

**The Monthly Work Session of the Board of Fire Commissioners
District #3, in the Township of Hanover
County of Morris, Cedar Knolls, New Jersey
November 18, 2010**

The meeting was called to order at 7:00 PM on November 18, 2010 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

Attendees: Commissioners Thomas Harrington, Gary Keyser, Joseph Martin, Paul Pilipie, Thomas Quirk

Chief James Davidson, Assistant Chief, EMS Robert O'Hare, Commissioners Henry Hansch and Michael Mihalko from District #2 and Committeewoman Judith Iradi were also there. There were several other members of the public in attendance.

The Board stood for the Pledge of Allegiance.

Old Business

Chairman Harrington reported that the Commissioners had attended the joint district meeting at the Lake Parsippany Firehouse on Tuesday, November 9, 2010. He indicated that Assemblyman Alex DeCroce was there and he will be introducing a bill to keep the fire district elections the same. Also, included in the proposed legislation, if the Board does not go over the 2% cap, the budget will not need to be approved by taxpayers.

Commissioner Pilipie said that the recognition keychains have been ordered and he is waiting for them to come in.

Chairman Harrington reiterated that the bylaws must have two consecutive readings before voting on whether to accept them and that the first reading will be at the December 2, 2010 regular monthly meeting and the second reading will be at the January 6, 2011 regular monthly meetings. Commissioner Keyser said he would like to meet with Commissioner Quirk regarding two questions he had regarding the bylaws. Chief Davidson said he would have the resolution to accept the bylaws prepared for the January 6, 2011 meeting. Commissioner Quirk reminded the Board that all five Commissioners must be present at both meetings to vote on the bylaws.

Chief Davidson reported that ambulance #38 went out for warranty repairs and that it just came back so he will be sending the new ambulance either next week or the first week in December to have the exhaust adaptor installed, installation of radios and some other things looked at. It will take 2 or 3 days to have the work done on the new ambulance.

The Chairman asked Commissioner Keyser if the backflow preventer valve repair was still under warranty when it was replaced by Hobby Heat and the Commissioner said that he still needs to find the bill that shows the date that it was done.

Chairman Harrington asked Chief Davidson if everything was going along with the new fire prevention ordinance and the Chief said that the first reading was at the last meeting and just needs to be adopted at the next regular meeting on December 2, 2010 and he will have a resolution prepared for that meeting. As of January 1, 2011, the Board will be able to implement the fee schedule.

Chairman Harrington asked if Commissioners Quirk and Pilipie had made any progress in investigating the feasibility of having one district and they said they had not as of yet.

The Chairman asked Chief Davidson where he is regarding a written policy on privacy/confidentiality records and keeping those records separate from personnel files and the Chief responded that he had met with Dr. George Manis, the department's Medical Advisor, and he looked at the set-up and felt that it was fine. He is working on the HIPPA release forms in anticipation of starting the health screenings.

The Chairman spoke about the letter sent to the Second Floor explaining the transition to billing and the recent resolution passed by the Township Committee designating District #3 and the Cedar Knolls First Aid Squad as the primary agency for EMS. In order to go ahead with EMS billing, the Township had to pass this ordinance designating District #3 as the primary source for EMS for Hanover Township. The Board needed to also get approval from the Second Floor and that was done at their last meeting and sent to the Town for approval at their last Committeemen meeting. Chairman Harrington said that the Board needs to approve which billing company should be used. In order to do that, the Chairman appointed Commissioners Keyser and Quirk to investigate at least 2 billing companies and make a recommendation of which company the Board should proceed with -- this needs to be completed by the next regular monthly meeting which is December 2, 2010. Chairman Harrington also wanted to have the Chief start the process now for a state license which is needed to go to billing and also to have this by the next regular meeting. Chairman Harrington indicated that he told the Second Floor members that they will definitely be kept in the loop regarding everything that is going on regarding EMS billing. This changeover will take at least 2 to 3 months. The Chairman said that District #2 had previously sent a letter saying that they would contribute \$35,000.00 towards EMS. He indicated that he would be sending a letter to District #2 requesting the \$35,000.00 which will be needed for start-up fees to get it up and running and for other expenses involved in going to billing. He asked Commissioner Hansch if District #2 would still be contributing the \$35,000.00 and Commissioner Hansch indicated that they would still be contributing the \$35,000.00 in two payments for 2011 only and agreed to send a letter confirming this. District #2's EMS staff will still be needed throughout the period to get the billing process started. Chairman Harrington indicated that District #3's Board still has to meet with their attorneys regarding legal issues so things have to stay in place as is until everything is finalized. Chairman

Harrington said they are shooting for April 1, 2011 for the EMS billing to be up and running depending on the State and licensing. Commissioner Keyser said that a letter has to go to the Second Floor asking them if the Board can use their ambulance when the billing process is implemented. The Chairman will be going to the Second Floor's next meeting to keep them up-to-date after they receive the letter. A State seal will be required on the ambulance. When approved by the State, every ambulance must carry supplies that the state requires. The billing company must apply to Medicaid and Medicare to get a license for billing and must apply to the State also. District #3 members already have had criminal background checks in which all members over 18 are required to be fingerprinted.

