

April 7, 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 April 7, 2016 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

Attendance: Commissioners Robert Callas, Peter DeNigris, Michael Dugan, and Thomas Quirk were present. Absent was Commissioner Maria Florio.

Also in attendance was Chief DiGiorgio, and Volunteer Asst. Chief of EMS Bob O'Hare.

Public Participation: There was none.

Correspondence:

Commissioner Callas distributed correspondence from Robin Dente regarding a walk through at Bayer, as well as Local Finance Notice documents that have to be completed.

Commissioner Quirk reported that he has already completed the online finance documents.

Chief DiGiorgio noted Robin Dente is working with Bayer to confirm a date that will work for Bayer and both Fire Commission Boards. She would like everyone's email address to send the invitation when a date has been confirmed.

Commissioner DeNigris received a verbal request from the Hanover Township Republican Club asking EMS to give a presentation on April 25, 2016. Volunteer Assistant Chief of EMS O'Hare agreed he would give the presentation if the discussion was operational. If otherwise he felt it should be given by another Commissioner.

Action Item: Commissioner DeNigris will follow up with the Republican Club for additional details.

Approval of Previous Minutes: Commissioner Callas made a motion to approve the minutes on March 17, 2016, seconded by Commissioner Dugan, all in favor.

Treasurer's Report: Commissioner DeNigris reported the auditors are still working on the financials from last year. **Commissioner Quirk made a motion to accept Commissioner DeNigris' report, seconded by Commissioner Callas, all in favor.**

REPORT OF THE CHIEF AND BOARD COMMITTEES:

Chief's Report: Chief DiGiorgio reviewed his written report highlighting several items for the Commission:

- Chief DiGiorgio and Capt. Lake met with WPHS Principal about staging an ambulance in the parking lot of the school from 3:30p.m. - 5:45 p.m. while sporting events are taking place from now through June 20, 2016. The high school was very receptive.
- Chief DiGiorgio reported Fire Fighter McGuiness has completed his Fire Official class and is waiting on his state certification.
- 314 fire inspections were completed. Fire Fighter McGuiness continues to work with Hanover Marriott to resolve their alarm issues.
- There was discussion regarding two probationary fire fighter employees. The Chief recommends they come off probation and are given their permanent shields. He noted all of their employee evaluations and reviews have come back with positive remarks. **A motion was made by Commissioner Dugan to approve, Commissioner Callas seconded, all in favor.**

ACTION ITEM: Chief DiGiorgio will follow up to see if the above referenced employees had previously been appointed as probationary fire fighters in previous minutes.

EMS: Commissioner DeNigris reported the new insurance policy takes effect April 1, 2016.

Labor Relations:

- Commission Quirk will give his report in closed session.
- Vol. Ass. Chief of EMS O'Hare noted that EMS week is the second week in May. All the Commissioners will be invited to an event acknowledging the EMS workers.

ACTION ITEM: Asst. Chief of EMS O'Hare will confirm the scheduled date of the event.

Buildings and Grounds:

- Commissioner Dugan noted there has not been much progress with the roofing contractor.
- The signed contract has not been returned from the landscaping contractor.

ACTION ITEM: Commissioner Dugan will follow up on the landscaping contract.

- **Commissioners Room Renovation** – Commissioner Quirk reported he has not yet received the requested estimates for the renovation work. No final decision will be made whether to move forward with the renovations until after the estimates have been received.

Apparatus and Equipment Maintenance:

- Commissioner Dugan reported ambulance 38 just got back from its two year maintenance inspection and repairs.

- There was a lengthy discussion regarding putting a plan into place for future funding of new equipment. Commissioners Callas and Dugan will resume their project for evaluation of building and equipment and project where they would like to be in the next few years.

Website: Jim Schultz reported to Commissioner Dugan the cost to add a page counter to the website would be a one-time charge of \$85.00. All were in favor of adding the page counter to the website.

Old Business: Commissioner Dugan sent an email prior to this meeting inviting the Commissioners to review plans for the front ramp/apron renovation project that he received from the contractor. These plans were reviewed in detail at the meeting. Commissioner Dugan advised these plans are a starting point and can be adjusted as desired.

Commissioner Dugan explained that due to the historical value of the bell he met with Tom Harrington to get a price to refurbish the bell. Plans are to have it sandblasted and bronzed and moved with the plaque to in front of main windows. The price will include having a brick paver design in front of windows.

Commissioner Dugan made a motion to move forward with the plans with a few minor changes as noted and to include conduit for electric. Comm. DeNigris seconded, all in favor.

There was brief discussion about plans for donating Unit 30 to the Township.

Action Item: Commissioner Quirk will follow up with Administrator Giorgio regarding donating Unit 30 to Township.

New Business:

Next meeting will be held April 21, 2016 beginning at 7:00 p.m.

There was discussion about the possibility of selecting a new uniform shirt. **Commissioners Callas, Quirk, Dugan in favor of new uniforms, Commissioner DeNigris opposed.**

Action Item: Commissioner Callas will look into pricing for a different uniform shirt.

Chief DiGiorgio mentioned it was time to start planning for Memorial Day and questioned plans for caterer.

Action Item: Comm. DeNigris will look into securing a caterer for Memorial Day.

Commissioner Quirk recommended a new recorder be purchased for the meetings. The current recorders are dated and newer models have additional capabilities that would be useful for sharing and storage. **All in favor of purchasing a new recorder.**

Action Item: Commissioner Quirk will research the cost of purchasing a new recorder with additional capabilities. Price not to exceed \$500.00.

Resolutions:

Commissioner Callas read **Resolution 04-07-49** authorizing the approval and payment of claims. **A motion was made by Commissioner DeNigris, seconded by Commissioner Quirk, all in favor.**

Commissioner Callas read **Resolution 16-04-07-48** authorizing advertisement for bids for apron and sidewalk replacement and improvements. **A motion was made by Commissioner Dugan, seconded by Commissioner DeNigris, all in favor.**

Closed Session:

The Board went into Executive Session to discuss Personnel matters at 8:30 p.m.

The Board ended closed session at 9:15 p.m. after discussing Personnel issues. There was no action taken as a result of the Executive Session.

Adjourn: A motion to adjourn the meeting was made by Commissioner Quirk, seconded by Commissioner Callas, all in favor. The meeting adjourned at 9:20 p.m.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "R. Callas", written over a horizontal line.

Robert Callas, Secretary