

**The Monthly Work Session of the Board of Fire Commissioners
District #3, in the Township of Hanover
County of Morris, Cedar Knolls, New Jersey
June 20, 2013**

The monthly meeting was called to order at 7:00 PM on June 20, 2013 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

Attendees: Commissioners Peter DeNigris, Michael Dugan, Maria Florio, Thomas Quirk

Absent: Commissioner Robert Callas

Chief James Davidson and Assistant Chief Robert O'Hare were also present.

A statement of compliance with the Open Public Meeting Act was read by Commissioner Dugan.

Chief's Report – Chief Davidson reported that he had sent several memos to the Commissioners including a membership update. He also brought up the Child Passenger Safety Certification Training Program event that the department will be hosting. This event will be advertised along with signs on that day and posted on Facebook along with principals of elementary schools, day care centers and substance abuse facilities along with contacting Carol Giorgio, the Chairperson. The Chief also reported that one of the part time EMT's is resigning and he would like to open this spot inhouse prior to opening it up to the public. Chief Davidson also reported on the applicant fingerprint status. He said he is making contact with Morphotrak until the police department is up and running with their digital fingerprinting system. There will be 3 applicants who need to go through a background check. The police department is in the process of converting over to digital, but until then, the department will be going through Morphotrak. The Chief also reported on the new policy that is in place regarding new people for EMS that will be governed by a commitment letter.

Finance/Budget – Commissioner DeNigris reported that, on paper, it looks like the Board is operating at a loss. However, the tax line only shows the first quarter and the Board just hasn't received the actual check yet for the second quarter.

Buildings & Grounds – Commissioner Dugan said that he is still waiting for an engineer to take a look at the building. The third floor is on hold also. Chief Davidson also added that he had reached out to Jack Purvis to see if he can get someone in for a building inspection.

Fire Apparatus Maintenance – The Chief reported that the new command cars are in, but they still need to be painted which will be sometime within the next three weeks. Then the lights, consoles, radios, etc. will be added and should be done somewhere by the end of August. Chief Davidson also reported on ambulance 39 which was found to have a tear in the rubber membrane between the front cab and the box. The body mounts had deteriorated and the body had slipped down 1 1/2 inches. The parts have been ordered and will be repaired as soon as the parts come in.

Chairman Quirk asked Commissioner Dugan if he would speak with the Pierce representative regarding the plaque for Engine 34 with the names of those who were on the Board at that time along with Tim Costello's name.

Labor Relations – Chairman Quirk said that he had spoken with Mr. Trimbley and there were no changes except minor grammatical changes. If the FMBA is happy with it, he didn't see any problems with it. The Chief said he would send it to be reviewed by the career staff and have a resolution for the July meeting.

Master Planning Committee – Chief Davidson had spoken previously with Commissioners Callas and Dugan about having a stake holders' meeting. The Chief had attended a seminar in Somerset regarding grants for fire departments and first aid squads. A representative met with Chief Davidson and Assistant Chief O'Hare to talk about possibilities of grants. They talked about a SAFER Grant, 10% of which would go into volunteer recruitment and retention along with other concepts. The representative who met with them has a good history in getting grant money for these programs and he proposed that, for \$1,500.00, he would handle the SAFER Grant application, which is a four year grant, for the department. The Chief said there is a 15 day window when they announce the grant so Chief Davidson recommended that they contract right away so that everything will be in place when the grant money is dispersed.

Chief Davidson also reported that they had their Workmens' Compensation audit which went well and was the first year that they had a complete 12 month audit with their per diems.

Website – Chief Davidson reported that he had met with Chris Meyers who would be helpful in setting up the legally required website. They talked about options such as leaving it hosted with HillTop or migrating it back to Chris. He had suggested getting a website management software loaded into the department's website. He gave a proposal between \$1,275.00 and \$1,475.00 to get them up and running along with doing some contact management for them. If they come off of Hilltop and went on to his server, there would be a \$249.00/yr. server hosting fee along with additional optional services. Chris left a contract. The Board could not vote at this meeting, but generally felt that they should go with Chris and would vote on it at the next meeting.

Old Business

- **Hanover Township Day** – Chairman Quirk was at a Second Floor meeting in which it was decided that there would not be a dedication of the new firetruck. The Chairman suggested getting a banner for the new engine which will be at Hanover Township Day thanking residents for their support of the newly purchased engine. The Board will have to get permission from the Town Council because there is a banner ordinance. Chairman Quirk said he would speak with Committeeman Ron Francioli to let him know about the banner.
- **Fire Department/Executive Board** – Commissioner DeNigris indicated that he had received a letter from Gary Keyser regarding payment to the Exempt Association on the rent for the lot that is adjacent to the firehouse. The rent has been raised to \$500.00. The Commissioner would like everyone to operate together as one unit, but there is a question on ownership also. There was some question on who owns what regarding the four properties in question. Mr. Esposito shows that The Board of Fire Commissioners own all four pieces and there is no transfer in his records that anyone else is aware of. There is supposedly an actual letter from the property owner that deeded the property to the Exempt Association when he deeded it. Chairman Quirk indicated that he would like to go to the County and get copies of the official property deeds from the County. The Chairman also wants documentation showing ownership through the County. He suggested that they could do something like setting aside a certain amount as a donation to the Exempt Association for 20 years. For now, the Board will pay \$500.00 as previously agreed and, after receiving the information on who owns the deeds on the four pieces, also send a letter to the Association that they need to sit down to discuss this.

New Business

- Commissioner DeNigris suggested that it may be worthwhile to send a newsletter to the residents with information so that they know what's going on especially because the Board will be campaigning soon for bonding, etc. Commissioner Florio suggested putting this information online because it is more cost effective. It was agreed that some sort of Public Relations should be done. Also discussed was, if the purpose is to get information out without the costs of a newsletter, then do the publication with the information about the new website and drive the traffic to us. The newsletter page could be updated monthly or so. Chief Davidson said the District could also run a Facebook page. He suggested mailing out the initial newsletter, identifying the website and then every time the newsletter is updated on the website, they can send a postcard to the residents with the information that is updated on the website. There was also discussion about using Nixtel, which Chief Gallagher has, and that this Board would have access to it also and could be updated on a weekly basis.

There was no other regular business to discuss. **Resolution number 13-06-20-35 was assigned to go into Executive Session to discuss the EMS contract and Personnel.**

The monthly work session reopened at 9:18 PM. There was no other business to discuss. **A motion to adjourn was made by Commissioner Dugan, seconded by Commissioner Florio, all in favor.**

Respectfully submitted by:

Maria Florio, Clerk