

May 18, 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 May 18, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz and Asst. Chief O'Hare were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the May 4, 2017 Regular Meeting were reviewed. Commissioner Dugan noted that the Negotiations Committee report needed to be amended to indicate that Commissioner Callas and Commissioner Quirk are gathering information to prepare for the upcoming contract negotiations. The original version listed Commissioner Callas twice and omitted Commissioner Quirk. Commissioner Callas made a motion to accept the minutes from the May 4, 2017 Regular Meeting with this amendment. Commissioner DeNigris seconded the motion. All were in favor. Commissioner Quirk abstained. Commissioner Florio was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the 2016 financial documents were delivered to the auditor and that he does not anticipate any problems with the audit. Commissioner DeNigris reported that the April 30, 2017 financial reports have been distributed and he highlighted some expense items that the Board should be aware of because they are running high. Commissioner DeNigris reported that as of April 30, 2017 the district is operating at a deficit but he is not overly concerned because the 2nd quarter check from the town will put us in a positive position. Commissioner Quirk made a motion to accept the Treasurer's Report. Commissioner Callas seconded the motion. All were in favor. Commissioner Florio was absent.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly report to the Board prior to the meeting. Chief DiGiorgio outlined a couple of memos that were sent out during the week. The first memo pertains to the 2017 radio communications agreement and the second pertains to the Countrywood Siren System.

Chief DiGiorgio reported that there are a fair number of people on medical leave that have requested summer leave. Firefighter McGuinness has been cleared to return to full duty and approved by Dr. Manis as of yesterday.

EMS: Nothing to report.

BUDGET: Nothing to report.

LABOR RELATIONS: Nothing to report.

PERSONNEL: Commissioner Dugan noted that there is no report because this committee has not been assigned yet.

NEGOTIATIONS: Commissioner Callas reported that the committee is collecting some contracts to review before the upcoming negotiations.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan reported he attended the Fire Co. meeting last week and that they will be supplying the beverages for Inspection Night although the logistics still need to be worked out. Commissioner DeNigris stated that beer, wine and water are needed. Commissioner Quirk asked about soda. Chief DiGiorgio thought that the caterer had provided water and soda in the past. Commissioner Dugan asked Commissioner DeNigris to check with the caterer and let him know. Commissioner Dugan also stated that he will be unable to attend Inspection Night.

Commissioner Dugan reported that that the hand cart was discussed at the Fire Co. meeting and that the key to the storage unit has been located. Commissioner Dugan said that he is still waiting to receive the code to get into the storage facility. Chief DiGiorgio reported that if needed Administrator Schultz could go through the storage facility office during normal business hours to gain access to the unit. Commissioner Dugan asked Administrator Schultz to access the unit this way and get whatever pictures and measurements were needed for the insurance company.

Commissioner Dugan told the Fire Co. that the bell brackets are in the Commissioner's Room and should be put with the bell so that nothing happens to them.

Commissioner Dugan mentioned the old sirens at the Fire Co. meeting and they recommended that the Board get a letter stating that the one on private property it is no longer needed before the Board does anything with it. As far as the old fire house siren that has already been removed, the Fire Co. indicated that they do not want it. The Board will keep the sirens until clear ownership can be established. Commissioner Dugan stated that if ownership cannot be established, the Board will proceed under the 30 day abandoned property rule.

Commissioner Dugan reviewed the electronic sign, dayroom and bay floors capital projects with the Fire Co.

BUILDINGS AND GROUNDS:

Roof Project: Commissioner Dugan reported that there is no update from the last meeting. Administrator Schultz stated that he was going to send it to Mr. Braslow because the builder has not responded to status update requests.

Apron Project: Commissioner Dugan reported that Diamond is waiting for the Board to give them the go ahead to reseed and sod. Diamond will also provide the Board with an estimate to do the pillars for the electronic sign and to replace the sidewalk under the fire escape. Chief DiGiorgio reported that he spoke with the town engineering department and the first phase of the project is to replace the curbs and then the sidewalks. According to the specs, the new curbs/sidewalks will meet the necessary weight load requirement but not equal the current weight load capacity which exceeds the requirement. Chief DiGiorgio reported that the Fire district will coordinate the timing of the work with the contractor so that we will retain use of some of the bays at all times.

