

March 2, 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 March 2, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio and Administrator Schultz were also in attendance.

PUBLIC PARTICIPATION: There was no Public Participation.

CORRESPONDENCE: Commissioner Callas reported that the Board received a thank you letter from Rosemary Gilmartin, Executive Director of the Interfaith Food Pantry, for our donation of 56 pounds of canned and boxed goods. These goods were collected during a food drive at our Christmas Tree Lighting. Commissioner Quirk requested that the Board send thank you letters to any person or organization that donated supplies to the Board's Christmas Tree Lighting event. Commissioner Quirk will get a list of the donors to Administrator Schultz and he will write the letters.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the February 16, 2017 Regular Meeting were reviewed. Commissioner Callas made a motion to accept the minutes from the February 16, 2017 Regular Meeting. Commissioner DeNigris seconded the motion. All were in favor.

REPORT OF THE TREASURER: Nothing to report.

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 reported that he has set a date for the sizing of new turnout gear for five members. He also reported that two new computer tablets for the ambulances are being reviewed. The new tablets will replace the old ones and will be funded by Revenue Guard. In addition, the Township Committee presentation has been rescheduled for March 9. Chief DiGiorgio has

submitted his recommendations for EMS and Fire Volunteer Officers. Chief DiGiorgio reported that he attached some correspondence from Mr. Trimboli's office in reference to the Rice Notification requirements. Commissioner Florio stated that now Rice Notices have to be sent out even if you are reapproving an employee. It doesn't have to be something negative or a matter on which a vote is taken but a notice must be sent for anything involving a Rice issue. On the flip side, the Board needs to let people know that just because they get a Rice Notice doesn't mean there is anything "bad" happening. The new requirements state that a person will be notified any time a Rice issue concerning them appears on an agenda. Chief DiGiorgio indicated that Mr. Trimboli pointed this out in light of the Board's adoption of a Policies and Procedures Manual.

EMS: Nothing to report.

BUDGET: Commissioner DeNigris reported that the voters approved the 2017 budget on February 18, 2017. The Board can now move forward on our capital expenditures projects.

LABOR RELATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Quirk reported that he had a conversation with Administrator Schultz and Commissioner Florio regarding the hose cart. Commissioner Quirk stated that the volunteers are having difficulty finding an appraiser for the hose cart and recommended that the Board include the hose cart under our insurance policy. Administrator Schultz will contact the Board's insurance company to find out what they need from the Board to insure the cart. Commissioner Quirk made a motion to insure the hose cart under the Board's policy and Commissioner Callas seconded the motion. All were in favor.

BUILDINGS AND GROUNDS:

Roof Project: Administrator Schultz reported that he spoke with Rich Braslow and we are on hold while we wait for good weather. Administrator Schultz recommended that the Board get Mr. Baier from Bondex to come out and together make a game plan to get this finished.

Apron Project: Administrator Schultz reported that John from Diamond Construction was out last week to go over some things that still need to be done.

Most of these items are on hold until warmer weather. Administrator Schultz indicated that John had a question about the end of the walkway and that they will meet with Anthony from Bowman about how to handle it.

2017 Building Improvements: Administrator Schultz reported that on Tuesday, March 7, a resolution will be presented appointing Bowman Consulting as our Engineering Service and the Board can start figuring out what concrete work to do and go out to bid for anything that meets that threshold. Commissioner DeNigris asked about the status of the sign. Administrator Schultz reported that he has gotten a revised price on the columns based on new specifications on the size of columns needed. He plans to reach out to others who have a sign to find out who they used for installation. Administrator Schultz also indicated that he should have a design plan for the sign by the next meeting. Commissioner DeNigris reminded everyone that the sign must be able to be dimmed at night.

Commissioner Dugan reported that an electrician made a service call because there is some work that needs to be done in the parking lot. Squirrels ate through some wires and some lights are out. The electrician will also give us a price to switch over to LED lights in the parking lot. Commissioner Dugan also asked for a price on installing uniform gooseneck lighting fixtures outside each of the bays.

Commissioner Quirk reiterated that the Fire Co. is still interested in pursuing the landscaping project for the front of the Fire House and is looking into using etched pavers in the project and installing a park bench. They hope to have a plan to bring to Board in the near future. Chief DiGiorgio reported that the engine bay garage door windows were replaced because they were pitted. Chief DiGiorgio also reported that we received an insurance check for the generator repair that was related to a lightning spike. Lastly, Chief DiGiorgio reported that he has emailed back and forth with Jerry from engineering about the street paving and curb project. Jerry said that there would be a construction meeting in the next few weeks and that Chief DiGiorgio would be added to the email distribution list so the Board will know when it is happening. Chief DiGiorgio reported that the contractor has been awarded the bid and the project will start as soon as weather permits – most likely by the end of March. Commissioner Dugan stressed the need to coordinate with the contractor so that we will always have use of some of the bays.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that we are making progress on car 30. The car will go to Garden State Vinyl for its final finish. Chief DiGiorgio had a meeting Tuesday with Deluxe International regarding the new ambulance chassis. Chief DiGiorgio anticipates having a resolution prepared awarding the contract to VCI through Deluxe International for the March 16 meeting. After the contract is awarded, it will take 60 – 90 days to complete the chassis. Once the chassis is delivered, the ambulance will be taken to Berlin, NJ to start the remount process. The Board would be given a loaner ambulance at this point.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to Report.

