

MINUTES - REGULAR MEETING

June 8, 2020

Commissioner Ray Woytas called the meeting to order on the above mentioned date at 7:00 pm, via Zoom Video conferencing and social distancing in the firehouse bays.

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

Absent: None

Also present: Chief Joseph Cortright,

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.

The meeting started with a continuation of the pre-meeting discussion with John Mondano, the Clerk of the Works for the new firehouse construction.

Who to report to: If John has questions about electrical – Joe Krygoski
Structural – Fred Brunner Money issues – the Board

Fred Brunner – A lot of things will be sorted out this week. We value engineered out a lot of things from the original prints.

The new set of plans should show where the old contractor left off and what was done and what wasn't.

We have lots of questions for Conley and his electrical engineer who both should be here tomorrow.

John had a question about the Oil Separator – the town made us change that. We went with what passed and didn't look further than what they asked for. A lot of things were done for us to get the TCO - the bay lighting for example. We put it in and said let's move forward.

Randy said – we have to get this done the right way. We can let Conley know we're not happy. He may need to walk the building again with the new plans. We're not going to have the money to do a lot of change orders.

Rob – We're paying Rob Conley well to handle these kinds of questions.

John – My job is to document everything and make sure the job gets done well. He told the guys not to put the sheet rock in yet till the other contractors were finished – things like that.

Randy – We promised the taxpayers we were hiring a clerk of the works so we wouldn't be that same situation again. If we ruffle Conley's feathers, so be it.

John – my contract said to work 4 hours / day for 4 days a week. That's 48 hours. I've been there a lot more than that.

Fred – The structural engineer for the trusses wants a contract in place before he moves forward.

John showed a Temporary Construction sign that will be placed on the premises.

The word on the sale of 440 from Tom Braviak is the closing in September or October. They want the building gone and footings in before winter.

Ray said the Skurla property - we've been pushing them off. After a discussion, it was agreed to tell them August 1st as a move-in date so we don't lose it.

The Board thanked John.

MINUTES OF THE LAST MEETING

The Chairman called for the acceptance regular minutes from May. Comm. Polo 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 Cobane made a motion to accept the report. Comm. Polo seconded the move and it was carried by the following vote:

AYES: Woytas, Kitchell, Cobane & Willans

ABSENT: Polo

NAYS: None

Randy mentioned that it's still impossible to get in touch with the man at the bank who is helping us with our signature cards. He anticipates getting in touch with him soon as things have just started to open back up.

Treasurer's Report - June 8, 2020

For the month of May 2020

General Checking Account #7859643244

TD Bank

Balance On Hand - April 30, 2020 **\$572,845.45**

May checks (\$91,426.14)

Deposits for the Month of May 2020

Whippany Fire Company Rent - April \$10,669.89

Paulie G's Deli Permits and fees \$54.00

State of New jersey 3rd Qtr - Uniform Fire Act \$14,088.12

Balance on Hand, May 31, 2020 **\$506,231.32**

(matches Quickbooks)

Checks Submitted this Month's Meeting **\$102,009.52**

Construction Checking Account #437-6555294

TD Bank

Balance On Hand - April 30, 2020

\$2,320,395.66

Richard Braslow

108 (\$2,370.00)

Balance on Hand, April 30, 2020

\$2,318,025.66

(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

- Brunner's Garage installed a new battery in Unit 87.
- FIS repaired the relief valve, replaced the pump packing and rebuilt 2 drains on Engine 83.

Training

- Training was not conducted during the month of May.
- I plan to have training drills this month since the governor has allowed the Fire Academies in the state to resume training. I will meet with Paul tomorrow and get a plan together.

Purchases

- Power DMS program which is an online record management and training program.

Fire Prevention

- (78) Inspections / re-inspections were conducted last month. \$54.00 in permit fees were collected.

EMS

- (38) Calls were answered last month. 0 transports.
- We did help Cedar Knolls EMS over the last month with deconning of the ambulance and equipment. Currently we are not doing this any further.

