

**November 2, 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 November 2, 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.

Chief DiGiorgio, Administrator Schultz, Asst. Chief O'Hare and Fire Co. Member Gary Keyser were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** Administrator Schultz reported that the Board has received a Demand for Payment notice from the IRS regarding the outstanding levy on a contractor. The notice has been forwarded to Mr. Braslow. Administrator Schultz left a message for IRS agent handling the matter, but has not heard back from the agent yet.

**APPROVAL OF PREVIOUS MINUTES:**

The minutes from the October 19, 2017 Regular Meeting were reviewed. Commissioner Dugan noted that the Correspondence section should read that the Board received a copy of a letter from Chief DiGiorgio to Hanover Township Superintendent Brian Foran thanking Superintendent Foran for the use of the vac truck for the confined space training. Commissioner Dugan further noted that in the Roof Project section the name of the contractor should be Alden Bailey, not Alvin Bailey. Commissioner Dugan made a motion to accept the minutes from the October 19, 2017 Regular Meeting with the two amendments. Commissioner Callas seconded the motion. All were in favor. Commissioner Florio abstained.

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that the 2018 Budget process will begin tomorrow at 10:30 a.m. on the third floor and reminded the Board to let him know if they have any budget requests.

Commissioner Florio made a motion to accept the Treasurer's Report, seconded by Commissioner Quirk. 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. Chief DiGiorgio reported that he has received a request from the Knights of Columbus through Asst. Chief O'Hare to use Car 30 to assist in their December 2<sup>nd</sup> fundraising event. Asst. Chief O'Hare will operate the vehicle to move items from the Birchwood to Monroe Hall for their Christmas fundraiser. Chief DiGiorgio reported that he will approve the request if the Board has no objections. There were no objections.

Chief DiGiorgio reported that FF/EMT Gilson has passed his State Fire Inspector exam and he is waiting to receive his certificate from the State. Chief DiGiorgio noted that there were twelve firefighters in the class and FF/EMT Gilson was one of the five who passed the exam at the end of the class.

**EMS:** Commissioner DeNigris reported that the committee is looking at the current salary range for P/T EMTs. Commissioner DeNigris asked Administrator Schultz to provide him with a listing of the salary range for surrounding towns.

Chief DiGiorgio reported that Revenue Guard has provided the Board with a report of all the calls for 2017 to date which outlines monies collected, written off and sent to collections. This report will be used to reconcile billings, collections and write offs by call.

**BUDGET:** Commissioner DeNigris reiterated that the 2018 Budget process will begin tomorrow.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Commissioner Quirk reported that the Board would need to go into closed session to follow up on the discussion from the closed session from last meeting.

**LIAISON TO THE VOLUNTEERS:** Commissioner Dugan reported that the Board is still waiting on the Certificate of Origin for the trailer and that he still needs to speak with Fire Co. President Dobson regarding a letter from the Fire Co.

indicating that they are donating the trailer to the Board. Once these two items are received, the trailer can be registered and insured.

Commissioner DeNigris reported that return envelopes that the Fire Co. is using for the current fundraising drive have addresses on both sides of the envelope. The one side has the Fire Co. address and the other side has the address of the resident who is making a donation. This has created confusion because the automated scanning system at the post office has been reading the resident address sometimes and returning the donation to the donor. Commissioner DeNigris asked Commissioner Dugan to make the Fire Co. aware of this so that they can correct it for future fundraising drives.

### **BUILDINGS AND GROUNDS:**

**Roof Project:** Administrator Schultz reported that Bondex has agreed to pay the full \$1,870 that the Board has requested for the snow guards. Administrator Schultz asked that one of the Commissioners make a motion to allow Commissioner Dugan to sign off on the termination agreement with Bondex. Administrator Schultz reported that Mr. Braslow has reviewed and approved the agreement. Commissioner Florio asked if this should wait until the check has cleared the bank. Administrator Schultz indicated that the permission to sign off can be made contingent on the check clearing the bank.

### **2017 Building Improvements**

**Sign Project:** Commissioner Dugan reported that the sign installation has begun. The footings are in and the contractor will be back on Monday to start building the columns. Once the columns are done, it will need to cure for a week and then the sign will be hung. Commissioner Quirk noted that it will be a close call to have the sign installation complete in time for the Tree Lighting. Commissioner Dugan agreed and noted that the installation was delayed because the contractor uncovered an old house foundation when he started to dig and had to use a jackknife to remove a portion of it. Commissioner Dugan reported that the sod has been laid around the bell and hopefully Crotty Electric can put two lights in front of the bell before the mulch is put down around the tree and bell.

**Parking Lot Lights:** Commissioner Dugan reported that the quote to replace the parking lot lights with LED lights came in at \$4,720 and is included in 2017 Building Improvements Capital Expenditures.

**Day Room:** Commissioner Dugan reported that Joe Albore is going to look at the trim in the Day Room and give the Board a quote on completing it. Mr. Albore is also going to give the Board a quote on replacing some window sills on the third floor that are rotting. Commissioner Florio suggested that the Board get a quote for replacing the sills with composite instead of wood so they will not rot out again. Commissioner Dugan reported that the legs for the table in the Day Room are almost done. Commissioner Dugan noted that the Board will not be able to put a piece of glass on the Day Room table because such a large piece would be needed. The tabletop will be finished with an epoxy resin instead.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that VCI will be paying the bill from Eagle Towing for towing the loaner ambulance.

Chief DiGiorgio reported that the “old ambulance 38 chassis” is back on premises and all the lettering has been scraped off of it. Two tires have also been changed out with tires that we had in storage. The chassis is ready to be sold.

Chief DiGiorgio reported that Truck 33 received its annual preventative maintenance and check. We are waiting for Underwriters Laboratory to come out and retest the Truck now that the repairs have been done. Chief DiGiorgio reported that VFIS is looking for the test report.

