

December 15, 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 15, 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, Chief Bob O'Hare, Hanover Township Committeeman George Cappolla.

PUBLIC PARTICIPATION: Hanover Township Committeeman George Cappolla informed the board that a new police officer was recently sworn in. He also said that \$10,000 in toys were donated to the Toys for Tots Drive and that \$10,000 was donated to the Marine Core League for the Cosgrove Foundation. He said that their budget meeting will be held on February 4, 2017. He stated that parking has become a concern at Monroe Hall because housing is going to be built across the street where the Episcopal Church used to be and Monroe Hall will no longer have the lot available for overflow parking. They are looking into the possibility of adding 13 additional spots to Monroe Hall's lot. This would be done without disturbing any big trees but they will likely need a public hearing because of the Green Acres classification.

CORRESPONDENCE: Everyone received a letter from the Postal Service regarding pot holes that were filled recently. The letter acknowledged that the pot holes were filled and thanked us for the prompt response.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the December 3, 2016 Special Meeting were read.

Commissioner Dugan made a motion to accept the minutes from both the December 1, 2016 Regular Meeting and the December 3, 2016 Special Meeting, with the addition to the Dec. 3 minutes that the results of the polls be included. Commissioner DeNigris seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner DeNigris indicated that all board members had received copies of the November 2016 cost reports. He reported that some budget transfers were made and that we were in good shape with regards to staying within our budget. He said that we should be able to show an increase in our management saving account at the end of the year. He commended the board on their ability to add \$100,000 to savings while paying for the roof, a concrete apron, a new truck and phone system this year. He indicated that all our bank balances are considered general funds.

CHIEF'S REPORT:

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

- The orange hydrant marker flags that are used to mark hydrants in case of snow have been placed on all District 3 hydrants, so we are compliant.
- No calls were run because our computer system has been down. He will have a complete report of the number of calls for the 2016 year at the next meeting.
- He will also have the report of the total number of inspections completed in 2016 at the next meeting. He indicated that as of December 2, 2016, all of the required inspections have been completed.
- Chief DiGiorgio reported that we have received from the State of NJ the approval to move forward to the next phase of our records destruction project. On December 16, 2016, a state approved shredding company will come and shred all 80 boxes of records that were approved for destruction. The project will then be complete.
- Chief DiGiorgio has received word from Bayer in regards to the grant proposal we submitted. Bayer has approved the grant and a check for \$15,000 is in the mail for the purchase of life saving CPR devices. We should be able to move on purchasing at least one of these devices this year. We are thankful to Bayer and their dedication to our community.
- Chief DiGiorgio is waiting to hear back from the Triboldi firm on comments regarding our Policies & Procedures Manual.
- Chief DiGiorgio indicated that, per a request from Committeeman Cappolla, he has sent a copy of the Year-End Report for the Township Committee to be read at their reorganization meeting. He indicated that each of the board members also have a copy of the report.

- The Oxygen Trailer System that we utilize has undergone it's annual maintenance and the technician who performed this also informed us of additional training ideas and brought us up to speed on any new initiatives. This annual maintenance is part of the contract. The technician also indicated that our trailer is in very good condition because we are using it on a regular basis.
- Chief DiGiorgio met with three candidates interested in part time Emergency Medical Technician positions.
- Chief DiGiorgio met with the career staff on December 9, 2016 where he presented and discussed the 2017 1st Quarter Work Schedule.
- Chief DiGiorgio indicated that he had emailed the board a copy of the Hamilton Township Fire District Election. He thought it was interesting that they held an election on the same day as we did although the results were not the same.
- Commissioner Florio asked if there would be enough crews to allow us to cover both the Whippany fire calls and Morris Minutemen EMS calls in addition to our own on December 16, 2016. Chief DiGiorgio indicated that he has reached out to the Fire crew chief to remind them of the additional coverage. We will only be covering Morris Plains calls for the Morris Minutemen and this is contingent on our ambulance being back in service. The EMS Crew chief is aware of the additional coverage.
- Commissioner Florio asked for clarification on whether the apartments were becoming a group home or were some of the apartments being designated for people with special needs. Chief DiGiorgio said that one of the apartments has registered as a group home and currently has 2 individuals living there. He indicated that they meet the intent of the fire code.

