

**August 3, 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 August 3, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Administrator Schultz, Chief Martin, FF Belott, FF Schwarz and Chief O'Hare were also in attendance.

**PUBLIC PARTICIPATION:** Chief Martin reported that the Engine 35 Replacement Workgroup has met with three different vendors and made the design specs available to all members of the work group prior to holding a meeting to decide on a vendor. Four members of the Workgroup attended this meeting with Chief Martin and voted unanimously to have Seagrave build the new Engine 35. Chief Martin abstained from the vote because his tie breaker vote was not needed. Chief Martin reported that the next step would be to meet with the sale representative from Seagrave to review the specifications and cost. After the specifications are finalized, financing, delivery and paperwork will be discussed. Commissioner DeNigris asked where Seagrave was located. Chief Martin responded that Seagrave is located in Wisconsin but the sales office is located in Ewing, NJ. Commissioner Florio asked who Chief Martin would have voted for and Chief Martin said he would have chosen Seagrave. Commissioner Quirk asked if the Board members who were involved concurred with the Workgroups decision. Commissioner Callas reported that he had no problem with the decision. Commissioner Dugan said he was comfortable relying on the expertise of those in the Workgroup. Commissioner DeNigris asked if the Workgroup had an anticipated delivery date. Chief Martin noted that this was up to the Board and that he anticipates having final specifications and cost to the Board by October 1, 2017 for consideration. Commissioner Florio asked if there were specific model years on the engines like there are with cars and if there would be significant changes between model years. Chief Martin reported that there are specific model years and that the timing of the purchase usually determines the

model year that is provided. Chief Martin noted that because of the level of customization on each engine, differences between model years become insignificant.

The Board thanked Chief Martin for his report and all the work that he and the Workgroup have done.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

The minutes from the July 20, 2017 Regular Meeting were reviewed. Commissioner Callas made a motion to accept the minutes from the July 6, 2017 Regular Meeting. Commissioner Quirk seconded the motion. All were in favor. Commissioner Florio abstained. The minutes from the June 15, 2017 Regular Meeting were reviewed. Commissioner Florio noted that she would like to have the Response Time Report from Chief DiGiorgio that was discussed at this meeting. Commissioner Florio made a motion to accept the minutes from the June 15, 2017 Regular Meeting. Commissioner DeNigris seconded the motion. Commissioners DeNigris, Dugan and Florio were in favor. Commissioners Callas and Quirk abstained.

Commissioner DeNigris left the meeting.

**REPORT OF THE TREASURER:** None.

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

**CHIEF'S REPORT:** Administrator Schultz reported that the offer of employment that the Board authorized at the last meeting is moving forward.

Administrator Schultz reported that Chief DiGiorgio also has interviews with two candidates tentatively scheduled for next week.

Administrator Schultz reported that everything else is in progress.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Commissioner Quirk reported that there is a meeting tentatively set for August 14, 2017 at 7pm with the FMBA.

**LIAISON TO THE VOLUNTEERS:** Nothing to report.

**BUILDINGS AND GROUNDS:**

**Roof Project:** Administrator Schultz distributed a letter to Bondex that was sent to Mr. Braslow for review. Administrator Schultz reported that it was discovered that the roof was inspected and approved in December 2017. Scott Baird provided Administrator Schultz with a copy of the inspection report. Administrator Schultz recommended to the Board that if the issues are not resolved by September 1 that the matter be handed over to Mr. Braslow. Commissioner Dugan agreed that the Board needed to move forward with having snow guards installed before winter. Commissioner Quirk will follow up as to why the Board did not receive a copy of the inspection.

**Apron Project:** Commissioner Dugan reported that the Board will probably have to wait until Diamond's work load slows down in the fall for the caulking of the remaining squares and for the topsoil and seed to be put down. Commissioner Florio asked about the Fire Co. paver project status. Administrator Schultz reported that the proposed Fire Co. paver project is on hold. Commissioner Florio asked about the large potted flowers that were on the side of the building. FF Schwarz reported that the landscaper was by earlier and must have dropped them off.

