

January 19, 2017 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 January 19, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio was also in attendance.

PUBLIC PARTICIPATION: There was no Public Participation.

CORRESPONDENCE: Commissioner Callas reported that the Board received a Thank You note from the Florio Family for the sympathy card and floral arrangement they received.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 5, 2017 Regular Meeting were reviewed. Commissioner Callas made a motion to accept the minutes from the January 5, 2017 Regular Meeting. Commissioner DeNigris seconded the motion. All were in favor. Commissioner Florio abstained.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the final 2016 financial reports were distributed to the Board. These reports will be sent to the auditors. He reported that we had a decent year and pointed out that we were able to pay for some of our capital expenditures from the income. Our Management Account is for capital projects and the Board has been able to increase the balance of this account each of the last three years while completing major capital projects such as the roof, vehicles and the driveway apron.

CHIEF'S REPORT:

Chief DiGiorgio had distributed his Bi-Monthly report to the Board on January 18, 2017 and asked if anyone had questions. Commissioner DeNigris asked for clarification on the incident report totals. Chief DiGiorgio explained that there are two figures listed for Fire incident responses because sometimes both EMS and

Fire respond to an EMS call. An example of this would be for an EMS call for a car accident. The second figure under Fire incidents represents this dual response.

EMS: Nothing to report.

BUDGET: Commissioner DeNigris reported that the 2017 Budget was approved by DLGS in Trenton with no changes and we are ready to go before the public.

LABOR RELATIONS: Commissioner Florio stated that each Board member had received a copy of the Policies and Procedures Manual and that there were some typos and clarifications that have been highlighted. In addition to correcting these items, the Board needs to double check the smoking policy to make sure that what is stated in the Manual is consistent with what the Board agreed on previously. Outside the PFMBA contract, this policy manual will be the governing policy document used. Chief DiGiorgio will make the recommended corrections and have Administrator Schultz prepare a resolution to accept the manual for the next meeting.

LIAISON TO THE VOLUNTEERS:

Commissioner Quirk reported that at the last Fire Department Meeting there was discussion about next year's tree lighting. It was recommended that the tree lighting be moved up to Saturday, November 25, 2017. Moving the date will put us in line with other tree lightings and allows for a longer display period. The Fire Department also proposed dual financing of the ongoing purchase of additional lights and decorations.

The membership of the Fire Department is interested in splitting the cost of acquiring a second Lucas CPR Device. Commissioner Dugan suggested that we hold off and give the current device a trial period. If we are happy with the current device after the trial period, the Board would consider purchasing a second device.

Commissioner Quirk relayed a status request on the brackets for the bell from Fire Department Vice President Martin. The brackets have been welded and are ready. Vice President Martin asked Commissioner Quirk to ask if it was possible to pave a path from the back lot to the side entrance when the back lot is paved later this year. The Board said they would get a price for the path.

Building Usage Agreements: Nothing to report.

Fire Department Contract: Nothing to report.

Fire Department/Second Floor Contract Update: Commissioner Quirk reported that we are setting up a date with our insurance company to talk about the policy.

BUILDINGS AND GROUNDS:

Roof Project: Commissioner Dugan reported that there was nothing new to report. Administrator Schultz will send a letter to Bondex since we have not heard from them. If there is no response, the Board will turn it over to Mr. Braslow and let him decide what to do next.

Apron Project: Commissioner Dugan reported that there will be a meeting with the contractor next Wednesday to go over the punch list.

Day Room Rehabilitation: Chief DiGiorgio reported that the first work group meeting is scheduled for next Tuesday night.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Commissioner DeNigris reported that he is trying to set up a meeting with our insurance carrier for February 2. Once the meeting date is confirmed, the Board will contact the Fire Department so they can send a representative.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Commissioners Florio and Administrator Schultz met and went through the draft of the by-laws. It should be ready to go before the Board on the first meeting in February.

WEBSITE: Commissioner Florio reports that the website is up to date.

OLD BUSINESS:

- The final list of the registered voters in our district and those who voted by absentee ballot will be required before the election in February. Administrator Schultz secured the voting machine and a machine technician

for the election. Commissioner Florio will secure two people to do the voter check in. The ballot is drafted and petitions close on January 20.

NEW BUSINESS:

- The next regular meeting of the Board of Fire Commissioners will be held on Thursday, February 2, 2017 at 7:00 P.M.
- Annual Elections will be held on Saturday, February 18, 2017 from 2:00 P.M. until 9:00 P.M.
- The next regularly scheduled meeting of the Joint Fire Prevention Board will be held on Thursday, March 16, 2017 at 6:30 P.M. at the Cedar Knolls Fire Station.

RESOLUTIONS:

Commissioner Callas reported that there were no resolutions.

Commissioner DeNigris made a motion to go into closed session, seconded by Commissioner Florio. All were in favor. Commissioner Callas read Resolution 17-01-19-06 authorizing the Board to go into closed session to discuss personnel issues. Commissioner Dugan made a motion to approve, seconded by Commissioner DeNigris. All were in favor.

The Board went into closed session at 7:25 p.m.

The Board came out of closed session at 8:55 p.m.

Personnel matters were discussed. Action will be taken. Chairmen Dugan will have a conversation with Chief DiGiorgio.

ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:57 p.m.

Respectfully submitted by

Robert Callas, Secretary