

**March 7, 2019 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 7, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

**ATTENDANCE:** Commissioners Robert Callas, Peter DeNigris, Michael Dugan, Robert O'Hare and Craig Vagell were present.

Chief DiGiorgio, Administrator Schultz, Asst. Chief Martin, Lieutenant Belott, Lieutenant DeSimone, FF Ujfalussy, EMT Waldron, Hanover Township Committeeman Cahill and Tom Siino were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**HEALTHCARE INSURANCE REPORT:** Commissioner Dugan announced that the Board would again depart from the regular agenda for a Healthcare Insurance Report from Mr. Tom Siino of Executive Benefits Group, LLC.

Mr. Tom Siino distributed a handout outlining the various plans and announced that this was the annual health insurance and dental renewal meeting. Mr. Siino reported that April 1 was the renewal date for the health and dental plans. Mr. Siino reported this was going to be the most cost effective renewal that the Board has seen in about ten years. Mr. Siino reported that the overall cost to the District is 1.7%, which amounts to \$101 per month. Mr. Siino noted that four or five years ago the Board instituted a health reimbursement account as a way to save costs while preserving the benefits that are promised to the members. Mr. Siino reported that the distributed handout outlines who the covered members are and indicates which of the two offered health plans each member is currently enrolled in. One of the plans is the EPO Gold in which two members are enrolled and the other plan is the Omni Gold in which three members are currently enrolled. Mr. Siino noted that there are some minor changes to the plans for the upcoming years. Mr. Siino reported that the Omni Gold plan has added an annual \$250 deductible to the prescription plan while reducing the out of pocket on brand name drugs from 50% to the regular copay after the deductible is met. Mr.

Siino noted that this is the open enrollment period that allows members to switch from one plan to the other. Once the open enrollment period ends, a member is locked into their chosen plan until next year unless they have a life qualifying event. Mr. Siino reported that the only change to the EPO Gold plan is that they are raising the out of pocket limit from \$4,500 to \$5,500. Mr. Siino noted that the Board can increase the health reimbursement account exposure to compensate for the increased out of pocket limit. Chief DiGiorgio asked for clarification on which plans were eligible for the HRA. Mr. Siino reported that the HRA only follows the EPO Gold plan but that a Flexible Spending Account is available to everyone. An employee can elect to have a pre-tax deduction from their pay to cover themselves for unreimbursed medical expenses. Mr. Siino asked if there were any questions. There were no questions.

Mr. Siino reported that last year the Board moved the dental plan from Horizon to United Healthcare Oxford OBM. This move saved money while picking up a vision plan and a life insurance benefit that the District did not previously have. Mr. Siino noted that the cost for the same plan will decrease for next year. Commissioner DeNigris asked when open enrollment ended. Mr. Siino asked that members inform Administrator Schultz of any changes they wish to make by March 20, 2019. Mr. Siino noted that if a member does not notify Administrator Schultz of any changes, they will renew on the same plan that they are currently enrolled in. Chief DiGiorgio noted that it is difficult to find a participating provider for the Davis vision plan. Mr. Siino reported that he will run a list of all the participating providers within a five mile radius of Cedar Knolls. Mr. Siino asked if there were any other questions. There were no questions. The Board thanked Mr. Siino for the presentation.

The Board returned to the regular agenda at 7:15 p.m.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the February 21, 2019 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: Commissioner Vagell reported that there was a spelling error in the Chief's Report. Mr. Giorgio's name was spelled incorrectly in various places in the report.**

**Commissioner DeNigris made a motion to approve the amended minutes from the February 21, 2019 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioners O’Hare and Vagell abstained.**

**REPORT OF THE TREASURER:** No report.

**Report of Fire Commissioner Board Committees and Chief of Department:**

**CHIEF’S REPORT:** Chief DiGiorgio distributed his Bi-Monthly Report.

Commissioner Dugan asked if anyone had questions on the Chief’s Report.

