

September 15, 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 15, 2016 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Commissioner Dugan, Chief DiGiorgio, and Administrator Schultz were absent.

PUBLIC PARTICIPATION: Assistant Chief O'Hare stated he was approached by the Fire Department at their last meeting to bring to the Board the possibility of creating a reward/incentive program for those that work more than their regular shifts. The idea is to encourage more people to work extra shifts. The Board is of the opinion that it is definitely worth considering. Commissioner Quirk and Commissioner Florio as Liaisons to the Volunteers will meet with the group and try to get some feedback to put together a new plan.

CORRESPONDENCE: Nothing to report.

APPROVAL OF PREVIOUS MINUTES: Commissioner Callas made a motion, seconded by Commissioner DeNigris to approve the minutes of the September 1, 2016 meeting, all present approved.

TREASURER'S REPORT: Commissioner DeNigris referred to his report from Revenue Guard listing uncollected accounts. He noted that most of the uncollected accounts are from District 3 in Hanover Township. Commissioner DeNigris proposes turning those accounts, totaling \$45,000 over to a collection agency. He asked the Chief to check with Revenue Guard to see why there are no Whippany listings on the account and also to check what the cost would be to use a collection agency.

A motion was made by Commissioner Callas to have Commissioner DeNigris move forward and do further research on the lists and collections, seconded by Commissioner Florio, all present in favor.

A motion was made by Commissioner Callas to accept the Treasurer's Report, seconded by Commissioner Florio, all present in favor.

REPORT OF THE CHIEF ANF BOARD COMMITTEES:

In the absence of Chief DiGiorgio, Commissioner Quirk made note of the current propane storage issue. He prefaced by stating originally there were to be 10-18 railcars parked on Eden Lane. That number doubled to 36. Due to the location of the railcars, the evacuation shelter at the Recreation Center was directly in the evacuation area. As such the shelter was changed to East Hanover.

Commissioner Quirk reported that now there are 5 additional cars being parked at Suburban Propane. The placement of those railcars puts the East Hanover Shelter in the evacuation site. Commissioner Quirk reported that the Office of Emergency Managements will be meeting with the East Hanover Fire and Police Chiefs to review these plans.

Commissioner Callas had a question about Car 30 going to the convention in Wildwood. Commissioner Florio recalled the Board had discussed at a previous meeting that a district vehicle had never been used for transportation to the convention as was the recollection of the Commissioners in attendance.

However, the Chief's Report is written as the use of car 30 was approved by the Chief with commissioner Dugan's approval. However, there was no vote to approve by the Board. The Board would like to have clarification from the recording at the August meeting.

Commissioner Quirk stated he has been approved/cleared by the State of NJ to perform DMV license checks. He notes that he and Chief DiGiorgio are finalizing the administrative end. He has reached out to former Township Employee Pete Bozza who was responsible for the Township's license checks and will ask for Mr. Bozza's input on protocol.

There was a discussion among the Board about a memo from the Chief regarding a concern brought to his attention by Committeeman George Coppola. A resident who called 911 felt concern that after Hanover Township Police sent a call to the County, their dispatch asked too many questions, and further was not pleased with their attitude. Assistant Chief O'Hare explained a person on the phone with the caller has a protocol to follow. There are specific questions that result in best response to the call. He explained that simultaneously while those questions are being asked a vehicle is dispatched. The reported incident is under review and the Chief is currently waiting to hear of a meeting date/time to discuss with County Communications.

EMS: Nothing to report.

BUDGET: Commissioner DeNigris referred to his report distributed to the Board pointing out that there are still issues with overtime and legal costs. He also noted ambulance costs are high due to repairs. Commissioner DeNigris reminded the Board that in October the Board needs to start planning the budget for next year.

LABOR RELATIONS: Commissioner Callas stated he is waiting for the Chief to put everything together for the Policy Manual.

LIAISON TO VOLUNTEERS:

- Commissioner Quirk attended the meeting Monday night and addressed the problem of listening to second hand information. He suggested that since the Fire Commissioners Meeting is open to the public that rather than listen to second hand information he would encourage attendance at these open meeting.
- There was a suggestion to add a second open session at the end of the meeting. This would enable the audience to ask questions about whatever had been discussed during the meeting. Commissioner Quirk felt it might be something that could be added to the by-laws.
- Assistant Chief O'Hare noted December 3rd had been selected for the Holiday Tree Lighting.
- In an effort to increase membership and spark more interest and morale, a suggestion presented to Commissioner Quirk was to consider moving Inspection Night from Memorial Day to Labor Day when there is a parade. This resulted in a lengthy discussion involving a new vision for this event. The Board funds this event and they are willing to try the Fire Company's suggestion.

Action Item: Commissioner Quirk will reach out to Russell Dobson for further discussion.

BUILDINGS AND GROUNDS:

- Apron Project: Commissioner DeNigris reported that the wrong steel was put under the concrete and resulted in having to be taken up and redone. Currently the side has been completed and they are now working on the front of the building.

- Roof: Commissioner Callas stated he signed and sealed the final documents on September 6th.

APPARATUS AND MAINTENANCE: Assistant Chief O'Hare reported Vehicle 38 is still out for repairs and everyone is eagerly waiting for it to be returned.

INSURANCE: Commissioner DeNigris noted the Workman's Comp audit has been completed and there is a \$5,000.00 credit.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Commissioner Florio has a marked up a copy of the by-laws to consider after the Policy Manual is completed. There was a suggestion by Commissioner Callas to move items 12 and 13 on the Agenda, moving Executive Session to the last item on the Agenda.

WEB SITE: Commissioner Florio stated the website needs to be changed to reflect the next Fire Prevention Meeting will be held on November 4th **at the Whippany Fire Station**, not Cedar Knolls Fire Station.

OLD BUSINESS: Nothing to report.

NEW BUSINESS: Regarding absenteeism at meetings, unless something happens unexpectedly or at the last minute (as will occasionally happen) the entire Board would like to be notified of anyone who will not be in attendance at the meeting. In addition, any Commissioner not able to be in attendance will likewise notify everyone of their absence.

The next Regular Meeting will be on Thursday, October 6, 2016 at 7:00 p.m.

RESOLUTIONS:

Commissioner Callas read **Resolution 16-09-15-94** accepting the resignation of Anthony Rosario who served the Fire District in the capacity of Per Diem Emergency Medical Technician since October 1, 2015. **A motion was made by Commissioner DeNigris to accept the Resolution, seconded by Commissioner Florio, all present in favor.**

Commissioner Callas read **Resolution 16-09-15-95** authorizing Change Orders to the apron replacement/improvement project and other specified repairs. **A**

motion was made by Commissioner Quirk to accept the Resolution, seconded by Commissioner Callas, all present in favor.

Commissioner Callas read **Resolution 16-09-15-96** authorizing the Board to go into Executive Session for the purpose of discussing Personnel matters.

Commissioner Quirk made a motion, seconded by Commissioner DeNigris to accept the resolution, all present in favor.

CLOSED SESSION: The Board went into Executive Session to discuss personnel matters at 8:10 p.m.

The Board ended closed session at 8:50 p.m. There was no action taken as a result of the Executive Session.

ADJOURN: A motion to adjourn the meeting was made by Commissioner Quirk, seconded by Commissioner Callas, all present in favor. The meeting was adjourned at 8:55 p.m.

Respectfully submitted by,

Robert Callas, Secretary