2017 Building Improvements

Electronic Sign Board: Administrator Schultz reported that each commissioner has received two alternate designs for the sign board. Administrator Schultz stated that in talking with others who have installed electronic sign boards, one of the biggest complaints was the brightness of the sign at night. The vendor has indicated that the proposed design that has a white background with red letters

will be bright at night. The vendor suggested that a red background with white letters and the addition of a day/night switch to dim the brightness at night might be a more neighbor friendly option. Administrator Schultz asked for the Board's approval to proceed with the recommended red background with white letters design. The Board accepted the recommendation. Commissioner Florio was absent.

Day Room Rehabilitation: Chief DiGiorgio reported that the Day Room walls, ceiling and soffits have been framed. The electrician was here yesterday and ran all the necessary wiring. He will return tomorrow to install the subpanel and extend the line for the A/C unit. Chief DiGiorgio said that the committee should be able to call for a building and electric inspection next week. Once the inspection is completed, the sheetrock can be installed. Chief DiGiorgio reported that FF Craig Vagell outlined where he needs to put AV cables, wires, etc. Commissioner Dugan reported that FF Craig Vagell approached the Fire Co. with a request for \$6000 for the Day Room project. The Fire Co. asked for an itemized list of what the money will be used for before they bring it up and vote on it.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that things are moving forward on the maintenance outlined by Captain Robert Lake at the last meeting. Chief DiGiorgio reported that Asst. Chief Martin has informed him that the Apparatus/Equipment work group will reconvene shortly. The group has prices from all their vendors and should be able to make a decision on how to proceed. Chief DiGiorgio reported that an issue of how people were informed of the work group meetings was resolved.

INSURANCE: Chief DiGiorgio reported that he has been contacted to about scheduling the Workers Comp audit. Since the auditor has the payroll records needed for the Workers comp audit, the audit will have to wait until the records are returned.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Administrator Schultz reported that copies of the proposed By-Laws have been distributed to the Board. There were no comments or objections to the second reading of the proposed By-Laws. Commissioner Callas made a motion to accept the By-Laws. The motion was seconded by Commissioner DeNigris. All were in favor. Commissioner Florio was absent.

WEBSITE: Nothing to report.

INSPECTION NIGHT: Commissioner DeNigris reported that the check for the balance due on the catering contract has been signed and will be given to the vendor on Inspection Night. Commissioner DeNigris said that he will contact the vendor to see if they will be providing water and soda. Chief DiGiorgio reported that a To Do List has been sent to any individual with responsibilities for Inspection Night and 50 invitations have been sent to dignitaries, members of the exempt association and local mutual aid chiefs. Chief DiGiorgio reported that Fr. Mariusz from Notre Dame Church is coming and that he has reached out to Pastor Lang from Hildale Park Church. This year marks the 100th anniversary of Hildale Park and Chief DiGiorgio would like him to speak on the connection between Hildale Park and Fire District 3. Chief DiGiorgio reported that all the necessary plaques have been ordered and all the supplies needed for clean up next week have been picked up. Commissioner DeNigris asked Commissioner Callas if he would handle distributing gratuities to the catering wait staff.

PLANNING COMMITTEE: Commissioner Callas reported that he met with Commissioner Dugan on May 16 to review the previous plan from 2012. The five main areas of discussion were:

Facility Needs - Commissioner Callas reported that an extension on the garage for the outside apparatus, sleeping quarters and energy/efficiency issues/modernization were discussed. Commissioner Callas reported that in 2016 the roof and ramps were mostly completed and in 2017 the floors, day room, pillars, sign and fire escape landing are slated to be completed. Commissioner Callas reported that ADA issues and functional reviews were also discussed.

Apparatus – Commissioner Callas reported that the last plan included a schedule indicating the age of each apparatus and anticipated replacement dates that will need to be updated.

Provision of Services, Staffing and Funding areas were also reviewed.

Commissioner Callas reported that the committee will try to meet once a month. Commissioner Dugan welcomed input from any of the commissioners.

Commissioner DeNigris asked Chief DiGiorgio and Asst. Chief O'Hare if there is a steady stream of volunteers who back out of assigned shifts that cause coverage issues and therefore increase overtime costs. Asst. Chief O'Hare said that this is not a problem but reminded the Board that they have an aging organization so we

are seeing more medical leaves and these cause an individual to be out for a sustained period of time. Commissioner DeNigris asked if there has been any headway made in recruiting volunteers. Chief DiGiorgio reported that headway has been made but that it takes time. Asst. Chief O'Hare outlined the time frame for the process of turning a recruit into a viable EMT. Commissioner Callas asked for an update on the recruitment drive. Asst. Chief O'Hare reported the first two recruitment events were negatively impacted by weather and the next big event will be at the Memorial Day Parade. Chief DiGiorgio reported that part of the recruitment drive is to get people to fill out a survey. The results of the survey should be available in November and will be used to contact potential recruits.