Commissioner DeNigris asked if he was able to get an estimate of how much the old Engine 35 was worth. Chief DiGiorgio noted that this was one of the items that the Board asked him to follow up on last meeting. Chief DiGiorgio noted that he has three items to report about the old Engine 35. Chief DiGiorgio reported that he spoke with VFIS about alternative for a shared services agreement. The VFIS representative recommended that he speak with counsel. After speaking with Mr. Braslow, Mr. Braslow provided a shared services agreement template. A draft of this agreement has been submitted to the Board for their review. Chief DiGiorgio reported that he met with Chief Cortright to discuss the shared services agreement. Chief DiGiorgio noted that he also spoke with Chief Kaar of the Morris Township Fire Dept. on a shared services agreement. Chief DiGiorgio reported that our salesman from Fire & Safety provided him with the name of a company, Brindle Mountain Fire Apparatus, for a price quote on the value of Engine 35. Chief DiGiorgio reported that this company would require the Board to sign an agreement with them to get an official proposal with a price quote. Brindle Mountain Fire Apparatus would also help broker a sale of the engine. Chief DiGiorgio reported that another option would be to run a report through their website which would show similar apparatus which they are currently selling. Chief DiGiorgio reported that he ran a report for apparatus manufactured between 1993 and 1997 with similar options to Engine 35 and the report indicated that Engine 35 could be valued within the range of \$25,000 to \$40,000. Chief DiGiorgio reported that the average retail sales price for similar apparatus was \$25,000. Chief DiGiorgio noted that he will move in whatever direction the Board would like him to pursue regarding Engine 35. Commissioner DeNigris asked for clarification on whether we knew what Engine 35 was worth. Chief DiGiorgio noted that the estimate would be \$25,000 based on comparison to what similar engines are selling for, but that the Board would need to sign an

agreement with Brindle Mountain Fire Apparatus to get a firm estimate. Chief DiGiorgio noted that the Board has to determine if they want to continue to explore the option of the shared services agreement or if they would like to pursue the option to sell the engine. Commissioner O'Hare asked if Brindle Mountain Fire Apparatus would get a fee for their service agreement.

Commissioner DeNigris said they would get 10% of the sale. Chief DiGiorgio noted that Mr. Braslow said that if the Board went with this company to assist with the sale, the District would still have to abide by New Jersey laws for auctioning or disposing of a piece of equipment. This would mean that the district would still have to go through a closed bid. If Brindle Mountain found a buyer, the District would still have to go through the local bid process.

Commissioner DeNigris asked if the District would handle the local bid process or if Brindle Mountain would handle it. Chief DiGiorgio said that the District would handle it and that the buyer that Brindle Mountain identified would have to place a closed bid. Commissioner DeNigris asked why the District would need the third party if the District had to go out and get bids anyway. Chief DiGiorgio explained that the District did not have to go out and get bids to sell the engine. The District is required to indicate that it has a piece of surplus equipment that is up for sale and announce it in the newspaper. The District would have to accept offers on the vehicle as required by New Jersey laws regarding surplus equipment.

Commissioner DeNigris commented that it would behoove the Board to do this prior to signing an agreement with Brindle Mountain Fire Apparatus and save the 10% fee. Chief DiGiorgio noted that Brindle Mountain would receive the fee to advertise the engine. Chief DiGiorgio indicated that the Board could also put the engine on the approved Gov Deals website. Commissioner Callas noted that the two options are that the District sells the engine on its own or contract for someone else to sell it for a fee. Commissioner DeNigris noted that the District would still be required to go through the local bid process so it did not make sense to pay someone to advertise. Commissioner Dugan asked how the Board felt about the shared services option. Commissioner DeNigris noted that the potential to receive \$25,000 should not be ignored. Commissioner Vagell indicated that he was in favor of the shared services agreement. Commissioner Vagell reported that his main concerns with a shared services agreement would be where the apparatus would be housed and who would be responsible for maintaining the apparatus. Asst. Chief Martin indicated that these issues were

