

MINUTES - REGULAR MEETING

May 10, 2021

Commissioner Ray Woytas called the meeting to order on the above mentioned date at 7:31 pm, at 10 Troy Hills Road, Whippany, NJ - in the Commissioner's office.

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

Absent: None

Also present: 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 and posted on the Whippany Fire Dept. website.

At this time Chairman Woytas read the results of the recent election into the minutes. He declared Steve Willans was re-elected and John Gethins was elected as the new Commissioner. The budget also passed.

<u>MACHINE TOTALS</u>		<u>Mail-In April 20th</u>	<u>Mail-In by April 26th</u>	<u>TOTALS</u>
Budget Yes	159	77	14	250
Budget No	33	27	9	69
John Gethins	114	41	6	161
Robert Johnston	59	40	10	109
Richard Quinn	80	43	8	131
Steven Willans	137	50	13	200

Chairman Woytas then made a motion that Chief Perrello be appointed temporary Chairman and all seats vacated. The motion was seconded by Comm. Kitchell. At this time, nominations were made to fill the seats on the Board.

A motion was made by Comm. Cobane to appoint Ray Woytas as Chairman of the Board. It was seconded by Comm. Willans.

A motion was made by Comm. Woytas to appoint Jim Kitchell as Secretary. It was seconded by Comm. Cobane.

A motion was made by Comm. Woytas to appoint Rob Cobane as treasurer. It was seconded by Comm. Kitchell.

A motion was made to appoint Comm. Willans as Vice-Chairman. It was seconded by Comm. Cobane.

All the above motions were passed unanimously by all Commissioners and Chairman Woytas resumed his position.

At this time, Chairman Woytas conducted the swearing-in ceremony for Comm. Gethins and welcomed him to the Board.

Then, Chairman Woytas swore in our two new employees, Michael Cowley and John Wittnebert. They were congratulated by friends, family and all present.

The regular meeting now continued.

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. Kitchell and it was carried by the following vote:

AYES: Cobane, Kitchell, Woytas, Gethins & 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. Gethins seconded the move and it was carried by the following vote:

AYES: Cobane, Kitchell, Gethins, Woytas & Willans

ABSENT: None

NAYS: None

For the month of April 2021

General Checking Account #7859643244

TD Bank

Balance On Hand - March 31, 2021	\$782,360.72
April Checks	(\$209,109.60)

Deposits for the Month of April 2021

State of New Jersey - 2nd quarter	Uniform Fire Safety Act	\$7,736.64
Township of Hanover	District Taxes	\$300,000.00
Il Capriccio	Permits & Fees	\$54.00
Mark Trece	Permits & Fees	\$54.00
Income from Company	March Cell tower	\$11,125.29
Registration fees		\$550.00

<u>Balance on Hand, April 30, 2021</u>	<u>(matches Quickbooks)</u>	<u>\$892,771.05</u>
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Checks Submitted this Month's Meeting	\$234,374.88
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Construction Checking Account #437-6555294

TD Bank

Balance On Hand - May 10, 2021	\$674,935.57
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- Submitted FEMA AFG grants for Ladder truck (in progress awards are coming out soon)
- Conduct an Officers meeting
- Rabies Clinic Here on November 6th Saturday 10-12
- Ambulance services in Dist. #2 (go over start up cost)
- Applied for a grant / equipment donation from Stryker for stretchers and stair chairs (my brother in-law works for them)
- Mezzanine?
- Bruce no charge for dumpsters
- Open house in October?
- Gym equipment for new station
- Lastly, I have created a spread sheet of the savings the I have brought to the district so far in my tenure (Please See Attached Sheet)

Chief Perrello mentioned 2 purchase requests, as he went over his Chief's report. They will be addressed under New Business.

Chairman Woytas mentioned that Bruce Brueche donated 3 dumpsters for us to use during our move at a value of \$2200. It was greatly appreciated and a thank you will be sent.

COMMUNICATIONS - Wegman's establishing a \$100 / year fee. The Board will have to elect whether to continue their account.

COMMITTEE REPORTS

Personnel: A new junior member coming in tomorrow – Ben Cave. Eric Kingston has resigned.

Apparatus: Repairs were made. Auto ejects were all fixed and oil leaks were repaired. Derrick report that 87 is going to Fred this week for power steering problem. Comm. Cobane asked why 81 needs to be the engine responding first all the time. It has a lot of miles on it for a new engine – 10,000 miles. Paul said that EMS equipment would have to be rotated also but we can try it. When you use something a lot, things break but when they sit there, things break also. Paul would like to duplicate the equipment on 81 and outfit 83 with the same equipment. He will get prices. He thinks it will be under \$5000 to outfit it with EMS equipment.

Insurance: Matt Gallo has a broken nose. An audit is due for our liability policy.

