

February 20 2020 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 February 20, 2020 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Peter DeNigris, Michael Dugan, and Thomas Quirk were present. Commissioner Robert O'Hare was absent.

Chief DiGiorgio, Administrator Schultz, Asst. Fire Chief Martin, Lieutenant Belott, and Fire Co. Member Keyser were also in attendance.

The Board departed from the regular agenda to enter Executive Session.

EXECUTIVE SESSION: Commissioner Callas read Resolution 20-02-20-20 to enter into closed session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. The Board went into closed session at 7:03 P.M.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 8:05 P.M.

The Board resumed the regular agenda. Commissioner Quirk left the meeting.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Callas reported that the Hanover Township Education Foundation asked the Board to contribute to the 6th Annual Fun Run for Health 5K being held on June 13. Commissioner Callas noted that the proceeds will fund innovative education programs in Hanover's K – 12 Public Schools. Commissioner Callas reported that the Foundation would like District 3 to be a Platinum Sponsor and would like to use the electronic sign. Administrator Schultz reported that he would reach out to the Foundation.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the February 6, 2020 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner DeNigris made a motion to approving the minutes from the February 6, 2020 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioners O’Hare and Quirk were absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the 2020 Budget was approved by the residents and the District has received the 1st quarter tax check from the Town. Commissioner DeNigris reported that the January 2020 cost reports were distributed and indicated that the receipt of the tax check was not reflected in them. Commissioner DeNigris reported that he moved \$50,000 from the main checking account to the management account. Commissioner DeNigris reported that the bookkeeper is getting the 2019 financial data ready to send to the auditor.

Commissioner Dugan asked if anyone had any questions for the Treasurer. There were no questions. Commissioner Dugan made a motion to accept the Treasurer’s report, seconded by Commissioner Callas. All were in favor. Commissioners O’Hare and Quirk were absent.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF’S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on February 14, 2020. Commissioner Dugan asked if Chief DiGiorgio had anything to add to his report.

Chief DiGiorgio reported that four quotes were obtained for the new ambulance and hopes to have a final decision on the choice of vendor and the direction the committee is going with the ambulance for the March 5, 2020 meeting. Commissioner DeNigris asked if the quotes are within the amount that was allocated for the purchase. Chief DiGiorgio reported that the quotes are under budget for the ambulance itself and felt that with the stretcher and all the different options, the cost would still be within budget. Commissioner DeNigris asked Chief DiGiorgio to bundle the cost of the ambulance and all the options so that everything can be capitalized.

Chief DiGiorgio reported that the garage door in the ladder bay remains out of service. Chief DiGiorgio reported that the initial price quote was very elaborate and he is waiting on another quote before having the door fixed.

Commissioner Dugan asked if anyone had any questions for Chief DiGiorgio. There were no questions.

EMS: Administrator Schultz reported that the collection agency received the letter terminating the District's agreement with them. Administrator Schultz reported that he has a recommendation for another company that he will discuss with the Board after the Reorganization Meeting. Administrator Schultz noted that the recommended company is SOC1 compliant.

BUDGET: Commissioner DeNigris reported that the January 2020 cost reports and noted that there is not much to review as it is only one month of data.

PERSONNEL: Commissioner Dugan noted that personnel issues were discussed in executive session.

Chief DiGiorgio asked the Board for their response on the testing process proposal that was submitted to them. The Board told Chief DiGiorgio to put the testing process in motion.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Administrator Schultz reported that he emailed the Board about beginning the process of securing a landscaper for the upcoming year. The Board asked Administrator Schultz to send out 3 letters to landscapers for quotes next week.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that the old Engine 35 was picked up by East Orange following the approval of the money transfer to GovDeals. Chief DiGiorgio noted that the District has not yet received the check from GovDeals. Chief DiGiorgio reported that Lt. Belott went to East Orange to assist with some in service training and reported that East Orange was thankful for the assistance.

Chief DiGiorgio reported that there will be a full report on all the apparatus maintenance issues for the March meeting.

Commissioner Dugan asked if the Board would approve allowing Chief DiGiorgio to form a committee to look into a ladder truck. The Board approved the request.

