

June 1, 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 June 1, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio and Administrator Schultz were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the May 18, 2017 Regular Meeting were reviewed. Commissioner Quirk noted that there was a typo in the Resolutions section. Under Resolution 17-05-18-43 the word country was used instead of county. Commissioner DeNigris made a motion to accept the minutes from the May 18, 2017 Regular Meeting with this amendment. Commissioner Callas seconded the motion. All were in favor. Commissioner Florio abstained.

REPORT OF THE TREASURER: Commissioner DeNigris reported that he and Administrator Schultz met with the company that will be handling the EMS collections for District 3. Commissioner DeNigris reported that the collection agency will keep 30% of all collections as their fee. The collection agency will send out three letters requesting payment and Commissioner DeNigris said that the agency was directed to offer a discount if payment is received all at once. Payments will go through Revenue Guard, the EMS billing company.

Commissioner DeNigris reported that there is a workers' compensation audit scheduled for June 14, 2017. Chief DiGiorgio reported that the audit has been moved to June 20, 2017 since the necessary records are with the financial auditor.

Commissioner DeNigris stated that the board will contribute \$130 towards the Fire Co. Biggest Loser program. Chief DiGiorgio will ask Asst. Chief O'Hare to

provide the program details. Commissioner Quirk made a motion to accept the Treasurer's Report. Commissioner Callas seconded the motion. All were in favor.

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 a trench rescue training class has been planned for September with Madison and Whippany Fire Departments. Chief DiGiorgio spoke with Chief Cortright about asking the Joint Fire Prevention Board to fund Cedar Knolls and Whippany portion of the training cost.

Chief DiGiorgio reported that the June Eblast article has been published by Hanover Township. This month's Eblast was about Connor Ohlsson joining the Marines. Chief DiGiorgio said that he has been giving the information to FF Schwartz who has been writing the press releases.

Chief DiGiorgio requested approval to move forward with the Power DMS (Document Management System). He would like to start out with the basic model. Chief DiGiorgio said that with the cost for 2017 has been estimated at \$2,500 with set up and training fees included.

Chief DiGiorgio reported that progress on the Engine 35 Replacement. He and Lieutenant Martin attended Harrisburg Firemen's Expo and spoke with a couple of vendors. One of the vendors brought a piece of apparatus here during the week. Chief DiGiorgio spoke with Mr. Braslow in reference to purchase and lease options and the timeline for budget season, going to local government services and special elections. The work group is ready give a proposal for a vendor including cost estimates.

Chief DiGiorgio reported that the Recruitment/Retention Workgroup had their third event at the American Legion postponed due to weather. Their next event is the Duck Race scheduled for this coming Saturday.

Chief DiGiorgio reported that he found three vendors that specialize in fire house floors while at the Harrisburg Firemen's Expo. Once the Dayroom Restoration and other projects are complete the Bay Floor Work Group will get back into swing.

Commissioner Florio asked if the cones that she noticed on the road today meant that the town curbs and sidewalk project was starting. Chief DiGiorgio said that they were raising all the manholes, storm drains and sewer grates today. Chief

DiGiorgio said that between this project, the Wegmans jug handle construction and the Hanover Crossroads construction there will be an impact on traffic. Chief DiGiorgio reported that he has an inquiry in about his request for an emergency signal to cross Route 10 at the Wegmans jug handle.

EMS: Nothing to report.

BUDGET: Nothing to report.

LABOR RELATIONS: Nothing to report.

PERSONNEL: Commissioner Dugan asked for volunteers to be on this committee. Chief DiGiorgio noted that he would be able to bring personnel issues to this committee. These issues may concern both volunteers and exempt employees and therefore would not fall under the Liaison to the Volunteers or the Liaison to the Career Staff. Commissioner Callas recommended that one member of the Liaison the Volunteers committee and one member of the Liaison to the Career Staff committee make up the Personnel committee. Commissioners Callas and Florio volunteered.

NEGOTIATIONS: Commissioner Dugan asked why there is both a Labor Relations and a Negotiations committee. Administrator Schultz said that when the amended by-laws are adopted, the Labor Relations committee will be gone. Commissioner Quirk reported that the committee is collecting some contracts to review before the upcoming negotiations.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan reported that pictures, measurements and a description of the hand cart have been obtained. Administrator Schultz reported that he should be able to send this to the insurance company tomorrow.

Commissioner Dugan reported that there will be a meeting on Monday.