Dinner: Nothing at this time.

First Aid: We responded to 50 calls and 0 transports. We are in the process of discussing procuring an ambulance for District 2. The number of calls goes up every month.

Relocation: We are investigating errors and omissions that may be the fault of the architect and/or the engineering firm. John Mondano is going to research the numbers and see what we can isolate.

TOWNSHIP - Nothing at this time.

FIRE CO: - Nothing at this time.

OLD BUSINESS – SOGS are completed for now. Paul said they are a working document. He would like to establish the Crew Chief position to help when there is a shortage of Officers or even when someone is just not there. He standardized some of the forms also. He would like to utilize Power

DMS more and have people read the SOGS and other items and sign off on them. He can put a time allotment on them.

NEW BUSINESS – Eden Landscaping can no longer do our landscaping due to a lack of help. They have done it for free for a long time. We are in the process of getting prices from other landscapers and should also include Eden for a quote.

Jim Schultz would like to start getting the joint Board together and suggested a Joint Board meeting on June 3rd at Cedar Knolls to get started.

The Chief's request for shades for the windows was discussed. It was suggested that we also look into Everlast as they are a local business and we have dealt with them before. This request will be tabled till next month.

The Chief has requested a cleaning service for the building. The lowest quote was from Eastern janitorial at \$139 / week or \$555 / month. A motion was made by Comm. Cobane that we accept the services of Eastern Janitorial. The motion was seconded by Comm. Willans and passed by the following vote:

AYES: Cobane, Kitchell, Gethins, Woytas & Willans

ABSENT: None

NAYS: None

The space behind the elevator – Paul would like to make the window into a doorway and make a wall and use it for storage. It would be painted with the red stripe. It could be locked if there are things to be stored back there.

PUBLIC PART OF THE MEETING - 18 members of the public attended. No comments made.

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: Cobane, Kitchell, Gethins, Woytas & Willans

ABSENT: None

NAYS: None

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
04/01/2021	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-2,865.90
04/01/2021	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-846.96
04/01/2021	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-
04/01/2021	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	109,034.00
04/01/2021	eft	NJ Division of Pension & Benefits- Pension	Pension Expense	-14,176.00
04/07/2021	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-13,557.78
04/07/2021	11212	STAPLES CREDIT PLAN	Office Supplies	-324.61
04/07/2021	11213	Cortright, Joseph	Reimbursements	-39.90
04/07/2021	11214	Optimum	Utilities	-598.86
04/07/2021	11215	Verizon Wireless	Utilities	-152.04
04/07/2021	11216	Brunners Garage	#84	-118.75
04/07/2021	11217	Bradley, Ben	Reimbursements	-191.00
04/07/2021	11218	Polo, Randy	Reimbursements	-330.31
04/07/2021	11219	Janet Hammond	Office Supplies	-32.77
04/07/2021	11220	Nestle Pure Life Direct	Water	-9.99

