

## **February 16, 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 February 16, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

**ATTENDANCE:** Commissioners Robert Callas, Peter DeNigris, Maria Florio, Tom Quirk were present. Commissioner Michael Dugan arrived at 7:30 pm.

Chief DiGiorgio, Administrator Schultz, Hanover Township Committeeman George Cappolla, Asst. Chief Bob O'Hare, and Fire Co. Vice President Joseph N. Martin were also in attendance.

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

**CORRESPONDENCE:** The Board received a copy of New Jersey State Association of Fire Districts December 3, 2016 Minutes.

### **APPROVAL OF PREVIOUS MINUTES:**

The minutes from the February 2, 2017 Regular Meeting were reviewed. Commissioner Florio reported that in the Chief's Report, it was Commissioner Quirk that plans to attend the Township Committee Meeting, not Commissioner Callas. Commissioner Florio indicated that the Continuation of Insurance Policy Discussion section needed to include a clarification that the Board would require a copy of a liability insurance policy from an outside organization wishing to use the facility, not a tenant policy for contents only. Commissioner DeNigris made a motion to accept the minutes from the February 2, 2017 Regular Meeting with these corrections. Commissioner Quirk seconded the motion. All were in favor. Commissioner Dugan was absent.

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that this Saturday is the election to vote on the budget as well as a Commissioner. The 2016 budget is closed and the financial information will be sent to the auditor for review. Commissioner Quirk made a motion to accept the Treasurer's Report. Commissioner Florio seconded the motion. All were in favor. Commissioner Dugan was absent.

## **Report of Fire Commissioner Board Committees and Chief of Department:**

**CHIEF'S REPORT:** Chief DiGiorgio had distributed his Bi-Monthly report to the Board prior to the meeting. Chief DiGiorgio reported that he is waiting for a quote from VCI on the 2017 International chassis for the Ambulance 38 remount. Once the quote is received and if the 2017 budget is approved this weekend, Chief DiGiorgio indicated that a resolution approving the purchase should be presented at the next meeting.

**EMS:** Nothing to report.

**BUDGET:** Commissioner DeNigris reported that the January 2017 financial reports were distributed to the Board. The Board just received the first quarter check from the Town Budget for about \$282,000.

**LABOR RELATIONS:** Commissioner Quirk reported that each member of the Board has received a copy of the Policies and Procedures Manual. They need to sign the receipt of manual form and return it to Chief DiGiorgio. Chief DiGiorgio indicated that he is waiting for clarification on a couple of items from Mr. Trimboli's office that may require modification of one of the forms pages. Commissioner Quirk commented on the need to distribute the manuals as soon as possible for enforcement purposes. The staff and Fire Co. members need to know what the Board is expecting of them and what they can expect of the Board. Chief DiGiorgio stated that the manual will be sent out to print. Upon receipt of the printed manuals, Chief DiGiorgio indicated that he will then meet with the officers to outline the distribution plan for the manual which will include an acknowledgement of not just receipt of the manual but also that it was read.

**LIAISON TO THE VOLUNTEERS:** Commissioner Quirk reported that he attended the Fire Co. meeting the other night and reiterated that the Board was open to the landscaping that the Fire Co. would like to do in the front of the Fire House. The Board would like to see the plans prior to the start of the project. Commissioner Quirk said that the Fire Co. is thinking of putting in pavers, stones and a bench but has yet to finalize plans. Commissioner Quirk reported that there was a healthy discussion about career staff, volunteer staff, and per diem staff and the differences of opinion on how things were going with that as evidenced by the low turnout for the Communion Breakfast. The Fire Co. would like to see more involvement from all. Commissioner Quirk said that Chief DiGiorgio brought

to their attention that if there was a problem they should bring it up the chain of command or bring it to his attention. If the problem involves him, it should be brought to the Board liaisons', Commissioner Quirk and/or Commissioner Florio. Commissioner Florio asked if there was any discussion about the hose cart. Commissioner Quirk and Fire Co. Vice President Joseph N. Martin reported that Mr. Sheridan has someone that can give an appraisal but that he thought that more than a letter of appraisal was needed. Commissioner Quirk stressed the need to move quickly on this matter to Mr. Sheridan. Commissioner Florio stated that she made Fire Co. member Gary Keyser aware that based on what she read of the policy that the Fire Co. had waived the coverage from Cubesmart under the understanding that the hose cart was insured under the Board of Fire Commissioners policy. Mr. Wallace from VFIS confirmed at the last Board meeting that the hose cart is not insured under the Board's property policy, only under the liability policy. After discussing the matter, it was decided that the Board would add the property insurance to the policy after the hose cart is appraised and they know what amount to insure it for.

### **BUILDINGS AND GROUNDS:**

**Roof Project:** Administrator Schultz reported that he spoke with Rich Braslow today and he is aware of all the correspondence that has gone on between the Board and Bondex. Bondex has indicated that they are waiting for our architect to give them some plans. Commissioner Schultz stated that he has been in touch with our architect. Administrator Schultz pointed out that there is not a whole lot that can be done right now with the weather the way it is but that his contact at Bondex, Scott Baier, is very agreeable to getting this completed.

