

## **MINUTES - REGULAR MEETING**

**March 9, 2020**

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, Cobane, & Willans

Absent: Polo

Also present: Chief Joseph Cortright, Brian Cahill, Township Liaison

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.

A moment of silence was given for:

# Jodi Cook

At this time, the Reorganization of the Board took place for the year 2020.

Chairman Woytas read the results of the election (attached) and announced that Rob Cobane had won the position of Commissioner.

Chairman Woytas swore in Commissioner Cobane and he was congratulated by the Board.

At this time, the Chairman declared all seats vacated and made a motion to appoint Chief Cortright as acting Chairman for the purpose of Reorganization.

The motion was seconded by Comm. Willans and Chief Cortright took over.

Nominations were then made to fill the vacant seats.

The following nominations were made:

For Chairman - Raymond Woytas

Vice Chairman - Rob Cobane

Treasurer - Randy Polo

Secretary - Jim Kitchell

All the motions were seconded and passed unanimously.

The Chair was then turned back over to Comm. Woytas and the meeting proceeded.

## **MINUTES OF THE LAST MEETING**

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

AYES: Woytas, Kitchell, Cobane & Willans

ABSENT: Polo

NAYS: None

## **TREASURER'S REPORT**

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

AYES: Woytas, Kitchell, Cobane & Willans

ABSENT: Polo

NAYS: None

### **General Checking Account #7859643244**

#### **TD Bank**

Balance On Hand - January 30, 2020 **\$345,203.97**

February Checks (\$141,876.41)

#### **Deposits for the Month of February 2020**

Jewish Community Housing Corp	Penalty	\$1,000.00
3-M	Permits & Fees	\$108.00
Township of Hanover	Jan. False alarms	\$200.00
State of New Jersey Uniform Fire Safety Act	4th quarter rebate	\$15,810.51
Steris Corp	Permits & Fees	\$695.00
Township of Hanover	District Taxes	\$260,000.00
Whippany Fire Company	Rent - January	\$10,669.89
State of New Jersey Uniform Fire Safety Act	2nd Qtr 2020	\$8,872.84
Jones, Lang, LaSalle	Permits & Fees	\$695.00

**Balance on Hand, February 29, 2020** **\$501,378.80**  
**(matches Quickbooks)**

Checks Submitted this Month's Meeting **\$145,939.03**

### **Construction Checking Account #437-6555294**

#### **TD Bank**

Balance On Hand - January 30, 2020 **\$2,338,841.66**

Bowman Consulting (7312.50)

Service fee (3.00)

**Balance on Hand, January 30, 2020** **\$2,331,526.16**  
**(matches Quickbooks)**

Checks Submitted this Month's Meeting **\$7,312.50**

## **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**

- We have contacted Fire and Safety to schedule an appointment for our punch list on Engine 81.
- The new vehicle should be ready for pick up sometime in the next week or so. Everything is all set to get the roof painted and then to go to Spectrum for the fit out.

### **Training**

- Training for the month of February was a recap of the Bee Meadow Parkway fire on the 18<sup>th</sup> and SCBA refresher on the 25<sup>th</sup>.
- Training for the month of March will be
  - 24<sup>th</sup> Extrication
  - 31<sup>st</sup> Haz Mat

### **Purchases**

- No purchase requests for the month.

### **Fire Prevention**

- (108) Inspections / re-inspections were conducted last month. (4) Pre plan updates were completed last month. \$1,390.00 were collected in permit fees and fines.

### **EMS**

- (47) Calls were answered last month. 0 transports.
- I have assigned FF/EMT Bell to take the lead to coordinate responses regarding the Corona Virus.

### **Fire**

- (28) Calls were answered last month.

### **Other Matters and Announcements**

- Multiple Spec Reviews were completed.
- One (1) Plan Review was conducted.
- Engine 81 was sold and picked up.
- Paul completed and submitted our 2019 AFG Grant application. We requested funds for a ladder truck.
- Plaques for Engine 81 have been ordered from Stewart Morris.
- We had a residential structure fire at 161 Bee Meadow Parkway. It was a defensive attack upon arrival. Great job was done by all.
- We had another brush fire under the power lines on Bee Meadow Parkway.
- We assisted Cedar Knolls with a residential structure fire last week.
- I have contacted Joe Giorgio and Brian Cahill to discuss with the Township Committee having the NJ Forest Fire Service evaluate a conduct control burns throughout the township.
- I met with the owners of Double Tap Brewery that will be occupying the old Post Office.
- I met with a representative from Globe Turnout gear. They will be giving us a wear set to evaluate their products.
- We have a new Junior Member joining tomorrow night Eric Kingston and a Probationary Member joining Ryan Okalito.
- Firefighters Bradley and Cowley will be receiving awards for their rescue at the Harvest Court fire from the 200 Club and the NJ FMBA. The 200 Club dinner is on April 23<sup>rd</sup> at the Birchwood. The FMBA dinner is on April 18<sup>th</sup> in Edison.

