

**April 20, 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 April 20, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Hanover Township Committeeman George Cappolla, Fire Co. Vice President Joseph N. Martin, Firefighter Michael Belott and Firefighter Connor McGuinness were also in attendance.

**PUBLIC PARTICIPATION:** Hanover Township Committeeman George Cappolla delivered a copy of a new booklet titled *Journey through Old Whippany* which highlights over forty historical sites in Hanover. Committeeman Cappolla reported Hanover hired two new police officers effective May 1, 2017. Chief DiGiorgio asked Committeeman Cappolla the status of a request to have a red line painted on Ridgedale Avenue. Committeeman Cappolla indicated that this would be able to be done this spring.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the April 6, 2017 Regular Meeting were reviewed.**

**Commissioner DeNigris made a motion to accept the minutes from the April 6, 2017 Regular Meeting. Commissioner Florio seconded the motion. All were in favor. Commissioner Quirk abstained. Commissioner Dugan was absent.**

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that the 2016 financial data will be sent to Vince Montanino for audit this week. Commissioner Callas made a motion to accept the Treasurer's Report. Commissioner Florio seconded the motion. All were in favor. Commissioner Dugan was absent.

**Report of Fire Commissioner Board Committees and Chief of Department:**

**CHIEF'S REPORT:** Chief DiGiorgio distributed his Bi-Monthly report to the Board prior to the meeting. Chief DiGiorgio reported that on April 7, 2017 NJOEMS

performed a spot inspection of Ambulances 38 & 39 at Morristown Medical Center and were out of service for a couple of hours.

Chief DiGiorgio reported that Firefighter Schwartz completed his fire inspector course and passed the state exam at the top of his class.

Chief DiGiorgio reported that Firefighter McGuinness, together with the Division of Fire Safety program for collections for life hazard use monies, has collected \$11,300 from Cube Smart. The State will forward a percentage to the District.

Chief DiGiorgio sent out two Thank You letters, one to the Hanover Police Department and one to the County Communications Center thanking them for their efforts during National Communications Week.

Chief DiGiorgio reported that he has sent the modifications for the Criminal Background check to Mr. Trimboli's office for approval.

Chief DiGiorgio indicated that the Policies and Procedures manual contains a sample Rice Notice so there is no need to obtain one as was discussed at the previous meeting. Commissioner Quirk asked where the sample Rice Notice in the manual was obtained. Commissioner Florio reported that a memo was sent from Mr. Trimboli's office to any clients whose manual he reviewed because there were changes to the Rice Notice requirements.

Chief DiGiorgio reported that the Morris County O2 Trailer has been temporarily moved back to the Fire Academy for voluntary PEOSH inspection.

Chief DiGiorgio reported that the Dayroom Restoration Work Group met yesterday and are moving forward on the project. The electrician was here today and provided temporary lighting and removed some of the electrical hazards that were present. The electrician was given the layouts and he will go to the town to pull permits.

Chief DiGiorgio met with a Hanover Police sergeant in reference to a Guideline Policy Procedure Training System that they use called Power DMS. The system allows you to collect all your policies, procedures, guidelines and general orders. Chief DiGiorgio had Firefighter Mc Guinness look into the program and he has system information for the Board. Chief DiGiorgio reported that this system will help with ISO and will make policies, procedures and guidelines more accessible to everyone. Cost estimates will be provided at the next meeting. Commissioner

Quirk said that he has experience with the system and despite early misgivings reported that it was a very good system. Commissioner Quirk commented that the testing component of the system impressed him. Chief DiGiorgio added that he is interested in the component that will store the District policies, procedures and guidelines documents because the system allows access to SOPs and SOGs through your phone. This will be very helpful when out on a call. Notifications will be sent to staff after any updates.

