

September 1, 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 p.m. on September 1, 2016 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Peter DeNigris, Robert Callas, Michael Dugan, Maria Florio, and Thomas Quirk were present.

Also in attendance was Chief Chad DiGiorgio and Administrator Jim Schultz.

PUBLIC PARTICIPATION: Nothing to report.

CORRESPONDENCE: Nothing to report.

APPROVAL OF PREVIOUS MINUTES: Commissioner Callas made a motion, seconded by Commissioner Dugan to accept the minutes (with corrections) from the meeting of August 18, 2016. All in favor with the exception of Commissioner Florio who abstained.

TREASURER'S REPORT: Nothing to report.

REPORT OF THE CHIEF AND BOARD COMMITTEES:

- **Chief's Report:**
Copies of the Chief's Report were distributed to all the Commissioners. He noted the records destruction project is moving forward.

In addition, he noted he is currently working with the new representative from Revenue Guard on obtaining a full list of outstanding EMS bills for write off. He added he hopes to have that list for the Commissioners at the next Board Meeting.

Garden State Vinyl was here today and put decals on the doors of the new vehicle. He is expected to start striping on Tuesday or Wednesday.

The Chief spoke with the salesman from VCI and is expected to have quotes with options for a new ambulance/chassis in time for the next Board meeting.

- **EMS:** Nothing to report.
- **BUDGET:** Nothing to report.
- **LABOR RELATIONS:** Nothing to report.
- **LIAISON TO VOLUNTEERS:** Commissioner Quirk noted the next meeting is a week from Monday.
- **BUILDING AND GROUNDS:**
 ROOF PROJECT: Commissioner Dugan stated the contract has been signed by Bondex, however GEN2 has not yet signed.
 APRON PROJECT: Commissioner Dugan reported that the area has been marked out and plans are to mobilize on Monday or Tuesday.
- **APPARATUS/EQUIPMENT MAINTENANCE:** Chief DiGiorgio stated Ambulance 38 is going to VCI on Tuesday for body work. While there he requested an estimate for air conditioning repairs. The ladder truck is scheduled for maintenance after the convention.
- **INSURANCE:** Administrator Schultz stated there was no increase in the new Blue Cross/Blue Shield invoice. Administrator Schultz also noted a claim has been filed with VFIS relating to the generator failure. Chief DiGiorgio has back up paperwork substantiating the claim.

Commissioner DeNigris asked for an update on the Traveler's audit. Administrator Schultz stated last Friday results disputing the audit were put in the mail to Traveler's Insurance. They have acknowledged their audit was \$50-70K off and anticipates a favorable determination. Schultz stated he feels that would account for the 20% increase in one year.

- **COMMUNICATIONS:** None
- **BY-LAWS:** Commissioner Florio stated the By-Laws are on hold until the Policy and Procedure Manual is completed. She pointed out there is no Code of Ethics in the By-Laws.
- **WEBSITE:** Administrator Schultz stated he is working to improve the appearance of the website and make navigation of the website easier. Chief DiGiorgio stated he will send a link for Everbridge, the Township emergency notification system, to Administrator Schultz to add to the website.

OLD BUSINESS: Commissioner Quirk asked if the applicants were notified of their listing. The Chief stated the letters have been sent out.

Chief DiGiorgio noted he received Commissioner Florio's comments for the Policy and Procedure Manual. The Chief stated he will merge everyone's comments and send them to the Board. Chief DiGiorgio will have the draft of all the comments for the Policy and Procedure manual for the next meeting.

Administrator Schultz stated direct deposit forms are due in two weeks.

Commissioner Dugan asked Administrator Schultz to speak about employee insurance benefits. Schultz explained that it is required for employees to receive benefits once they reach a threshold of hours worked. There are certain constraints placed on small employers. Tom Siino recommends the Board adopt a policy delineating when a person is eligible for benefits. His recommendation is 40 hours a week for a minimum of 90 days. He noted that any policy written should include language of the 40 hour/90 day requirement for employees not covered under the collective bargaining agreement.

NEW BUSINESS: At this point Commissioner Dugan turned the meeting over to Commissioner DeNigris in order to honor John O'Brien who recently retired as a volunteer EMS member since 2006. Commissioner DeNigris offered Mr. O'Brien the Board's sincere thanks for his years of service.

The next regular meeting will be Thursday, September 15, 2016.

Commissioner DeNigris reminded everyone that early next month begins the budget process.

RESOLUTIONS:

Commissioner Callas read **Resolution 16-09-01-93** accepting the resignation of Volunteer Member Christina Geiger. **A motion was made by Commissioner Dugan, seconded by Commissioner DeNigris, all in favor.**

The meeting was adjourned at 7:35 p.m.

Respectfully submitted by,

Robert Callas, Secretary