discussed at the last meeting. Chief DiGiorgio noted that both Chief Cortright and Chief Kaar were in favor of pursuing a shared services agreement and that the agreement would state that Fire District 3 would own and maintain the apparatus while the other parties in the agreement would reimburse Fire District 3 for a portion of these costs. Commissioner Vagell indicated that the agreement would address the financial responsibilities but that he was concerned with who would be responsible for the day to day maintenance of the vehicle. Commissioner Callas asked if Mr. Braslow had sent the agreement that the Board was given. Chief DiGiorgio reported that Mr. Braslow had provided a template of a shared services agreement that could be adapted for this apparatus. Commissioner DeNigris noted that the proposed agreement indicates that District 3 shall provide annual proof of insurance at no additional cost to District 2. Commissioner DeNigris asked how District 3 was going to get reimbursed for this expense. Chief DiGiorgio noted that the proposed agreement further states that District 2 would have to provide annual proof of insurance as an additional insured at no additional cost to District 3. Chief DiGiorgio reported that District 3 would have insurance as the owner of the vehicle and that other parties in the shared services agreement would need to get insurance as additional insured parties on the vehicle that they are using. Commissioner DeNigris asked about the ability to terminate the agreement as owners of the equipment. Chief DiGiorgio noted that a termination clause could be added to the agreement. Commissioner DeNigris noted that a one year shared services agreement could also be an option. Commissioner Dugan indicated that he would prefer to have a clause outlining the termination of the agreement as opposed to renewing the agreement annually. Commissioner Dugan indicated that he would like to have all three Chiefs continue to develop a shared service plan to present to the Board at the next meeting. Commissioner Dugan noted that the Board does not need to make a decision to sell or enter into a shared serves agreement immediately. Chief DiGiorgio noted that while an immediate decision is not necessary, the new engine is scheduled to be delivered nest Thursday. Chief DiGiorgio reported that he spoke with Chief Kaar about temporary storage of the old Engine 35 so that it would not be have to be kept outside. Chief Kaar indicated that he was going to discuss both the temporary storage possibility and the shared serves agreement with the Administrator of the Township of Morris. Chief Cortright indicated that he will also discuss the agreement with the District 2 commissioners at the next

meeting. Commissioner DeNigris asked if records would be kept as to how often the engine is used by each participant in a shared services agreement. Chief DiGiorgio indicated that logs could be kept for this. Commissioner Dugan indicated that usage records should be maintained and should be included in the agreement. Chief DiGiorgio reported that Chief Kaar indicated that annual maintenance may be able to be done by their in house mechanic.

Commissioner Dugan asked if there was anything else that Chief DiGiorgio wanted to add to his report. Chief DiGiorgio reported that the Board had asked him to revisit the draft Residency Requirements resolution for volunteer employees of the Fire District at the January 29, 2019 Operations meeting. Chief DiGiorgio indicated that the membership reviewed and discussed the various levels of the residency requirements and came up with the document that was distributed to the Board for review. Chief DiGiorgio noted that, at the Board's suggestion, the language about residents not residing within Hanover Township has been redacted. The membership suggested a benchmark as to how far from the firehouse residents could reside. Chief DiGiorgio reported that after discussion, the membership settled on a benchmark of 10 minutes from the firehouse, which would be based on a Google Maps Saturday at 12 p.m. commute time. Chief DiGiorgio noted that this would ensure that a vehicle was dispatched within 13 minutes of dispatch. Chief DiGiorgio noted that the prohibition on being a member of this fire department while being a member of another fire department was left in place. The same prohibition is in place for EMS members. In addition, EMS members must remain in the fire house if they reside outside of the District. Junior Members must reside within the District. Commissioner Dugan asked if there was a grandfather clause to cover existing members. Chief DiGiorgio reported that these regulations would cover anyone applying to the department, so existing members would not be affected. Commissioner DeNigris asked why the commute time was based on a Saturday at 12 noon commute. Chief DiGiorgio reported that a normal call shift for a volunteer is on the weekend and after hours during the week. It was felt that traffic flow on a Saturday at 12 noon would be a good approximation of the traffic encountered during a normal volunteer call shift. Commissioner DeNigris pointed out that a volunteer responding on a Wednesday at 4 p.m. would probably not be able to make it within this benchmark. Chief DiGiorgio noted that while the expectation is that volunteers will come out 24 hours a day all seven days a week, the reality is that

