

MINUTES - REGULAR MEETING

February 8 2021

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. Willans made a motion to accept the minutes. The move was seconded by Comm. Cobane 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 Willans made a motion to accept the report. It was seconded by Comm. Polo and passed by the following vote:

YES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

General Checking Account #7859643244

TD Bank

Balance On Hand - December 31, 2021 **\$905,075.19**

January Checks (\$229,837.73)

Deposits for the Month of January 2021

Steris Corp	Permits	\$695.00
State of NJ	1st Qtr rebate	\$6,543.55
Shahovian Enterprises	Permits	\$54.00
Rumbello	Permits	\$54.00
Motorola Solutions	Unclaimed	\$1,281.60
Registration Fees	Registration Fee	\$175.00
Whippany Fire company	Cell Tower	\$11,043.29

Balance on Hand, January 31, 2021 **\$695,083.90**

(matches Quickbooks)

Checks Submitted this Month's Meeting **\$248,542.95**

Construction Checking Account #437-6555294

TD Bank

Balance On Hand -December 31, 2020 **\$769,440.30**

John Mondano	163	(\$5,805.00)
John Mondano	164	(5175.00)
Robbie Conley, Architects	165	(7035.00)
MJ Engineering & Design	166	(1000.00)
Fast Fire & Security Technologies	167	(500.00)
Go Keyless	168	(554.72)
John Mondano	169	(5805.00)
Home Depot	170	(895.62)
Balance on Hand, January 31, 2020		<u>\$742,669.96</u>

(matches Quickbooks)

Shi	171	(491.66)
Fast Fire & Security	172	(13785.00)
Robbie Conley Architects	173	(7035.00)
NJ Fire Equipment Co	174	(13978.00)
		707380.30

CHIEF'S REPORT:

Supplies, Equipment, and Maintenance

- Supplies were purchased from Home Depot For new building
- Supplies were purchased from Staples.
- Supplies were purchased from Auto Zone.

Apparatus

- E82 Continue to work on not starting issue
- E83 Need new exhaust

Training

- Training for the month of January was:
Annual Refreshers: Blood Bourne, Right to know / Hazcom, and Hazmat Refresher.
Also a review on use of Fire Mobile (CAD in Apparatus)

Purchases

- None at this time

Fire Prevention

- 60 Inspections / re-inspections were conducted last month. \$ **3294.00** in fees were billed and being collected. **That is just over a third of all the fees collected for all of last year in just the first month**

EMS

- (46) Calls were answered last month.

Fire

- (40) 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.
- Vaccines are available and All Career Staff have been Vaccinated and are receiving the second dose
- New Gear racks were delivered for new station
- Followed up with Tom Novartis for office furniture for new station
- Reviewed Job applications for new Firefighter / EMT position.
- Put together / coordinate testing for new hire
- Attended webinar on FEMA AFG grants
- Spoke to Brian Thomas from FEMA and we conducted a post grant review
- Spoke to Brian Thomas again about our new grant application
- Spoke to Congresswomen Mikie Sherill's office asking for letter of support for our Grant
- Conduct an Officers meeting (Working on some tasks as a group)
- Meet with two possible new members and went over the application process with them
- Attended with Commissioner Cobane and Polo a zoom meeting with Township BA and Brian Cahill about development impact fees
- Meet with developer about River Park Phase 1 project
- Meet with Gene from NJDCA to set me up in RIMS as a supervisor , so I can process registrations for the state
- Completed site survey for new phone system which has been delivered
- Lastly I have created a spread sheet of the savings the I have brought to the district so far in my tenure

Chief Perrello went over his report. He stated that he has re-submitted his grant application for an aerial. He got in touch with someone from FEMA who went over the application with him and helped him make some changes and adjustments. The guy thought we had a pretty good chance this time around.

Paul went over the following Purchase Requests.

- It turns out we do not need a Medical Director as we don't administer Narcan and such, but we should be documenting on our system all the details, when we go on an EMS call. There is an add-on on our ERS system that would document these types of calls in more detail. It is \$750 annually and \$250 for a one-time training on it.
- We had discussed a Welcome Package. Paul got a price of \$12 for T-shirts and \$18 for hats to keep on hand for new members when they join. We do have keys and fobs.

A motion was made to accept the Chief's report and act on any purchases under New Business. The motion was made by Comm. Kitchell and seconded by Comm. Cobane. It passed by the following vote:

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

COMMUNICATIONS -

- Comm. Kitchell read the attached Resolution appointing Paul Perrello the Custodian of Records.
- A letter was received from Firefighter Ian Bell, addressing vacation time being zeroed out.

