

October 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 October 5, 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, Asst. Chief O'Hare, Lieutenant Belott, FF Ujfalussy and Chief's Aide James Hark were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Callas read a letter from the Township of Hanover thanking the Board and the Fire Co. for their continued support of Hanover Township Day by sponsoring the trackless firetruck ride. Commissioner Florio asked if a copy of the letter was forwarded to the Fire Co. Commissioner Callas indicated that they did receive a copy.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the September 21, 2017 Regular Meeting were reviewed. Commissioner DeNigris made a motion to accept the minutes from the September 7, 2017 Regular Meeting. Commissioner Dugan seconded the motion. All were in favor. Commissioner Callas abstained.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the 2018 budget process would begin after the next Board meeting and asked all Board members to let him know if there was anything they would like to see included in it. Commissioner DeNigris indicated that he would send out an email reminder.

Commissioner Florio made a motion to accept the Treasurer's Report, seconded by Commissioner Callas. All were in favor.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report prior to the meeting.

EMS: Nothing to report.

BUDGET: Nothing to report.

PERSONNEL: Commissioner Callas reported that there were two issues that needed to be discussed in closed session.

NEGOTIATIONS: Commissioner Quirk reported the he and Commissioner Callas will email the Board members their review and recommendations of the FMBA's requests so that it can be discussed at the next meeting.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS:

Roof Project: Administrator Schultz reported that he had received a quote from Alvin Bailey to do the rest of the needed work on the roof. The quote came in at \$7880 which includes supplying new snow guards. Administrator Schultz indicated that the contractor is ready to begin work as soon as the contract is approved. Commissioner Florio asked what the remaining amount due to Bondex for this work would have been and Administrator Schultz indicated that the Board would have owed Bondex \$7,400 for this work. Administrator Shultz reported that if the Board approves the contract, he will send a letter to Bondex indicating that they have been given ample time to return the snow guards and that the Board will now seek reimbursement for the cost of the snow guards from them. This cost will be taken from the itemized quote from Alvin Bailey. Commissioner Florio asked the approximate cost of the snow guards. Administrator Schultz felt it would be about \$3,000. Commissioner Florio said that any legal cost involved to get the reimbursement should also be paid by Bondex. Commissioner Dugan asked Administrator Schultz to have Mr. Braslow review the letter. The Board approved the quote from Alvin Bailey.

2017 Building Improvements

Sign Project: Administrator Schultz reported Commissioner Dugan will meet with the contractor tomorrow morning and they hope to break ground on Wednesday or Thursday of next week.

Day Room Project: Commissioner Dugan reported that the Day Room is fully operational and that the new table will hopefully be delivered by the end of the week.

Commissioner DeNigris reported that the Board will have to look at how much money is left in the approved project fund for the bay floors project.

Administrator Schultz reported that he has received a quote of \$700 from the people who installed our phone system to redo the tree to make it less confusing and more user friendly.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Callas reported that the District has received a new loaner ambulance since the original loaner was sold. Lieutenant Belott reported that Chief DiGiorgio is hoping to have the insurance information from VFIS tomorrow so that the ambulance can be taken to get a NJ DMV inspection. After it passes the NJ DMV inspection, the ambulance can be taken to Jersey City for the NJ Health Inspection. The loaner should be up and running by the middle of next week.

INSURANCE: Commissioner DeNigris reported that Administrator Schultz checked with our insurance company to see if the Board needs a rider for the Tree Lighting Ceremony or any other social event. The insurance company said the Board is covered and does not need a rider.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Commissioner Florio reported that Administrator Schultz has done an excellent job redesigning the website to make it more user friendly and more visually appealing. Commissioner Florio suggested that the Ambulance Billing section clarify the resident vs non-resident billing policies. Commissioner Dugan suggested that this section should also state that if a Mutual Aid Department responds, you may be subject to their billing policy. Commissioner Florio reminded the Board to give the Committee input on anything that they feel needs to be refined on the website.

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: Commissioner Dugan reported that he met with Chuck Hill to discuss the IRS levy situation. Commissioner Dugan reported that Chuck Hill is aware of the levy and is working with them to get everything cleared up within 2-3 weeks. Commissioner Dugan told Chuck Hill that the Board requires a release form from the IRS otherwise the Board will have to remit payment to the IRS for any bill that is received. Commissioner Florio asked about the additional work around the bell. Commissioner Dugan said that he has asked Mr. Hill to give the Board an estimate on sod around the bell and that this additional work would also be covered under the levy.

Administrator Schultz reported that the Board has received a reimbursement check for half of the cost of the Dinner Dance door prizes.