most volunteer members are responding from 6 p.m. to 6 a.m. during the work week and on weekends. Commissioner Dugan noted that the paid staff will be leaving on the first piece of apparatus during regular business hours and volunteers will be on the second or third piece of apparatus. Chief DiGiorgio reported that the ultimate goal is to try to get a piece of apparatus out within a 10 minute timeframe. Commissioner DeNigris asked if the timeframe was realistic. Chief DiGiorgio reported that he included reports from 2018 that showing response time for Volunteer Saturday, Volunteer Sunday and Volunteer Weeknight. Chief DiGiorgio noted that the highest average response time for fire calls during volunteer hours was 14.63 minutes on Sundays. The average Volunteer Saturday response time was 9.79 while the average was 8.5 minutes for Volunteer Weeknights. Chief DiGiorgio said response time is the time from when someone calls to the time that the apparatus arrive on scene and is approximately 10 minutes during volunteer hours. Commissioner Vagell noted that while the goal is a 10 minute response time, the Residency Agreement has 13 minutes in bold as the time from dispatch until the apparatus leaves the firehouse. Commissioner Vagell felt that the agreement should be changed to read 10 minutes. Commissioner Vagell noted that the Residency Agreement states that the Board has set the 13 minute benchmark but wanted to go on record as not being comfortable with the 13 minute benchmark. Chief DiGiorgio indicated that the Board has to determine the benchmark that they are comfortable with. Commissioner Vagell indicated that based on his research with the County, that when a call goes out, members have 6 minutes to get to the firehouse before a second dispatch is given out for manpower to respond to the incident. Chief DiGiorgio agreed. Commissioner Vagell asked how long after the second dispatch that a third dispatch went out. Chief DiGiorgio indicated that the third dispatch was 2 minutes after the second or ten minutes after the first. Commissioner Dugan stated that he does not have a problem with the time. Commissioner DeNigris noted that the time should not only be acceptable but reasonable. Chief DiGiorgio suggested that the Board should look at response time based not on what was acceptable but on what was not acceptable. Chief DiGiorgio noted that the department recently received an inquiry from someone who lived in Cedar Grove and the question is whether the department would allow this person to become a member. Chief DiGiorgio noted that there is not currently a policy to determine whether to this person or not. Commissioner DeNigris asked whether

the Board should consider a prospective member who agrees to be at the firehouse when they are on duty regardless of where they reside. Chief DiGiorgio indicated that the Residency Agreement has an accommodation for that. Commissioner O'Hare asked if that was realistic because the Fire Division has a 24 hour shift and would require an individual to be present at the firehouse for 24 hours. Chief DiGiorgio agreed that the accommodation would need to be considered on a case by case basis but that it is available. Commissioner DeNigris asked what would happen if the prospective member from Cedar Grove agreed to draft Residency Agreement, that person would be allowed to join. Chief DiGiorgio indicated that this would apply to the EMS Division as well, so if someone from Kinnelon wanted to join the EMS crew and agreed to stay in the firehouse when on duty, they would be allowed to join. Commissioner Callas asked if anyone from these areas has applied. Chief DiGiorgio indicated that there have been applicants from Morris Township, Morristown and Morris Plains. Commissioner Callas felt that it made sense to see applicants from adjacent towns but he did not feel that applicants from distances such as Kinnelon and Cedar Grove would be interested in traveling to Cedar Knolls. Commissioner Callas felt that the Board should consider out of town applicants but did not feel that it was realistic to discuss residents from Kinnelon applying to become a member in Cedar Knolls. Chief DiGiorgio indicated that the Board needs to define the parameters for accepting out of town applicants. Commissioner DeNigris asked why the basis for the parameter has to be travel time. Commissioner DeNigris asked why the volunteer could not be required to be at the firehouse during their shift. Commissioner Vagell indicated that the firehouse is not currently equipped to house all volunteers during their entire shift. Commissioner Dugan stressed that the intent is not to be able to accommodate applicants from great distances but to open up membership to applicants from surrounding towns who are able to make it to the firehouse within 10 minutes. Chief DiGiorgio noted that the 10 minute time parameter was settled on after looking at other parameters such as distance or residing in a contiguous municipality. The time parameter seemed like the best alternative given that the goal is to get a piece of fire apparatus on the road in an acceptable amount of time during volunteer hours. The Board then needs to determine what an acceptable amount of time is. Chief DiGiorgio stressed that the Board needs to determine what the guidelines for becoming a member will be so that they can be utilized during recruitment drives.