**INSURANCE:** Commissioner Florio reported that she and Chief DiGiorgio and/or Administrator Schultz are trying to set up a meeting with the insurance representative regarding an inquiry that was made. Neither Chief DiGiorgio nor Administrator Schultz is available on the two proposed dates. Commissioner DeNigris suggested that Commissioner Florio attend the meeting with the insurance representative to ensure the process moves forward. Commissioner Florio agreed and indicated that she would report any findings back to the Board.

Administrator Schultz reported that the HRA is renewing on the 31<sup>st</sup> and since there are no changes being made, he would forward it to Rocco.

**COMMUNICATIONS:** Chief DiGiorgio reported that he is registered for the Morris County Communications User meeting on November 16<sup>th</sup> at 6:30 p.m. and will therefore not be able to attend the Board meeting that night.

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

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Commissioner Callas reported that he and Commissioner Quirk met with Chief DiGiorgio. Chief DiGiorgio filled them in on the meetings he had with Chief Cortright pertaining to the issues that were discussed at the last Joint Fire Prevention Board Meeting.

**LIASON TO EXEMPTS:** Commissioner Quirk reported that all members who attended the convention received their stipend checks.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner DeNigris reported that he was told that a contract to sell the Whippany Firehouse has been signed by both parties.

Commissioner DeNigris reported that as of Tuesday, no action had been taken regarding the refinancing of the Whippany Firehouse loan.

**OLD BUSINESS:** Commissioner Quirk reported that Commissioner Mihalko from District 2 mentioned to him that there was a lot of miscommunication going around the Township regarding the Fire Co. of District 2 requesting the Township to cosign the refinancing of the Whippany Firehouse loan. Commissioner Quirk reported that Commissioner Mihalko noted that both the District 2 Fire Co. and the District 2 Board of Fire Commissioners would need to fail before Cedar Knolls residents would be affected by this loan. Commissioner Mihalko also noted that District 2 has heard that this Board was opposed to the Township cosigning the loan. Commissioner Quirk was not aware that this board had made any public statement either way regarding the cosigning. Commissioner Dugan stated for the record that the District 3 Board of Fire Commissioners has no opinion either way on the matter. Commissioner DeNigris reported that he was asked his personal opinion by the Town fathers and he gave his opinion but did not say that it was the opinion of the Board. Commissioner DeNigris said that perhaps this caused some confusion.

Commissioner Florio asked for clarification on the budget proposal letter attached to the Chief's report since it indicated it was for the 2017 year. Chief DiGiorgio indicated that this was a typo and has been corrected to read 2018.

Commissioner Quirk asked Administrator Schultz to look into a fix for the pop ups on the District Surface computers. Administrator Schultz reported that he would arrange to have everyone upgraded to the latest version of Windows and to switch everyone's email to Outlook which will alleviate the problem with pop ups.

### **NEW BUSINESS:**

Commissioner Quirk reported that the resurfacing of Hanover Avenue and Ridgedale Avenue will start on Monday evening. They will rip up the surface on Monday evening down as far as Highview and pave it on Tuesday evening. There will be no traffic going towards Morristown at these times unless you use Whippany Road. Commissioner Quirk said that official notification will go out tomorrow.

Chief DiGiorgio reported that the District 3 career staff are going to participate in the Movember fundraiser and grow mustaches this month.

Commissioner Dugan asked for a motion to allow him to sign off on the termination agreement with Bondex once the last check for the snow guards has cleared the bank. Commissioner DeNigris made the motion allowing Commissioner Dugan to sign the termination agreement with Bondex once the last check for the snow guards has cleared the bank. Commissioner Callas seconded the motion. All were in favor.

Commissioner Florio asked if the Rabies Clinic was being held this Saturday and if it was advertised on the Township website. Administrator Schultz stated that the Rabies Clinic was this Saturday from 1-3 p.m. and that it was on both the Township Fire District 3 websites.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, November 16, 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. Administrator Schultz reported that while Mr. Braslow is scheduled to discuss the moving of the elections with the Joint Fire Prevention Board at this meeting, he would prefer to

reschedule the meeting to a date that would allow more than a half hour for the discussion. Commissioner Florio stated that since the invitation was issued from District 2, then Mr. Braslow needs to contract District 2 to postpone the meeting.

The Holiday Tree Lighting Ceremony will be on Saturday, November 25, 2017 at 5:00 P.M. Commissioner Quirk asked if the Board they will be partnering with the Fire Co. to share costs pertaining to the Tree Lighting. The Board agreed that Board is in full agreement with this partnership.

A Special Meeting will be held on November 25, 2017 from 2 p.m. until 9 p.m. for the purposes of voting on 2018 Capital Expenditures. Commissioner Florio asked if outside people would be overseeing the voting at the Special meeting that day or if the Board was responsible for it. Administrator Schultz said that if the Special Meeting takes place that day, it will be the Board's responsibility to oversee the voting. Administrator Schultz asked for clarification on how the ballot would be worded. He indicated that Mr. Braslow favored using a specific quote as opposed to an amount not to be exceeded. The Board agreed to use the quote of \$495,000.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Callas read Resolution 17-11-02-86 declaring the Former Ambulance 38 Chassis as Surplus and authorizing the sale of same. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor.

**EXECUTIVE SESSION:** Commissioner Callas read Resolution 17-11-02-87 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.

**The Board went into closed session at 7:47 p.m.**

Personnel matters were discussed. No action will be taken.

**The Board came out of closed session at 9:45 p.m.**

**ADJOURN:** A motion was made by Commissioner Callas, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor. The meeting was adjourned at 9:46 p.m.

Respectfully submitted by

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Robert Callas, Secretary