

**The February 18, 2016 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 PM on February 18, 2016 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

**Attendance:** Commissioners Robert Callas, Maria Florio, Peter DeNigris, Michael Dugan, Thomas Quirk

Also in attendance was Chief DiGiorgio.

Chairman Dugan suspended the agenda of the regular meeting in order to swear in new Junior EMS member Moriah Fischetti. After the swearing in, Chairman Dugan resumed the regular agenda.

**Public Participation:** There was none.

**Correspondence:** Commissioner Callas referred the Board to the letter from the IRS regarding Gen II. He also noted a thank you note from the Miele family.

At this time, Mr. Siino gave a presentation on the health insurance packages available. He reviewed with the Board the pros and cons as well as cost. After some discussion, the Board decided to proceed with the Horizon BC/BS plan. He reviewed the certification process and discussed the definition of full time employee. Mr. Siino distributed the necessary paperwork for enrollment and gave some time lines to follow. Mr. Siino asked if all paperwork could be in his hands between March 5th and March 10<sup>th</sup>.

**Approval of Previous Minutes:** Commissioner DeNigris made a motion, seconded by Commissioner Callas to approve the minutes of the January 21, 2016 meeting, all in favor with Commissioner Florio abstaining.

Commissioner Callas made a motion, seconded by Commissioner Florio to approve the minutes of the February 4, 2016 meeting, all in favor.

**Treasurer's Report:** Commissioner DeNigris said no report at this time.

## **Report of the Chief & Board Committees:**

- **Chief's Report:** Chief DiGiorgio gave a condensed report including the major incident that occurred earlier in the day. He noted that, at the March 1<sup>st</sup> reorganization meeting, there would be an installation of all line officers. Commissioner Florio commented on an action item from the previous meeting stating that she spoke to Mr. Braslow regarding classifications of members. He indicated a resolution is only needed upon entry to the organization and when they leave the organization. There is no need for a resolution each time their status changes. Mr. Braslow said there should be a resolution establishing the category of junior member and, if one cannot be found, he would develop one for the Board. A suggestion was made to have Mr. Braslow draft a Master Resolution establishing all the positions within the Department. **ACTION ITEMS: Ask Administrator Schultz to research the issue of classifications and organizational table. Also, ask Administrator Schultz to see if there is a Resolution establishing the junior program. There was lengthy discussion regarding the actual state statute and how to access the most up to date information. ACTION ITEM: Commissioner Quirk agreed to contact the Township to see if they have current information and receive updates to the State statutes.**
- **EMS:** There was more discussion regarding the number of RMA's and the categories they fell into. There was further discussion on the concept of billing for RMA's. Chief DiGiorgio reported the feedback he received from Mr. Braslow and Revenue Guard. After discussion, the Board decided not to go forward at this time with billing for RMA's.

Chief DiGiorgio stated that he is still waiting to hear back from Atlantic Ambulance regarding the MOU that we sent them.

- **Building & Grounds:** Commissioner Dugan reported on the status of the roof project and the IRS levee. He noted that there are some small punch list items still outstanding. There was discussion regarding contacting the bonding company and/or Mr. Braslow to see what would be the best course of action at this time.

Commissioner Dugan gave an update on the security camera review. He outlined the need for four additional cameras at a cost of \$5,326.16. Commissioner DeNigris advised the Board on how to proceed with the project so that it was not a capital cost. The Board agreed to authorize Commissioner Dugan to proceed with the camera modification program.

Commissioner Dugan presented a proposal from Bowman Associates (formerly known as Omland Engineering) to draw up the plans for the driveway project. The contract (for engineering only) is for \$9,500.00 plus \$1,800.00 for permits and an additional \$5,000.00 as an allowance. After discussion of what the contract actually entailed, the Board agreed to go forward with the contract after it is reviewed by Mr. Braslow.

Commissioner Quirk reported that he met with Mr. Minerowicz regarding the Commissioners' room renovation. Mr. Minerowicz assessed the room. **ACTION ITEMS: Commissioner Quirk agreed to meet with Mr. Minerowicz and get specific details and costs on renovating the room.**

- **Insurance:** Chief DiGiorio reported that VFIS gave a summary report on our accidental death and dismemberment policy as well as property and casualty. The Chief was comfortable that the coverage was sufficient and no adjustments should be needed. He noted that the Fire Company is covered for many things under the terms of the contract. The Chief noted that work needs to be done regarding the life insurance program and discern who needs to be added and who needs to be dropped as well as updating beneficiaries. **ACTION ITEM: Commissioner Quirk indicated he would speak to the Fire Company regarding the insurance on their accounts.**

**Old Business:** Chief DiGiorgio reported that the hiring process will conclude on February 24, 2016. He indicated thus far he has received 6 applications. By the next meeting he will lay out the rest of the process and time line.

**New Business:** There was no new business to discuss.

**Resolutions:** Commissioner Callas read **Resolution 16-02-18-21** accepting the resignation of per diem EMT Daniel Webster. **Commissioner Dugan made a motion seconded by Commissioner DeNigris to adopt the Resolution, all in favor.**

Commissioner Callas read **Resolution 16-02-18-22** accepting the resignation of per diem EMT Thompson Ross. **Commissioner Dugan made a motion, seconded by Commissioner DeNigris to adopt the Resolution, all in favor.**

Commissioner Callas read **Resolution 16-02-19-23** authorizing the Board to go into Executive Session for the purpose of discussing Personnel matters. **Commissioner Quirk made a motion, seconded by Commissioner Dugan to adopt the Resolution, all in favor.**

The regular meeting resumed at 9:30 PM. Chairman Dugan reported that personnel matters were discussed. He noted that the Board will be sending James C. Davidson a letter regarding the response the Board received from their attorney.

**A motion was made by Commissioner Callas, seconded by Commissioner Florio to adjourn the meeting, all in favor. The meeting was adjourned at 9:31 PM.**

Respectfully submitted by:

---

Robert Callas, Secretary