Commissioner Dugan recommended that the Board approve these parameters for now and revisit the issue if the need arises. Commissioner Callas asked for clarification on whether you can be a firefighter here and in another town. Chief DiGiorgio indicated that the draft Residency Agreement would not allow this. Commissioner Callas asked for the reason behind this prohibition. Chief DiGiorgio felt that sharing personnel would not work. Commissioner Callas asked what percentage of times a dual member would be required to pick which department he responded with. Commissioner Dugan noted that as a volunteer you are only required to respond when you are on duty so a dual member would be required to respond to this firehouse if they were on duty here. Commissioner Callas felt that there would not be very many conflicts for dual members. Commissioner Vagell felt that the concern is that dual members might be burning the candle at both ends and the Board needs to decide if it is acceptable to have a member who will only respond when they are on shift. Commissioner Vagell noted that it would also be difficult for dual members to attend quarterly drills and all the other operational functions that the department holds it would be a lot to juggle between multiple agencies. Commissioner Callas stressed that the object is to attract new members and this will not happen if the guidelines are too restrictive. Commissioner Callas acknowledged that dual membership may eventually lead to burnout but might be acceptable for some of the younger more energetic members. Commissioner Dugan felt that the Board should allow dual members and if it becomes a conflict, the Board will have to deal with it. Commissioner Vagell noted that the Board has to insure all members. Commissioner Dugan felt that this was the cost of doing business and that the Board is currently insuring a lot of people who don't come out. Commissioner Dugan said that he is looking for quality through quantity and is willing to bring people in to see if they work out. Chief DiGiorgio reported that he met with the fire officers, EMS officers and the EMS crew chiefs and put together a document that would have guidelines for accepting members. This document was submitted to the Board and the Board requested that there be Public Comment on the document. The public was given the opportunity to comment and afterwards the Board asked Chief DiGiorgio to revisit the document with the membership. Chief DiGiorgio reported that he revisited this with the membership on January 29, 2019 and came up with the current document before the Board. Chief DiGiorgio asked if he should go back to the membership for more input or is the Board giving him direction to modify the

document. Commissioner Dugan felt that the only modification would be to allow the person to be a member of more than one fire department. Commissioner Callas asked if there were standards that every member had to meet. Chief DiGiorgio indicated that there is not currently have a member in good standing status. Chief DiGiorgio reported that if the Board is concerned about the dual membership issue, this wording can be removed from the document. Commissioner Callas asked Administrator Schultz his opinion on dual members. Administrator Schultz reported that he does like dual membership based on a study that indicated that during emergencies such as Hurricane Irene and Superstorm Sandy, when you need member in the firehouse to run volumes of calls, there wasn't anyone available in the firehouse to pick up the extra volume. Administrator Schultz noted that a paper was written in the Executive Fire Officer Program of the National Fire Academy that addresses this subject and frowned upon dual membership because you do not know who you can count on. Administrator Schultz felt that it could also be a legal issue if something horrible happens to a responding dual member when they are responding. Commissioner Dugan indicated that this is currently an issue if volunteer members leave an incident which happens because volunteers are not afforded job protection outside of a State of Emergency declaration. Commissioner Dugan still felt comfortable removing the dual membership restriction and indicated that he approves of the rest of the Residency Agreement. Commissioner Vagell wanted it on record that he was not pleased with the 13 minute roll time. Commissioner Dugan asked what roll time Commissioner Vagell would like to see. Commissioner Vagell said he would like a 10 minute or less roll time. Commissioner Dugan felt that the only way that could happen was if the members were provided with a place to stay at the firehouse. Commissioner Vagell felt that this was something that the Board should look into. Chief DiGiorgio noted that the District was within the 10 minute roll time on average. Commissioner Vagell noted that according to the report that Sunday Volunteer response time was almost 15 minutes. Commissioner Dugan agreed that he would like to see a lesser response time but the reality is that the District does not currently have the facilities needed to ensure a quicker response. Commissioner Vagell said that he realizes that a lesser response time may not be currently attainable but that he needed to state his view. Commissioner O'Hare reported that he attended the January 29, 2019 meeting and there were a lot of