WEBSITE: Administrator Schultz reported that everything is up to date. The Fox News video, entitled “National Shortage of Volunteer Firefighters”, was added to the website. Administrator Schultz will work with the Fire Co. to create an account for the site MakeMeAFirefighter.org. This site allows potential volunteer firefighters to see a list of the volunteer opportunities based on zip code. Since the Fire Co. handles recruitment and retention, they should have a profile so our organization’s contact information will be found during a search.

INSPECTION NIGHT: Commissioner DeNigris reported that the Board has been contacted by the hospitality vendor about a contract for Inspection Night this year. This means the Board must settle on a date to hold Inspection night. Commissioner DeNigris said that there has been discussion on changing the date from the Friday of Memorial Day weekend to another date. Chief DiGiorgio reported that he had a conversation with the Vice President of the Fire Co. about the pros and cons of changing the date. Chief DiGiorgio indicated that the other day that was being considered was the Friday before Labor Day. Commissioner Dugan recommended that the Board table this until the next meeting and try to get an answer from the Fire Co. on which date they prefer before then.

OLD BUSINESS: Commissioner Florio reported that the Board has copies of the final draft of the Use & Facilities Agreement that she, Commissioner Quirk, and Fire Co. President Russel Dobson have reviewed. Commissioner Florio thanked

Administrator Schultz for pulling everything together and tracking all of the comments. If the Commissioners approve of the draft, Commissioner Florio recommends that Administrator Schultz send the final draft to Fire Co. Russel Dobson for consideration by the Fire Co. at their meeting on March 13. The Board needs to receive any Fire Co. input on the draft right away. The Agreement will then be sent to our attorney, Richard Braslow, for final review before we start utilizing it. Commissioner Quirk reported that based on a conversation he had with Fire Co. President Russel Dobson was that the Agreement looked good. The one comment that he had was that while the Agreement document is fine for the Fire Co. membership facility use, he questioned how to handle outside organization usage requests. Mr. Dobson indicated that the Fire Co. will pass these requests on to the Board. Commissioner Florio replied that the Board will have to talk to Richard Braslow about how to modify the Agreement for outside organization usage requests. Commissioner Quirk indicated that outside use of the second floor room would require approval from both the Board and the Fire Co. Administrator Schultz pointed out that the Agreement stipulates that an hourly rate of \$50 for any needed cleanup after an event and will be deducted from the refundable deposit. If the required cleanup was in the second floor Fire Co. room, any money collected would go to the Fire Co. Commissioner Florio asked if there is a standard deposit amount that will be collected because there is a blank line in the Agreement for this amount. It was decided that the deposit would be \$200. Administrator Schultz pointed out that the Board would need to come up with a deposit waiver for certain uses, such as an outside vendor doing training. Chief DiGiorgio asked for clarification on who can use the Fire Co. second floor room. It was decided that only current members or outside organizations connected to the Board will be able to use the facility. This will allow for training classes on premises.

Administrator Schultz reported that a conversation with Richard Braslow indicated that the legislation to move the elections to November has hit a snag but that it should be back on track soon. Commissioner Florio commented that this would require the voting district lines to be redrawn.

Commissioner Florio reported that a resident complained about the failure to receive an election ballot in the mail on the Fire Co. Facebook page. The resident also complained about the inability to vote by absentee ballot. Commissioner

Florio indicated that someone from the Fire Co. page responded. Administrator Schultz responded that the military ballot notice and absentee ballot notice were posted on the Board website at the same time it was published in the newspaper. A sample ballot was on the website also. Commissioner Florio asked how the Board could make residents aware of the website. Administrator Schultz suggested posting it on the new sign. Chief DiGiorgio reported that he met with Kelly Shantz from Hanover Township and she suggested that when Fire District 3 send out an e-blast it should include a link to our website. This would help raise awareness of the website. Commissioner Florio pointed out that the e-blasts only target a certain audience. Commissioner Quirk felt that this highlights the need for a Public Information Officer. Administrator Schultz pointed out that the post was made on the Fire Co. Facebook page and that they are separate from the District. This led to a discussion on how to make the public aware of that the District and the Fire Co. are two separate entities. Commissioner Quirk said he would speak with Fire Co. President Russel Dobson about posting a disclaimer on their website to indicate that their website does not necessarily reflect the view of the Board of Fire Commissioners. Commissioner Callas pointed out that if the election is moved to November, residents will receive a sample ballot mailing.

NEW BUSINESS:

- The Annual Reorganization meeting of the Board will be held on Tuesday, March 7, 2017 at 7:00 P.M.
- The next regular meeting of the Board of Fire Commissioners will be held on Thursday, March 16, 2017 at 7:00 P.M.
- The next regularly scheduled meeting of the Joint Fire Prevention Board will be held on Thursday, March 16, 2017 at 6:30 P.M. at the Cedar Knolls Fire Station.

RESOLUTIONS:

Commissioner Callas read **Resolution 17-03-02-14** appointing Salvatore Palmieri as a volunteer member. **Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor.**

Commissioner Callas read **Resolution 17-03-02-15** appointing Angela Taylor as a volunteer member. **Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor.**

Commissioner Callas read **Resolution 17-03-02-16** appointing Jessica Bartelloni as a volunteer member. **Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.**

Commissioner Callas read Resolution 17-03-02-17 providing for certain restrictions for use of tobacco products. **Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.**

Chief DiGiorgio commented that the two resolutions on the agenda that were not introduced. Chief DiGiorgio indicated that he has been in discussions with Mr. Trimboli's about differentiating between exempt and non-exempt and the guidelines for background checks. Hopefully these resolutions will be ready for the next meeting.

ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:02 p.m.

Respectfully submitted by

Robert Callas, Secretary