

April 4, 2019 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 4, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Peter DeNigris, Michael Dugan, and Robert O'Hare were present. Commissioner Craig Vagell was absent.

Chief DiGiorgio, Administrator Schultz, Asst. Chief Martin, Lieutenant DeSimone, Fire Dept. President James Hark Jr., Fire Dept. Vice President MaryLou DeSimone and EMT Thompson were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the March 21, 2019 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner DeNigris made a motion to approve the minutes from the March 21, 2019 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Vagell was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that a new bank account was opened and asked the commissioners to sign the signature card for the account. Commissioner DeNigris reported that the purpose of the account is to allow our customers to pay their Fire Prevention bills electronically.

Commissioner DeNigris reported that the District has been getting more and more requests to pay electronically. Commissioner DeNigris reported that Lt. McGuinness and Karen Calabrese will notify the Fire Prevention customers and handle setting up electronic payment requests. Commissioner DeNigris noted that the new account was set up because the customers should not have access to the other District bank accounts for security reasons.

Commissioner DeNigris reported that Administrator Schultz set up a meeting between our VFIS representative, Administrator Schultz, Commissioner DeNigris and Fire Dept. President Hark to discuss the 100th Anniversary Celebration and a shared service agreement for bookkeeping services. Commissioner DeNigris reported that the bookkeeper, Karen Calabrese, will work for both the Board of Fire Commissioners and the Fire Department. The agreement states that the Board will pay the bookkeeper and bill the Fire Department for their portion of salary and taxes. Commissioner DeNigris noted that all parties; the Board, the Fire Department and the insurance company, agreed that this was the best way to handle the situation. Commissioner DeNigris reported that the Fire Dept. will use the Board's Quick Books financial software program. Commissioner DeNigris noted that it did not make any sense to buy another software license when multiple companies can be stored on the existing program. Commissioner DeNigris reported that the only time the Fire Department would incur any cost would be to split the cost of upgrading the software every three years. Commissioner DeNigris reported that VFIS will require that the Fire Dept. books be audited every year. Commissioner O'Hare clarified that the books were audited but not to the standard that the insurance company requires. Commissioner DeNigris reported that the additional insurance allowing alcohol to be served at the 100th Anniversary Celebration was also taken care of at the meeting. Commissioner DeNigris reported that a rider was added to provide insurance for anything pertaining to the celebration including the property extension into the adjoining street and the lot across the street, and covering the caterer and anyone else coming on the property during the celebration. Commissioner DeNigris noted that we will have to let the post office know that we would like to use the lot since they lease it from us. Commissioner DeNigris reported that, in broad terms, we are all set for the 100th Year Anniversary as far as insurance and the shared services agreement should be ready to be signed soon. Commissioner Dugan noted that The Board should give the post office as much notice as possible because the tent company will want to set up a day before the celebration. Administrator Schultz noted that he will email Asst. Chef Martin a reminder. Commissioner O'Hare noted that the tent company is also planning to put up snow fencing and that the discussion was that the post office customers would be allowed to use the fire station parking lot during this time.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on March 29, 2019. Chief DiGiorgio reported that the report has a slightly different format. This new format includes Career Division reports from; Lt. DeSimone for EMS, Lt. Belott for Training and Apparatus / Building Maintenance, and Lt. McGuinness for Fire Prevention. Chief DiGiorgio indicated that these reports will be included on a monthly basis in the future unless the Board has objections. Commissioner Dugan noted that his email has been out so he has not seen the new reports.

Chief DiGiorgio reported that Engine 35 is progressing well. All of the radios have been mounted and are operational. Chief DiGiorgio reported that the Fire and Safety quote to mount equipment and shelving came in at \$3,800. Chief DiGiorgio reported that, over the course of a week, a majority of the items were mounted in house resulting in cost savings of the entire \$3,800. Chief DiGiorgio reported that he is waiting to hear back from Pierce on whether training on the apparatus will be held on April 10 or 11. Chief DiGiorgio anticipates the engine will be in service within a couple of days after the training. Chief DiGiorgio noted that only ¼ of our drivers have been driving the new engine and hopes to encourage the rest to get behind the wheel. Commissioner Dugan asked when the engine is available for them to drive. Chief DiGiorgio reported that it is available anytime. Chief DiGiorgio noted that Asst. Chief Martin's approach was to get the officers driving first and the officers would be available to train the others. Chief DiGiorgio noted that Lt. Belott has also made himself available for training while he is on duty. Commissioner Dugan noted that there are plenty of opportunities to drive the engine. Chief DiGiorgio noted that now that the radios are installed maybe people will feel better about getting behind the wheel. Commissioner Dugan asked if the radios were taken from the old engine. Chief DiGiorgio reported that two portable radio chargers were taken out of the old engine, the mobile radio was taken out of Car 32, and a new UHF Fire Ground Radio was purchased. The old engine still has communications.

Commissioner Dugan asked if there were any questions for the Chief on his report. Commissioner O'Hare asked if the representative from JIF had gotten in touch regarding information on Workmen's Comp. Chief DiGiorgio reported that the representative had sent the information and then spoke with Administrator Schutz. Chief DiGiorgio noted that Administrator Schultz will report on this in the Insurance Report.

EMS: Nothing to report.

BUDGET: Nothing to report.

PERSONNEL: Commissioner Callas indicated the need for executive session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Nothing to report.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Ambulance 39 is currently out of service due to an antifreeze leak. Chief DiGiorgio reported that we are waiting for a mechanic to come here and we have been down an ambulance for the last day and a half. Commissioner Callas asked if there was a time frame for when the mechanic would come in. Chief DiGiorgio reported that the mechanic would be in tomorrow morning.

INSURANCE: Commissioner DeNigris reiterated that the District is all set with the necessary insurance riders for the 100th Anniversary Celebration.

