

**The Monthly Meeting of the Board of Fire Commissioners
District #3, in the Township of Hanover,
County of Morris, Cedar Knolls, New Jersey
May 6, 2010**

The meeting was called to order at 7:00 PM on May 6, 2010 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

Attendees: Commissioners Thomas Harrington, Joseph Martin, Paul Pilipie and Thomas Quirk

Absent: Commissioner Gary Keyser

The Board stood for the Pledge of Allegiance.

The first order of business was the approval of the minutes from the April 4, 2010 regular monthly meeting. There were no corrections. **Commissioner Pilipie made a motion to accept the minutes as submitted from the April 4, 2010 regular monthly meeting, seconded by Commissioner Martin, all in favor.**

Next was the approval of the minutes from the April 15, 2010 monthly work session. There were no corrections. **Commissioner Quirk made a motion to accept the minutes as submitted from the April 15, 2010 monthly work session, seconded by Commissioner Pilipie, all in favor.**

There were no changes to the April 15, 2010 **Personnel** minutes. **Commissioner Martin made a motion to accept the minutes as submitted from the April 15, 2010 minutes under Personnel, seconded by Commissioner Quirk, all in favor.**

Chairman Harrington indicated that he had spoken with Giovanni Landscaping and has received his Insurance Certificate. Apparently, Mr. Giovanni had lost his Business Registration Certificate and has asked his accountant to get a copy for him to give to the Board.

Chairman Harrington said that he had not seen the Fire Prevention Bureau meeting dates advertised in the newspapers, but he will check with Jim Schultz to see if they have been advertised. Regular meeting dates for the Board of Fire Commissioners have been advertised.

The Chairman said that he and Commissioner Keyser had met with Morristown's financial officer, Robert Calise, and had outlined what they are looking for including a five year plan and how to do it within their budget. He will most likely have it for the next work session. Chairman Harrington said that he and Commissioner Keyser were very impressed with Mr. Calise. Commissioner Keyser had tried to get in touch with the

two recommended financial officers from Parsippany, but could not get in touch with them. If they cannot get in touch with the Parsippany financial officers before the work session, the Board can see what Mr. Calise's presentation is. They would like the financial officer to come in quarterly to go on the department's website, go over finances, check how budget money is going, etc. Mr. Calise should have the cost of doing all of this for the Board by the next meeting also.

Chairman Harrington reminded the Board that Chief Davidson had suggested the department's fire inspectors check around town to see if there are any buildings available to house the ambulance that was proposed by Assistant Chief O'Hare and Captain MaryLou DeSimone at the April 15, 2010 meeting to be used strictly as a firefighter rehab ambulance. The inspectors did find one building in back of the Morris County mall, but they are still looking for other places which might be available.

The Chairman said that the Chief was going to check on Morristown Medical to see if they could see patients on weekends for physicals, but he had not heard back yet. Commissioner Quirk said that Morristown Memorial Hospital is very poor at getting back to people with information so the Chief should be prepared to follow-up.

Old Business

Chairman Harrington introduced resolutions for the equipment, people sent out on standby and for fire watches, etc. The rates are the same as discussed previously. Commissioner Pilipie read **Resolution 10-05-06-23 which provides for a uniform fee schedule for extraordinary requests of the fire department. A motion was made by Commissioner Quirk to accept the resolution as read, seconded by Commissioner Martin, all in favor.** A roll call vote was taken with Commissioners Harrington, Martin, Pilipie and Quirk in favor, with Commissioner Keyser absent.

Commissioner Pilipie then read **Resolution 10-05-06-24 appointing volunteer Line Officers:**

Robert O'Hare	Assistant Chief – EMS Division
MaryLou DeSimone	Captain – EMS Division
John Fehir	Assistant Chief – Fire/Rescue Division
Ernie Marconi	Lieutenant – Fire/Rescue Division
Craig Quinn	Lieutenant – Fire/Rescue Division
Craig Vagell	Crew Chief – Fire/Rescue Division

A motion was made by Commissioner Martin to accept the resolution as read, seconded by Commissioner Quirk, all in favor. A roll call vote was taken with Commissioners Harrington, Martin, Pilipie and Quirk in favor, with Commissioner Keyser absent.

Commissioner Pilipie said he went to Rio's and another place in Dover to look at recognition pins, etc. as discussed previously. He suggested ribbons or ribbon bars instead of pins. Chairman Harrington said that the Second Floor dress code policy states that nothing can be put on the uniforms for, as in this case, special recognition. The Board discussed other options including money clips and medallions. However, the Board agreed that a special key chain would be appropriate for both male and female volunteers. Commissioner Pilipie said he would look into this option for the next meeting.

Chairman Harrington indicated that everything is arranged for Inspection Night on May 28, 2010. The Chairman said that the invitations to guests have to go out within the next day or so. They will be using the same guest list as last year.

Commissioner Quirk said that he and Commissioner Pilipie have been working on the by-laws which can be discussed at the next work session. He said that he would get a copy to everyone prior to the work session so that the Commissioners can look at the by-laws prior to the next meeting. The by-laws have to be approved by 4 out of 5 Commissioners.

New Business

Chairman Harrington said that he had received the percentage sheets from the Relief Association which have to be filed in the minutes book.

Chairman Harrington gave a copy of the audit to the Commissioners which should be looked over by all Board members for discussion at the next meeting. A resolution has to be made at the next meeting and sent to the State, if passed.

Chairman Harrington spoke with Vincent Montanino, the Board's previous auditor and budget advisor, who asked the Chairman to pick up the books. He also pointed out that the life insurance benefit that is paid for employees should be taxed on anything over \$50,000.00 income. Mr. Montanino did not previously pick this up. The Chairman contacted Paychex to correct anything that was not previously caught.

Also, the group life insurance is being worked on.

In addition, under Chapter 19 PL 2009 deferral, the State is allowing municipal governments to defer part of their pension. That deferral is to be paid back to the State pension fund when they ask for it at an 8 or 8.5% interest which has to be paid on the deferral. Commissioners Keyser and Harrington looked at this and strongly suggested paying the deferral so that there is no additional taxed money to be paid back to the State. They are trying to get it resolved so that the Board does not have to pay for this year. Mr. Montanino said that the State was trying to capitalize on municipality money.

Mr. Montanino also pointed out outstanding checks that didn't clear from 2004 through 2009. The Chairman said they have to have a balanced checkbook and keep on

top of this. A resolution has to be drawn up each time a check is cancelled in order to void each check. New checks, apparently, were rewritten for checks voided out. This should have been picked up and fell between the cracks. Mr. Montanino should have caught this. If the checks are not cashed within 90 days, someone should follow-up and call the person who the check was written to. The Board needs to be more diligent on this.

Treasurer's Report

In the Treasurer's absence, Chairman Harrington reported that checks #3990 – 4016 were paid in the amount of \$47,141.95 for the month of April 2010.

Commissioner Martin made a motion to accept the Treasurer's Report as submitted, seconded by Commissioner Quirk, all in favor.

There was no other business to discuss. **A motion to adjourn at 7:31 PM was made by Commissioner Quirk, seconded by Commissioner Martin, all in favor.**

Respectfully submitted by:

Paul Pilipie, Secretary