Chief reported that there was a punch list for the new engine in the process of getting completed. The new vehicle ordered in August should be ready within the next 2 weeks or so. Eagle will paint it and Spectrum will do the lights and items.

There are 2 new members coming in tomorrow. One junior and one probie. Plaques have been ordered for 81 - to be dedicated on Memorial Day.

ISO Report - We're still a 4. They want 24 hours / week training for volunteers.

Corona Virus - Five paid guys all have N-100 masks. They're getting fit tested now. Any lift assists for known issues, cedar Knolls will handle.

Bayer is closed for a week for sanitization.

Frank DeSimone will be sanitizing the firehouse with Clorox 360. It's good for 1-2 months.

Stay home if you don't feel well.

Ben Bradley and Mike Cowley - Congratulated for their heroism and awards.

Comm. Cobane asked the Chief about any future Haz-Mat situations in regards to District 2. Chief answered that we do the yearly training on it but the county is much better equipped to handle things like that and they would take the lead.

A motion was made by Comm. Cobane that we accept the Chief's report. The motion was seconded by Comm. Kitchell and passed by the following vote:

AYES: Woytas, Kitchell, Cobane & Willans

ABSENT: Polo

NAYS: None

## **COMMUNICATIONS** -

1. A letter from Congresswoman Sherrill endorsing our grant application from FEMA. Chief said Paul worked hard on the grant and submitted it. Maria from East Hanover helped him a lot and maybe we could get her a gift card of some kind in appreciation. We should hear back in 6-7 months.

2. ISO - Notification of our rating, which is still a 4.

RESOLUTIONS: Secretary Kitchell now read the resolutions for the coming year. They are attached to these minutes. They were all voted on and accepted, as follows:

A resolution naming Richard Braslow as the attorney of record for the year 2020 -2021.

A Resolution naming the meeting schedule for the year 2020 -2021. This schedule will be entered into the newspapers and is attached.

A Resolution naming the Star Ledger Eagle and/or the Daily Record as the official newspapers of the Board for 2020 -2021.

A Resolution naming Nisivoccia, LLP. as the auditor for the Board for 2020 -2021.

A Resolution naming TD Bank as the official depository of the Board for 2020 -2021.

A Resolution naming Robbie Conley Architects, LLC as the official architect for the Board for 2020-2021.

If, in the future we decide to switch any of the above, for example, a new attorney or newspaper, it may be done with a motion and vote.

A motion to accept all the above resolutions was made by Comm. Kitchell. It was seconded by Comm. Woytas and passed by the following vote:

AYES: Woytas, Kitchell, Cobane & Willans

ABSENT: Polo

NAYS: None

## **COMMITTEE REPORTS**

**Personnel:** Contract is signed with the Chief. 2 new members coming in.

**Apparatus:** 83 needs some repairs.

**Insurance:** ISO report is in.

**Dinner:** Nothing at this time.

**First Aid:** We responded to 47 calls and 0 transports.

**Relocation:** The bids were opened last Wednesday, the 4th. We're tabling the awarding right now as there are a couple of legal issues that have come up. Our lawyer is reviewing the matter.

Derrick Shearer said that Jesse Graziano has had experience with one of the bidders if we have questions.

Skurla's property - Attorney Braslow is reviewing the lease for that and the timetable.

**Township:** Brian Cahill - No report at this time.

**FIRE CO:** The sale of the building - there is conditional approval pending a couple of issues for the buyers. They're shooting for the end of March but doubtful. Hopefully, June or July.

**OLD BUSINESS** – Nothing at this time.

**NEW BUSINESS** – At this time, Chairman Woytas presented a plaque to Commissioner Jim Kraley for his years of service to the Board. Congratulations were given to Jim for a job well done.

## **PUBLIC PART OF THE MEETING**

6 members of the public attended.

Derrick Shearer questioned the ISO rating. With all the increased development, has the town reached out to the Fire Dept to ask if resources are adequate? Do we have the correct resources for 1500 more people?

The Chief said the town has not actually reached out with that question.

Brian Cahill explained the town's position on the overlays and also that a lot of what we are seeing is still conceptual, but we do have that number of units going in.

Corporate Mailings is being cleaned out now.

Rich Allocco - if the new apparatus gets approved, does the Board plan to hire more staffing? Is there any proposal for expanding manpower at this time? Some of the members are getting their EMTs and its better to hire and keep them here than have them move on after you've trained them.

Chairman said we will keep that in consideration.

