

**November 1, 2018 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 November 1, 2018 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Administrator Schultz, Asst. Chief O'Hare, Lieutenant Belott and FF Gilson were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

The minutes from the October 18, 2018 Regular Meeting were reviewed.

**Amendments to Previous Minutes:** Commissioner Quirk asked that the minutes be amended to reflect that the Board will be splitting the cost of the Tree Lighting Ceremony with the Fire Co. even if the cost exceeds the \$1,000 that the October 18, 2018 minutes reflect. Commissioner DeNigris reported that the Board approved the \$1,000 because this is the amount that Commissioner Florio had requested. Commissioner Florio noted that while she was not at the meeting, the discussion should have reflected that the Tree Lighting Committee has been fundraising for the event to defray the cost of the event.

Commissioner Florio stated that the Committee anticipated a \$2,000 cost for the event and she therefore requested the Board approve \$1,000 expenditure. Commissioner Quirk reported that the minutes stated that the Board approved up to \$1,000 and asked that the words "up to" be removed. Commissioner Dugan did not have a problem removing these words. Commissioner Dugan clarified that the Board would consider additional funds for the Tree Lighting Ceremony as needed.

**Commissioner DeNigris made a motion to approve the amended minutes from the October 18, 2018 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Florio abstained.**

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that the board has not received the final ratables number from the Town. Administrator Schultz reported that he spoke with Mr. Braslow to find out if the Board could put the 2019 Budget forward without a copy of the ratables letter from the Town. Mr. Braslow stated that the ratables letter was needed to proceed. Commissioner Quirk asked if Mr. Braslow was going to send the Board something in writing about this because he felt that communication should be written as opposed to verbal only. Administrator Schultz said that he would email Mr. Braslow and ask him to memorialize the conversation. Commissioner DeNigris reported that the Town was not sure when the ratables letter would be available. Commissioner Florio asked what was holding it up. Commissioner DeNigris reported that the assessor does the ratables and the assessor only works for the Town one day a week. Administrator Schultz reported that, by statute, he should have had it to us by October 25. Commissioner Callas asked if we were still ahead of schedule with the 2019 Budget. Administrator Schultz said the 2019 Budget is scheduled to be introduced on November 15 and the hearing / adoption will be on December 20. Commissioner Florio asked if the Board should inform the Town of the missed statutory deadline in writing and remind the Town that the adoption of our budget is contingent on getting the information that is required by law. Commissioner DeNigris reported that he spoke to the Town yesterday but did not put anything in writing. Commissioner Florio thought that the Board should consider writing the town so that there is a paper trail in the event that this delays our 2019 Budget. Commissioner Florio reported that the Board should request that a letter be sent to the Town asking when the Board can anticipate receiving the ratables letter because the 2019 Budget has to be introduced on November 15. Commissioner DeNigris reported that the date by which the budget needs to be introduced is a recommended date, not a statutory date. Commissioner Florio asked if the date for receipt of the ratables letter was recommended or statutory. Administrator Schultz said that he would verify the wording tomorrow and include this wording in the letter to the Town. Administrator Schultz reported that Mr. Braslow said that it is not uncommon for municipalities to hold out because it is the number that was effective on that

date. The municipalities like to wait for the completion of any pending appeals because otherwise the municipalities are on the hook for any differences created through the appeals. The Board agreed to send a letter to the Town regarding the receipt of the ratables letter providing the October 25 date is indeed statutory.

Commissioner Dugan asked if the Board had any questions about the Treasurers' Report. The Board had no questions. Commissioner Florio made a motion to accept the Treasurer's Report. Commissioner Dugan seconded the motion. All were in favor.

