

October 20, 2016 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 October 20, 2016 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Maria Florio, Tom Quirk, and Michael Dugan were present.

Commissioner DeNigris was absent.

Also in attendance were Chief DiGiorgio and Administrator Schultz.

PUBLIC PARTICIPATION: None

CORRESPONDENCE: There was a discussion about requirements and documentation that should be provided by organizations who request to hold events/fundraisers at the Fire House. Commissioner Quirk recommended a Certificate of Insurance and a Hold Harmless agreement. **Action Item:** **Administrator Schultz will call Mr. Braslow for guidance.**

APPROVAL OF PREVIOUS MINUTES: A motion was made by Commissioner Dugan, seconded by Commissioner Callas to table approving the minutes from the October 6, 2016 meeting. All in favor.

REPORT OF THE TREASURER:

Although Commissioner DeNigris was absent he provided a copy of the budget for the Commissioners to review.

Administrator Schultz noted a new ruling by the Supreme Court and how it will affect Special Elections and the time allowed for public voting.

REPORT OF THE CHIEF AND BOARD COMMITTEES:

Chief's Report: The Chief was unable to provide a full Bi-Monthly report due to meetings and events. He did however point out the following items:

- Policy and Procedure Manual has been sent to Attorney Trimboli for review.

- The Chief had a conversation with Rich Braslow regarding the County OEM/MAB partnership and received feedback on how to proceed with that project and process.
- The Chief approved plan review requirements for a Temporary Certificate of Occupancy (TCO) at the new Quick Chek opening on S. Jefferson Road, Whippany.
- On Tuesday, the Chief had a PEOSH inspection with the Department of Labor and felt the results were positive.

EMS: Chief DiGiorgio along with Administrator Schultz, the bookkeeper, Commissioner DeNigris and two representatives from Revenue Guard discussed the concerns of the resident vs. non-resident billing process. As a result, a confirmed communication has been established between Karen and a member of Revenue Guard's staff who will send a monthly report for checks and balances.

BUDGET: Nothing to report.

LABOR RELATIONS: Commissioner Quirk noted the Chief has already stated he sent the Policy and Procedure manual to Mr. Trimboli. After Mr. Trimboli makes his recommendations it will come back for Board review, and then proceed to a vote.

LIAISON TO THE VOLUNTEERS: Commissioner Quirk noted at a previous meeting, the Assistant Chief mentioned an incentive program for Volunteers. Commissioner Quirk feels further discussion is needed to promote this program. The Chief noted in his Budget Summary to the Board he has recommended increasing the line item an additional \$5,000.00

Lieutenant Marylou DeSimone shared some of her ideas for retention of the Volunteer staff, including clothing allowance increases, shift differentials, bonus for second crew night, etc. Lieutenant Scott Thompson further stated people expect something in exchange for what they do. Chief DiGiorgio explained there is a line item specifically for recruitment and retention in 2017. Commissioner Florio agreed with Lieutenant DeSimone and Lieutenant Thompson, and noted people think of volunteers as unpaid and would somehow like to get the message out to people there is remuneration.

Commissioner Quirk expressed concern about how power is supplied to the tree used for the Christmas Tree Lighting Ceremony. He suggests having an electrician properly wire the tree. It was agreed by the Board to have the tree professionally wired. **Action Items: Commissioner Quirk will reach out to Crotty Electric about having the work done.** Further it was agreed that the Board would like to split the cost again this year with the Fire Company for the hot chocolate and cookies.

BUILDINGS AND GROUNDS:

Roof Project: Commissioner Dugan reported the roof was painted today after about a month of the crew not showing up on the project. The Bonding Company was not paying, but the issue has been resolved and they are now back to work.

Emergency Repair: A window had to be reframed on the outside due to rot.

Apron Project: Commissioner Dugan explained there was a problem with the way the conduit was run, and it had to be changed. It delayed the project for a while until the changes were made. He noted by Monday both ambulances will be back inside, while 33 will still be going out the back.

Commissioner Quirk had a discussion with President Dobson regarding the Fire Company's interest in creating their own memorial as opposed to what the Board has designed. Ultimately President Dobson reached out to the Executive Board and agreed to go along with the decision of the Board, adding perhaps in the future they might add something of their own such as a plaque or pavers.

Commissioner Dugan presented an estimate of \$3,950.00 to replace several doors. The Board agreed to the expense.

Administrator Schultz and Commissioner DeNigris are going to meet with Zoning Officer for a courtesy review about placement of a free-standing sign.

Apparatus and Maintenance: Nothing to report.

Insurance: Nothing to report.

Communications: Commissioner Quirk stated there was a complaint about static in the radio and questioned if any details were available. Chief DiGiorgio stated he reached out to the party who brought it to their attention asking for more detail but has not received a reply.

By-Laws: Nothing to report.

OLD BUSINESS: Nothing to report.

NEW BUSINESS: Lieutenant Marylou DeSimone questioned the possibility of purchasing a new desk for the dayroom work space. It was agreed by the Board that a new desk was reasonable request and expenditure.

Commissioner Dugan received a letter from the Post Office asking for the pot holes to be fixed.

It was agreed Christmas cards will be sent out again this year. **Action Item: Chief will order the cards before December 9th.**

The next Regular Meeting will be held **November 3, 2016 at 7:00 p.m.**

RESOLUTIONS:

Commissioner Callas read **Resolution 16-10-20-101** authorizing change orders to the apron replacement improvements project. The board authorizes the expenditure of \$1,500.00 for the change order. **A motion was made by Commissioner Dugan, seconded by Commissioner Florio to accept the motion, all in favor.**

Commissioner Callas read **Resolution 16-10-20-102** authorizing appointment of per diem Emergency Medical Technician, Brandon Sharp. **A motion was made by Commissioner Dugan, seconded by Commissioner Callas to accept the motion, all in favor.**

Commissioner Callas read **Resolution 16-10-20-103** authorizing appointment of per diem Emergency Medical Technician, Shawn Waldron. **A motion was made by Commissioner Florio, seconded by Commissioner Quirk to accept the motion, all in favor.**

Commissioner Callas read **Resolution 16-10-20-104** authorizing the closing of the meeting pursuant to Open Public Matters to discuss personnel matters. **A motion was made by Commissioner Florio, seconded by Commissioner Quirk to accept the motion, all in favor.**

The Board went in to closed session at 8:10 p.m.

The Board resumed regular session at 8:45 p.m. Personnel matters action has been taken through resolution.

Commissioner Callas read **Resolution 16-10-20-105** Chief Chad DiGiorgio is offering conditional employment as Firefighter/Emergency Medical Technician to William Schwartz. **Commissioner Florio made a motion, seconded by Commissioner Dugan to accept the motion. All in favor with the exception of Commissioner Quirk who opposes the position, not the person. Motion carried.**

The meeting was adjourned at 9:00 p.m.

Respectfully submitted by,

Robert Callas, Secretary