INSURANCE: Commissioner DeNigris reported that the committee met with insurance agent, Mr. Siino, along with all the career personnel to review the new health insurance policy options. Commissioner DeNigris reported that Mr. Siino proposed three different options which were agreed to by the career staff and approved by the committee. Commissioner DeNigris reported that there will be an 8.4% increase in the cost this year. Commissioner DeNigris noted that 2.5% of the increase is due to the affordable care act cost that is imposed on all employers. Commissioner DeNigris noted that the cost increase to the District is minimal because the employees will be paying more for the plans that they chose. Commissioner DeNigris recommended that the Board approve the package. Administrator Schultz noted that the District Health Reimbursement Account exposure will decrease due to the plans chosen by the staff and the Flex Spending Account will utilize debit cards this year. Commissioner DeNigris made a motion to allow Commissioner Dugan to sign the paperwork approving the new insurance policy, seconded by Commissioner Callas. All were in favor. Commissioners O'Hare and Quirk were absent.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Administrator Schultz reported that there was a presentation at the last meeting and he was not sure if the Board wanted a hard copy or an electronic copy of the presentation. Administrator Schultz noted that he had sent an electronic copy before the last meeting but that some Board members reported not receiving it. Administrator Schultz reported that he will get everyone a copy so they can prepare comments or questions for the next committee meeting in March.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that the Township had a preliminary presentation about putting a storage facility where the old TD Bank office is and on the adjoining property. Commissioner DeNigris reported that the Township would like this because there

would be an increase in ratables with minimal impact on traffic. Commissioner DeNigris noted that this would probably happen in a year or so.

Commissioner DeNigris reported that a pizza place and some retail stores are going where the old PNC Bank on Rt 10 by the circle was located.

Commissioner DeNigris reported that there will be a restaurant where the VFW is on Rt. 10.

OLD BUSINESS: Chief DiGiorgio reported that he spoke with Commissioner O'Hare about a gym membership proposal that the Board asked them to work on last meeting. Chief DiGiorgio reported that they came up with a plan and brought it up at the last Fire Co. meeting. Chief DiGiorgio reported that the plan would be for the Board and the Fire Co. to both contribute \$1,000 annually to support the program. Chief DiGiorgio reported that the program would provide a minimum \$200 per member per year to support up to ten members per year. Chief DiGiorgio reported that each participating member would need to provide a gym membership payment receipt and documentation that they attended the gym at least 3 times per month every 6 months. Commissioner Dugan asked if he had spoken to the YMCA about this. Chief DiGiorgio reported that the YMCA is still holding to the \$200 annual membership fee for members. Chief DiGiorgio reported that Commissioner O'Hare spoke with 24 Hour Fitness and they will offer members their Corporate rate of about \$420 annually. Chief DiGiorgio reported that a poll of the members revealed that some use other gyms, such as Retro Fitness. Chief DiGiorgio reported that the program would offset the cost of the membership regardless of which gym a member chose to join. Commissioner DeNigris reported that at the YMCA you have to swipe in when entering so it would be easy to verify attendance. Chief DiGiorgio reported that he spoke with Chief Kaar from Morris Township and found out that Morris Township paid the membership fee for all 24 of their career staff because it was a contractual obligation to do so. Chief DiGiorgio reported that if the District supports the program, he and Commissioner O'Hare will present it to the Fire Co. for approval. Chief DiGiorgio noted that if either the District or the Fire Co. does not support the program, it would not be dropped. The Board approved the \$1,000 annual contribution to the program with the reimbursement requirements outlined above.

Administrator Schultz reported that he spoke with Fire Co. President Hark and they are still looking for a firm to handle the audit of the Fire Co. financial books. Administrator Schultz felt it was worth reminding the Fire Co. that this was a VFIS requirement and that they need to choose a firm soon to perform an audit of the 2019 books. Commissioner Dugan asked Administrator Schultz to draft a letter to the Fire Co. reminding them of the requirement.

NEW BUSINESS: Administrator Schultz reported that the Board has received the audit agreement from Nisivoccia at a cost of \$8,450, which is a \$290 increase over last year. Commissioner DeNigris made a motion allowing Commissioner Dugan to sign the agreement, seconded by Commissioner Callas. All were in favor. Commissioners O'Hare and Quirk were absent.

REMINDERS:

The District Reorganization Meeting will be held on Tuesday, March 3, 2020 at 6:30 P.M.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, March 5, 2020 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Monday, April 13, 2020 at 6:30 P.M. at the Whippany Firehouse. This is a change from original March 9, 2020 date. The change will be published as required by law.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner Callas read Resolution 20-02-20-21 terminating the MOA with Morris Township Fire Dept. for the storage of the 1995 Pierce Pumper.

Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. Commissioners O'Hare & Quirk were absent.

Commissioner Callas read Resolution 20-02-20-22 appointing Jesus Garcia as a Per diem EMT. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioners O'Hare & Quirk were absent.

Commissioner Dugan presented Commissioner DeNigris with a plaque in grateful appreciation for his service as a Hanover township Fire District 3 Fire Commissioner from 2011 to 2020. Commissioner DeNigris thanked the Board.

ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:38 p.m.

Respectfully submitted by

Robert Callas, Secretary