- A sample letter was received from Jim Schulz that will go out to residents regarding the change of date and regulations for the fire election. The new date will be April 20th from 2 to 9 and details will be on each district's website.
- A letter was received from TD bank stating that our CD is maturing.

At this time, a motion was made to accept the Resolution appointing Paul the Custodian of Records, with all the responsibilities and discretions that affords. The motion was made by Comm. Kitchell and seconded by Comm. Cobane. It passed by the following vote:

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

COMMITTEE REPORTS

Personnel: The interviews with the 2 candidates for the job opening were held.

Apparatus: 83 exhaust parts are on order. 82 needs a keypad for now and if that's not the problem, more repairs may be needed. 85 is getting the transmission repaired. That will cost \$2900. The Deputy Chief's car needs repair also. The power steering is a real problem. 84 is here until the pickup comes back.

Insurance: Randy spoke to past Chief Cortright. He is electing to stay on the state plan and has filed the paperwork to do so. He couldn't do it until 30 days from his retirement. Because it's the state, he is worried that the paperwork may cause a lapse in coverage and is asking the Board to keep him on their policy for an extra month. He will pay what his usual deduction is for that time period. He may not even need it, but just in case. He also said we could deduct it from his last paycheck. We could ask to split the bill also. Needs more discussion.

Dinner: Nothing at this time.

First Aid: 46 calls this month and 0 transports. Training coming up.

Relocation: This building has been closed on. Things are moving along at the new firehouse and we should be in on time.

Paul said the contractor is looking at kitchen appliances. Should we bill that out of the construction account from the \$90,000 budget? Also, do we move the old washer / dryer or get a new one. Or get a new one and also move the old washer for rags and such? The refrigerator up there will be a single door because a French door handle would hit the wall. Appliances come to \$2500 without the washer and dryer and n\$4015 with a new washer and dryer. The range top will go in after the CO.

Question came up about the range top and cooking there, re: cleanliness.

Paul said the guys will have to learn to clean up after themselves. If it becomes a concern, we can restrict access. He'll be able to see who logged in.

Township: No report at this time.

FIRE CO: Derrick asked if the Board could mention to the town that maybe they plow the street a little sooner, rather than waiting for the snow to stop. With calls coming in, the members need road access in order to respond efficiently.

Also, townspeople have a duty to uncover their hydrants. FF Gallo and some others went out and cleared some, but made it clear that it was a courtesy this time and that the homeowner was responsible in the future. Fines will be issued to businesses that don't clear their areas.

OLD BUSINESS –

Paul, Randy & Rob met with the town and Joe Giorgio to discuss development impact fees. Mr. Giorgio seemed receptive to it and it seemed well received. Paul provided the annual report for their perusal, and also mentioned expanding ambulance services in the future.

NEW BUSINESS – The Chief's requests for Purchases were discussed.

A motion was made to approve the purchase of the following:

New Computer towers and the server.

The small computer needed for the Access program.

Upgrade the ERS module and training for EMT calls

T-shirts and hats for new members – 12 large, 12 X-large and 12 hats.

The motion was made by Comm. Polo and seconded by Comm. Willans. It was passed by the following vote:

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

At this time the Board thanked Mike Cook for plowing out the building during this week's snow storms.

Randy mentioned that when he leaves, we will need a new Certifying Officer for the Pension System. It is a simple training video. We also need a Supervising Certifying Officer for the future. Right now, it is Randy and Mike Mihalko. Randy is checking with Mr. Braslow to see if Janet, as an employee of the Board, can hold one of these positions for the sake of continuity, even if she needs to be given some kind of title.

We need to pick a date for a ribbon cutting. There has been talk of the Saturday or Sunday after Easter, which is the weekend of April 10th and 11th. There is talk of a procession out of this building and up to the new one. Photographer Dave Kramer has reached out and would like to photograph the day and the ceremony for free.

We have to be out of here by April 10th, which shouldn't be a problem

PUBLIC PART OF THE MEETING

8 members of the public attended. No comments at this time.

