

May 4, 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 May 4, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Administrator Schultz, Fire Co. Vice President Joseph N. Martin and Captain Robert Lake were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner DeNigris reported that the Board received a letter from a Whippany resident requesting an explanation on an EMS bill that he had received for services rendered by District #3. Administrator Schultz sent a response clarifying that if you are a resident of District #3, you will not be balance billed for services provided by District #3. If you are a resident of District #2 or elsewhere, you will be balance billed for services provided by District #3.

Commissioner Callas reported that the Board received two letters from the Boy Scouts of America regarding Khang Huynh Lieu and Thomas Francis McBride IV earning the rank of Eagle Scout. Chief DiGiorgio is invited to celebrate the accomplishment of these young men on June 4, 2017 at the Hanover Recreation Center.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the April 20, 2017 Regular Meeting were reviewed. Commissioner Florio noted that the last sentence in paragraph 4 of the Chief's Report was incomplete and needed to indicate that the Hanover Police Department and the County Communications Center were being thanked for their efforts during National Telecommunications Week. Commissioner Florio reported that paragraph 6 of the Chief's Report should be amended to say that a memo was received from Mr. Trimboli's office because of changes to the Rice Notice requirements. Commissioner Florio indicated that under New Business, a clarification was needed to identify a proposed hydrogen pump as opposed to

gas pump. Commissioner Florio made a motion to accept the minutes from the April 20, 2017 Regular Meeting with these amendments. Commissioner DeNigris seconded the motion. All were in favor. Commissioner Dugan abstained. Commissioner Quirk was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the Board is moving forward with the collection of outstanding debt for EMS services. There has been communication between Revenue Guard and NBBC, the debt collection agency. Commissioner DeNigris reported that the last debt write off the Board approved covered the period up to July 1, 2015. From July 1, 2015 to April 30, 2016, the Board will write off another \$50,132.34. The collection agency recommended sending them anything outstanding less than 1 year, so anything outstanding from May 1, 2016 forward will be sent to collection. Commissioner Dugan asked why the Board would not send all outstanding debt to the collection agency. Commissioner DeNigris said that the collection agency reported that historically not much is collected on debt outstanding for more than one year. Commissioner DeNigris reminded the Board that the write off is on Revenue Guard's books. The District does not have a receivable on their books. The District only books the money that is collected

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. Any questions on the report will be addressed at the next meeting.

EMS: Nothing to report.

BUDGET: Commissioner DeNigris reported that the April 2017 YTD financials will be distributed to the Board at the next meeting. Commissioner DeNigris reported that the Board has done a lot of good things this past year and the first quarter of this year. By the same token, The Board has spent a fair amount of money. Moving forward the Board will need some other things, such as a new vehicle, so Commissioner DeNigris recommends restraint when preparing the budget for next year.

LABOR RELATIONS: Nothing to report.

PERSONNEL: Administrator Schultz noted that there has been an addendum to the Policies and Procedures Manual and this committee needs to decide how the addendum will be disseminated to everyone. Since this is not currently an active committee, Commissioner Dugan will look into forming the committee by the next meeting.

NEGOTIATIONS: Commissioner Callas reported that he and Commissioner Quirk are in the process of gathering information to prepare for the upcoming contract negotiations.

LIAISON TO THE VOLUNTEERS: Commissioner Florio thanked Fire Co. Vice President Joseph N. Martin for going to secure the needed photos of the handcart that are needed to insure it. Fire Co. Vice President Joseph N. Martin reported that attempts to contact the Fire Co. member who has the keys to the storage unit were in vain and the locks will be cut and replaced. Commissioner Florio stated that the Board has agreed to insure the handcart but is unable to do so without photos and measurements of the handcart. Commissioner Florio stressed that currently the handcart is offsite and not insured. Commissioner Dugan stated that he will bring this up at the Fire Co, meeting on Monday and that Fire Co. Vice President Joseph N. Martin should also relay the status to the Fire Co.

Commissioner Dugan reported that he believes the Fire Co. has developed a four member committee to act as liaison to the Board over Fire Co. concerns. Fire Co. Vice President Joseph N. Martin reported that the committee idea seems to have fallen by the wayside and that currently he is the liaison. Commissioner Florio reported that the Board liaison committee is willing to set up a meeting as soon as Fire Co. Vice President Joseph N. Martin is ready. Commissioner Dugan stated that Shawn Waldron had expressed an interest in being on the Fire Co. liaison committee. Fire Co. Vice President Joseph N. Martin said that Mr. Waldron is investigating whether this would be a conflict of interest since he is also a per diem for the District.

BUILDINGS AND GROUNDS:

Roof Project: Commissioner Dugan reported that the roofing company had been out and they took out all the snow guards over the apparatus bays, did the

flashing on the one side of building, and are looking into purchasing the correct snow guards to install.

Apron Project: Commissioner Dugan reported that the handicap ramp in the back of the Firehouse has been installed. The contractor needs to seed and hay the area where the bell will be placed. This way the area will have grass until the Fire Co. project to put in pavers is started. Commissioner Florio asked who would be planting the potted trees that were purchased at the end of last year.

