materials & Supplies	-91.92
12/07/2020	11005	Emergency Reporting	Computers	-183.90
12/07/2020	11006	NJ Fire Equipment Co.	Purchase of Assets	-20,001.85
12/07/2020	11007	Makowski, Joseph	Fuel Vouchers	-20.00
12/09/2020	11008	Palermos Pizza	Promotion	-128.47
12/09/2020	11009	Nisivoccia, LLP	Professional Services	-2,000.00
12/09/2020	11010	Turnout Fire & Safety - Little Falls	Uniforms and Personal Equipment	-79.00
12/14/2020	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-11,968.40
12/14/2020	11011	Standard Insurance Co	Life Insurance	-3,794.80
12/14/2020	11012	PSE&G	Utilities	-297.79
12/14/2020	11013	Daily Record	Advertising	-40.59
12/14/2020	11014	Amtrust North America	Insurance Premiums	-4,013.00
12/14/2020	11015	All Jersey Garage Doors	Building Maintenance	<u>-325.00</u>
				-
				199,466.05

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 8:17.

Respectfully submitted,
Janet Hammond