

November 3, 2016 Meeting of the Board of Fire Commissioners

District #3 in the Township of Hanover

County of Morris, Cedar Knolls, New Jersey

The meeting was called to order at 7:00 p.m. on November 3, 2016 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Maria Florio, Tom Quirk, Michael Dugan, and Peter DeNigris were present.

Also in attendance were Chief DiGiorgio and Administrator Schultz.

PUBLIC PARTICIPATION: None

CORRESPONDENCE:

Commissioner Callas read a thank you note from Dot DeNigris.

Former Fire Chief James C. Davidson returned a check in the amount of \$880.00 paid to him in error.

APPROVAL OF PREVIOUS MINUTES:

Commissioner Quirk made a motion to accept the minutes of October 6, 2016 regular meeting with noted corrections, all in favor.

Commissioner Dugan made a motion, seconded by Commissioner Quirk to accept the minutes from October 19, 2016 Special Meeting (Personnel Closed Meeting), all in favor.

Commissioner Florio made a motion to accept the minutes of October 20, 2016 with noted corrections, seconded by Commissioner Dugan, all in favor except Commissioner DeNigris who abstained.

REPORT OF THE TREASURER:

Commissioner DeNigris reported speaking to the planning board about the proposed sign and noted it can move forward whenever ready.

Commissioner DeNigris asked Administrator Schultz if all was set for the Capital Improvement Election . Administrator Schultz replied he had been waiting for further direction from Commissioner DeNigris.

Commissioner DeNigris made a recommendation to ask the Fire Company to make a donation towards the purchase of a new ambulance. There was a discussion among the Commissioners with mixed reactions.

A motion was made by Commissioner DeNigris, seconded by Commissioner Florio to ask the Cedar Knolls Fire Department for a donation towards the new ambulance. Commissioners Callas, Quirk, and Dugan voted no. Motion denied.

REPORT OF THE CHIEF AND BOARD COMMITTEES:

Chief DiGiorgio previously distributed his Bi-Monthly Report and reviewed some highlights. He noted the Scott Sight mask shown prior to the meeting had been purchased from Fire Safety Grant money. Both Chief DiGiorgio and Assistant Chief O'Hare approached the Cedar Knolls Fire Department at the last meeting about purchasing a second mask. The mask will go on the ladder truck and after the second mask is purchased one will go on the engine and one on the truck.

Two new defibrillators have been purchased. One paid for by the Commissioners and the other by the Cedar Knolls Fire Company.

Chief DiGiorgio had a follow up meeting with the career staff including the President of the Firefighter's Mutual Benevolent Association Local 109 (FMBA) to outline some of the work schedules and plans for 2017. As a result, Chief DiGiorgio was presented with a grievance from the President of the FMBA.

EMS: Commissioner DeNigris gave an update on Revenue Guard. He stated there will be a \$2,000.00 credit coming for lost revenue during the period they did not collect from non-resident out of District 3. Revenue Guard will be reducing their rate from 9% to 8% retroactive to October. Commissioner DeNigris calculates it is approximately a \$5,000.00 annual savings. In addition, Revenue Guard suggested raising the call rate along with the mileage charge. They will be providing advanced technology equipment to allow immediate data entry along with many advanced features. It was also suggested using an outside collection agency to collect from non-residents. Agencies generally charge 25%. Two recommendations for consideration were made. Revenue Guard will administer the collections but will not charge. **A motion was made by Commissioner Dugan, seconded by Commissioner Callas to accept the changes to the Revenue Guard agreement, all in favor.**

BUDGET: Commissioner DeNigris provided the Commissioners with the proposed 2017 Budget and reviewed each line item. There was a lengthy discussion about designating funding to purchase a new apparatus and the most effective way to accomplish that goal. The Board approved sending the budget to Vince Montanino. Commissioner DeNigris anticipates the only change will be in the tax numbers.

There will be a Special Meeting tentatively scheduled on December 3, 2016 for Capital Improvement Money Movement. The meeting will be called to order at 2:00 p.m. and adjourned at 9:00 p.m.

LABOR RELATIONS:

A motion was made by Commissioner Florio, seconded by Commissioner Callas to allow additional time to review the Policy and Procedure document. All in favor.

LIAISON TO THE VOLUNTEERS: Commissioner Quirk has been working with Fire Company Vice President Joe Martin and Captain Lake in preparation for the Tree Lighting event on December 3, 2016.

Crotty Electric will be donating their bucket truck to help run the electric and to also help put the lights on the tree.

Commissioner Quirk's stated contrary to his last report the Morris Plains Dunkin Donuts Regional Manager contacted him and notified him they would like to donate hot chocolate for the event.

Commissioner Quirk would like to start advertising the event as soon as possible.

Commissioner Callas noted that a police officer is needed that evening.

Chief DiGiorgio questioned if it is okay to send the legs from the bell out for repair. Commissioner Dugan responded as long as there is a template it would be okay.

BUILDINGS AND GROUNDS:

Roof Project: Commissioner Dugan said for the most part the roof is done, mostly waiting for paperwork to be completed.

Apron Project: Administrator Schultz said they are waiting for the manhole.

APPARATUS EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Commissioner Florio reached out to the Insurance Company for clarification on documentation needed when events are held by outside groups. She reported a Certificate of Insurance naming the District as insured on the outside group's personal insurance policy, along with a Hold Harmless document is required. The proof of the insurance certificate should be provided to the District. If alcohol is served additional liability is required. As the building is owned by the District, the Fire Company needs to be made aware that the District needs copies of all above mentioned signed documents. Commissioner Quirk will reach out to President Dobson and explain what the Insurance company is now requiring.

Health Reimbursement Account (HRA) needs to be renewed. Administrator Schultz said he will see that it is filled out and returned.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Schultz said he has already updated the website for the next meeting. Commissioner Quirk asked Administrator Schultz to add the Tree Lighting event to the website.

OLD BUSINESS:

Chief DiGiorgio noted there was a recommendation that the wood sign requesting volunteer members be updated. He took it to Fast Signs in East Hanover. President Dobson approved the quote and we are waiting for the sign to come back.

Chief DiGiorgio had a meeting last evening with the Joint Fire Officer and EMS Officers. He asked them to reach out for feedback from the incentive programs.

NEW BUSINESS:

The next Regular Meeting will be held Thursday, November 17, 2016 beginning at 7:00 p.m.

There will be a Fire Prevention Meeting on November 14, 2016 at 6:30 p.m. in Whippany.

RESOLUTIONS:

Commisioner Callas read **Resolution 16-11-03-106** approving transfer of appropriations. **Commissioner Dugan made a motion to approve, seconded by Commisioner DeNigris to accept the motion, all in favor.**

Commissioner Callas read **Resolution 16-11-03-107** authorizing the Board to go in to closed session to discuss personnel matters. **Commissioner Callas made a motion to approve, seconded by Commissioner Dugan, all in favor.**

CLOSED SESSION:

The Board went into closed session to discuss Personnel Matters at 8:50 p.m. and adjourned closed session at 9:38 p.m. There was no outcome.

ADJOURNED: The meeting was adjourned at 9:40 p.m.

Respectfully submitted:

Robert Callas, Secretary