Commissioner Dugan said that he would ask the landscaper to recommend the best place to plant them.

2017 Building Improvements

Electronic Sign Board: Administrator Schultz reported that the design for the top of the sign was sent to the contractor. The proof that was received back was incorrect. Administrator Schultz has contacted the contractor so that the proof can be corrected. Fire Co. Vice President Joseph N. Martin reported that he would like to have cost estimates for the sign so that he could bring them to the next Fire Co. meeting and indicated that the Fire Co. might be willing to help with the cost.

Day Room Rehabilitation: Commissioner Dugan distributed copies of plans that the committee put together. Commissioner Dugan reported that the room has been gutted and we are waiting for Caruso to frame out a few things so that the electrician can do what he needs to do. Caruso will then sheetrock. Commissioner Dugan stated that the committee will then handle setting up the counters and cabinets. Commissioner DeNigris asked for a total cost estimate. Captain Robert Lake reported that the electrical estimate is \$8,900 and the committee is getting estimates for the counters, cabinets and flooring. There is also a wish list for additional items such as electronics that will be evaluated later. Commissioner Dugan reported that the only thing that the Board has approved to date is the electrical work that was needed to bring everything up to code. After the committee has firm estimates, they will need to ask the Board to approve the spending. Commissioner Dugan reported that the committee has decided to put one work station in the closet across from the day roll and one in the day room to accommodate different work preferences about solitude and noise levels.

APPARATUS/EQUIPMENT AND MAINTENANCE: Captain Robert Lake reported that the ladder truck was tested and are waiting for the results report. Captain Robert Lake indicated that there were two minor things wrong with the ladder. The first was that one of the hydraulic lines that run up the bucket is bad. The second thing was an issue with a c-brace underneath the bucket that triggers alarms when the bucket is overweight. Captain Robert Lake also reported that he is waiting to hear back as to whether a computer screen that was removed from the bucket a few years ago is required to be replaced.

Captain Robert Lake reported that there was a short in an LED light on 34 that has been fixed.

Administrator Schultz reported that a couple of weeks ago OEMS did a spot inspection at the hospital that revealed that the two ambulances did not have State Motor Vehicle Commission inspection stickers on them. This violation was remedied within a couple of hours. The Board has since received penalty notices pertaining to the violations. Administrator Schultz negotiated a reduction in the penalties and they were paid. The ambulances will now be inspected annually.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Commissioner Florio reported that copies of the latest draft were distributed to Board members. The Board reviewed the list of committees and the order of business sections of the draft. Commissioner Florio reported that there are now 19 Articles in the By-Laws with the addition of an article requiring a District Commissioner to reside in the district throughout their term.

Commissioner Florio reported that the date of this revised draft would be May 4, 2017. Commissioner DeNigris made a motion to accept the revised by-laws. Commissioner Callas seconded the motion. All were in favor. Commissioner Quirk was absent. The Board thanked Commissioner Florio and Administrator Schultz for their hard work on this project.

WEBSITE: Nothing to report.

INSPECTION NIGHT: Commissioner DeNigris reported that the catering contract has been signed. Commissioner DeNigris asked Fire Co. Vice President Joseph N. Martin to let the Board know if the Fire Co. will be providing the wine and beer

for Inspection Night. Commissioner Dugan will check with the Fire Co. at Monday's meeting.

PLANNING COMMITTEE: Commissioner Callas reported that he spoke with Commissioner Dugan and this committee will reconvene soon.

LIASON TO EXEMPTS: Commissioner DeNigris reported that the Boar has paid the annual lot rental fee.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that District 2 is in negotiations to sell their old fire house. The buyer intends to use the first floor as a microbrewery and the second floor as a rental hall.

CONSOLIDATION: Nothing to report.

OLD BUSINESS: None.

NEW BUSINESS: Commissioner DeNigris reported that the Board received a request for the removal of a siren that currently sits on the property of a district residence. Commissioner DeNigris reported that the siren currently serves no purpose. The Board discussed who owns and is responsible for the siren and whether it can be removed. Commissioner Dugan asked if it could just be disconnected. Captain Robert Lake said that you would not disconnect it but reprogram the desk computer to not have it go off at five o'clock. The Board agreed that it should be turned off and will research whether it can be removed.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, May 18, 2017 at 7:00 P.M.

Inspection Night will be held at the Fire Station on Friday, May 26, 2017 at 6:30 P.M.

RESOLUTIONS: Commissioner Callas read **Resolution 17-05-04-39** honoring Eagle Scout Khang Huynh Lieu and **Resolution 17-05-04-40** honoring Eagle Scout Thomas Francis McBride IV. **Commissioner DeNigris made a motion to introduce the resolutions, seconded by Commissioner Dugan. All were in favor. Commissioner Quirk was absent.**

Commissioner Callas read Resolution 17-05-04-41 to enter into executive session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner Quirk was absent.

The Board went into executive session at 8:19 p.m.

Personnel matters were discussed. Action will be taken.

The Board came out of executive session at 8:49 p.m.

ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. Commissioner Quirk was absent. The meeting was adjourned at 8:50 p.m.

Respectfully submitted by

Robert Callas, Secretary