Chief DiGiorgio was approached by the recruitment coordinator regarding social media. The recruitment team is participating in the first of ten community exposures this Saturday and they have asked to start a Twitter and an Instagram page so that they can send out announcements. Commissioner Quirk expressed concern about any back and forth dialog between a District representative and private citizen because the representative's messages in this instance would not be approved beforehand. Commissioner DeNigris asked if the platforms could be used to make announcements only. Commissioner Florio stated most users on these platforms expect back and forth dialog. Commissioner Quirk maintained that the District needs a Public Information Officer (PIO). Commissioner Florio agreed. Chief DiGiorgio indicated that the Board Chairman was referenced as the PIO. Chief DiGiorgio asked if the Board can say that under the Social Media Policy, the Chief must approve all social media announcements that go out for the District for messages like recruitment event announcements. Messages pertaining to Fire or EMS incidents would need to be approved by the PIO. Chief DiGiorgio asked the Board for permission to move forward on Twitter and Instagram accounts. Commissioner Florio asked what the status was on the District Facebook account. Fire Co. Vice President Joseph N. Martin indicated that the two members on the Fire Co. Social Media Committee need to know what the Facebook parameters are before proceeding. Commissioner Florio felt that the Board should reestablish the Facebook page before taking on anything else. Chief DiGiorgio indicated that he would sit down with the recruitment coordinator to review the District social media policy and give an update on how to manage Facebook, Twitter and Instagram accounts at the next meeting.

**EMS:** Commissioner DeNigris reported that the Board has signed a contract with a collections firm. Chief DiGiorgio indicated that Revenue Guard needs to know the date to start collections from. Commissioners DeNigris and Florio stated that

anything from the date the contract is signed forward should be sent to collection. The Board will have to vote to write off any uncollected receivables from the time off the last write off until the collections contract date.

**BUDGET:** Commissioner DeNigris reported that the March 2017 YTD financial were distributed to the Board. Commissioner DeNigris reported that Overtime was at 33% of budget through 25% of the year. Commissioner DeNigris indicated that the Board has spent half of the Legal budget in the first three months. General Office Supplies was at 31% of budget through 25% of the year. Commissioner DeNigris asked the bookkeeper to look into the Water Cooler contract because we are running over budget. Class B Uniforms and Books/Manuals/Videos are also running over budget. Commissioner DeNigris reported that for the first three months we are operating at a loss. The Board has not spent any money on 2017 Capital Projects yet this year.

**LABOR RELATIONS:** Nothing to report.

**NEGOTIATIONS:** Commissioner Quirk reported that he and Commissioner Callas had a meeting today and will be contacting local areas with career staff for copies of their contracts so they can get an idea of what they are looking at before negotiations start.

**LIAISON TO THE VOLUNTEERS:** Administrator Schultz reported that he is waiting on Fire Co. President Russel Dobson get access to the handcart to obtain measurements and other documentation needed to obtain insurance. Fire Co. Vice President Joseph N. Martin indicated that he would see about getting Administrator Schultz access to the handcart.

**BUILDINGS AND GROUNDS:**

**Roof Project:** Administrator Schultz reported that the roofing company had been out and they took out all the snow guards over the apparatus bays, did the flashing on the one side of building, and are getting the correct snow guards to install.

**Apron Project:** Administrator Schultz reported that the company came out the other day to clarify the scope of project and hope to start work soon.

## **2017 Building Improvements**

**Electronic Sign Board:** Administrator Schultz reported that the sign has been ordered and he hopes to have a mockup of the top of the sign to the Board tomorrow for review.

**Day Room Rehabilitation:** Commissioner Quirk asked for clarification on who was doing this work. Chief DiGiorgio reported that an electrician has been hired and the demolition work is being handled by the career staff tomorrow. Chief DiGiorgio stated that Fire Co. Member Craig Quinn is getting quotes on flooring, John Caruso has indicated that he will sheet rock for us and the Day Room Rehabilitation team will handle putting up one wooden wall in the room. Chief DiGiorgio said that the only outside contractors needed will be for the electrical work, sheet rock and the flooring. Chief DiGiorgio spoke with a construction official about the scope of the project and was told to go down and pull a building permit and an electric permit. Firefighter Schwartz completed the layout of the building and sent it to the construction official. Commissioner DeNigris reported that he would prefer not to capitalize the cost but the Board will need to monitor material costs and wait to see what the quotes from the contractors come in at.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that Engine 35 received four new rear tires, Ambulances 38 received two new front tires and storage boxes from Unit 30 have been returned and they are out in the tent. The engine bay doors in front of 35 have been replaced with the correct color doors. The VCI remount and Deluxe chassis resolutions have been sent to them and the chassis is on order. The chassis should be delivered in July and then there it will take 8 – 10 weeks for the remount.

