

**July 6, 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 July 6, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Lieutenant DeSimone, FF Belott and FF Schwartz were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the June 15, 2017 Regular Meeting were reviewed. Approval of the minutes was tabled until next meeting.**

**REPORT OF THE TREASURER:** None.

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

**CHIEF'S REPORT:** Chief DiGiorgio did not send out a formal report but noted the following items:

The Fire Division did a walkthrough of the new Wegmans facility. Approximately 25 individuals, including Whippany, participated in the walkthrough. Wegmans has requested two fire inspectors and one EMT be on standby on Sunday, July 23 for their opening day.

The Fire Department has responded to two fires since the last meeting. There was a residential structure fire on Legion Place and the Water Authority has a fire in their shed. The cause of the shed fire is unfounded but Chief DiGiorgio noted that the Water Authority has been replacing some meter transmitter devices in homes due to a recall. Commissioner Florio asked how the Water Authority was addressing the recall of these devices. Chief DiGiorgio reported that the Water Authority had received notice that one of these devices had caused a fire in a

residential home in Morris Township on a previous Monday. The Water Authority contacted the vendor and was notified that some devices were under a recall. By that Friday, the Water Authority had identified 400 installed devices that were under recall. Over that weekend, the Water Authority went door to door to the locations where the recalled devices were installed and replaced the recalled devices if the homeowner was present. If the homeowner was not present, the Water Authority left door tags alerting the homeowner of the recall. After that weekend, phone calls were made to follow up with residents whose device was not yet replaced. The Water Authority worked with the Township of Hanover to obtain current contact information for these residents. Chief DiGiorgio reported that he has received notification that all recalled devices in our service area have been replaced. Commissioner Quirk reported that early on in the process there was a request from the Water Authority to do a reverse 911 notification. This request was denied since the reverse 911 notification would have to go out to everyone and it was felt this would cause more problems than it would solve. The request did highlight the need to be able to send a selective reverse 911 notification and research is underway on how to accomplish this.

The Fire District 3 Workers Compensation Audit is complete and have received the adjusted annual premium. We feel that the premium is too high again this year and have filed a notice of appeal.

The Division of Fire Safety Bureau of Fire Prevention are in the process of doing an audit of our Fire Prevention Bureau and have completed Phases 1 and 2 of the audit. The auditors went through all our records, documents and forms to make sure they meet the intent of the code and accompanied FF McGuinness on three building inspections yesterday. The audit report should be sent to us by early next week.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Commissioner Florio reported that the committee met with Chief DiGiorgio and will report on this meeting during closed session.

**NEGOTIATIONS:** Commissioner Quirk reported that we have received notification from the FMBA that they are willing to speak about negotiations which is the first

step in the process. The notification states that the negotiations must begin by September 1 or 90 days prior to the contract expiration.

**LIAISON TO THE VOLUNTEERS:** Commissioner Florio reported that the next Fire Co. meeting will be on Tuesday, July 11.

### **BUILDINGS AND GROUNDS:**

**Roof Project:** Administrator Schultz reported no progress. The latest correspondence with their attorney outlined that the Board has the name of a reputable contractor who can complete the work if they are interested in doing that but that Gen II or any current version of Gen II are not to be brought on this property. Mr. Braslow is aware of what is going on. Commissioner Florio asked if it would be in our best interest to have the work completed now since the roof needs to have snow guards installed before the chance of snow. The money that we still owe could be put in escrow pending the outcome of the negotiations. The Board will reach out to Mr. Braslow for his advice.

**Apron Project:** Administrator Schultz reported that there is still a little work that needs to be done.

**Sign Project:** Administrator Schultz reported that the sign will probably be delivered this week. He is attempting to find a contractor to install the sign.

### **2017 Building Improvements**

**Day Room Rehabilitation:** Chief Di Giorgio reported the electrical work has been completed except for three more high hats that need to be installed. The room has been painted and the accent wall has been put up. Fire Co. Member Craig Vagell has started to hook up the monitors although one was defective and has to be replaced. The air conditioning has been reconnected and is functioning. The ceiling is complete and the floor is installed in all but an area that used to be a closet. Lumber has been donated to make a table and we are waiting on an estimate on the cost of the table. Hopefully the countertops will be done in the next week. Chief DiGiorgio felt that we should be back in the room by the next meeting.

Chief DiGiorgio reported that the Bay Floor project has been put on hold since there is so many other things in progress.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that Ambulance 38 is currently out of service due to an issue with the patient compartment air conditioning. Chief DiGiorgio noted that this repair could not be combined with the scheduled chassis work because Ambulance 39 has had some starting and running issues that cannot be addressed until Ambulance 38 is back in service. Chief DiGiorgio reported that Truck 33 is out of service for its annual maintenance and service. A valve on Engine 34 went bad following the fire at the Water Authority and a new one has been ordered.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Nothing to report.

**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 Florio reported that the Country Woods siren has not been removed from the pole. Commissioner Dugan will look into having the siren removed from the pole. Commissioner Quirk reported no progress in locating the MOU regarding the pole.

Commissioner Quirk reported that the last day of the Youth Public Safety Academy that is a partnership between Recreation, Emergency Management, Police Department and Fire Department is tomorrow. Commissioner Quirk commended FF Belott for his phenomenal job representing our Fire District every day at the two week Youth Public Safety Academy. Commissioner Florio noted that the social media pictures of the young people who are participating in the Academy reflected the awe and respect they had for the Academy leaders. Commissioner Quirk related a story about a couple of the Academy participants utilizing the training they had received at the Academy. While on break at the fireworks display, a couple of the participants were approached by a parent of a child who had a nosebleed because they had their uniforms on. After having

been trained in basic first aid at the Academy, the participants were able to help the child.

Chief DiGiorgio reported that the Recruitment and Retention Work Group were at the fireworks and had approximately 35 people take the recruitment survey and handed out about 25 gift cards. The next function they will attend is the concert series that starts Monday night.

Chief DiGiorgio reported that he spoke with Chief Martin about the Engine 35 Replacement Work Group progress and they will have their final report to the Board soon.

Chief DiGiorgio reported that he has received the documents that the Rotary Club has been utilizing for the Medical Alert Program. He will turn them over to Mr. Braslow for review. Chief DiGiorgio briefly explained the program to Commissioners Callas and Quirk since they were not at the last meeting when it was initially discussed. Chief DiGiorgio noted that the first step is to obtain Mr. Braslow's recommendation regarding liability. The next step is to come up with a plan on how to administer and maintain the program.

#### **NEW BUSINESS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, July 20, 2017 at 7:00 P.M.

The next scheduled meeting of the Joint Fire Prevention Board is Monday, July 10, 2017 at 6:30 P.M. at the Whippany Firehouse.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Callas read **Resolution 17-07-06-55** adopting the 2016 Annual Audit. **Commissioner Dugan made a motion to introduce the resolutions, seconded by Commissioner Florio. All were in favor. Commissioner DeNigris was absent.**

**EXECUTIVE SESSION:** Commissioner Callas read **Resolution 17-07-06-56** to enter into executive session. **Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. Commissioner DeNigris was absent.**

**The Board went into executive session at 7:42 p.m.**

Personnel matters were discussed. Action will be taken.

**The Board came out of executive session at 9:18 p.m.**

**ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. Commissioner DeNigris was absent. The meeting was adjourned at 9:21 p.m.**

Respectfully submitted by

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Robert Callas, Secretary