04/07/2021	11221	SMCMUA	Utilities	-420.22
04/07/2021	11222	Wegman's	Operating Materials & Supplies	-1,338.92
04/07/2021	11223	A Party Pleasing Rental	Operating Materials & Supplies	0.00
04/12/2021	11224	Finish Line Car Wash	Car Washes	-44.00
04/12/2021	11225	PSE&G 10 Troy	Utilities	-951.94
04/12/2021	11226	Cowley, Michael	Reimbursements	-74.63
04/12/2021	11227	CF Services	Repairs & maintenance	-9,945.17
04/12/2021	11228	Police & Firemen's Insurance Association	Police & Fire Insurance	-510.73
04/13/2021	11229	LaSota, Matthew	Reimbursements	-42.80
04/13/2021	11230	NJ Advance Media	Advertising	-62.00
04/13/2021	11231	Morristown Medical Group	Professional Services	-1,000.00
04/13/2021	11232	PSE&G	Utilities	-703.95
04/13/2021	11233	Daily Record	Advertising	-68.97
04/15/2021	eft	Board of Fire Commissioners	Employee Payroll	-20,696.29
04/19/2021	11234	Cobane, Rob	Fuel Vouchers	-20.00
04/19/2021	11235	Cook, Michael	Fuel Vouchers	-20.00
04/19/2021	11236	Cowley, Dale	Fuel Vouchers	-20.00
04/19/2021	11237	Gallo, Matt	Fuel Vouchers	-20.00
04/19/2021	11238	Gethins, John	Fuel Vouchers	-20.00
04/19/2021	11239	Graziano, Jesse	Fuel Vouchers	-20.00
04/19/2021	11240	Kelly, Brian	Fuel Vouchers	-70.00
04/19/2021	11241	Kelly, Eric	Fuel Vouchers	-20.00
04/19/2021	11242	Kelly, Tim	Fuel Vouchers	-20.00
04/19/2021	11243	Koba, Jack	Fuel Vouchers	-20.00
04/19/2021	11244	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
04/19/2021	11245	Pavone, Matthew	Fuel Vouchers	-20.00
04/19/2021	11246	Shearer, Derrick	Fuel Vouchers	-70.00
04/19/2021	11247	Tursi, Frank	Fuel Vouchers	-20.00
04/19/2021	11248	Van Seggern, Steven	Fuel Vouchers	-20.00
04/19/2021	11249	Willans, Steve	Fuel Vouchers	-20.00
04/19/2021	11250	Winkler, Sean	Fuel Vouchers	-20.00
04/19/2021	11251	Ziccarello, Ricky	Fuel Vouchers	-20.00
04/19/2021	11252	Johnny's Pizza	Promotion	-122.00
04/19/2021	11253	Performance Ford	Car 87	-69.95
04/19/2021	11254	Brunners Garage	#84	-258.00
04/19/2021	11255	Optimum	Utilities	-132.03
04/19/2021	11256	POSTMASTER	Office Supplies	-110.00
04/20/2021	11257	CF Services	Repairs & maintenance	-2,539.85
04/20/2021	11258	JCP&L	Utilities	-340.29
04/20/2021	11259	Standard Insurance Co	Life Insurance	-1,611.00
04/20/2021	11260	Joanna Harrington	Elections	-125.00
04/20/2021	11261	Patricia Cobane	Elections	-125.00
04/20/2021	11262	Christian Rossy	Elections	-200.00
04/20/2021	11263	Lauren Cobane	Elections	-125.00
04/26/2021	11264	Fire and Safety Services, LTD	Engine 81	-1,925.00
04/26/2021	11265	Electronic Measurement Labs	Meters	-424.29
04/26/2021	11266	Township of Hanover	Gasoline / Diesel	-572.56
04/26/2021	11267	Whippany Diner	Operating Materials & Supplies	-52.00
04/26/2021	11268	US Bank Equipment Finance	Copy Machine lease	-535.50

04/27/2021	11269	Verizon	Utilities	-172.43
04/30/2021	eft	Board of Fire Commissioners	Employee Payroll	-21,071.21
05/03/2021	11270	Amtrust North America	Insurance Premiums	-6,775.00
05/03/2021	11271	US Bank Equipment Finance	Copy Machine lease	-341.50
05/03/2021	11272	Ben Cave	Reimbursements	-42.80
05/03/2021	11273	FIS On Site Services, LLC	Repairs & maintenance	-1,418.20
05/03/2021	11274	Hanover Powersports	Equipment	-124.58
05/03/2021	11275	Cobane, Rob	Fuel Vouchers	-20.00
05/03/2021	11276	Cowley, Dale	Fuel Vouchers	-20.00
05/03/2021	11277	Danus, James	Fuel Vouchers	-20.00
05/03/2021	11278	Danus, Joshua	Fuel Vouchers	-20.00
05/03/2021	11279	Gallo, Matt	Fuel Vouchers	-20.00
05/03/2021	11280	Gethins, John	Fuel Vouchers	-20.00
05/03/2021	11281	Graziano, Jesse	Fuel Vouchers	-20.00
05/03/2021	11282	Kelly, Brian	Fuel Vouchers	-70.00
05/03/2021	11283	Koba, Jack	Fuel Vouchers	-20.00
05/03/2021	11284	LaSota, Matthew	Fuel Vouchers	-20.00
05/03/2021	11285	Pavone, Matthew	Fuel Vouchers	-20.00
05/03/2021	11286	Shearer, Derrick	Fuel Vouchers	-70.00
05/03/2021	11287	Van Seggern, Steven	Fuel Vouchers	-20.00
05/03/2021	11288	Winkler, Sean	Fuel Vouchers	-20.00
05/10/2021	11289	Optimum 10 Troy	Utilities	-517.37
05/10/2021	11290	McNeil & Company	Insurance premiums	-11,487.00
05/10/2021	11291	NJ Advance Media	Advertising	-91.45
05/10/2021	11292	Turnout Fire & Safety - Little Falls	Uniforms and Personal Equipment	-344.95
05/10/2021	11293	DC Express	Elections	-95.00
05/10/2021	11294	PSE&G 10 Troy	Utilities	-279.60
05/10/2021	11295	Verizon Wireless	Utilities	-152.04
05/10/2021	11296	STAPLES CREDIT PLAN	Office Supplies	-2,663.23
05/10/2021	11297	SMCMUA 10 Troy	Utilities	-124.86
05/10/2021	11298	Nestle Pure Life Direct	Water	-427.70
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				<u>234,374.88</u>

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 8:02.

Respectfully submitted,

Janet Hammond