Commissioner Dugan reported that at the last meeting it was reported that the cost of replacing Engine 35 from Pierce came in at \$475,000 if purchased this year and \$495,000 if purchased next year. There is not enough time to get all the needed approvals for the purchase this year so the Board hopes to be able to make the purchase next year. Commissioner Quirk asked how long it would take Pierce to deliver the engine. Commissioner Dugan said that the delivery would be 6-8 months after the contract is signed. The Board will have to hold a special election to get voter approval for the purchase. If the voters approve, the item will be added to the capital expenditures budget for next year. The budget would then need to be approved by the State of NJ and the voters. Commissioner Florio asked if the proposal would need to be brought before DCA also. Commissioner Dugan said that that would depend on how the District was going to pay for the purchase. If the Board decides to finance the purchase, the proposal would need to be brought before the DCA. If the Board decides to buy the engine outright, then the proposal does not need to be brought before DCA. Commissioner DeNigris said that depending on how everything shakes out after the payment for the ambulance, the Board may be in a position to pay for the engine outright. Commissioner DeNigris noted that Engine 34 will be paid off next year and the Board will be able save this money to help with future capital expenditures. Administrator Schultz reported that the Board needs to get multiple quotes by

the next meeting so that the Special Election can be scheduled and held in December. If the voters approve and the Board decides to finance the purchase, Mr. Braslow will apply to the DCA Finance Board. Administrator Schultz noted that the application will most likely not be brought before February and the Board may not be able to include the purchase in the 2018 budget. If the Board decides not to finance the purchase, then it can be included in the 2018 budget if the voters approve the purchase at the Special Election. Commissioner Dugan noted that the Board needs to get clarification on whether the purchase can be included in the 2018 budget. Commissioner DeNigris asked what the downside of not making the purchase next year would be. Commissioner Dugan said that currently Engine 34 is packed with extra equipment and is being used as the primary engine while Engine 35 is a backup. Continuing to run Engine 34 this way will affect the life span of the engine. Commissioner Quirk noted that Engine 35 is already well past its expected life span.

Commissioner Dugan reported that at the last meeting it was decided that the Board has no intention of reinstalling the old siren. There is no electrical power up there and there is currently no need for it. If there ever becomes a need for some type of warning device, new technology would be installed. Commissioner Dugan reported that he asked the Fire Co. at one of their meetings if they wanted the old siren. The Fire Co. stated that they had no need for it and recommended that it be given to the Historical Committee headed by Fire Co. Member Keyser. Fire Co. Member Keyser was not at this meeting to accept or decline this recommendation and the siren is still in the shed. Since that meeting, it was determined that the siren belongs to the District. Administrator Schultz recommended that this siren and the one from Countrywood be declared surplus and sold for scrap. Commissioner Dugan said that if no one in the Fire Co. wants the siren, the Board will make a resolution to scrap them at the next meeting.

Commissioner Dugan reported that the Board needs to ensure that the tent is cleaned out so that Unit 30 can be put under it to protect it from snow this winter. Commissioner Dugan reported that there is a half pallet of slate under the tent that the Board can do another resolution deeming it surplus so it can be sold. Commissioner Dugan reported that the trailer that the Fire Co. bought to transport the hose cart is also under the tent. Commissioner Dugan said that he

will discuss moving both the trailer and the hand cart that is in one of the bays at the next Fire Co. meeting.

NEW BUSINESS:

Commissioner Florio asked when the Rabies Clinic was being held. Administrator Schultz said that it will be here on November 4, 2017 from 1:00 – 3:00 P.M.

Commissioner Callas reported that the Fire Co. Dinner was very nice and asked Commissioner Dugan to thank them for the invitation at the next Fire Co. meeting.

The Fire Safety Open House will be held on Saturday, October 14, 2017 from 1:00 – 4:00 P.M.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, October 19, 2017 at 7:00 P.M.

The next scheduled meeting of the Joint Fire Prevention Board is Monday, November 13, 2017 at 6:30 P.M. at the Whippany Firehouse.

The Holiday Tree Lighting Ceremony will be on Saturday, November 25, 2017 at 6:00 P.M.

PUBLIC PARTICIPATION: Asst. Chief O'Hare reported that the District has ongoing acute staffing problems covering EMS shifts. This problem is further complicated because one per diem EMT recently had surgery and does not anticipate being able to return to work until at least December 1. Another EMT is out for unspecified family reasons and Stephen Gilson has accepted a career position. This has left the district with only five per diem employees who have been required to work overtime to ensure coverage. There are some volunteers in the queue to become per diem EMT's but it will take about one year to get them up and running. Asst. Chief O'Hare reported that he has spoken to Lieutenant DeSimone about this and there is the possibility that some career personnel may have to come in to cover some weekend shifts. Asst. Chief O'Hare said that Chief DiGiorgio has a master plan that may help but that the benefits will not be felt until next year. Commissioner DeNigris asked if there was a common denominator for why some the volunteers and per diems are not staying with the District. Chief O'Hare reported that not all are leaving the District, but are moving through the ranks from volunteer to per diem to career. Some do leave to go to

other districts and one of the reasons is that this District is paying a lower hourly rate than surrounding districts.

RESOLUTIONS: Commissioner Callas read Resolution 17-10-05-79 appointing Stephen G. Gilson to the Career Position of Probationary Firefighter/EMT. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor.

EXECUTIVE SESSION: Commissioner Callas read Resolution 17-10-05-80 to enter into executive session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

The Board went into closed session at 7:52 p.m.

Personnel matters were discussed. Action will be taken by the Personnel Committee.

The Board came out of closed session at 8:56 p.m.

ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:59 p.m.

Respectfully submitted by

Robert Callas, Secretary