Commissioner Keyser asked Chief Davidson if anyone who is hired per diem has to go through the same physical as paid members at a cost of \$500.00/person and the Chief responded that everyone goes through the same physical.

Chairman Harrington asked Assistant Chief O'Hare if he had anything to add and the Assistant Chief said that he knows where the voids are on staffing which, for now, are Friday and Saturday evenings from 6:00 PM to 10:00 PM . The Chairman said, in those cases, staffing would be from the per diem list of people looking to fill openings.

Commissioner Keyser asked if dates have been set up for the medical exams and the Chief told him that December 14 and 21 are the two tentative dates, but Commissioner Keyser suggested that it's so close to Christmas that it might be better to move the medical exams to January since most people will be very busy the weeks before Christmas. The Chief agreed and said he would try move the physicals to January.

Commissioner Pilipie said that Stephen Trimboli, the Board's Labor Attorney, was supposed to get back to the Board on a couple of items, but he had not gotten back yet. They agreed to wait a short while to see if he gets in touch with the Board.

The Chairman said that he and Commissioner Keyser had met with Robert Calise, Budget/Financial Advisor. The budget is supposed to be introduced in December, but the current paperwork has not arrived yet. The budget will be introduced at the December meeting the way it is now and any changes can be made when the paperwork arrives.

Also, a special election will be held in December to purchase the new engine. An election has to be held in December so that a new engine can be ordered in 2011 and the first payment would be in 2012. The current engine, Engine #34, will be going out for electrical overhaul this coming week. It is 3 years overdue. A special meeting election has to be held at 6:30 PM before the December 16th monthly work session for approval to use money from the capital improvement monies to purchase the truck. Commissioner Keyser indicated that Reference 40A 14:14-84 is used for obtaining revenue for fire districts purchases at meetings. This special meeting will have to be advertised in the newspaper.

The Chairman asked if anyone from the public had anything to say. Committeewoman Judith Iradi indicated that she was sitting in as Liaison in place of George Coppola who could not be at the meeting. The Committeewoman said that District #2 will reap some tax benefits from the former Lucent property, but District #3 might want to get in on the ground floor regarding ambulance services needed over there. Commissioner Quirk indicated that there is a spec committee in town and he would like to see the two Fire Chiefs included on that committee so that they can have input. Commissioners Harrington and Quirk had discussed this recently with the Mayor and felt the Chiefs know much more than the Board members and should be on this committee.

Commissioner Keyser asked Committeewoman Iradi what the status is on the Hanover Township Communication as far as going to County dispatch. He said that this Board was told that the Township was not interested in going to County dispatch at this time. Now, the Board has heard that the Committeemen have approached the County to say they are interested. How serious is the Township regarding this? Committeewoman Iradi said she just heard recently that they are now looking into County dispatch. Chairman Harrington wanted to bring everyone up to date indicating that he and Commissioner Quirk were at the last Committee meeting and said to Mayor Sheridan that they need to know how seriously the Township is looking into this and were told that they were seriously looking into it. The Committeemen were told that the Fire Commissioners were not prepared for this. If the Township decided to do this, they could not be online until 2012 even if they approved it in 2011. The Chairman stressed that Districts #2 and #3 need to be in the loop regarding decisions of going there for budgetary planning purposes. Chief Davidson said that he had spoken with Mike Peoples, Director of Communication, last week. The County has a fixed facility right now and is quickly filling up. He anticipates by the end of 2011 they will be maxed out and will not let anyone else on the system until the end of 2012 or 2013 when the new facility will be completed. The Chief feels perhaps they should try to sign in 2011 and acquire a space for 2012 because they will have to get rid of all their radios if they don't. That will give the districts time to change their budgets and radios. Chief Davidson said that when the building is built, the projection is that there will be no cost because the cost will be rolled into our County tax. The building should be ready 2012 or 2013.

Commissioner Keyser said that it was a pleasure working with Committeewoman Iradi over the years.

Commissioner asked Chief Davidson what the complaint was at Airtron. The Chief said it was failure to notify us about hazardous material that was on site. They submitted their plans, but were behind in notifying the fire department. They have to have it down by January 1, 2011.

Commissioner Quirk noted that the post office lot that the fire department owns had kids loitering there again and he was worried that they would be going through the same thing as last year with kids bothering the neighbors, etc. Commissioner Pilipie said he saw police there this evening so they were apparently aware of it. Commissioner Quirk just wanted to prevent problems like there were a year ago.

There was discussion on the closed circuit TV's for the ambulance bay. The Board felt that the price was a little high, but that the Board would look at the proposal by the next meeting and make a decision then. It's possible that they could just put a camera in the EMS bay and one where the turnout gear is.

Henry Hansch, Commissioner from Fire District #2, asked if there was any type of regulation that District #2 has to know about for their career personnel to ride on EMS calls. Chairman Harrington said that the lawyers will tell them everything that will be required when they go to billing.

There was no other business to discuss. **Commissioner Keyser made a motion to go into closed session at 7:45 PM to discuss Personnel, seconded by Commissioner Pilipie, all in favor.**

The monthly meeting reopened at 8:35 PM

There was no other business to discuss. **A motion to adjourn was made at 8:36 PM by Commissioner Martin, seconded by Commissioner Pilipie, all in favor.**

Respectfully submitted by:

Paul Pilipie, Secretary