

**The November 5, 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 November 5, 2015 in accordance with the Open Public Meeting Act of 1975, Chapter 31.

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

Also in attendance were Chief DiGiorgio, Assistant Chief O'Hare and Administrator Schultz.

Commissioner Dugan suspended the regular meeting in order to conduct the swearing in of the new Junior Firefighter Ryan Okolita. After the ceremony was completed, the regular agenda resumed.

**Public Participation:** There was none.

**Approval of Previous Minutes:** Commissioner DeNigris made a motion, seconded by Commissioner Callas to approve the minutes of the October 15, 2015 meeting, all in favor with Commissioner Florio abstaining.

**Treasurer's Report:** Commissioner DeNigris reported that there was a request to award two members of the Fire Company \$100.00 each as part of the recruiting incentive program. After much discussion and input from Administrator Schultz, it was determined that only one member, Jamie Bergen, is eligible at this time in

accordance with the Board's policy. Chief O'Hare did note that the Board's program is structured differently than the Fire Company. The Fire Company's policy is not as rigid. Chief O'Hare noted that both members were issued checks from the Fire Company. **ACTION ITEM: Commissioner DeNigris to issue one check for Jamie Bergen at this time.**

Commissioner DeNigris went on to discuss the proposed budget and commented on several aspects of it. There was much discussion about the funding of more career personnel. Chief DiGiorgio referred to his staffing plan that he had submitted previously and indicated that he would review it again in future meetings. There was discussion about staffing and the role and availability of volunteers and paid staff. Chief O'Hare gave an overview of the current number of volunteers and anticipated new members coming on board in January. He noted that, even with the new additions, the department will still be short on volunteers.

There was discussion about the Medical Director position and the mechanism of compensating the position. The discussion centered around making him an employee vs. a consultant. Chief DiGiorgio recommended that Dr. Manis be added as an employee based on conversations he had with Dr. Manis.

There was discussion about capital expenditures. Members reviewed potential capital projects including the purchase of a vehicle and driveways on Ridgedale Avenue. Commissioner DiNigris outlined a plan to re-appropriate capital funds. **ACTION ITEM: The Board agreed to have Commissioner DiNigris work with Vince Montanino on a plan to re-allocate capital monies to address current needs which include the driveways and the purchase of a new vehicle. Commissioner DiNigris agreed to have a plan ready for the next meeting and would be prepared to have a special election that would be mandated. Commissioner Quirk made a motion, seconded by Commissioner Dugan to accept the Treasurer's Report, all in favor.**

### **Report of the Chief & Board Committees:**

- **Chief's Report:** Chief DiGiorgio highlighted his written report. There were no questions to the Chief regarding his report.
- **Labor Relations:** Commissioner Quirk reported that he and Commissioner Callas have scheduled a meeting for November 19<sup>th</sup> with Mr. Trimbley to discuss the outstanding matters.
- **Liaison to Volunteers:** There was discussion regarding the Tree Ceremony and the need for communication with the Fire Company regarding the details.
- **Building & Grounds:** Commissioner Dugan reported on a small leak problem and how it's going to be resolved. He also commented that some of the work in the future will require power to be shut off. Jersey Central has been contacted and has agreed to assist us. The Fire House will be run on a generator at that time. Everything else seems to be going well.

**Old Business** – Chief DiGiorgio noted that in response to previous concerns about tidiness and security of the Board Room. He has removed certain items to other locations, removed clutter and tightened up use of the room.

Commissioner Quirk reported that he did follow up with President Dobson regarding the fireproof file cabinet and informed him that it was everyone's understanding that the one on the 3<sup>rd</sup> floor belongs to the Fire Company. Commissioner Quirk also did explain the Board's position on the siren which will allow for an electronic device of some sort, but he has yet to hear back from the Fire Company. Commissioner Quirk also reported that he did contact Mr. Schleifer regarding the Relief Association records and documents and asked him to take possession of them.

**New Business** – There was discussion regarding Dr. Manis’ job description. Chief DiGiorgio submitted a copy of such off the New Jersey OEM website. It was agreed to adopt this and show it to Dr. Manis for his approval.

**Resolutions:**

Commissioner Callas read **Resolution 15-11-05-101** approving transfer of appropriations. **A motion was made by Commissioner Quirk, seconded by Commissioner Florio to adopt the resolution, all in favor.**

Commissioner Callas read **Resolution 15-11-05-102** awarding the contract for custodial services to Employment Horizons. **A motion was made by Commissioner Quirk, seconded by Commissioner Callas to adopt the resolution, all in favor with Commissioner Florio abstaining.**

Commissioner Callas read **Resolution 15-11-05-103** appointing Volunteer Emergency Services Captain David Charles. **A motion was made by Commissioner Callas, seconded by Commissioner DeNigris to adopt the resolution, all in favor.**

Commissioner Callas read **Resolution 15-11-05-104** appointing Volunteer Emergency Services Lieutenant MaryLou DeSimone. **A motion was made by Commissioner Quirk, seconded by Commissioner DeNigris to adopt the resolution, all in favor.**

Commissioner Callas read **Resolution 15-11-05-105** appointing Volunteer Emergency Medical Services Lieutenant Scott Thompson. **A motion was made by Commissioner DeNigris, seconded by Commissioner Quirk to adopt the resolution, all in favor.**

The Board agreed to authorize Commissioner Quirk a budget of \$1,000.00 to be applied in splitting the cost of the tree lighting ceremony with the Fire Company.

There was no further business to discuss. **A motion was made by Commissioner Callas, seconded by Commissioner Dugan 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 19, 2015.