Fire

- (24) Calls were answered last month.

Other Matters and Announcements

- Multiple Spec Reviews were completed.
- We are still doing birthday drive buys in town.
- Derrick and I assisted with the distribution of lawn signs for the graduating high school seniors.
- Today I received a check for Lynn Woytas from Standard Insurance.
- I am working on Tony Lori's claim.
- Our current call volume for the year is up just a little from this time last year.
- I am still participating in conference calls with East Hanover and Florham Park. They are now being held bimonthly.
- We had 4 members go exempt this year. The paperwork is filled out and ready to go to the County Clerk's office when they reopen.

- Last month our RIC Team responded to Parsippany Dist #5 and East Hanover.
- The Legion has cancelled the Flag Retirement Ceremony. They asked if we could do a standby on June 22nd so they can officially retire the flags that they have.

The Chief went over the items in his report.

He also said that the plaques for the new engine have been ordered as well as the memorial plaque.

Rob asked about inspections. Chief said we're right on track. We have started at one end of town and have started them up again. They're more than halfway done.

The decontamination calls with Cedar Knolls – there were less than 20 of them.

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

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

COMMUNICATIONS - Nothing at this time

COMMITTEE REPORTS

Personnel: Nothing at this time.

Apparatus: 83 had some repairs done.

Insurance: Nothing new

Dinner: Nothing at this time.

First Aid: 38 calls and no transports. Rob asked why we keep track of this. It stems back from when we paid Cedar Knolls for ambulance calls and deducted the ones we rode along on.

Relocation: John Mondano reported on the progress being made – See beginning of meeting.

Back to Personnel – Robbie reported that he, Ray, Derek, Ben and Jack met and discussed ways to increase membership and put forth a plan. The Career Staff will help also. They threw out ideas – how to bring guys back; how to bring in new guys, etc. Put a flyer together, hit the condos,. They talked about Associate Firefighters who maybe don't go to the Academy. They can support us with other things than fire.

Derek Shearer – after several weeks of nagging, he said the potential membership on the website is up. It will be followed up on. Robbie said we may need extra keys and pagers for them.

Township: No report at this time.

FIRE CO: The documents for 10 Troy Hills road are all signed and done.

OLD BUSINESS – Nothing at this time.

NEW BUSINESS – POWER DMS – The Chief brought up a program that he would like to see us use. Tuesday they gave a demonstration for us. It's an on-line training system and document management system. Over 500 departments use it. It's cloud based. SOPs and SOGs online can be updated immediately. There's an app for it and it shows you when changes have been made.

The Training Officer – it can allow him to create a test. He can put up training that's due so everyone can see it. He can assign things to do. He can track who looks at it. For a new Junior member, we can give him a link instead of bombarding him with information.

You don't lose the membership. If someone leaves and then comes back, his stuff is still there. It has unlimited storage.

It can also link to you tube so you can free up space.

Paul said it takes the place of NJ learn, which is going to the wayside and wasn't user friendly. He can make training videos for the guys and see who watched them.

Chief said if we use it, we get a 25% discount because Cedar Knolls has it.

The guy will sit with us and appoint administrators and get us set up.

It's \$3756 for 30 licenses and \$4156 for 50. Each license is \$25 and it goes up 2% each year.

Comm. Cobane made a motion that we purchase Power DMS with 50 licenses. The move was seconded by Comm. Kitchell and passed by the following vote:

AYES: Woytas, Polo, Kitchell, Cobane & Willans

ABSENT: None

NAYS: None

Comm. Steve Willans reported that past Commissioner Jim Kraley's badge is in.

Paul Perrello reported that Local 106 has an inflatable screen and will have a drive-in movie at the Bee Meadow Pool parking lot this month. The first one is free. You can log on to Community Pass on the Hanover Township website to secure a spot.

Derrick Shearer asked about parking for volunteers when we are located at the Skurla property. Chief said that Molly Malone's has given us permission to park in the back, but also that we should have a designated area on the new site to park in as it gets closer.