LIAISON TO EXEMPTS: Commissioner Quirk confirmed that the annual lot rental fee has been paid.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

CONSOLIDATION: Nothing to report.

OLD BUSINESS: Commissioner DeNigris reported that he spoke to Joe Giorgio and that all five of the sirens have been removed or disabled and that Mr. Giorgio was going to look for a memo of understanding regarding ownership of the Countrywood siren. Commissioner Quirk reported that he spoke with Mr. Giorgio today and he agreed with the decision to disable the siren but that research should be done before removing the pole and siren. Commissioner Dugan indicated that the board should wait to see if there is a MOU (Memo of Understanding) and get verification of an easement on the Countrywood property before proceeding. Chief DiGiorgio reported that he sent a memo out earlier today with an update on his research into the situation. Chief DiGiorgio indicated that according to his research the sirens can be removed because there is now different primary and secondary communications systems in place. Commissioner Quirk indicated that his concern was vacating the pole and that the Board should not rush into something.

NEW BUSINESS: Chief DiGiorgio reported that he received a request from the Health Department to utilize the facility for their rabies clinic in November. Chief DiGiorgio reported that he has received their insurance certificate and needs to

know if the Board will approve the request. The Board approved the request. Commissioner Florio was absent.

Commissioner Quirk reported that the rail cars are back and there will be a tabletop exercise soon involving local authorities (Fire Department, OEM, Police and the Board of Educations) to test the emergency plan for the cars.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, June 1, 2017 at 7:00 P.M.

Inspection Night will be held at the Fire Station on Friday, May 26, 2017 with the inspection taking place at 5:45 P.M. and the ceremony starting at 6:30 P.M.

The next scheduled meeting of the Joint Fire Prevention Board is Monday, June 12, 2017 at 6:30 P.M. at the Whippany Firehouse.

RESOLUTIONS: Commissioner Callas read **Resolution 17-05-18-42** recognizing the title for Probationary FF/EMT William Schwartz be amended to Probationary FF/EMT/Inspector William Schwartz. **Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner Florio was absent.**

Commissioner Callas read **Resolution 17-05-18-43** authorizing continuance of the contract for Fire and Emergency Services Dispatch. Commissioner Callas asked if there were questions on the resolution. Commissioner DeNigris indicated that the termination clause in the proposed contract originally required 180 days' notice of termination by either party but was changed to 90 days per his recommendation. Commissioner DeNigris reported that after speaking with Commissioner Florio he now feels that even the 90 day requirement is too long and recommended that the 90 days be reduced to 60 days. Commissioner Dugan expressed concern that it would take longer than 90 days to implement a change in dispatch services. Commissioner DeNigris agreed but felt that the research and implementation for a new dispatch service would be done before notifying the current dispatch service and that there was no need to wait an additional 90 days to implement a new dispatch service. Chief DiGiorgio stated that if the current dispatch service decided they no longer wanted Fire District 3 as a client the shorter termination period would not be enough time for the District to arrange for an alternative dispatch service. Commissioner Dugan felt that a 180 day

termination clause would better allow the Board to find an alternative dispatch service. Commissioner Quirk reminded the Board that that Fire District 2 would also need to approve and sign the contract. Commissioner Callas indicated that it was an issue of who had more to lose the county vendor or the fire districts and he felt the fire districts had more to lose. Commissioner DeNigris felt that if the county went into the dispatch business they would not get out of it so the risk was minimal. **Commissioner Callas made a motion to keep the termination clause at 180 days, seconded by Commissioner Dugan. Commissioners Callas and Dugan were in favor. Commissioner DeNigris was against. Commissioner Quirk abstained. Commissioner Florio was absent. The motion failed.**

Commissioner Dugan asked when this contract should go into effect.

Administrator Schultz indicated that contract would start June 1, 2017.

Commissioner DeNigris stated that he would agree to a 90 day termination clause. **Commissioner DeNigris made a motion to change the termination clause to 90 days, seconded by Commissioner Dugan. Commissioners Callas, DeNigris and Dugan were in favor. Commissioner Quirk abstained. Commissioner Florio was absent. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. Commissioners Callas, DeNigris and Dugan were in favor. Commissioner Quirk was against. Commissioner Florio was absent.**

ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner Quirk, to adjourn the meeting. All were in favor. Commissioner Florio was absent. The meeting was adjourned at 8:15 p.m.

Respectfully submitted by

Robert Callas, Secretary