EMS: Commissioner DeNigris reported that we are now being billed at the new 8% rate on EMS collections. He also reiterated that Chief Digiorgio is looking at three potential EMT candidates.

BUDGET: Commissioner DeNigris reported that the 2017 Budget is all ready to go and he will introduce it this evening. The 2017 budget totals \$2.2 million with \$300,000 in capital projects and \$1.7 million in operating expenses. He indicated

that each board member has a copy of it and that they need to vote on it. We have not exceeded the cap and the new rate is .081 vs .079 last year.

Commissioner DeNigris made a motion to approve the budget. The motion was seconded by Commissioner Dugan. All were in favor except Commissioner Quirk.

LABOR RELATIONS: Commissioner Quirk indicated that Policies and Procedures Manual was already covered in Chief DiGiorgio's report.

LIAISON TO THE VOLUNTEERS:

Building Usage Agreements: Commissioners Quirk, Florio and DeNigris attended a Fire Company meeting where the Building Use Agreements were discussed. Mr. Keyser indicated that there is a document stating that the 2nd floor was deeded to them. We did a title search which did not uncover this deed. Commissioner Florio reported that we need a formal rental agreement with third parties when they rent the 2nd floor for social events in order for us to obtain the proper insurance. Administrator Schultz provided Commissioner Florio with a draft of a rental agreement which she forwarded to Commissioner Quirk. She will also forward it to Mr. Dobson of the Fire Company. Once we have a final version of the rental agreement, we will be able to obtain insurance. Commissioner Quirk indicated that we should also have a rental/use agreement with the Fire Company for use of the 2nd floor. This is something that the Fire Company requested because it will provide some assurance that they will not be displaced. After much discussion it was decided that we will look into whether this is something that either our insurance company or attorney recommend or if this is solely at the request of the Fire Company. If for insurance or legal reasons we need a rental/use agreement, we will act to get one in place. Otherwise, we will meet with the Fire Company to discuss their concerns. Commissioner Florio also suggested that we ask the Fire Company to provide us with any legal document in their possession outlining an existing use agreement.

Chief Bob O'Hare expressed concern over our volunteer EMT situation. He stated that we currently have 14 volunteer EMTs over the age of 18. Of that 14, 1 is currently on medical leave and another will be going out soon. He further stated that 8 of our 14 are over the age of 50 and 3 of our 14 are over the age of 65. We also have 6 volunteers that regularly ride on 2 crews. He said that with only 6

junior volunteers, only three of which are turning 18 in the next 6 months, we may need to consider increasing our per diem staff. There was much discussion on the merits of a larger per diem pool, sharing of per diem EMTs between districts and the cost of changing the volunteer to per diem mix.

BUILDINGS AND GROUNDS:

Roof Project: Commissioner Dugan reported that there was nothing new to report. We are still going back and forth with the bonding company regarding the punch list and the close out paperwork. A recent invoice from Gen II will not be paid per Bondex and our attorney.

Apron Project: Commissioner Dugan reported all work is done with the exception of minor things on the punch list for Bowman Consulting. This took longer than anticipated, but the work was spot on.

Day Room Rehabilitation: Commissioner Dugan stated that Chief DiGiorgio will form a team to redesign the day room to make it more work friendly and more efficient than it is now. Team sign up will begin the week between Christmas and New Years.

Phone Project: Chief DiGiorgio reported that the new phone system was installed today and the first round of training was completed. A user guide is forthcoming.

Boiler Inspection: Chief DiGiorgio reported that the State Boiler Inspector was here and we are waiting for our certificate.