PUBLIC PART OF THE MEETING

4 members of the public attended.

BILLS

Comm. Polo 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

05/04/2020	10569	Home Depot Credit Services	Shop Supplies	-106.56
05/04/2020	10570	Wegman's	Operating Materials & Supplies	-32.90
05/04/2020	10571	Verizon Wireless	Utilities	-152.04
05/04/2020	10572	STAPLES CREDIT PLAN	Office Supplies	-332.86
05/04/2020	10573	McNeil & Company	Insurance Premiums	-10,684.25
05/04/2020	10574	Township of Hanover	Gasoline / Diesel	-237.00
05/04/2020	10575	Verizon	Utilities	-239.76
05/04/2020	10576	Amtrust North America	Insurance Premiums	-6,072.00
05/04/2020	10577	Nestle Pure Life Direct	Water	-115.85
05/04/2020	10578	Optimum 10 Troy	Utilities	-517.06
05/04/2020	10579	Ian Bell	Reimbursements	-95.80

05/04/2020	10580	Gallo, Matt	Training and Education	-1,809.00
05/04/2020	10581	Wittnebert, John	Training and Education	-1,754.00
05/04/2020	10582	Cortright, Joseph	Reimbursements	-44.90
05/09/2020	10583	PSE&G 10 Troy	Utilities	-225.17
05/09/2020	10584	POSTMASTER	Office Supplies	-110.00
05/09/2020	10585	Police & Firemen's Insurance Association	Police & Fire Insurance	-508.30
05/09/2020	10586	JCP&L	Utilities	-425.78
05/09/2020	10587	Emergency Reporting	Computers	-159.91
05/09/2020	10588	WEX Fleet Universal	Gasoline	-166.90
05/09/2020	10589	CPR Baltimore	CPR Training Expense	-404.98
05/09/2020	10590	Richard M. Braslow, Esq	Legal	-1,680.00
05/09/2020	10591	Cobane, Rob	Fuel Vouchers	-70.00
05/09/2020	10592	Cook, Michael	Fuel Vouchers	-20.00
05/09/2020	10593	Gallo, Matt	Fuel Vouchers	-20.00
05/09/2020	10594	Gethins, John	Fuel Vouchers	-20.00
05/09/2020	10595	Graziano, Jesse	Fuel Vouchers	-20.00
05/09/2020	10596	Kelly, Brian	Fuel Vouchers	-20.00
05/09/2020	10597	Kelly, Eric	Fuel Vouchers	-20.00
05/09/2020	10598	Koba, Jack	Fuel Vouchers	-20.00
05/09/2020	10599	Makowski, Joseph	Fuel Vouchers	-20.00
05/09/2020	10600	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
05/09/2020	10601	Ryan Okolita	Fuel Vouchers	-20.00
05/09/2020	10602	Shearer, Derrick	Fuel Vouchers	-70.00
05/09/2020	10603	Sieka, Marc	Fuel Vouchers	-20.00
05/09/2020	10604	Tursi, Frank	Fuel Vouchers	-20.00
05/09/2020	10605	Benjamin Willans	Fuel Vouchers	-20.00
05/09/2020	10606	Willans, Steve	Fuel Vouchers	-20.00
05/09/2020	10607	Wittnebert, John	Fuel Vouchers	-20.00
05/09/2020	10608	Woytas, Raymond	Fuel Vouchers	-20.00
05/09/2020	10609	Ziccarello, Ricky	Fuel Vouchers	-20.00
05/09/2020	10610	Kruger, Walter	Fuel Vouchers	-20.00
05/09/2020	10611	Krygoski, Joseph	Fuel Vouchers	-20.00
05/15/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-700.00
05/15/2020	eft	NJ Division of Pension & Benefits-Pension	Pension Expense	-3,000.00
05/15/2020	eft	NJ Division of Pensions & Benefits Health	Medical Benefits	-11,968.40
05/15/2020	eft	Board of Fire Commissioners	Employee Payroll Operating Materials & Supplies	-20,715.57
05/20/2020	10612	Auto Zone	Advertising	-82.97
05/20/2020	10613	Daily Record	Advertising	-96.92
05/20/2020	10614	NJ Advance Media	Advertising	-26.35
05/20/2020	10615	PSE&G	Utilities	-399.77
05/20/2020	10616	US Bank Equipment Finance	Copy Machine lease	-280.50
05/20/2020	10617	Township of Hanover	Gasoline	-292.31
05/20/2020	10618	Brunners Garage	Car 87	-203.95
05/20/2020	10619	Emergency Services MARKeting Corp., Inc.	Computers	-810.00
05/20/2020	10620	Approved Fire Protection	Extinguisher - Test Operating Materials & Supplies	-30.00
05/20/2020	10621	Gen-el Safety & Industrial Products	Shop Supplies	0.00
05/28/2020	10622	Home Depot Credit Services	Shop Supplies	-636.82
05/28/2020	10623	Optimum	Utilities	-279.60

