

**May 2, 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 May 2, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Administrator Schultz, Fire Dept. President James Hark Jr., Lt. Frank DeSimone, and Hanover Township Committeeman Cahill were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the April 18, 2019 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner DeNigris made a motion to approve the minutes from the April 18, 2019 Regular Meeting. Commissioner Vagell seconded the motion. All were in favor. Commissioner Callas abstained.**

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that the report from the auditor has not been received yet but all indications are that everything was fine. Commissioner Callas made a motion to accept the Treasurer's Report, seconded by Commissioner O'Hare. 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 April 26, 2019. Commissioner Dugan asked if anyone had any questions about the Chief's Report. There were no questions.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Commissioner Callas indicated the need for closed session.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner Vagell reported that the volunteers have a meeting on May 13. Commissioner Vagell reported that, from last meeting, the Executive Board indicated that 30 days would be a reasonable time to follow up on a matter.

**BUILDINGS AND GROUNDS:** Commissioner Vagell reported that a landscaper has been hired and they did the first cut today.

Commissioner Vagell reported that the heater in the engine bay has been repaired.

Commissioner Vagell reported that we are still waiting on stuff for the shed. Once the shed is done, the tent cover will be put on.

Commissioner O'Hare asked if the Board had received a quote for the water softener. Administrator Schultz indicated that he had not seen it. Commissioner O'Hare asked if the plumber was going to look into that. Administrator Schultz reported that he was not involved in that and was unsure of the status. Commissioner O'Hare indicated that he would follow up on this.

Commissioner Vagell reported that a quote to replace the shed roof did come in today. The quote was for \$2,400. Commissioner Dugan felt that the Board did not need to spend \$2,400 on the shed roof, especially since it was not leaking. Commissioner Dugan made a motion to reject the quote and leave the shed roof as is. Commissioner O'Hare seconded the motion. All were in favor.

Commissioner O'Hare asked if the Board could move forward with the tent then. Commissioner Vagell reported that he will reach out to Lt. Belott, who is coordinating the tent project.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Callas reported that the Board had received a memo from the Chief on Truck 33. Commissioner Dugan indicated that he had seen the memo stating that the total quote from Fire & Safety was \$19,780 and another stating that F.I.S had quoted \$2,000 less for the mechanical repairs. Commissioner O'Hare reported that the Board is waiting for the F.I.S quote on the paint and rust issues. Administrator Schultz reminded the Board that there is a \$17,000 threshold that cannot be exceeded with any one vendor or it will have to go to bid. Administrator Schultz indicated that this

threshold was cumulative for the year. Administrator Schultz reported that \$13,500 could be spent with Fire & Safety. Commissioner Callas asked if F.I.S. was doing the repairs. Commissioner O'Hare clarified that the mechanical repairs were approved to be done by F.I.S.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Commissioner Vagell reported that the website is up to date.

**PLANNING COMMITTEE:** Commissioner Vagell reported that the committee will meet at two week intervals starting next week.

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

**RECORDS RETENTION:** Nothing to report.

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

**100<sup>th</sup> ANNIVERSARY:** Administrator Schultz reported that the last meeting was cancelled. Fire Dept. President James Hark Jr. reported that in the next day or so he will have some of bills to present to the Board for payment. Commissioner DeNigris asked if the projected attendance was still at about 2,000 people. Fire Dept. President James Hark Jr. indicated that the committee is anticipating 2,000.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Commissioner O'Hare asked if the workplace behavior training, that was first held last year, was going to be an annual requirement. Commissioner Dugan felt that the District should be doing this annually. Commissioner Dugan reported that Chief DiGiorgio had indicated in his report that he has been in contact with former Commissioner Spatola about training, but was unsure if workplace behavior was going to be covered in this training. Administrator Schultz reported that during the meeting with our insurance company, the representative stated that the online program is online and would be available at no cost. Administrator Schultz indicated that the online course issues a certificate upon completion because a test is given at the end. Administrator Schultz reported that this may be both a viable and financially

prudent option. Administrator Schultz reported that he could find out more about the program and that he, Chief DiGiorgio and Fire Dept. President James Hark Jr. are signed up for another of the offered training programs. Fire Dept. President James Hark Jr. reported that he is two hours into the program and it appears to be comprehensive. Commissioner Dugan reported that the previous Board did want this training to be required annually. Commissioner O'Hare indicated that the Board will look into which venue to utilize for the training.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, May 16, 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.

The Fire Department's 100<sup>th</sup> Anniversary Celebration will be held on Saturday, September 7, 2019 from 6 P.M. until 10 P.M.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Vagel indicated that he would like the resolutions to be approved by consent agenda. Commissioner Dugan asked that they be done separately.

**Commissioner Vagell read Resolution 19-05-02-44. Commissioner Dugan made a motion to table this resolution until after closed session. Commissioner Callas seconded the motion. All were in favor.**

**Commissioner Vagell read Resolution 19-05-02-45 approving Permanent EMT Sulpy. Commissioner O'Hare made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.**

**Commissioner Vagell read Resolution 19-05-02-46 authorizing publication of the Bay Floor Resurfacing Bidding. Commissioner Dugan called for discussion. Administrator Schultz reported that because the Board has accepted Bowman Consulting specifications for the project, if the Board approves the publication, he will send the ads to both the Hanover Eagle and the Daily Record. After the ads are published, there will be ten days for bidding. Therefore on Tuesday, May 21, the Board will open bids here at 10 A.M. and award the bid on June 6,**

**2019. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor.**

**EXECUTIVE SESSION: Commissioner Vagell read Resolution 19-05-02-47 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Vagell. All were in favor. The Board went into closed session at 7:19 p.m.**

Personnel matters were discussed. Action will not be taken.

**The Board came out of closed session at 8:29 p.m.**

**ADJOURN: A motion was made by Commissioner Vagell, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:30 p.m.**

Respectfully submitted by

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Craig Vagell, Secretary