Miscellaneous: Chief DiGiorgio reported that the fire extinguishers throughout the firehouse were serviced and maintained. He also responded to Commissioner Quirk that the downstairs sinks were cleared by the removal of a fork and flushing with Liquid Plumber.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Ambulance 38 & 39 received their preventative maintenance. The rear shocks on Ambulance 38 were replaced. The issue with the Car 30 plow was resolved. Truck 33 got a new rear tire. The Ladder Truck is currently down at Fire & Safety for annual pump and maintenance service. Ambulance 38 is back down at the International dealer with engine issues. We needed to replace the exhaust manifold.

Commissioner DeNigris asked about the status of the new acquisition that was approved. Chief DiGiorgio said that the next step is to reach out to the vendor and ask about starting the lineup. We cannot do anything until the budget passes.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Commissioners Florio and Administrator Schultz will meet tomorrow to begin discussion of some proposed changes for next year.

WEBSITE: Nothing to report.

OLD BUSINESS:

- Administrator Schultz did some follow up with Pam regarding insurance on the hose cart. We brought it up at the Fire Company meeting and were advised that there was some concerns about the hose cart in general. They are concerned about liability should the cart fall over on someone, either here or when moved. We explained to them that they had the possibility of a rider on either their own or our insurance. Either way they will need an appraisal as well as pictures. We are in the process of scheduling an appraisal and will take pictures. It has already been moved to storage. He received a letter of intent from former Chief Davidson who will be returning as a Volunteer Firefighter in the district.
- The Tree Lighting was overall very successful. We have a few internal things that still need to be worked out. Commissioner Quirk and Commissioner Florio thanked the Fire Company for all their hard work with the lights and for their donations of decorations. Commissioner Quirk will compose a thank you letter with Mr. Donafrio. Commissioner Quirk will compose a Facebook thank you to the local businesses for their support of the event and a thank you to everyone who attended.
- **NEW BUSINESS:** Commissioner Quirk related that some members of the Fire Company inquired about putting some pavers around the bell and possibly moving the flagpole. Commissioner Dugan suggested that they

present the board with a design for the area. Commissioner Quirk will relay this to the Fire Company.

Hanover Township Committeeman George Cappolla thanked everyone for all they do and wished everyone a Happy Holiday before he left.

The next Regular Meeting will be held on Thursday, January 5, 2017 at 7:00 p.m.

RESOLUTIONS:

Commissioner Callas read **Resolution 16-12-15-113** authorizing change orders totaling \$500 to the apron replacement project with Diamond Construction, Brick, NJ. **Commissioner Dugan made a motion to approve, seconded by Commissioner DeNigris. All were in favor.**

Commissioner Callas read **Resolution 16-12-15-114** authorizing a change order totaling \$147.28 to the new phone system purchase and installation job with SPS, Parsippany, NJ. **Commissioner Dugan made a motion to approve, seconded by Commissioner Callas. All were in favor.**

Commissioner Callas read **Resolution 16-12-15-115** introducing the 2017 budget. **All were in favor except for Commissioner Quirk.**

Commissioner Callas read **Resolution 16-12-15-116** appointing James C. Davidson for appointment as a Volunteer Member of the Fire District. **Commissioner Dugan made a motion to approve, seconded by Commissioner Florio. All were in favor.**

Commissioner Callas read **Resolution 16-12-15-117** appointing Nicholas Morrison as a Volunteer Member of the Fire District. **Commissioner Dugan made a motion to approve, seconded by Commissioner Callas. All were in favor except for Commissioner Quirk, who abstained.**

Commissioner Callas read **Resolution 16-12-15-118** awarding Employment Horizons, 10 Ridgedale Ave. Cedar Knolls, NJ the Cleaning Services contract for this Board for a term of one year from the date of this resolution. **Commissioner Dugan made a motion to approve, seconded by Commissioner Quirk. All were in favor except for Commissioner Florio, who abstained.**

ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner DeNigris, to adjourn the meeting, all in favor. The meeting was adjourned at 8:26 p.m.

Respectfully submitted by

Robert Callas, Secretary