

**August 4, 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 August 4, 2016 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Also in attendance was Chief DiGiorgio and Administrator Schultz.

**CORRESPONDENCE:** None

**APPROVAL OF PREVIOUS MINUTES:** The minutes of the meeting from July 21, 2016 will be accepted with corrections. **Commissioner Florio made a motion to accept the minutes with corrections, seconded by Commissioner Dugan, all in favor.**

**TREASURER'S REPORT:** None

**CHIEF AND BOARD COMMITTEES:**

**CHIEF'S REPORT:**

The Board was provided with a draft copy of the Policy and Procedure Manual by Chief DiGiorgio after his meeting with Commissioners Quirk and Callas. In order to move forward he asked the Board to please review and provide comments.

A copy of the completed Vulnerability Assessment Program was forwarded to the Commissioners by Chief DiGiorgio. Commissioner Florio requested in the future to please provide printed copies to the Board.

The Chief e-mailed Board members the PEOSH Department of Health evaluations and comments that need to be addressed.

Chief DiGiorgio received the Fireman's Mutual Aid Agreement. This agreement encompasses all municipalities in the County of Morris. There is

a signature page to be signed by the Board and returned. **Action Item: Chief DiGiorgio will scan copies of the Agreement and send them to the Board.**

There will be a meeting tomorrow, August 5<sup>th</sup> with OEM and Emergency Response Officials for a briefing and plan review of the approximately ten to eighteen butane/propane rail cars that Morristown Erie Railroad will be parking on South Jefferson Road until November-December.

- **EMS:** No report.
- **BUDGET:** No report.
- **LABOR RELATIONS:** Commissioners Callas and Quirk provided a draft copy of the Policies and Procedures Manual and indicated it is now open to discussion and review before being sent to the attorney. They asked the Board to be prepared to discuss this topic at the next meeting.
- **LIAISON TO VOLUNTEERS:** No report.
- **BUILDING AND GROUNDS:**

Roof: Administrator Schultz reported that an agreement was received back from Bondex's attorney. Attorney Braslow reviewed it and is fine with the language, however the levy still remains in dispute and no payments will be made until the levy is removed. The agreement is back with Bondex's attorney for finalization and there will be a Resolution for approval at the next meeting.

APRON: Administrator Schultz reported the contracts went out to the Contractor and they should have them by tomorrow. He states there is a meeting with the Planning Board on Tuesday.

- **APPARTUS/MAINTENANCE:**

Car 30 is anticipated to be back from service on Monday or Tuesday.

Truck 33 was removed from service due to failing two items during inspection.

During the recent power outage the station generator failed to start. It had just passed inspection, so it is believed the voltage regulator failed.

- **INSURANCE:** No report.
- **COMMUNICATIONS:** No report.
- **BY-LAWS:**  
Commissioner Florio thanked Administrator Schultz for coming up with a rough draft along with some proposed changes. She stated she has completed review of approximately two-thirds of the document and hopes to bring it to the Board in September.
- **WEBSITE:** Administrator Schultz reported the website is up to date.

### **OLD BUSINESS:**

Chemical Engine: Due to its historical value, Administrator Schultz advised contacting EMS to clarify they have insurance on the Chemical Engine parked at the Fire House. Commissioner Florio stated the issue was discussed at their last meeting, but she isn't sure of the status of the Resolution. Commissioner Quirk suggested calling Russell Dobson to ask for clarification, however the Commissioners decided they will send a letter advising them that the Chemical Engine is not insured by the Board and suggest they insure it due to its historical value. Assistant Chief Bob O'Hare stated they are unsure whether the Chemical Engine was donated to them or on loan for the museum. **Action Item: Administrator Schultz will draft a letter to clarify the issues of insurance and ownership. Commissioner Dugan will sign the letter.**

### **ELIGIBLE LIST:**

At the last meeting, the Board asked to see a ranking list of eligible candidates along with the draft of the letter being sent to them. Consistent with the Board's request Administrator Schultz provided copies to the Commissioners.

The document states on page 1 that this is a ranking, not a promise of employment. **(The Commissioners would like it clarified in the letter that the current ranking is not final, as the Board is the final determining factor in the hiring process.)** Page 2 lists the candidates and their ranking, and page 3 contains the data backing up how the scores were determined. **Action Item: Administrator Schultz will make the requested changes by the Board and send the letter to Commissioners Quirk and Callas for final approval. The letter will be dated August 8, 2016 and will go out under the signature of Chief DiGiorgio.**

**NEW BUSINESS:** The next meeting will be August 18, 2016 beginning at 7:00 p.m.

**RESOLUTIONS:**

Commissioner Callas read **Resolution 16-08-04-85** authorizing the closing of the meeting pursuant to Open Public Meetings Act to discuss personnel matters.

**Commissioner Florio made a motion, seconded by Commissioner Dugan to adopt the Resolution, all in favor.**

**The meeting went into closed session at 7:50 p.m.**

**The meeting came out of closed session at 8:37 p.m. after discussion Personnel Matters. The Board will take action after consulting with the attorney.**

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

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Robert Callas, Secretary