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

**CHIEF'S REPORT:** Chief DiGiorgio distributed his Bi-Monthly Report on October 26, 2018.

**EMS:** Nothing to report.

**BUDGET:** This was discussed during the Treasurers' Report.

**PERSONNEL:** Commissioner Callas indicated the need for executive session. Commissioner Dugan asked if this was for the sick leave policy and if this could be done in public session. Administrator Schultz reported that this was a public policy and that the Board had copies of the document that Mr. Trimboli approved. Administrator Schultz asked that the Board make a motion to adopt the sick leave policy. Commissioner Florio asked if employees will be paid annually for their unused sick time. Administrator Schultz said that it is now the law. Commissioner Florio asked if the employee was paid 100% of salary for sick days because the policy appeared to state payment at 50% and then went up to 100%. Administrator Shultz replied that he was relying on Mr. Trimboli for the specific wording. Administrator Schultz reported that based on a discussion at the last Board meeting, the 2019 Budget now includes a figure for Accrued Sick Leave in the anticipation that we would need to pay it out. Commissioner Florio reported that she did not understand the accrued sick leave payout options discussed in Section C of the policy. The policy appears to state that the employee has the right to accept within 10 days all payment offered or to accept one half of the payment offered. Commissioner Florio asked why anyone would accept half payment. Commissioner Florio said she did not understand the wording. Commissioner Florio asked if the employee does not accept the payment within

10 days, do they have to accept a half payment. Commissioner Florio asked if the onus was on the employer to notify the employee about the payout.

Administrator Schultz stated that this policy document was considered the employer notification. Administrator Schultz reported that he could ask Mr. Trimboli to address any questions that the Board has before the policy is adopted. Administrator Schultz reported that the District has moved forward with the requirement that employees start to accrue sick leave as of October 29, 2018. The payroll system is set up to calculate and record this accrual each pay period. Commissioner Florio said that she needed clarification on Section C before she was willing to move forward. Commissioner Florio indicated that in addition to the payout percentage issue, she would like clarification on whether the 10 days that the employee has to accept the payout offer refers to calendar days or business days. Commissioner Florio noted that the Board needs to understand the policy in order to settle appeals to the policy. Administrator Schultz said that he would contact Mr. Trimboli in the morning.

**NEGOTIATIONS:** Commissioner Callas reported that the Committee has sent everything to Mr. Trimboli and is waiting for the final document.

**LIAISON TO THE VOLUNTEERS:** Commissioner Dugan reported that there is a meeting next Monday.

**BUILDINGS AND GROUNDS:** Commissioner Dugan reported that the floor contractor is still working on a spec for the bay floors.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Lieutenant Belott reported that Truck 33 is back in service. Commissioner Quirk asked what the deal was on the repair. Lieutenant Belott reported that all four of the hydraulic lines in the outriggers were replaced. The one line was blown but the other three were so worn they needed to be replaced also. Lieutenant Belott reported that the repair was labor intensive because the Truck needed to be taken apart to allow access to the hydraulic lines. Commissioner Quirk asked if the lines were worn because of normal wear and tear or if there was another reason. Lieutenant Belott said that it was wear and tear and not any specific incident.

Lieutenant Belott reported that there have been some issues with the OnSpot chains on the new ambulance. The brackets that hold the chains have broken twice. After going back and forth between VCI (dealer for the ambulance) and

OnSpot (manufacturer of the chain units), it was determined that the chain unit is a poor design for the new ambulance chassis. The chain unit sits very low underneath the ambulance and the units are being hit when the ambulance backs into the hospital curb. Lieutenant Belott reported that OnSpot does not have a solution for the problem so consequently the chain units have been removed from the ambulance. A new set of winter chains have been purchased for the tires. This means that the other ambulance will need to be primary during snow conditions up to three inches. Once the snow accumulates above three inches, the chains can be put on the new ambulance. Administrator Schultz asked if VCI was going to refund us for the chains. Lieutenant Belott did not believe there would be a refund. Commissioner Florio felt that there should be a refund if the issue was a design defect. Lieutenant Belott reported that VCI is the dealer and installed the OnSpot chain unit according to manufacturer specifications. Lieutenant Belott felt that if anyone was going to reimburse us, it would be OnSpot. Commissioner Florio recommended that we get a letter from VCI indicating that it was a design flaw that caused the issue. Commissioner Dugan indicated that the Board would look into it.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Commissioner Quirk reported that the police department went to new portable radios. Commissioner Quirk indicated that, through OEM, he was provided with six new radios and one new radio was provided to Recreation. Commissioner Quirk reported that he is having the talk channels from the fire department placed on those radios. Commissioner Quirk indicated that these six radios would be available to the fire department if the situation required.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Administrator Schultz reported that the website is up to date.

