

**December 1, 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 December 1, 2016 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Also in attendance were Chief DiGiorgio and Administrator Schultz.

Commissioner Callas left the meeting at 8:00 p.m.

**DEPART FROM REGULAR AGENDA:** Commissioner Dugan departed from the regular agenda to allow Chief DiGiorgio to swear in Career Firefighter/Emergency Medical Technician William Schwartz.

**RESUME REGULAR AGENDA:** The regular meeting resumed at 7:10 p.m.

Commissioner Dugan made a public apology to Gary Keyser, a member of the public at the last meeting, for an inappropriate comment made during that session.

**PUBLIC PARTICIPATION:** None

**CORRESPONDENCE:** Commissioner Dugan referred to a letter from Employment Horizon for contract renewal. Administrator Schultz will prepare a resolution for the next meeting.

**APPROVAL OF PREVIOUS MINUTES:**

**Commissioner DeNigris made a motion to accept the minutes from November 17, 2016, seconded by Commissioner Callas. Commissioner Florio abstained, all others in favor.**

**BUDGET:** Nothing to report

**EMS:** Nothing to report.

**LABOR RELATIONS:** The Board reviewed comments and recommendations to the Policy and Procedure Manual made by Attorney Trimboli's office staff.

### **LIAISON TO THE VOLUNTEERS:**

**Christmas Tree Lighting Event:** Commissioner Quirk reviewed plans for the Christmas Tree Lighting including refreshments, staffing, deliveries, etc.

Chief DiGiorgio invited Whippany Fire Department to participate in the event.

Commissioner Quirk would like a public acknowledgement thanking those who donated services for the event.

**Building Usage Agreements:** Commissioner Quirk had a discussion with President Dobson about Building Usage Agreements. President Dobson has some concerns about the application and would like to meet and discuss the issue further.

### **BUILDINGS AND GROUNDS:**

**Roof Project:** Administrator Schultz reported that both Bondex and the architect showed up unexpectedly today for a walk through. While the architect indicated he feels everything appears to be okay with the project, Schultz disagreed and sent an email to Bondex's attorney stating the invoice would not be paid.

**Apron Project:** Administrator Schultz reported all work is done with the exception of three items all having to do with grading. One question remains regarding the new walkway going out to the back. However, since it is a technical issue it will be referred to Bowman Engineering to resolve.

**Phone Project:** Administrator Schultz reported he has had several conversations with programmers from SPS (Strategic Products and Services) in Parsippany and reported the scheduled cut-off date is December 15<sup>th</sup>. Chief DiGiorgio explained to the Board how the new system will operate.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported on the progress of Car 30.

In response to a Certified Letter from the Post Office, Superintendent Foran assisted with blacktop repairs by filling holes in the Post Office lot. Per the Postmaster a follow up letter of approval from the Post Office will be sent.

Hurst jaws of life and vehicle rescue equipment received their annual maintenance last week. One items remains out for repairs.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Commissioner Quirk reported on a meeting he and Chief DeGiorgio had with SE Morris County Water Authority through OEM with regard to communications of water main breaks through the Everbridge system.

**BY-LAWS:** Commissioners Florio and Dugan will schedule a date in December to meet and review updates to the current by-laws.

**WEBSITE:** Nothing to report.

**CHIEF'S REPORT:**

Chief DiGiorgio had previously distributed his Bi-Monthly report and recapped the highlights:

- A second defibrillator was purchased by the Fire Company and has been placed on Ambulance 39.
- The Chief reported he has successfully completed the Rutgers/Civil Service Commission Certified Public Manager Program. He thanked the Board for the opportunity to attend the program and feels he has come away with a lot of valuable information.
- The final 2016 inspections are being completed.
- He completed the Bayer Grant Application for CPR devices.
- He invited the Board to attend an Operations Meeting on December 12<sup>th</sup> beginning at 6:00 p.m. with dinner/light refreshments. The Operations Meeting will begin at 6:30 p.m. The Fire Company meeting will begin at 7:30 p.m.
- He received a letter of intent from former Chief Davidson who will be returning as a Volunteer Firefighter in the district.
- He told the Board he spoke with Karen Calabrese who is interested in assuming the position of Recording Secretary to the Board. He explained she has a conflict with the second meeting of the month held on the third Thursday. The Board is in agreement with offering the position to Karen.

**NEW BUSINESS:** There was a discussion about purchasing new work stations and rearranging the room next door to make it more accommodating for the number of people who work in that space. The Board is in agreement to move forward and put some ideas together for the renovations.

The next Regular Meeting will be held on Thursday, December 15, 2016 at 7:00 p.m.

The Special Meeting of the Board will be held on Saturday, December 3, 2016 at 2:00 p.m.

The Christmas Tree Lighting will be held on Saturday, December 3, 2016 at 6:00 p.m.

**RESOLUTIONS:**

Commissioner Quirk read **Resolution 16-12-01-111** awarding the contract for telephone system replacement to Strategic Products and Services, 300 Littleton Road, Parsippany, NJ. **Commissioner Dugan made a motion to approve, seconded by Commissioner DeNigris, all in favor. Commissioner Callas was absent.**

Commissioner Quirk read **Resolution 16-01-12-112** authorizing the inclusion of certain capital appropriations into the 2017 Fire District Budget. **Commissioner Dugan made a motion to approve, seconded by Commissioner Florio. All in favor except Commissioner Quirk who abstained. Commissioner Callas was absent.**

**ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner DeNigris, to adjourn the meeting, all in favor.** The meeting was adjourned at 9:05 p.m.

Respectfully submitted by

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Robert Callas, Secretary