Administrator Schultz reported that he will try to arrange a meeting for mid to late next week with the Insurance Committee and the representative of the JIF.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Schultz reported that there have been some email problems that he is trying to work out with our email provider and David from Switch. Administrator Shultz noted that they are also looking into changing the domain from hanoverwpfd3.com to htfd3.com. Administrator Schultz reported that the migration would be seamless and would cost an additional \$90 a year. Administrator Schultz said he would proceed unless the Board had a problem with it. The Board did not have any problems with it.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Chief DiGiorgio reported that the Fire Prevention files are being reviewed and anything older than 7 years is being boxed and labeled for destruction.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that there is nothing new as far as what is going on with the firehouse sale. Commissioner DeNigris noted that Starbucks is still involved and the Town is working hard to get the Whippany Village project going. Commissioner Dugan asked if there was anything else in town. Commissioner DeNigris reported that Pine Plaza has been sold will be demolished, and condos and retail stores will be constructed at the site. Commissioner DeNigris reported that construction of the Lowes on Hanover Ave. is still going strong. Commissioner DeNigris noted that their original goal was to open this spring, but he is not sure they will make that.

100th ANNIVERSARY: Administrator Schultz reported that Commissioner DeNigris covered everything in his Treasurers' Report.

OLD BUSINESS: None.

NEW BUSINESS: Administrator Schultz reported that he and Commissioner Dugan inspected the parking lot that the post office rents from us after there were complaints of pot holes. Administrator Schultz reported that the DPW has filled the pot holes but noted that the whole lot surface is pretty bad. Administrator Schultz reported that he recommended to the Building and Grounds Committee that the Board solicits proposals to resurface the lot. Administrator Schultz asked if the Board had any opinions about resurfacing the lot. Commissioner Dugan noted that we do have an open house coming up and we do not want it to be a trip hazard. Administrator Schultz noted that there are also a lot of older people that walk through the lot to get to the post office. Commissioner Dugan felt that the Board would look into it and see what the price was and asked if anyone on the Board was opposed to looking into it. No one was opposed. Commissioner Callas noted that if the lot is resurfaced, the Board would have to monitor how the tent was anchored for the 100th Anniversary Celebration to ensure that no holes are made in the lot. Administrator Schultz said he would get some proposals.

Administrator Schultz reported that landscaping proposals went out to four vendors. The proposals are due back by 5 P.M. on April 18.

Commissioner O'Hare reported that there are stacks of slates from the old roof on the second floor which he understands are property of the Fire Commissioners. Commissioner Dugan reported that the Board gave those slates to the Fire Dept. Commissioner O'Hare said that he would let the Fire Dept. know that they can offer these to members and dispose of any that are not wanted. Commissioner Dugan noted that the original intention was for the slates to be decorated and used as door prizes at the annual dinner dance, but that it did not work out. Fire Dept. President Hark asked if the donation of the slates to the Fire Dept. was ever put in writing. Chief DiGiorgio reported that it would have been recorded in the meeting minutes.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, April 18, 2019 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Monday, June 10, 2019 at 6:30 P.M. at the Whippany Firehouse.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner Callas read Resolution 19-04-04-34 accepting the Bowman Bay Floor Project proposal. Commissioner O'Hare made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. Commissioner Vagell was absent.

Commissioner Callas read Resolution 19-04-04-35 adopting the Bookkeeper Job Description. Commissioner O'Hare made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner Vagell was absent.

Commissioner Callas read Resolution 19-04-04-36 accepting the resignation of EMT Toni Lisi. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner O'Hare. All were in favor. Commissioner Vagell was absent.

Commissioner Dugan stepped out of the meeting.

Commissioner Callas read Resolution 19-04-04-37 appointing Part Time EMT Houser. Chief DiGiorgio noted that currently Mr. Houser is a Per Diem EMT and is switching to a Part Time EMT. Conversely, the next resolution will switch a Part Time EMT to be a Per Diem EMT. Chief DiGiorgio noted that there is no effect on head count. Commissioner O’Hare asked if EMT Houser would step right into the Part Time EMT slots that are being vacated. Chief DiGiorgio reported that EMT Houser will fill all but one of the slots. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner O’Hare. All were in favor. Commissioners Dugan and Vagell were absent.

Commissioner Callas read Resolution 19-04-04-38 Changing the Job Title of Part Time EMT Bergen to Per Diem EMT Bergen. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner O’Hare. All were in favor. Commissioners Dugan and Vagell were absent.

Commissioner Callas read Resolution 19-04-04-39 authorizing a MOA with Township of Morris for storage of old Engine 35 for one year. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner O’Hare. All were in favor. Commissioners Dugan and Vagell were absent.

Commissioner O’Hare asked if the next step on this would be the shared services agreement. Chief DiGiorgio reported that the three agencies, Fire District 3, Fire District 2 and the Township of Morris, need to revisit the shared services agreement. Chief DiGiorgio reported that the terms and conditions for the use of the engine need to be revisited. Chief DiGiorgio noted that the engine will be stored in the Morris Township Woodland Firehouse for the time being. Chief DiGiorgio reported that he learned today that Morris Township has an MOA with the County of Morris to store the armored vehicle at the Collinsville Firehouse.

Commissioner Dugan returned to the meeting.

EXECUTIVE SESSION: Commissioner Callas read Resolution 19-04-04-40 to enter into executive session. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner Vagell was absent. The Board went into closed session at 7:34 p.m.

Personnel matters were discussed. Action was taken.

The Board came out of closed session at 8:05 p.m.

ADJOURN: A motion was made by Commissioner O'Hare, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor. Commissioner Vagell was absent. The meeting was adjourned at 8:08 p.m.

Respectfully submitted by

Craig Vagell, Secretary