**PLANNING COMMITTEE:** Nothing to report.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Nothing to report.

**OLD BUSINESS:** Commissioner Florio reported that there are sign up lists in the hallway for volunteers to help at the Tree Lighting Ceremony. Commissioner Florio encouraged the Commissioners to volunteer if they were available and reminded the Board that the partnership with the Fire Co. is not only for sharing expenses. Commissioner Quirk reported that he spoke with Fire Co. Member Vagell and he received the permit for the road closure. The closure will occur at Mountain and Ridgedale but that anyone coming down Mountain will be able to cut through the post office parking lot. Commissioner Quirk reported that he spoke with Chief Roddy and confirmed that we would follow Homeland Security Road Blockage procedures. The police would like to use a police car to block the Mountain and Ridgedale intersection instead of a fire truck because the police car would be more visible. The fire engine would be on Ridgedale Ave. in front of the ambulance bays. In addition, Ridgedale Ave. southbound would be coned off from Mountain Ave. to Grand Ave. Commissioner Quirk indicated that he would liaison with the police and the crossing guards. Commissioner Quirk will also work on getting message boards to indicate pedestrian crossing areas. Commissioner Quirk recommended that the District communicate date and time of the road closures with the businesses in the strip mall because they were concerned about not being informed in advance in previous years.

**NEW BUSINESS:**

Administrator Shultz reported that the Board had memo from him and a letter in their packets from Lieutenant DeSimone. Administrator Schultz felt they were self-explanatory but asked if the Board had any questions.

Administrator Schultz reported that the Board had received a copy of the proposed Holiday Card for this year. The Board approved the Holiday Card.

Administrator Schultz reported that former member Elroy Osenbaugh passed away on October 26. Members attended his services yesterday morning. Administrator Schultz reported that he has been working with his family to assist in filing for benefits through VESO and the Association.

Commissioner Callas asked for an update on any involvement that Fire District #3 had in the recent Dover fire. Administrator Schultz reported that Cedar Knolls and Whippany were requested to respond and provide RIC coverage for the fire.

Commissioner Callas asked how long we were on scene. Administrator Schultz reported that Cedar Knolls was on scene for six hours.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, November 15, 2018 at 7:00 P.M.

The Joint Fire Prevention Board meeting will be held on Monday, November 12, 2018 at 6:30 P.M. in Whippany.

The Holiday Tree Lighting Ceremony will be held at the firehouse on Saturday, November 24, 2018 at 5:00 P.M.

The 2019 Budget Hearing will be held at the firehouse on Thursday, December 20, 2018 at 6:00 P.M.

**PUBLIC PARTICIPATION:** Fire Co. Member Gary Keyser thanked the Board for their continued support of the Life Members through the convention reimbursement.

**RESOLUTIONS:** Commissioner Callas read Resolution 18-11-01-79 authorizing Memorandum of Agreement with FMBA Local 109. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

**EXECUTIVE SESSION: Commissioner Callas read Resolution 18-11-01-80 to enter into executive session. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor. The Board went into closed session at 7:44 p.m.**

Personnel matters were discussed. Action will be taken.

**The Board came out of closed session at 8:35 p.m.**

**ADJOURN: A motion was made by Commissioner Florio, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor.** The meeting was adjourned at 8:36 p.m.

Respectfully submitted by

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Robert Callas, Secretary