## **BILLS**

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

AYES: Woytas, Kitchell, Cobane & Willans

ABSENT: Polo

NAYS: None

02/01/2020	10386	Verizon	Utilities	-239.76
02/01/2020	10387	Microsoft / Office 365	Computers	-270.00
02/01/2020	10388	Home Depot Credit Services	Shop Supplies	-87.95
02/01/2020	10389	Verizon Wireless	Utilities	-152.04
02/01/2020	10390	Approved Fire Protection	Extinguisher - Test	-192.08
02/01/2020	10391	NJ Career Chiefs Association	Membership Dues & Subscriptions	-375.00
02/01/2020	10392	FF1 Firefighter One, LLC	Operating Materials & Supplies	-818.08
02/01/2020	10393	Concern	Membership Dues & Subscriptions	-500.00
02/01/2020	10394	Black Meadows Mutual Aid Association	Membership Dues & Subscriptions	-100.00
02/01/2020	10395	Township of Hanover	gasoline	-355.03
02/01/2020	10396	Safeguard Business Systems	Office Supplies	-191.21
02/08/2020	10397	Lincoln Financial	Employee Benefits-LOSAP	-43,094.00
02/08/2020	10398	Emergency Reporting	Computers	-159.91
02/08/2020	10399	Nestle Pure Life Direct	Water	-199.73
02/08/2020	10400	McNeil & Company	Insurance Premiums	-10,684.25
02/08/2020	10401	PSE&G 10 Troy	Utilities	-1,038.66
02/08/2020	10402	STAPLES CREDIT PLAN	Office Supplies	-486.83
02/08/2020	10403	JCP&L	Utilities	-1,094.39
02/08/2020	10404	MCAAFC	Membership Dues & Subscriptions	-25.00
02/08/2020	10405	Township of Hanover	gasoline	-196.64
02/08/2020	10406	Approved Fire Protection	Extinguisher - Test	-633.37
02/08/2020	10407	Stewart & Stevenson Power Products	Building Maintenance	-4,565.00
02/08/2020	10408	Optimum 10 Troy	Utilities	-258.81
02/08/2020	10409	Police & Firemen's Insurance Association	Police & Fire Insurance	-508.30
02/08/2020	10410	Morristown Medical Group	Medical	-420.00
02/08/2020	10411	Richard M. Braslow, Esq	Legal	-395.00
02/08/2020	10412	JCP&L 10 Troy	Utilities	-281.76
02/08/2020	10413	Barz, Ronald	Fuel Vouchers	-20.00
02/08/2020	10414	Cobane, Rob	Fuel Vouchers	-70.00
02/08/2020	10415	Cook, Michael	Fuel Vouchers	-20.00
02/08/2020	10416	Cowley, Dale	Fuel Vouchers	-30.00
02/08/2020	10417	Gallo, Matt	Fuel Vouchers	-20.00
02/08/2020	10418	Gethins, John	Fuel Vouchers	-20.00
02/08/2020	10419	Graziano, Jesse	Fuel Vouchers	-30.00
02/08/2020	10420	Kelly, Brian	Fuel Vouchers	-20.00
02/08/2020	10421	Kelly, Eric	Fuel Vouchers	-20.00
02/08/2020	10422	Kelly, Tim	Fuel Vouchers	-20.00
02/08/2020	10423	Koba, Jack	Fuel Vouchers	-30.00
02/08/2020	10424	Lori, Anthony	Fuel Vouchers	-20.00
02/08/2020	10425	Makowski, Joseph	Fuel Vouchers	-20.00
02/08/2020	10426	Mihalko, Joseph Jr.	Fuel Vouchers	-30.00
02/08/2020	10427	Pavone, Matthew	Fuel Vouchers	-30.00
02/08/2020	10428	Shearer, Derrick	Fuel Vouchers	-70.00
02/08/2020	10429	Tursi, Frank	Fuel Vouchers	-30.00
02/08/2020	10430	Wittnebert, John	Fuel Vouchers	-20.00
02/08/2020	10431	Wodynski, William	Fuel Vouchers	-20.00
02/08/2020	10432	Woytas, Tyler	Fuel Vouchers	-10.00

