

The April 16, 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 April 16, 2015 in accordance with the Open Public Meeting Act of 1975, Chapter 31.

Attendees: Commissioners Callas, Michael Dugan, Maria Florio and Thomas Quirk

Absent: Commissioner DeNigris

Also in attendance were James Schultz, Department Administrator.

Public Participation: There was no one from the public present.

Approval of Minutes: A motion was made by Commissioner Florio, seconded by Commissioner Callas to approve the minutes of the April 2, 2015 meeting, all in favor.

Treasurer's Report: In the Treasurer's absence, a copy of the report was handed out to all members.

Report of the Chief and Board Committees:

- **Chief's Report:** Due to the Chief's absence, Chairman Dugan highlighted some points from the report. The report covered some personnel issues, improvements around the Fire House and touched on scheduled maintenance. Commissioner Florio brought up the subject of a video that had been done previously for Employment Horizons and noted they had been misplaced. She informed the Board that she had asked Assistant Chief DiGiorgio about a videographer coming in in an effort to update the marketing pictures. **A motion was made by Commissioner Quirk, seconded by Commissioner Callas to allow the videographer to come in and video the Fire House with the worker and some interactions with personnel, all in favor with Commissioner Florio abstaining.**

- **EMS:** Assistant Chief O'Hare asked the Board to consider approving \$300.00 to be awarded to Shirley Bergen under the auspices of the recruiting incentive program. He noted her extraordinary efforts to promote, publicize and recruit new members. After discussion, the Board agreed to approve it with an official resolution at the next meeting.
- **Labor Relations:** Commissioner Quirk reported that certain documents need to be signed and completed to make sure that the contract incorporate all previous MOAs.
- **Buildings & Grounds:** Chairman Dugan reported that they had the pre-bid meeting. Monday, April 20th is the last day for bidders to pose questions.
- **Apparatus/Equipment Maintenance** – Engine 35 will be going out for body work/repairs soon.
- **Website** – Commissioner Florio reported that things are being worked on.
- **Memorial Day/Inspection Night:** Commissioner Callas reported that the event would be held May 22nd with everything mostly the same menu as last year. The final details will be worked out 10 days prior. There was discussion regarding finalizing the details of the landscaper's contract.

Old Business – There was no old business to discuss.

New Business – There was discussion regarding transition of leadership with a formal ceremony to be held on May 1, 2015 commencing at 7:30 PM. At the ceremony, the Board would swear in the new Chief. Administrator Schultz noted that a public notice for a special meeting would need to be generated.

There was also discussion about the formal swearing in of Captain Robert Lake to be held at a separate time and place.

Chairman Dugan also brought up the idea that perhaps the Board should start thinking about the replacement process for Captain Lake considering that the possibility of his retirement could be sometime in the next 6 months.

Administrator Schultz brought before the Board a request from Chief DiGiorgio for them to take action on financially supporting a presentation to be held at the High School by the Seton Hall University fire victims. After discussion, the Board agreed that the Fire Prevention Bureau would be the correct source for the money, but to avoid any shortfall, the District #3 would approve the monies and get reimbursed from the Fire Prevention Bureau thus covering all facets. Administrator Schultz noted that East Hanover may have raised enough money on their own and may not need this. **A motion was made by Commissioner Dugan, seconded by Commissioner Callas to authorize \$500.00 to support the Seton Hall presentation, if needed, all in favor.**

Resolutions – Commissioner Callas read **Resolution 15-04-16-37** awarding the contract for Catering services to Meadow Wood Manor for May 22, 2015. The amount of the contract shall not exceed \$3,877.50 of which \$500.00 shall be appropriated for as a deposit. **A motion was made by Commissioner Dugan, seconded by Commissioner Florio to adopt the resolution, all in favor.**

Commissioner Callas read **Resolution 15-04-16-38** appointing volunteer member Caitlin Cain. **A motion was made by Commissioner Quirk, seconded by Commissioner Florio to adopt the resolution, all in favor.**

There was no further business to discuss. The meeting adjourned at 7:55 PM

Respectfully submitted by:

Robert Callas, Secretary

The above minutes were approved by the Board of Fire Commissioners at a Board meeting on May 7, 2015.