BILLS

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

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
01/04/2021	11032	Chenong, Darren	Fuel Vouchers	-20.00
01/04/2021	11033	Cobane, Rob	Fuel Vouchers	-70.00
01/04/2021	11034	Cook, Michael	Fuel Vouchers	-20.00
01/04/2021	11035	Cowley, Dale	Fuel Vouchers	-20.00
01/04/2021	11036	Gallo, Matt	Fuel Vouchers	-20.00
01/04/2021	11037	Gethins, John	Fuel Vouchers	-20.00
01/04/2021	11038	Graziano, Jesse	Fuel Vouchers	-20.00
01/04/2021	11039	Kelly, Brian	Fuel Vouchers	-20.00
01/04/2021	11040	Kelly, Eric	Fuel Vouchers	-20.00
01/04/2021	11041	Kelly, Tim	Fuel Vouchers	-20.00
01/04/2021	11042	Koba, Jack	Fuel Vouchers	-20.00
01/04/2021	11043	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00

01/04/2021	11044	Okolita, Ryan	Fuel Vouchers	-20.00
01/04/2021	11045	Pavone, Matthew	Fuel Vouchers	-20.00
01/04/2021	11046	Shearer, Derrick	Fuel Vouchers	-70.00
01/04/2021	11047	Tursi, Frank	Fuel Vouchers	-20.00
01/04/2021	11048	Van Seggern, Steven	Fuel Vouchers	-20.00
01/04/2021	11049	Benjamin Willans	Fuel Vouchers	-20.00
01/04/2021	11050	Willans, Steve	Fuel Vouchers	-20.00
01/04/2021	11051	Winkler, Sean	Fuel Vouchers	-20.00
01/04/2021	11052	Wittnebert, John	Fuel Vouchers	-20.00
01/04/2021	11053	SMCMUA 10 Troy	-SPLIT-	-100.60
01/04/2021	11054	Optimum	Utilities	-281.44
01/04/2021	11055	PNC Equipment Finance	-SPLIT-	130,862.65
01/04/2021	11056	SMCMUA	-SPLIT-	-109.84
01/04/2021	11057	Optimum 10 Troy	Utilities	-260.63
01/04/2021	11058	Microsoft / Office 365	Computers	-270.00
01/04/2021	11059	Tyler Technologies	Computers	-5,097.75
01/04/2021	11060	NFPA/National Fire Protection Assoc	Membership Dues & Subscriptions	-1,345.50
01/05/2021	11061	Emergency Reporting	Computers	-183.90
01/08/2021	11062	First Responder Newspaper	Membership Dues & Subscriptions	-85.00
01/08/2021	11063	Nestle Pure Life Direct	Water	-112.86
01/08/2021	11064	JCP&L	-SPLIT-	-1,064.12
01/08/2021	11065	PSE&G 10 Troy	Utilities	-2,445.21
01/08/2021	11066	JCP&L 10 Troy	Utilities	-249.72
01/08/2021	11067	Eagle Automotive	Engine 82	-560.63
01/08/2021	11068	Electronic Measurement Labs	Meters	-805.89
01/08/2021	11069	Auto Zone	Operating Materials & Supplies	-174.75
01/11/2021	11070	SMCMUA 10 Troy	-SPLIT-	-278.54
01/11/2021	11071	NJ Advance Media	Advertising	-86.35
01/11/2021	11072	PSE&G	-SPLIT-	-879.02
01/11/2021	11073	Police & Firemen's Insurance Association	Police & Fire Insurance	-510.73
01/11/2021	11074	NJMVC	Membership Dues & Subscriptions	
01/11/2021	11075	Janet Hammond	Office Supplies	-19.17
01/12/2021	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-12,161.87
01/12/2021	11077	Police & Firemen's Retirement System	Pension Expense	-6,917.50
01/12/2021	11078	Johnny's Pizza	Promotion	-125.39
01/13/2021	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-157.21
01/13/2021	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-682.10
01/13/2021	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-1,078.60
01/15/2021	eft	Board of Fire Commissioners	-SPLIT-	-22,622.33
01/18/2021	11079	Morris Co. Alliance of Active Fire Chiefs	Membership Dues & Subscriptions	-25.00
01/18/2021	11080	Hanover Sewerage Authority 10 Troy Hills	-SPLIT-	-191.03
01/18/2021	11081	Hanover Sewerage Authority	-SPLIT-	-482.98
01/18/2021	11082	Whippany Diner	Operating Materials & Supplies	-85.89
01/18/2021	11083	SMCMUA 10 Troy	-SPLIT-	-108.76
01/18/2021	11084	VFIS	Insurance Premiums	-6,562.00
01/18/2021	11085	CF Services	-SPLIT-	-3,818.84
01/18/2021	11086	Daily Record	Advertising	-62.09
01/18/2021	11087	Clean Air Company	Operating Materials & Supplies	-1,186.00