02/08/2020	10433	Zicarello, Ricky	Fuel Vouchers	-20.00
02/08/2020	10434	Amtrust North America	Insurance Premiums	-4,301.00
02/10/2020	10435	Auto Zone	Operating Materials & Supplies	-171.32
02/10/2020	10436	NJ Advance Media	Advertising Membership Dues & Subscriptions	-195.30
02/10/2020	10437	NFPA/National Fire Protection Asoc	Advertising Membership Dues & Subscriptions	-1,345.50
02/14/2020	eft	NJ Division of Pensions & Benefits Health NJ Division of Pension & Benefits- Pension	Medical Benefits	-11,968.40
02/14/2020	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-700.00
02/14/2020	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-3,000.00
02/15/2020	10438	Daily Record	Advertising	-189.28
02/15/2020	10439	PSE&G	Utilities	-932.33
02/15/2020	10440		Elections	-200.00
02/15/2020	10441	Cook, Michael	Elections	-125.00
02/15/2020	10442	Mihalko, Julie	Elections	-125.00
02/15/2020	10443	Joanna Harrington	Elections	-125.00
02/15/2020	10444	Palermo's Pizza	Promotion	-143.50
02/15/2020	eft	Board of Fire Commissioners	employee payroll	-20,517.31
02/17/2020	10445	FF1 Firefighter One, LLC	Operating Materials & Supplies	-203.52
02/22/2020	10446	A Party Pleasing Rental	Other Outside Services	-281.12
02/22/2020	10447	New Breed Fitness, LLC	Training and Education	-540.00
02/22/2020	10448	Standard Insurance Co	Life Insurance	-1,915.30
02/22/2020	10449	US Bank Equipment Finance	Copy Machine lease	-280.50
02/22/2020	10450	Whippany Diner	Elections	-67.90
02/22/2020	10451	St. Clare's Training Center NJ Division of Pension & Benefits- Pension	Training and Education	-150.00
02/26/2020	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-3,000.00
02/26/2020	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-700.00
02/27/2020	10452	Verizon	Utilities	-239.76
02/27/2020	10453	Optimum	Utilities	-280.02
02/27/2020	10454	Township of Hanover	gasoline	-407.51
02/29/2020	10455	NJ Fire Equipment Co.	Equipment	-40.95
02/29/2020	10456	Paul Perrello	Reimbursements	-55.40
02/29/2020	10457	Verizon Wireless	Utilities	-152.04
02/29/2020	10458	Home Depot Credit Services	Shop Supplies	-125.76
02/29/2020	eft	Board of Fire Commissioners	employee payroll	-21,504.89
03/05/2020	10459	Township of Hanover	gasoline	-207.88
03/05/2020	10460	Optimum 10 Troy	Utilities	-258.81
03/05/2020	10461	Emergency Reporting	Computers	-159.91
03/05/2020	10462	Lifesavers, Inc.	CPR Training Expense	-72.00
03/05/2020	10463	Nestle Pure Life Direct	Water	-104.86
03/05/2020	10464	Richard M. Braslow, Esq	Legal	-600.00
03/05/2020	10465	Morristown Medical Group	Medical	-420.00
03/05/2020	10466	Wegman's	Operating Materials & Supplies	-49.61
03/05/2020	10467	Cobane, Rob	Fuel Vouchers	-70.00
03/05/2020	10468	Cook, Michael	Fuel Vouchers	-20.00
03/05/2020	10469	Cook, Tim	Fuel Vouchers	-20.00
03/05/2020	10470	Cowley, Dale	Fuel Vouchers	-30.00
03/05/2020	10471	Gallo, Matt	Fuel Vouchers	-20.00
03/05/2020	10472	Gethins, John	Fuel Vouchers	-20.00
03/05/2020	10473	Graziano, Jesse	Fuel Vouchers	-30.00

03/05/2020	10474	Jubinski, Ken	Fuel Vouchers	-10.00
03/05/2020	10475	Kelly, Brian	Fuel Vouchers	-20.00
03/05/2020	10476	Kelly, Eric	Fuel Vouchers	-30.00
03/05/2020	10477	Kelly, Tim	Fuel Vouchers	-30.00
03/05/2020	10478	Makowski, Joseph	Fuel Vouchers	-20.00
03/05/2020	10479	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
03/05/2020	10480	Pavone, Matthew	Fuel Vouchers	-30.00
03/05/2020	10481	Shearer, Derrick	Fuel Vouchers	-50.00
03/05/2020	10482	Tursi, Frank	Fuel Vouchers	-10.00
03/05/2020	10483	Wittnebert, John	Fuel Vouchers	-30.00
03/05/2020	10484	Wodynski, William	Fuel Vouchers	-10.00
03/09/2020	10485	STAPLES CREDIT PLAN	Office Supplies	-240.02
03/09/2020	10486	Turnout Fire & Safety - Little Falls	Uniforms and Personal Equipment	-70.99
03/09/2020	10487	Willans, Steve	Recognitions	-88.98
03/09/2020	10488	PSE&G 10 Troy	Utilities	-811.26
03/09/2020	10489	Police & Firemen's Insurance Association	Police & Fire Insurance	<u>-508.30</u>
				-
				145,939.03

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

Meeting was adjourned at 8:00.

Respectfully submitted,  
Janet Hammond