

March 3, 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 PM on March 3, 2016 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

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

Also in attendance was Chief DiGiorgio. Administrator Schultz, Mayor Francioli, Committeeman Gallagher and Committeeman Coppola.

Public Participation: There was none.

Approval of Previous Minutes: Commissioner Florio commented that she wanted some adjustments made to the February 18th minutes under the topic, INSURANCE. She wanted it noted that Commissioner Quirk was to contact the Fire Company regarding the level of insurance on all their monies. Commissioner Quirk responded that he spoke to the Company Treasurer, Mr. Tweedus, who is well aware of coverage and its limits. Mr. Tweedus said the Company would pick up any incremental costs to cover the accounts. Secondly, Commissioner Florio wanted clarification regarding Bowman Associates and the engineering aspect of the project. It was agreed to make clarification in the February 18th minutes.

With those changes, Commissioner Florio made a motion, seconded by Commissioner Quirk to approve the minutes, all in favor.

Treasurer's Report: Commissioner DeNigris noted that the tax dollars are coming in and had nothing else to report at this time. **A motion was made by Commissioner Callas, seconded by Commissioner Florio to accept the Treasurer's report, all in favor.**

Report of the Chief & Board Committees:

- **Chief's Report:** Chief DiGiorgio reviewed his written report covering all of the aspects of the Fire Division and EMS Division. He noted several training initiatives that are underway.

At this point, the Chairman turned the meeting over to Commissioner DeNigris for a presentation to the Mayor and Committeemen present on the overall finances, operational costs, and the operation in general. There was discussion throughout the presentation on different aspects of the operation. The largest amount of discussion centered on the idea of consolidation. The discussion revisited the history and efforts made in the past and touched on some points to consider going forward.

- **Labor Relations:** Commissioner Quirk reported that more work needs to be done to finalize the Chief's contract. He indicated that he would be reaching out to Mr. Trimbley to move the process along. Commissioner Quirk commented that performance evaluations need to be discussed and some thought given to the process.
- **Building & Grounds:** An estimate came back from Mr. Minerowicz for the work to be done in the Commissioners' room. The total estimate is \$4,525.00 which includes removing the chair rail, paneling above the chair rail, and other assorted improvements. The suggestion was made to get a quote from Monk Painting for the same work at the same specifications. All agreed that it was a good idea.

Old Business: Administrator Schultz reported that there is a document/resolution regarding the establishment of the Junior Program. It is a matter of locating it.

ACTION ITEM: Commissioner Dugan indicated that he would contact Mr. Braslow to see if he had a copy of the original resolution in his files.

Administrator Schulz recommended purchasing a hard copy of the latest version of Title 40 A. In addition, the Board has an account with LexisNexis that allows the Board to go on line for the most up to date information.

New Business: There was discussion about grants. There also was discussion on SAFER grants and the pros and cons of applying for it as well as the restrictions that come with it.

There was discussion also regarding the destruction of old records and the complexity of the task. The Board and the Chief have identified a trustworthy individual who would be hired to undertake the task. The individual would be dedicated only to this task and would be directed to get it done within a total of 40 hours.

Commissioner Callas noted that there had been discussion about Unit 30 and what to do with it. After some consideration, he recommended donating it to the Hanover Township OEM. Chief DiGiorgio outlined a process where the Town would do the repairs and have use of the vehicle, but in the event we needed it, the district would have access to it. **ACTION ITEM: Chief DiGiorgio asked for approval from the Board to approach the Township about the concept and work out the details before a formal approval was reached. The Board agreed for him to go forward.**

Resolutions: Commissioner Callas read **Resolution 16-03-03-35** approving the contract for the purchase of a support vehicle for Fire and EMS -- the contract purchase price not to exceed \$44,985.00. **Commissioner Quirk made a motion seconded by Commissioner Dugan to adopt the resolution, all in favor.**

Commissioner Callas read **Resolution 16-03-03-36** appointing Engineering services with Bowman Consulting Group under the provisions of professional services as outlined by contract law to serve as official engineering consultants for the Board for a period of up to 1 year. **A motion was made by Commissioner Dugan, seconded by Commissioner Quirk to adopt the resolution, all in favor.**

Commissioner Callas read **Resolution 16-03-03-37** terminating the volunteer employment of Ryan Curran. **A motion was made by Commissioner DeNigris, seconded by Commissioner Dugan to adopt the resolution, all in favor.**

Commissioner Callas read **Resolution 16-03-03-38** accepting the resignation of volunteer member Carly Gregg. **A motion was made by Commissioner Quirk, seconded by Commissioner Florio to adopt the resolution, all in favor.**

The Board went into Executive Session to discuss Personnel matters at 9:05 PM.

The Board came out of Executive Session at 9:43 PM. The Board reported that they would be hiring Craig Vagell, Jr. for the purpose of overseeing the

destruction of old files and records. Mr. Vagell would be hired at a rate of \$20.00/hr. and not to exceed 40 hours. The Board also agreed to hire Dinah Schilo to replace Stephanie O'Hare as the person taking minutes. Ms. Schilo would be hired at a rate of \$20.00/hr.

Also, the Board has directed Administrator Schultz to send out letters to 8 applicants requesting additional information for their application. The return date for the information has a deadline of March 15, 2016.

The Board approved the time line that Chief DiGiorgio submitted for the hiring process for the list under consideration.

A motion was made by Commissioner Callas, seconded by Commissioner Florio to adjourn the meeting, all in favor. The meeting was adjourned at 9:43 PM.

Respectfully submitted by:

Robert Callas, Secretary