

The October 15, 2015 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 PM on October 15, 2015 in accordance with the Open Public Meeting Act of 1975, Chapter 31.

Attendance: Commissioners Robert Callas, Peter DeNigris, Michael Dugan and Thomas Quirk

Absent: Commissioner Maria Florio

Public Participation: There was none.

Chairman Dugan suspended the regular meeting and conducted the swearing in of two new per diem EMTs – William Schwarz and Russell Nydegger. At the conclusion of the swearing in, Commissioner Dugan resumed the regular meeting.

Approval of Previous Minutes: Commissioner Callas made a motion, seconded by Commissioner Dugan to approve the minutes of October 1, 2015, all in favor with Commissioner Quirk abstaining.

Treasurer's Report: Commissioner DeNigris reviewed the September report. He noted that the budget preparatory process would be beginning in the next week or so and urged input from all. A motion was made by Commissioner Quirk, seconded by Commissioner Callas, to accept the Treasurer's Report as submitted, all in favor.

Report of the Chief & Board Committees:

- **Chief's Report:** Chairman Dugan asked all if they had any questions regarding the Chief's report, as submitted. There were no comments regarding the report.

EMS – Commissioner DeNigris reported that all the money not collected by Revenue Guard would be written off as an uncollectable. There was lengthy discussion about billing, balance billing and who gets billed. Multiple zip codes within the district make billing more complex. There was discussion on how to handle this. Commissioner DeNigris noted that we are losing revenue due to the lack of proper addresses for billing purposes. There was also concern about misinformation surrounding billing and balance billing seniors and Whippany residents.

ACTION ITEM: Commissioner DeNigris and Commissioner Florio, along with Chief DiGiorgio and Chief O'Hare, are to look into possible remedies.

- **Labor Relations:** Commissioner Quirk reported that he met with Chief DiGiorgio and it was agreed to review documents regarding the Chief's contract. Commissioner Quirk stated that there were two documents portraying a contract for the Chief and that the committee recommends having them reviewed by Mr. Trimboli, the Labor attorney. There was lengthy discussion about Union membership and who the Union would defend

or advocate for in a given situation. It was noted that, IF the Chief needed legal representation, the FMBA could not represent him.

Commissioner Dugan reported that he had a conversation with Attorney Braslow who is working on the Chapter 330 issue and it is proceeding through the process with the State.

- **Liaison to Volunteers:** Commissioner Quirk reported that the tree lighting ceremony date had been changed to November 28th due to a conflict with the Town. Commissioner Quirk emphasized that the event should be a partnership with the costs being shared by both entities.

There was lengthy discussion regarding the siren and the Fire Company's desire to reactivate it. The primary use is for ceremonial occasions. The prevailing thought of the Board was to encourage implementation of an electronic device/speaker that could accomplish the same thing. ACTION ITEM: Commissioner Quirk will contact President Dobson via e-mail indicating that putting the old siren back in use is not viable considering the work being done to the roof and will suggest that an electronic device of some sort could take its place. The cost to be assumed by the fire company. There was emphasis that it should be tastefully done and cosmetically appropriate with the building.

Commissioner Quirk also reported back from the Company regarding discussion about a fireproof file cabinet that is in the Commissioners' room. ACTION ITEM: Commissioner Quirk will contact President Dobson to inform him that the file cabinet under discussion belongs to the Commissioners unless documentation can prove otherwise. Also, that there is a fire proof cabinet on the 3rd floor that belongs to the Fire Company. Administrator Schultz noted that he purchased the one on the third floor for the Fire Company and that they paid for it.

Commissioner Quirk noted that there is Relief Association minutes and documents in the fireproof file cabinet and that that material should be moved and given to them.

ACTION ITEM: Commissioner Quirk will facilitate the Relief Association retrieving their things.

- **Building & Grounds:** Commissioner Dugan discussed the contract with Employment Horizons for cleaning services. **Commissioner Dugan made a motion, seconded by Commissioner Quirk to renew the contract starting again on January 1st, all in favor.**

Commissioner Dugan reviewed the roof project. Generally, the workmanship has been good with only one complaint. Commissioner Dugan reported that he had hired ServPro to remedy the water damage on the third floor at the contractor's expense. He reported that OSHA was on site responding to a complaint that, seemingly, was unfounded and no issue was discovered. Separately, the Department of Labor also was on site and found infractions and, subsequently, has opened an investigation of the contractor. The

investigator indicated that it would all be dealt with the contractor and that the job should not be impacted. Mr. Braslow has contacted the bonding company to inform them of the issues and to let them know we do not anticipate taking any action at this time.

- **Website:** Commissioner Quirk expressed his appreciation for the new E-mail accounts. Commissioner Quirk advocated for a “Commissioners’ Laptop computer” that would be used for Board business. Administrator Schultz suggested tablets instead – one for each Commissioner. After discussion, the Board authorized Administrator Schultz to purchase six tablets – one for each Commissioner and one for the Administrator not to exceed \$5,000.00 total.

A motion was made by Commissioner Quirk, seconded by Commissioner Dugan to go forward with the purchase of the tablets, as outlined, all in favor.

Old Business: There was no old business to discuss.

New Business: Commissioner DeNigris, after some discussion, recommended giving George Manis, MD, the Fire Department Medical Director, a token of appreciation not to exceed \$5,000.00. The Board Accountant has advised that this could be done under the auspices of Consultant Services. All were in agreement to go forward with giving Dr. Manis the \$5,000. Action Item: Commissioner DeNigris agreed to reach out to Dr. Manis and see if he is amenable to the offer. It was discussed that Dr. Manis brings much value to the district and to the Fire Company and his value is immeasurable.

Assistant Chief O’Hare reported that a new fall recruiting campaign is underway with an open house scheduled for November 4th. He also commented that the Fire Company presented 2 checks for the Spring Recruiting Incentive and asked the Board to consider matching it as per their policy. Action Item: Administrator Schultz will forward to Chief O’Hare the guidelines of the Board’s incentive program.

Resolutions: Commissioner Callas read **Resolution 15-10-15-99** designating a Records Custodian. After discussion, it was agreed that Administrator Schultz would be the Records Custodian. **A motion was made by Commissioner Quirk, seconded by Commissioner DeNigris to adopt the Resolution, all in favor.**

Commissioner Callas read **Resolution 15-10-15-100** appointing a Certifying Officer. After discussion, it was agreed that Administrator Schultz would be the Certifying Officer. **A motion was made by Commissioner Quirk seconded by Commissioner DeNigris to adopt the Resolution, all in favor.**

There was no other business to discuss. **A motion was made by Commissioner Quirk, seconded by Commissioner DeNigris to adjourn, all in favor.**

Respectfully submitted by:

Robert Callas, Secretary

The above minutes were approved by the Board of Fire Commissioners at a Board meeting on November 5, 2015.