**INSURANCE:** Commissioner DeNigris reported that the rider covering the softball team has been received.

**COMMUNICATIONS:** Nothing to report.

**BY-LAWS:** Commissioner Florio reported that the Board reviewed Articles 1 – 10 of the draft last meeting and would start with Article 11 tonight. Commissioner Florio pointed out the proposed revisions to the by-laws. Some of the proposed revisions are needed to align the by-laws with the way the Board has been operating. Many of the revisions were to needed to correct

grammatical errors. Commissioner Florio indicated that in Article 11, the committees that the Chairman assigns the Board members to each year will be listed in the by-laws.

Commissioner Florio asked for Board input on the Order of the Meeting. Commissioner DeNigris preferred to have the Executive Session at the end of the meeting so as not to detain anyone longer than they need to be. Commissioner DeNigris felt that an Executive Session at the beginning of the meeting would require everyone other than the Board to sit around waiting for the Executive Session to end and the Regular Meeting to begin. Commissioners DeNigris and Quirk both agreed that another Public Session should be added late in the meeting to provide the public with the chance to comment on items discussed at the meeting. Commissioner Callas felt that Resolutions should be moved before the Executive Session. Administrator Schultz reminded the Board that they are able to depart from the order at any time with the consent of the Board.

After much discussion, the Board decided to remove the word volunteer in Article 16 on hiring and appointing.

The Board discussed Article 17 and decided to change it to require the Fire Chief / Fire Official or dually authorized representative and the District Administrator to attend all Commissioners Meetings. The Fire Chief / Fire Official is also required to attend special meetings when given advance notice.

The Board discussed how often they should review the By-Laws and Policies & Procedures and ultimately decided to change the wording to say that the By-Laws and Policies & Procedures will be maintained by the Board.

The Board decided to make the residency requirement apply to Commissioners only.

The Board agreed that because all of the Commissioners sign the bills, there was no need to approve the paying of the bills each meeting.

Administrator Schultz will send each Board member a final draft for review.

**WEBSITE:** Nothing to report.

**INSPECTION NIGHT:** Commissioner DeNigris reported that the catering contract and deposit has been signed and mailed. Commissioner DeNigris asked Fire Co. Vice President Joseph N. Martin to let the Board know if the Fire Co. will be providing the wine and beer for Inspection Night. Fire Co. Vice President Joseph N. Martin indicated that in past years there have been some noise complaint issues later in the night from some of the surrounding neighbors so the Fire Co. will open the second floor to alleviate this issue.

**PLANNING COMMITTEE:** Commissioner Callas reported that he will speak with Commissioner Dugan next week and get an agenda out.

**LIASON TO EXEMPTS:** Commissioner Quirk clarified that the Board agreed to pay \$500 for the lot rental to the exempts. The bookkeeper will have the check ready for the next meeting.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner DeNigris reported that District 2 is in negotiations to sell their old fire house. The buyer intends to use the first floor as a beer garden / manufacturing facility and the second floor as a rental hall.

**CONSOLIDATION:** Nothing to report.

**OLD BUSINESS:** Commissioner Florio asked if the Christmas lights are going to be taken down. Fire Co. Vice President Joseph N. Martin indicated that they would be taken down on Saturday.

**NEW BUSINESS:** Commissioner Quirk reported that he had received a review for a hydrogen fueling station at 715 Rt. 10 from Kim Bongiorno at the Hanover Township Planning Board. Commissioner Quirk reported that he, Chief Roddy and Chief Cortright all agree that more information is needed to review this plan. Commissioner Quirk indicated that Chief DiGiorgio will be included in the review process. Commissioner DeNigris reported that they would like to put in an unattended one hydrogen pump station that would service the new hydrogen cars. Commissioner DeNigris said that they are anticipating serving less than ten cars a month because there are currently only two cars that use hydrogen fuel.

Commissioner Quirk reported that there will be a meeting for the Youth Public Safety Training Academy on May 1 at 9am. Enrollment is currently at 8 participants.

Commissioner Quirk reported that Little League has mandated that all their coaches have CPR training. Fire District 3 has agreed to provide CPR training for the coaches.

Commissioner Florio reported that the Fire Co. has established a Communications Committee to work with liaisons Commissioner Dugan and herself to work on communications between the Fire Co. and the Board. An initial meeting will be scheduled.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, May 4, 2017 at 7:00 P.M.

**RESOLUTIONS:**

There were no resolutions.

**ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor. Commissioner Dugan was absent.** The meeting was adjourned at 9:05 p.m.

Respectfully submitted by

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Robert Callas, Secretary