01/25/2021.	11088	Paul Perrello	Reimbursements	-327.32
01/25/2021	11089	Whippany Diner	Operating Materials & Supplies	-62.16
01/25/2021	11090	US Bank Equipment Finance	Copy Machine lease	-535.50
01/25/2021	11091	Concern	Membership Dues & Subscriptions	-500.00
01/25/2021	11092	Approved Fire Protection	Extinguisher - Test	-100.16
01/25/2021	11093	Richard M. Braslow, Esq	Legal	-90.00
01/25/2021	11094	The Wheel Rim Group	Car 87	-420.00
01/28/2021	11095	Verizon	Utilities	-172.40
01/28/2021	11096	Optimum	Utilities	-564.05
01/28/2021	11097	Hanover Powersports	Repairs & Maintenance	-55.94
01/30/2021	eft	Board of Fire Commissioners	-SPLIT-	-23,352.04
02/02/2021	11098	Verizon Wireless	Utilities	-152.04
02/02/2021	11099	Approved Fire Protection	Extinguisher - Test	-271.37
02/02/2021	11100	Minerva Cleaners	Gear Cleaning	-452.05
02/02/2021	11101	Emergency Reporting	Computers	-183.90
02/02/2021	11102	Cobane, Rob	Fuel Vouchers	-70.00
02/02/2021	11103	Gallo, Matt	Fuel Vouchers	-20.00
02/02/2021	11104	Gethins, John	Fuel Vouchers	-20.00
02/02/2021	11105	Graziano, Jesse	Fuel Vouchers	-20.00
02/02/2021	11106	Kelly, Brian	Fuel Vouchers	-70.00
02/02/2021	11107	Kelly, Eric	Fuel Vouchers	-20.00
02/02/2021	11108	Okolita, Ryan	Fuel Vouchers	-20.00
02/02/2021	11109	Pavone, Matthew	Fuel Vouchers	-20.00
02/02/2021	11110	Shearer, Derrick	Fuel Vouchers	-70.00
02/02/2021	11111	Tursi, Frank	Fuel Vouchers	-20.00
02/02/2021	11112	Van Seggern, Steven	Fuel Vouchers	-20.00
02/02/2021	11113	Winkler, Sean	Fuel Vouchers	-20.00
02/02/2021	11114	Wittnebert, John	Fuel Vouchers	-20.00
02/02/2021	11115	Zicarello, Ricky	Fuel Vouchers	-20.00
02/05/2021	11116	Nestle Pure Life Direct	Water	-112.86
02/05/2021	11117	McNeil & Company	-SPLIT-	-11,487.00
02/05/2021	11118	Township of Hanover	-SPLIT-	-958.73
02/08/2021	11119	Cobane, Rob	Fuel Vouchers	-20.00
02/08/2021	11120	Willans, Steve	Fuel Vouchers	-20.00
02/08/2021	11121	Polo, Randy	Operating Materials & Supplies	-529.75
02/08/2021	11122	STAPLES CREDIT PLAN	Office Supplies	-535.42
02/08/2021	11123	Optimum 10 Troy	Utilities	-260.63
02/08/2021	11124	PSE&G 10 Troy	Utilities	-2,481.47
02/08/2021	11126	POSTMASTER	Office Supplies	-110.00
				-
				<u>246,756.68</u>
				-
				<u>246,756.68</u>

At this time, Comm. Willans 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

02/01/2021

Board of Fire Commissioners
434 Route 10
Whippany, NJ 07981

Dear Board Members;

I am writing to express my deep disappointment in the way the board handled the vacation carry over this year.

I was taken by surprise when this year on my January 15 th. payroll statement my accrued vacation and personal time was totally erased. In past years the Chief of the department has graciously allows us to carry over our unused vacation as long as we used it by March 15.

I understand that this is a courtesy extended to the employees and can appreciate that. I do not have a problem with not being able to carry vacation time over, however I do have a problem with the way this was handled without prior notice since it has been an ongoing practice in the past.

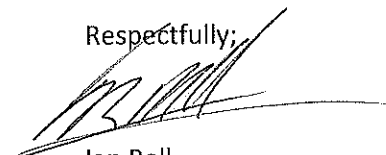
I have always thought that the current board as well as past boards have always had an extraordinary working as well as personal relationship with the employees and have gotten along much better than most boards.

