

**January 5, 2017 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 January 5, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231. After the Pledge of Allegiance, the Board observed a moment of silence in honor of recently deceased Former Hoboken Fire Captain Joseph Florio.

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

Also in attendance were Chief DiGiorgio, Administrator James Schultz, Lieutenant Frank DeSimone and Member Craig Vagell.

**PUBLIC PARTICIPATION:** There was no Public Participation.

**CORRESPONDENCE:** Nothing to report.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the December 15, 2016 Regular Meeting were reviewed. Chief DiGiorgio indicated that the first item under Old Business actually contained two items of discussion and suggested that the second item be broken out. He also pointed out that Resolution 16-12-15-115 needed to include a report on who made a motion to approve the resolution and who seconded the motion. Commissioner Dugan made a motion to accept the minutes from the December 15, 2016 Regular Meeting with these amendments. Commissioner DeNigris seconded the motion. All were in favor. Commissioner Florio was absent.**

**REPORT OF THE TREASURER:** Commissioner DeNigris indicated that we are getting ready to close the 2016 books. If there are any outstanding bills that should be included in 2016, we should pay them now. A preliminary review of the 2016 costs indicates that we should be within our budget for the year. Final 2016 reports will be presented at the next meeting. **Commissioner Dugan made a motion to accept the Treasurer's Report. Commissioner Quirk seconded the motion. All were in favor. Commissioner Florio was absent.**

## **CHIEF'S REPORT:**

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

- Under the EMS Division, we received the grant check from Bayer for \$15,000. Lieutenant DeSimone headed up a group of members that reviewed the Lucas CPR device and the order for it was placed. We are hoping to receive the device by the middle of the month.
- Chief DiGiorgio reported that they are working towards completing the Division of Fire Safety year-end report for fire inspections.
- We just received the final comments and memorandum on the Policies and Procedures Manual from Mr. Trimboli's office. A copy of the final comments and memorandum will be sent to each board member for review.
- Chief DiGiorgio reported that he sent out a memo in reference to Mr. Braslow's approval of a document to inform all compensated employees who respond with County assets that the compensation will cease starting Monday. We will have all affected employees sign off that they were informed and understand the change.
- The part-time EMT availability guideline has been updated to reflect holiday coverage availability. We will ask each part-time EMT to provide us with their availability for 2 Spring/Summer and 2 Fall/Winter holidays. The Spring/Summer holidays are Easter, Memorial Day, Independence Day and Labor Day. The Fall/Winter holidays are Thanksgiving, the Friday after Thanksgiving, Christmas and New Year's Day.
- Truck 33 is still out for service because of additional items that needed to be repaired.
- Chief DiGiorgio reported that Crotty Electric finished up the exit lights and lights on the ladder bay. The ladder bay lights are connected to the parking lot lights and switch on and off in conjunction with them.
- Chief DiGiorgio has been in contact with the vendor regarding the purchase of a new ambulance. Should the budget for it be approved, we should be able to move quickly on it.

**EMS:** Nothing to report.

**BUDGET:** Commissioner DeNigris reported that the 2017 Budget was sent down to Trenton and we are awaiting their reply.

**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 and Florio met President Dobson about the Building Usage form as well as the possibility of a contract for the second floor. We have a couple of questions for Pam at the insurance company and would like her to clarify a few things before the Building Usage Form is completed. Commissioner Florio has some concern over entering into a non-expiring contract for the second floor. We are currently discussing either incorporating an expiration date on the contract or a clause outlining the priority of usage requests. We will report back on this at a later date.

### **BUILDINGS AND GROUNDS:**

**Roof Project:** Commissioner Dugan reported that there was nothing new to report. Administrator Schultz will reach out to Bondex next week if we have not heard from them by then.

**Apron Project:** Administrator Schultz reported that Anthony is speaking with Diamond about some outstanding housekeeping items. Commissioner Dugan indicated that these items will probably not be addressed until Spring because they pertain to soil supplements and reseeding. The conduit to run power for a new sign is also in place. The power for the light on the bell is separate from the sign but is in place. The laying of brick around the sign or bell will be coordinated with the vendor installing the sign. We may want to consider an additional outside outlet for the Christmas lights. The Board complimented Craig Vagell on the Christmas light display.

**Day Room Rehabilitation:** Chief DiGiorgio reported that the work groups for various segments of the project have been finalized. The work groups should start meeting this month.

**Phone Project:** Commissioner DeNigris reported that the phone system installation has been completed. There was some rewiring that needed to be done to make things less messy.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Dugan confirmed that Chief DiGiorgio's report on Truck 33 was the only vehicle maintenance report at this time. Chief DiGiorgio reported that the station generator was repaired after failing to start recently. It was unclear whether the vendor was directly notified of the failure or if we had to call them. The generators are tested weekly.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

**BY-LAWS:** Commissioners Florio and Administrator Schultz met and went through the draft of the by-laws. It should be ready to go before the Board on the first meeting in February.

**WEBSITE:** Administrator Schutz reports that the website is up to date.

**OLD BUSINESS:**

- There was no old business.

**NEW BUSINESS:**

- Commissioner Callas proposed changing the form of the agenda to move the Executive Session to before the meeting. Administrator Schultz will check with Rich to understand the legalities of such a move. It may require a change of wording in the public notice. This something that should be incorporated into the new by-laws. Administrator Schultz proposed that a moment of silence at the beginning of each meeting to acknowledge everyone that has made a sacrifice should also be incorporated into the new by-laws.
- A Special Meeting for the purpose of holding a Budget Hearing will be held on Thursday, January 19, 2017 at 6:30 P.M.
- The next regular meeting will be Thursday, January 19, 2017 at 7:00 P.M.

## **RESOLUTIONS:**

Commissioner Callas read **Resolution 17-01-05-01** appointing Per Diem Emergency Medical Technician Justin Yen. **Commissioner Quirk made a motion to approve, seconded by Commissioner Dugan. All were in favor. Commissioner Florio was absent.**

Commissioner Callas read **Resolution 17-01-05-02** declaring certain PPE (Personal Protection Equipment) as surplus and donating same to 9/11 Program Fund Inc. in Hartsdale, NY. Chief DiGiorgio thanked FF Jamie Bergen, who was instrumental in preparing a log of the equipment to present to the Board. **Commissioner Dugan made a motion to approve, seconded by Commissioner Callas. All were in favor. Commissioner Florio was absent.**

Commissioner Callas read **Resolution 17-01-05-03** setting salaries and rates for certain employees for 2017. **Commissioner Dugan made a motion to approve, seconded by Commissioner DeNigris. All were in favor. Commissioner Florio was absent.**

**The Board went into closed session at 7:39 p.m.**

**The Board came out of closed session at 7:50 p.m.**

Recruitment and retention items were discussed. The Board will take action on the items discussed.

**ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. Commissioner Florio was absent.** The meeting was adjourned at 7:52 p.m.

Respectfully submitted by

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Robert Callas, Secretary