experienced senior personnel that had a lot of input into the Residency Agreement. Commissioner O'Hare reported that the options were dissected eight different ways before settling on the parameters in the document. Commissioner O'Hare pointed out that the only way to achieve a 2 minute response time would be to hire about 15 more people. The District customer base has to have the expectation of a 10 minute average response time. Commissioner DeNigris noted that the District has probably has this 10 minute average response time for a number of years without complaint from the customer base. Commissioner DeNigris felt that while the response time may not be optimal, it is acceptable now and the Residency Agreement should reflect the currently attainable parameters. Commissioner Dugan asked Asst. Chief Martin if he had anything that he would like to add to the discussion. Asst. Chief Martin reported that the Board should look at the type of fire incidents that the department responds to. Asst. Chief Martin reported that the bulk of the responses are for smoke alarms, CO alarms, boiler malfunctions and things of that nature. There are not many major fire responses. Asst. Chief Martin noted that these factors were taken into consideration when considering the thirteen minute response time parameter with ten minutes to arrive at the firehouse and a couple minutes to get in your gear before rolling out. Asst. Chief Martin indicated that he is not sure what was discussed while he was on a call but that he is comfortable with the response time parameter. Commissioner Dugan reported that certain members on the Board want to allow dual membership so that the District to attract more members. Asst. Chief Martin felt that dual membership could be a problem if the dual member responds with another department and leaves our department unable to fully staff a RIC crew. Commissioner Dugan said that dual members would be made aware that if they are on duty, they are expected to respond here even when the call comes from their town. Asst. Chief Martin asked if the Board was going to go with the 10 minute response time parameter. Commissioner Dugan reported that the Board was going to keep the suggested 10 minute response time parameter and roll out the Residency Agreement. Commissioner Dugan reported that if issues arise, they should be brought to the Board and the agreement will be adjusted as needed. Commissioner O'Hare asked if the Board was going to accept the agreement as presented. Commissioner Dugan said the only change would be to allow dual membership. Chief DiGiorgio said he would

make the change to the Residency Agreement and have a motion prepared for the next meeting.

Commissioner Dugan indicated that he would set up committee assignments at a later time. The committee reports for this meeting could be presented by anyone with a report.

**EMS:** Administrator Schultz reported that sent the hardship form out to the Board earlier in the week for review. Administrator Schultz explained that the cover letter and form will be given to anyone who indicates that they cannot pay their EMS bill due to financial hardship. Administrator Schultz reported that due to email issues this week some members may not have received the form and suggested the Board act on it at the next meeting.

**BUDGET:** Nothing to report.

**PERSONNEL:** Commissioner Callas indicated the need for executive session.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Nothing to report.

**BUILDINGS AND GROUNDS:** Commissioner Dugan reported that the Board is still involved with writing out specs and waiting on a quote for the bay floors. Commissioner Dugan reported that the Board needs to look into doing something with some of the windows at the firehouse.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that the District is expecting delivery of Engine 35 on Thursday at which time the final payment will be made. Chief DiGiorgio reported that he has some items to discuss at the fire officer meeting regarding the game plan for getting the new engine in service. Commissioner Dugan asked if the engine was at Fire & Safety now. Chief DiGiorgio said that it arrived at Fire & Safety yesterday. Commissioner Dugan asked if someone was going to go to Fire & Safety prior to the engine being delivered next Thursday. Chief DiGiorgio reported that there was an opportunity for someone to go down yesterday but unfortunately no one received the emails due to the system being down. Chief DiGiorgio reported that salesman reviewed it and looked over all the points that were made during the final inspection. Chief DiGiorgio indicated that the District will give it another inspection when it arrives and if there is something that we do not like, the District does not have to accept

delivery. Commissioner O'Hare asked for clarification on what would be done with the old Engine 35 after the new one is delivered. Chief DiGiorgio reported that he is hoping to have an answer back from Morris Township about temporarily storing it in one of their buildings; otherwise it will have to be kept outdoors.