Although it was not stated that we couldn't take our vacation this year with the onset of the pandemic covid-19 the employees stayed a couple of months with their same paired partners rather than change partners and risk cross contamination.

Since the onset of covid-19 Hanover Township has lost a couple of hundred residents especially at Care One, Arden Courts and 903 and 905 Route 10 The Jewish Community Center assisted and independent living facilities that our EMT's had direct contact with, as we learned more about the pandemic we strove to implement measures to protect ourselves and our families, including becoming more of a support system for EMT's that were transporting the covid patients by staying outside and bringing them requested equipment as necessary.

In summation, it would have been nice to know that the past practice of being able to carry over our accrued vacation time was not going to be extended to the employees this year as I was looking to take a couple of days in the beginning of the year to recharge. I personally lost 191 vacation hours and 24 personal hours or 15 days, granted I would not have used close to this amount of time by mid-March but it would have been nice to know ahead of time.

Respectfully;



Ian Bell

Hanover Township Fire District #2

EMS – Monthly Report
for February 08, 2021

EMS responses for the month of January by our career Inspector/Fire Fighter/EMT's are attached to the Chief's report. For the month of January our daytime EMT's responded to 46 calls and had no transports in the Whippany section of Hanover Township between the hours of 6.00 am. and 8.00 pm. Monday through Friday.

On February 18, 19, and 20, 2021 The Hanover Township PBA will be hosting a three day elective CEU program at the Hanover Marriott. This program will cover the 24 elective CEU's required by the state for all NJ licensed EMT's. The cost of the program is \$120.00 per person for the three days or a total cost of \$600.00 for our career staff. Note that this is a reduced cost as most classes given by outside agencies are usually higher.

To date we have 27 members of the department get their covid-19 vaccine and 12 have had their second vaccine.

Research indicates that we do not need a medical director as long as we are not carrying and administering medications such as epi pens, narcan, etc. However it would be beneficial to get the medical unit of ERS at a cost of a one-time fee of \$250.00 and an annual fee of \$750.00 thereafter for continuity of care prior to CKFDFAS transporting the patient. (see attached quote on back)

Listed below are items pertaining to EMS and their status. These items will be reviewed and updated as necessary.

- Medical Director (Research indicates not needed)
- Infectious Control Program (In process for 2021)
- Equipment requirements/supplies (Replenished through CKFDFAS)
- Continuing education program (Ongoing. All EMT's need 48 CEU's in 3 yrs.)
- Blood Borne Pathogens (Complete for 2021)
- Exposure Control Plan (In process for 2021)
- Certification of EMS personnel (Records in EMS file in office, all currently up to date)

**To The Residents of
Hanover Township Fire District No. 2 and Hanover Township Fire District No. 3**

The past year has presented a number of challenges to each of our fire districts responding to the challenges and providing care to our residents and guests during the pandemic. The pandemic has also presented a number of challenges to the District's administratively. Governor Murphy has issued a number of Emergency Orders which have impacted the annual Fire District Elections. First, the date of the Elections has been moved to Tuesday, April 20, 2021, and will be held in each of the respective District's polling places from 2:00 P.M. until 9:00 P.M.. We are hopeful that in-person voting will be allowed by that juncture, however, as is your choice, mail-in ballots are available by applying to the Morris County Clerk's office. If in-person voting is not available by that time, the State and the County will forward mail-in ballots to each registered voter within the districts.

Another significant change is that in order to be placed on the ballot, you normally would file a paper petition containing the names of ten people nominating you. The petition would then be signed by each and notarized and returned to the District. This year the Governor has ordered that the Secretary of State provide a secure electronic platform for persons to submit petitions to their respective Districts.

Fire District No. 2 voters will be voting to approve or disapprove of the 2021 Budget. Voters will also be asked to elect (XXX) commissioners, each for a (XXX) year term. Information on the election will be updated on the District's website <https://whippanyfire.com/hanover-fire-district-2/>.

Fire District No. 3 voters will be voting to approve or disapprove of the 2021 Budget. Voters will also be asked to elect two commissioners each for a three-year term. Information of the election will be updated on the District's website <https://htfd3.com/>

The Boards of the Fire Districts wish to thank you for your support of our members during these trying times, and wish to extend our continued thoughts for safety and health.

Sincerely,

Ray Woytas, Chairman, Fire District No. 2

Robert E. O'Hare, Chairman, Fire District No. 3