

**The Monthly Meeting of the Board of Fire Commissioners
District #3, in the Township of Hanover,
County of Morris, Cedar Knolls, New Jersey
April 1, 2010**

The meeting was called to order at 7:00 PM on April 1, 2010 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

Attendees: Commissioners Thomas Harrington, Gary Keyser, Joseph Martin, Paul Pilipie and Thomas Quirk

Chief James Davidson and Committeeman George Coppola were also present.

The Board stood for the Pledge of Allegiance.

The first order of business was the swearing in of two new volunteer fire members. Secretary Pilipie read **Resolution 10-04-01-21 appointing Geri O'Brien and Terance Guella as volunteer members, EMS within Fire District #3. A motion was made by Commissioner Keyser to accept the Resolution, seconded by Commissioner Martin, all in favor.** The new members were then congratulated by the Board.

Next was the approval of the minutes from the February 4, 2010 regular monthly meeting which was postponed at the last regular meeting because the Board lacked enough members for a quorum. **Commissioner Pilipie made a motion to accept the minutes as submitted, seconded by Commissioner Quirk, all in favor.**

Next was the approval of the March 4, 2010 minutes from the regular monthly meeting. Commissioner Keyser had a correction under **Correspondence**. It should read: *There was no correspondence to report, but Commissioner Keyser noted that there is a state fire district meeting this Saturday, **March 6, 2010** in South Brunswick.* **Commissioner Keyser made a motion to accept the minutes as corrected, seconded by Commissioner Martin, all in favor. Commissioner Keyser next made a motion to accept the minutes under Personnel since he believed there were no changes to be made, seconded by Commissioner Martin, all in favor.**

There were no corrections made for the minutes from the March 18, 2010 monthly work session. **Commissioner Keyser then made a motion to accept the minutes as submitted from the March 18, 2010 monthly work session, seconded by Commissioner Pilipie, all in favor.**

Old Business

Chairman Harrington asked Chief Davidson if he had an update on the antenna and the Chief responded that the antennae had been moved approximately 5 feet above

the window and has been working fine. The Countrywood siren is also working well. No complaints have been received from the residents in the Countrywood area.

Chairman Harrington reported that he and Commissioner Quirk had met with the Board's new attorney, Anthony Bucco, Jr., Esq. and brought him up to speed on issues in which he might be involved. Commissioner Keyser asked if Mr. Bucco would be coming to the monthly work session and was told by the Chairman that they would have to pay him to come so the Chairman suggested Mr. Bucco could come to a session when they actually need him to address the Board on specific issues. Commissioner Keyser questioned the Chairman about whether the volunteers join the fire company or the fire district and was told that Mr. Bucco said it did not matter. Commissioner Keyser asked if the Chairman had that in writing and was told no. The Commissioner said he would like to see it in writing.

Next was discussion on mandating physicals for volunteers, especially interior firefighters. Chief Davidson said he was told that Commissioner Keyser would be working with him on this. The Chief said Dr. Manis would like to come in and do a powerpoint presentation for the Commissioners showing the whole cardiac support program. Dr. Manis' presentation is much more than physicals – it's a program to keep firefighters in shape including education, lifestyle changes, physical fitness, etc. which also incorporates physicals. The Chairman asked if a yearly physical would help. Career personnel get physicals every year so the Chairman felt that volunteers should be included also, especially for interior firefighters. Chief Davidson said the Department of Labor in sub-chapter 12:100 indicates that the employer has a responsibility to make sure the employee is fit to do his duty. He also pointed out that these physicals will be expensive. There was further discussion on getting a physician who would be flexible in hours so that the volunteers would not have to take time off from work for mandatory physicals. The Chief said Dr. Manis is ready to do this. He just needs a date from the Commissioner. Chief Davidson said he had given the Commissioners job descriptions which he will give them again so that they can tell the volunteers that their job descriptions require certain physical demands and their physicals should be tailored to those requirements. Committeeman Coppola said it might be possible to get some dedicated doctors who might do it on Saturdays. The Board has to line up a doctor and a lab, but first they want to hear Dr. Manis' powerpoint presentation. Chairman Harrington suggested the April work session for the presentation and they can ask him questions then.

Commissioner Pilipie said he is still working on the SOP's for new recruits. Chief Davidson said they are on the website and there will be a copy in the dayroom.

The Chairman indicated that Giovani's Landscaping has not given the Board a current Certificate of Insurance and Business Registration Certificate so they still need an updated copy. Chief Davidson suggested giving a note to Jim Schultz who will follow up on the certificates needed from the landscaper.

For Inspection Night, it had previously been decided to give certificates for outstanding service. Commissioner Quirk asked Committeeman Coppola where the Township got their certificates from and was told to contact Mr. Giorgio and he could tell them where they purchased their certificates. Chief Davidson said the department has an account from Paper Direct where they get their certificates. He said he would get some catalogues and information to the Board on certificates. Commissioner Pilipie suggested a pin that can be worn on jumpsuits. The Chief suggested the citation bars that can be worn on dress uniforms and can be purchased through the Recruitment and Retention budget. Commissioner Pilipie said he would research some options for team or individual recognitions.

Commissioner Keyser reported that G.M. Masonry is supposed to be coming in April to do the concrete work.