**INSURANCE:** Administrator Schultz asked if there was anyone that wanted to be on the insurance committee in addition to Commissioner DeNigris because a meeting needs to be set up with the VFIS representative. Commissioner O'Hare indicated that he would be on the committee. Administrator Schultz said that he would set up a meeting with the VFIS representative and let Commissioners DeNigris and O'Hare know the date and time.

**COMMUNICATIONS:** Nothing to report.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Nothing to report.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Committeeman Cahill reported that Mr. Gallagher wanted to remind everyone that there is a big night out in May when law enforcement and fire trucks come out and he wanted to encourage the District to participate again. Committeeman Cahill said that there are no exact details as to the date yet.

Committeeman Cahill reported that the Coalition for Positive Choices sponsors a Friday Night Out at Mennen 10 week series annually. The series will culminate tomorrow night with a Law Enforcement Night where law enforcement from different towns set up tables highlighting law enforcement. Mr. Gallagher suggested that perhaps there could also be a first responder night, EMS night and / or a firefighters night one of the Fridays next year. Committeeman Cahill noted that this would be a younger crowd and it would be a great opportunity to influence and engage them. It could be a part of whatever marketing program the District is putting together and could act as a feeder program. Commissioner

O'Hare said that this would definitely be something that the Board is interested in but that the District would need enough lead time to rally the members.

Committeeman Cahill indicated that there would probably be about 12 weeks lead time for next year and he will let Mr. Gallagher know the Board is interested.

**100<sup>th</sup> ANNIVERSARY:** Administrator Schultz reported that he was at the Tuesday night meeting. Administrator Schultz indicated that one of the items to discuss when meeting with VFIS is the insurance riders that will be needed for the celebration event. Administrator Schultz reported that he would like to give the insurance costs to the committee as soon as possible. Administrator Schultz reported that the other thing that came up was whether the Board would continue to split the cost of the gifts distributed at the annual dinner dance. The estimated cost to the District would be about \$1,200. Commissioner DeNigris said that it would not be a problem. The Board agreed. Administrator Schultz said that he would work with Karen Calabrese to clarify how much the board was putting towards the 100<sup>th</sup> anniversary Event. Commissioner DeNigris reported that the Board had agreed that Inspection Night would not be held this year and that the money budgeted for Inspection Night would be put towards the 100<sup>th</sup> Anniversary Event. Commissioner Dugan reported that he had originally told the committee that it was \$6,000 but that he found out it was actually \$5,000. Administrator Schultz said that he would clarify the amount tomorrow. Asst. Chief Martin reported that the menu for the event has been finalized, polo shirts have been ordered and received, and t-shirts will be ordered soon. Asst. Martin reported that activity should slow down until closer to the event date. Commissioner DeNigris asked how many people were expected. Asst. Chief Martin said that he had received a wide range of estimates between 750 and 3,000 and decided to go with 2,000 as a headcount for the food order.

**OLD BUSINESS:** Commissioner Dugan indicated that the Volunteer Residency Agreement was previously discussed as was the Engine 35 shared services agreement. Commissioner Dugan asked if anyone had any other old business. Commissioner Vagell asked if there was any platform planned for the annual awards that are normally given out Inspection Night. Chief DiGiorgio passed the question on to the 100<sup>th</sup> Anniversary Committee. Asst. Chief Martin indicated that the dinner dance is the more formal event so it would be more appropriate to give out the annual awards that night.

**NEW BUSINESS:** None.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, March 21, 2019 at 7:00 P.M.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Vagell read Resolution 19-03-07-26 accepting the resignation of Volunteer Joseph N. Martin. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Vagell read Resolution 19-03-07-27 recognizing Eagle Scout James Gigantino. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.

**EXECUTIVE SESSION:** Commissioner Vagell read Resolution 19-03-07-28 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. The Board went into closed session at 8:35 p.m.

Personnel matters were discussed. Action was taken.

The Board came out of closed session at 9:55 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 10:00 p.m.

Respectfully submitted by

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Craig Vagell, Secretary