**Sign Project:** Administrator Shultz reported that he received a quote from GL Group for the installation of the sign. The quote came in at \$18,225 for the full installation which includes moving the sign, installing it and wiring it. Administrator Schultz will talk to GL Group to see if they would be able to complete the project for under the bid threshold of \$17,500. Administrator Schultz noted that the other option was to hire a QPA, which he will discuss under New Business. Commissioner Florio asked what the time frame was to have the sign operational. Administrator Schultz said the target date is September 30. Administrator Schultz reported that he also got a quote for the computers to operate the sign and put in the Day Room.

Administrator Schultz asked about the status of the Fire Co. request for a contract allowing the Fire Co. access to the sign. Commissioner Dugan reported that he will bring the request up at the next Fire Co. meeting. Administrator Shultz noted that he and Chief DiGiorgio had already had a discussion about allowing James Hark, Craig Vagell and Connor will all receive training on how to use the sign and will have access to the sign.

## **2017 Building Improvements**

**Day Room Rehabilitation:** Commissioner Dugan reported that the room is pretty much back together and we are waiting on the computers, table, and a counter and under counter cabinets.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** FF Belott reported that the Engine 34 rear intake and motor issue that Chief DiGiorgio reported at the last meeting has been serviced. FF Belott noted that these issues have not been fully resolved and that another service rep is going to come look at it.

**INSURANCE:** Administrator Schultz reported that the Worker's Comp audit case has been closed after we reviewed and agreed with Travelers numbers.

**COMMUNICATIONS:** Nothing to report.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Commissioner Florio complimented Administrator Schultz for incorporating some links to useful safety information to the District website after receiving an email from an organization promoting safety issues.

**PLANNING COMMITTEE:** Nothing to report.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Nothing to report.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Administrator Schultz reported that he spoke with Mr. Braslow about the process for purchasing new apparatus. Administrator Schultz reported that the DCA Finance Board has changed the rules and regulations for Fire

Districts to purchase new apparatus. It is just like running any other election. There is a six week notification period with mail in ballots distributed and the county clerk's office has to create ballots. Administrator Schultz has a question into Mr. Braslow about whether paper ballots can be used. Otherwise voting machines are needed. The new regulations require that you find the cheapest financing available so you need to go out to bid for financing. After you obtain financing, you need to apply to the DCA local finance board for approval to buy the engine. Administrator Schultz reported that the DCA process is not quick so that the Board should stay ahead of it.

Administrator Schultz reported that if the Board cannot find someone to install the electronic sign for under the bid threshold, one other option would be to use a qualified purchasing agent. Mr. Braslow recommended someone and Administrator Schultz has spoken with her and has received a basic proposal for her services. The Board would provide her with the necessary reports for her review and then she will sign off on. The QPA will award the sign installation contract without having to go out to bid. Commissioner Quirk noted that Joe Giorgio is a QPA. Administrator Schultz will reach out to him to discuss our needs.

Commissioner Quirk reported that during discussions about Hanover Township Day it was noted that one of the models for the "trackless train" that will be rented for the event is a firetruck model. The rental cost for the event is \$750 and Commissioner Quirk asked the Board if they would be interested in sponsoring the firetruck train rental and tying it in with the recruitment drive going on during Hanover Township Day. The Board agreed and Commissioner Dugan said he would ask the Fire Co. at their next meeting if they would like to split the cost.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, August 17, 2017 at 7:00 P.M.

The next scheduled meeting of the Joint Fire Prevention Board is Monday, September 7, 2017 at 6:30 P.M. at the Cedar Knolls Fire Station.

**PUBLIC PARTICIPATION:** FF Belott reported that Chief DiGiorgio has asked him and FF Schwarz to put together a walkout ceremony for Captain Lake on his last day which will include a luncheon before the walkout.

**RESOLUTIONS:** None.

**EXECUTIVE SESSION:** Commissioner Callas read Resolution 17-08-03-62 to enter into executive session. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner DeNigris was absent.

**The Board went into executive session at 7:58 p.m.**

Personnel matters were discussed. No action will be taken at this time.

**The Board came out of executive session at 8:35 p.m.**

**PUBLIC PARTICIPATION:** None.

**ADJOURN:** A motion was made by Commissioner Callas, seconded by Commissioner Quirk, to adjourn the meeting. All were in favor. Commissioner DeNigris was absent. The meeting was adjourned at 8:36 p.m.

Respectfully submitted by

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Robert Callas, Secretary