05/28/2020	10624	Verizon	Utilities	-637.08
05/28/2020	10625	Gen-el Safety & Industrial Products	Operating Materials & Supplies	-252.00
05/28/2020	10626	CPR Baltimore	CPR Training Expense	-124.99
05/28/2020	10627	Standard Insurance Co	Life Insurance	-1,915.30
05/30/2020	eft	Board of Fire Commissioners	Employee Payroll	-22,578.59
06/03/2020	10628	Cowley, Michael	Reimbursements	-13.41
06/03/2020	10629	Bradley, Ben	Reimbursements	-35.00
06/03/2020	10630	Verizon Wireless	Utilities	-152.04
06/03/2020	10631	Nestle Pure Life Direct	Water	-104.86
06/03/2020	10632	Cobane, Rob	Fuel Vouchers	-70.00
06/03/2020	10633	Cook, Michael	Fuel Vouchers	-20.00
06/03/2020	10634	Gethins, John	Fuel Vouchers	-20.00
06/03/2020	10635	Johnston, Robert	Fuel Vouchers	-20.00
06/03/2020	10636	Kelly, Brian	Fuel Vouchers	-20.00
06/03/2020	10637	Kelly, Eric	Fuel Vouchers	-20.00
06/03/2020	10638	Kelly, Tim	Fuel Vouchers	-20.00
06/03/2020	10639	Koba, Jack	Fuel Vouchers	-20.00
06/03/2020	10640	Mihalko, Joseph Jr.	Fuel Vouchers	-20.00
06/03/2020	10641	Ryan Okolita	Fuel Vouchers	-20.00
06/03/2020	10642	Shearer, Derrick	Fuel Vouchers	-70.00
06/03/2020	10643	Tursi, Frank	Fuel Vouchers	-20.00
06/03/2020	10644	Wittnebert, John	Fuel Vouchers	-20.00
06/03/2020	10645	Ziccarello, Ricky	Fuel Vouchers	-20.00
06/08/2020	10646	FIS On Site Services, LLC	Engine 83	-2,667.80
06/08/2020	10647	Auto Zone	Operating Materials & Supplies	-194.87
06/08/2020	10648	STAPLES CREDIT PLAN	Office Supplies	-197.34
06/08/2020	10649	JCP&L	-SPLIT-	-533.14
06/08/2020	10650	Amtrust North America	Insurance Premiums	-4,013.00
06/08/2020	10651	PSE&G 10 Troy	Utilities	-59.70
06/08/2020	10652	JCP&L 10 Troy	Utilities	-124.01
06/08/2020	10653	Emergency Reporting	Computers	-159.91
06/08/2020	10654	Spectrum Communications	Radios	-1,440.00
06/08/2020	10655	Police & Firemen's Insurance Association	Police & Fire Insurance	<u>-508.30</u>
				-
				102,009.52

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

Meeting was adjourned at 8:53

Respectfully submitted,
Janet Hammond