Chairman Harrington said that Jim Schultz is checking with Morristown about which Chief Financial Officer they use. They have two to get in touch with in Parsippany also. Commissioner Keyser said the Board needs a 5 year plan. They would then schedule them for the April 15, 2010 work session along with Dr. Manis.

There was a question at the last meeting regarding mandatory training especially about confined space and the Chief's spreadsheet was correct. Chief Davidson felt that approximately 93% of the members have completed their mandatory training. Three people have told the Chief that they will be submitting their letters of recognition – George Apostolopolus, Matt Putts and David Hanf. Commissioner Keyser asked the Chief if there was anyone who could not ride at this time because they had not finished their mandatory training and the Chief said that Cindy Sanchelli was the only one who couldn't because of her work schedule. If she could let him know when she is available, she was told she could come down and Robert would go over what she needs which is Hazmat and Confined Space. The next training will be a weekend in April and then a weekend in May and not again until September. The weekend in May is mostly to bring the college kids up to date. Most of the people who have not completed their training are the college kids. The Chief met with the EMS officers and went over the list of who cannot ride and how it impacts them. The fire officers received the same list relative to fire personnel earlier in March.

Commissioner Pilipie brought up the resolution draft for fees which was discussed at the last Commissioners' meeting. Chief Davidson said he would have the resolution prepared for the May regular meeting.

Commissioner Pilipie asked about where the **Personnel** minutes belong and was told there is a separate book just for **Personnel**.

Commissioner Quirk said that he and Chairman Harrington noticed that the books containing the Board's minutes were messed up with minutes put in the wrong months and just generally mixed up. They asked Commissioner Pilipie about it and he said that he did not put them in the files like that. Apparently, someone has been going through

the books and putting the minutes back in the wrong months. The Chairman told the Chief that he needs to keep an eye on the cabinets and no one should be in those files. The Commissioners were told that the cabinets will be locked from now on and, if anyone wants to see minutes, they must fill out the OPRA forms and then someone will give them access to the requested information.

Chairman Harrington said the notification for professional services had not been advertised yet, but that all of them would be advertised together to save money. The Chairman gave Chief Davidson the draft to have the professional services advertised and asked him to give it to Jim Schultz to handle. The Fire Prevention Bureau meeting dates also have to be advertised.

New Business

Commissioner Keyser said that the fire department should put a hydrant on Fanok Road because the closest hydrant is on Jefferson Road. There also is no hydrant on Daniel Terrace. The Commissioner and Committeeman Coppola suggested putting the hydrants in now and billing them in 5 years when the buildings are finished. Chairman Harrington felt that the cost, approximately \$2,200.00, is something the Board can't afford to put out right now. Chief Davidson pointed out that Fanok Road is not a public road.

There was no other new business. Chairman Harrington indicated that the joint Fire Prevention Bureau meeting went very well. The Board will be working on double dispatching on weekends along with a workable EMS program. Representatives from both Boards met on March 31st and had a great start for how to resolve problems between the two districts. Assistant Chief O'Hare for EMS will be going to District #2's firehouse to give them orientation on how EMS works and what is involved. Both districts have a few EMTs who will be graduating from the program in two weeks and the Chairman felt that this is a good time to get the EMTs meshed together. They all have CEVO so an ambulance can be brought down and an orientation on the ambulance can be presented. He also said that they are trying to get the two districts together for a baseball game. The Board is also working on long range plans. Commissioner Keyser asked if everything will be put in writing and the Chairman responded yes. Chairman Harrington and Commissioner Quirk will keep the Board informed on what's happening on the committee. The Commissioner said that the dialogue has been good with Commissioners Barz and Hansch and they are all looking to moving forward and working together. The Chairman told Committeeman Mihalko that he was sure that Commissioner Keyser would help with any questions he had regarding the Treasurer's duties.

Committeeman Coppola reported that there will be a modified Hanover Township Day this year and a ballgame between the two districts would be a great thing for Hanover Township Day. He said the Committeemen are looking to low-key the carnival type atmosphere with more emphasis on what Hanover kids are doing.

Committeeman Coppola also asked how it was going on the Interlocal Agreement and the Chairman said they are working on that. The Committeeman felt that things were moving forward with both districts in a positive way. He will be attending District #2's next Board meeting.

Commissioner Keyser indicated that he would be going to Washington D.C. at the end of April to attend a seminar on the Safer Grant.

Treasurer's Report

Commissioner Keyser reported that checks # 3947 – 3989 were paid in the amount of \$91,019.66 for the month of March 2010. The Commissioner also moved \$40,000.00 from the Board's regular account to the Board's payroll account to cover the cost of the Board's pension bill. He also increased the weekly deductions from \$8,000.00 to \$8,500.00 to the payroll account. **Commissioner Martin made a motion to accept the Treasurer's Report as submitted, seconded by Commissioner Pilipie, all in favor.**

Committeeman Coppola reported that the Little League Opening Day, which the department is involved in, will start at the Birchwood Manor and end at the new field, Veteran's Memorial. He also said that the Knights of Columbus is all set for the pancake breakfast on Sunday, April 18th.

There was no other business to discuss. **A motion to adjourn at 8:53 PM was made by Commissioner Pilipie, seconded by Commissioner Martin, all in favor.**

Respectfully submitted by:

Paul Pilipie, Secretary