BUILDINGS AND GROUNDS:

Roof Project: Commissioner Dugan reported that the Board will most likely have to get prices to complete the project and then will bill Bondex. The Board is working with Mr. Braslow on how to proceed.

Apron Project: Commissioner Dugan reported that flowers and mulch were put in by the landscaper and that the bell has been put back out. Commissioner

DeNigris asked if there would be a floodlight on the bell. Chief DiGiorgio stated that he is waiting to see the plans for the Fire Co. project for pavers, statue etc. before proceeding with the light.

2017 Building Improvements

Day Room Rehabilitation: Chief DiGiorgio reported that the electric and building inspection was completed last week. A contractor came in on Friday to give an estimate on the drop ceiling. Caruso Builders will hopefully come in early next week to measure for sheetrock. Once the sheetrock is complete, the drop ceiling can be installed and then the electrician can put all the devices back in. One of the new developers in town will donate lumber for the countertops, tables and accent wall.

Commissioner Quirk said he was concerned because the Board did not go out to bid. Administrator Schultz reported that as long as this was not handled by one contractor, it does not have to go out to bid. Administrator Schultz said that he asked out attorney and he was comfortable with the process.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Engine 34 received pump, valve and coolant repairs. Ambulance 39 is currently out of service for patient compartment air bag replacement and an O2 leak repair. Ladder Truck 33 was inspected by Fire & Safety and numerous rust/rot spots on the undercarriage were identified. Fire & Safety will follow up when the truck goes in for maintenance. Chief DiGiorgio reported that a couple of areas where rust was noted were the same areas that were replaced or treated for rust three or four years ago. Captain Lake is in contact with Fire & Safety to determine the cause of the recurrence of the rust.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Commissioner Florio reported that since there have been two readings of the By-Laws at previous meetings, the board is ready to introduce a resolution to adopt them later this evening.

WEBSITE: Commissioner DeNigris volunteered to be on this committee with Commissioner Florio. Commissioner Dugan reported that Fire Co. member Craig Vagell spoke about the Fire Co. website at the last Fire Co. meeting. Fire Co.

member Craig Vagell also needs to meet with the Board to clarify the direction the Board plans to take with the District website before making recommendations to the Fire Co. about their website.

INSPECTION NIGHT: Commissioner DeNigris reported that Inspection Night went well and commended everyone on another successful year.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Chief DiGiorgio reported that progress has been made identifying items for destruction. Commissioner Florio asked if there was a regular schedule to review records. Chief DiGiorgio said that once we are caught up, we will address implementing a schedule.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

CONSOLIDATION: Nothing to report.

OLD BUSINESS: Commissioner Quirk reported that he, Chief DiGiorgio, Chief Cortright and the police met with the owners of the hydrogen fuel pump and all of their safety concerns were satisfied.

Commissioner Quirk reported that as of his last conversation with Mr. Giorgio, he was still looking for the MOU. Commissioner Quirk and Mr. Giorgio both felt that the siren could come down but the pole should remain until we figure out what is going on. Commissioner Dugan said that the Board should hold off making a decision until the MOU is found and documentation of a right of way or easement on the Countrywood property should the pole need to be replaced. The Board approved taking the siren down from the pole but not to remove the pole yet.

NEW BUSINESS:

Chief DiGiorgio reported that he has given the Fire Officers permission to take Engine 35 and possibly Car 30 to the 50th Anniversary of the Newark Fire Muster on June 4, 2017.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, June 15, 2017 at 7:00 P.M.

The next scheduled meeting of the Joint Fire Prevention Board is Monday, June 12, 2017 at 6:30 P.M. at the Whippany Firehouse.

RESOLUTIONS: Commissioner Callas read **Resolution 17-06-01-44** and **Resolution 17-06-01-45** honoring Eagle Scout William Wainscott and Eagle Scout Joseph Mihalko. **Commissioner Dugan made a motion to introduce the resolutions, seconded by Commissioner Florio. All were in favor.**

Commissioner Callas read **Resolution 17-06-01-46** to adopt the amended By-Laws. **Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.**

EXECUTIVE SESSION: Commissioner Callas read **Resolution 17-06-01-47** to enter into executive session. **Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.**

The Board went into executive session at 7:59 p.m.

A legal matter was discussed. Action will be taken.

The Board came out of executive session at 8:19 p.m.

ADJOURN: A motion was made by **Commissioner Callas, seconded by Commissioner Dugan, to adjourn the meeting. All were in favor.** The meeting was adjourned at 8:20 p.m.

Respectfully submitted by

Robert Callas, Secretary