

**The December 17, 2015 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 PM on December 17, 2015 in accordance with the Open Public Meeting Act of 1975, Chapter 31.

Attendance: Commissioners Robert Callas, Peter DeNigris, Michael Dugan, Maria Florio and Thomas Quirk

Public Participation: There was none.

Approval of Previous Minutes: Commissioner Florio made a motion, seconded by Commissioner Quirk to approve the minutes of the December 3, 2015 Special Meeting and the Regular Meeting, all in favor.

Treasurer's Report: Commissioner DeNigris reported that the 2016 budget has been submitted to the State.

Report of the Chief & Board Committees:

- **Chief's Report:** Chief DiGiorgio reviewed his written report with the Commissioners highlighting Company activities, training and administrative functions. He explained in detail to the Board how the pay per call process and formula works.
- **Budget:** Commissioner DeNigris reviewed some of the highlights of the current budget and the new budget. His opinion was that everything is on track for 2015 but, if need be, he is prepared to make the necessary adjustments. Commissioner DeNigris suggested that the Board invite members of the Township Committee to a District #3 meeting so that they would be informed of the District's budget and concerns. **(ACTION ITEM)** Commissioner DeNigris indicated that he would take care of inviting them.
- **Labor Relations:** Commissioner Quirk spoke to Mr. Trimbley. The draft copy of the document is in need of only some tweaking and, hopefully, will

be finalized at the end of the year. Commissioner Quirk pointed out that the Memorandum of Agreement is in effect. It was noted that the document memorializes the agreement and would need to be signed by the President of the FMBA & the Chairman of the Board. In addition, it was suggested that one member of the FMBA and one member of the Board initial and date the changes that are noted. Each page should be sealed.

- **Building & Grounds:** Commissioner Dugan reported that the roof project is, essentially, done. One item that is still outstanding is the repair to the barrel roof/ceiling. A contractor has looked at the job and given an opinion on it. Commissioner Dugan also noted a problem with the drains outside that are broken and/or clogged. He outlined the problems and obstacles to remedy the situation and recommended that the major repair be part of the driveway overhaul.

There was discussion regarding the maintenance contract for the Security system. After analysis of the proposal, it was thought that the best way to proceed would be to pay per call. (ACTION ITEM) Commissioner Dugan indicated that he would contact the company on clarification on several points within the proposal.

- **Insurance:** (ACTION ITEM) Commissioner Quirk stated he would contact Rocco Siino, their Insurance agent, and give him all the Board's district e-mail addresses.
- **Elections:** Commissioner Callas reported that Administrator Schultz has published the notice of election in multiple outlets. Petitions have been printed and are available in the Commissioners' room and on the Web-site.

Old Business: There was lengthy discussion regarding staffing. There was discussion regarding staffing of firefighters and what is acceptable, safe and appropriate. There was also discussion of the EMS staffing, as well, and how the two overlap. Chief DiGiorgio referenced his staffing report that he had submitted earlier in the year and noted the role of a possible floater firefighter. His

document showed where the need was and how that individual would be utilized. There was much discussion on the pros and cons of an additional firefighter and the financial impact of adding that person vs. the current financial situation. It was noted that the proposed budget for 2016 contains the funding for an additional firefighter if the Board decided to go forward. It was also noted that the funding would just go unspent if the “floater” was not hired. At the conclusion of the discussion, the Board authorized Chief DiGiorgio to begin the process of posting the position for a future hire. **ACTION ITEM: Starting January 1st, Chief DiGiorgio will announce the opening for a firefighter/EMT/Inspector.**

Chief DiGiorgio reported that there was a meeting with Anthony Ruffino of Atlantic Health. He clarified what the bundle billing agreement entails. Chief DiGiorgio reported that Mr. Ruffino would like to form a partnership with us, in particular on Medicare transports. Mr. Ruffino sent some draft documents that Chief DiGiorgio would be forwarding to Mr. Braslow for review before embarking on any agreement. The Board discussed a number of fine points that they would like included in the final agreement.

Commissioner DeNigris, Commissioner Florio and Commissioner Callas all stated that they would be part of a Public Relations/Public Education Committee with the goal of educating the residents of Hanover Township with a focus on District #3 regarding staffing issues of Emergency Responders.

New Business: There was no new business to discuss.

Resolutions: Commissioner Callas read **Resolution 15-12-17-110** authorizing the sale of certain surplus radio/communications equipment. **A motion was made by Commissioner Quirk, seconded by Commissioner DeNigris to adopt the resolution, all in favor.**

Commissioner Callas read **Resolution 15-12-17-111** adopting the job description for Medical Director – Health & Safety Officer. Commissioner Callas also read **Resolution 15-12-17-112** – the first reading of the newly created paid position of Medical Director – Health and Safety Officer. **A motion was made by**

Commissioner DeNigris, seconded by Commissioner Florio to adopt both resolutions, all in favor.

There was no further business to discuss. **A motion was made by Commissioner DeNigris, seconded by Commissioner Quirk to adjourn the meeting, all in favor.** The meeting was adjourned at 9:45 PM.

Respectfully submitted by:

Robert Callas, Secretary

The above minutes were approved by the Board of Fire Commissioners at a Board meeting on January 7, 2015.