**Apron Project:** Nothing to report.

**Day Room Rehabilitation:** Chief DiGiorgio reported that the meeting scheduled for last Thursday was postponed due to the snow. He also gave an update on some of the work groups. Engine 35's work group met for a second time with a representative from one vendor, Pierce, and they should have a price estimate soon. The Recruitment / Retention group has not formally met but Chief DiGiorgio met with the work group leader, Jim Tark, on two occasions and he has a meeting planned. The Bay Floor work group has not set a meeting yet.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Quirk asked if the Engine 35 work group would meet with any other vendors or if they had decided to go with Pierce already. Chief DiGiorgio indicated that the group planned to meet with one or two other vendors.

**INSURANCE:** Commissioner DeNigris reported that he and Commissioner Florio met with our insurance representative to discuss the health insurance policy which is up April 1. They discussed the various options that are available to the Board. If the Board stays with the existing plan, the premium will increase about \$5700. There was a plan where the premium was less, but the deductibles were substantially higher. In addition, Commissioner Florio pointed out that only about 8% of the Health Spending Account money that the Board set aside was paid in claims last year. It was noted that increasing the deductibles would cause more claims to be submitted against the Health Spending Account. Commissioner DeNigris and Commissioner Florio recommended that the Board renew the existing policy. The Board had no objections. Commissioner DeNigris asked about the progress that was made on the liability insurance renewal discussion last meeting in his absence. Commissioner Dugan reported that Mr. Wallace from VFIS was going to incorporate any changes that the Board requested into the policy and get back to us with a premium. Commissioner Florio added that the most significant change was the addition of alcohol liability to the policy. Commissioner Quirk asked if the Board had received a copy of the policy including the changes that were made at the last meeting. Administrator Schultz said that he had received a summary of all the coverage that the district has and he would make copies for the Board. Commissioner Florio recommended that the Fire officers be given a copy also.

**COMMUNICATIONS:** Nothing to report.

**BY-LAWS:** Commissioner Florio reported that she and Administrator Schultz will have one more meeting and then bring it before the Board. They indicated that there was a lot of things that needed to be cleaned up.

**WEBSITE:** Nothing to report.

**OLD BUSINESS:** Chief DiGiorgio reported that he had a conversation with Mr. Cappolla in reference to us being back on the agenda again. Hanover Township Committeeman George Cappolla indicated that he would like Chief DiGiorgio to

explain the EMS call process and how much time it takes for calls to the Township Committee members. Commissioner Dugan asked about the Hanover Township project for street paving and sidewalks along Ridgedale Ave. He specifically asked if the Board could have any input into the how and when of the project as it will affect our operations. Mr. Cappolla indicated that the engineering department would have no problem working with the Board to minimize disruption. The Board thanked Mr. Cappolla and he left.

Chief DiGiorgio reported that he has a draft copy of the Staffing and Responsibilities for the meeting next week.

### **NEW BUSINESS:**

- The next regular meeting of the Board of Fire Commissioners will be held on Thursday, March 2, 2017 at 7:00 P.M.
- Annual Elections will be held on Saturday, February 18, 2017 from 2:00 P.M. until 9:00 P.M.
- The Annual Reorganization meeting of the Board will be held on Tuesday, March 7, 2017 at 7:00 P.M.
- The next regularly scheduled meeting of the Joint Fire Prevention Board will be held on Thursday, March 16, 2017 at 6:30 P.M. at the Cedar Knolls Fire Station.
- Administrator Schultz reported that the DCA has sent back many of the Fire District budgets with their capital items removed because they did not comply with the 2 P.M. – 9 P.M. election. He indicated that the special election window may be changing in the future to 3 hours instead of 7 hours and the regular election day may be moved to coincide with the November election day.
- Commissioner Florio reported that the list of all eligible voters consisted of all the districts and a list was needed that would indicate who was able to vote here.

### **RESOLUTIONS:**

Commissioner Callas read **Resolution 17-02-16-10** accepting the resignation of Member Michael Melendez and thanking him for his service. **Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor.**

Commissioner Callas read **Resolution 17-02-16-11** appointing Chief DiGiorgio as the Conscientious Employee Protection Act (CEPA) contact person. **Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.**

Commissioner Callas read **Resolution 17-02-16-12** to enter into an agreement with a nationally recognized cooperative entity for the purpose of providing specific goods and / or services for allowing for the purchase of certain items. Chief DiGiorgio reminded the Board that this agreement is needed in order for the Board to purchase the ambulance chassis and the remount, the Board has to enter into the cooperative purchasing agreement with HGA (Houston Galveston Association). This means that the Board will not have to go out to bid for the chassis or remount. **Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor.**

**Commissioner Callas read Resolution 17-02-16-13 to enter into executive session. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor.**

**The Board went into executive session at 8:10 p.m.**

Personnel matters were discussed. Action will be taken by Chair Dugan.

**The Board came out of executive session at 8:26 p.m.**

**ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. Commissioner DeNigris was absent.** The meeting was adjourned at 8:28 p.m.

Respectfully submitted by

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Robert Callas, Secretary