

**June 20, 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 June 20, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Lt. Frank DeSimone, Lt. McGuinness, Fire Co. President James Hark Jr., EMS Asst. Chief DeSimone, Captain Thompson, EMS Lt. Miksch, Hanover Township Committeeman Cahill and Labor Counsel Stephen Trimboli were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

The Board departed from the normal agenda to swear in an officer and to meet with labor counsel.

**SWEARING IN:** Chief DiGiorgio, with the assistance of Commissioner Vagell, administered the oath of office to EMS Lieutenant John Miksch. Chief DiGiorgio and the Board congratulated EMS Lieutenant Miksch.

**EXECUTIVE SESSION: Commissioner Vagell read Resolution 19-06-20-51 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Vagell. All were in favor. Commissioner Dugan was absent. The Board went into closed session at 7:09 p.m.**

Personnel matters were discussed. Action will be taken on one matter. No action will be taken on another matter.

**The Board came out of closed session at 8:40 p.m.**

The Board resumed the normal agenda at 8:42 p.m.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the June 6, 2019 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Vagell made a motion to approve the minutes from the June 6, 2019 Regular Meeting. Commissioner O'Hare seconded the motion. All were in favor. Commissioner Dugan was absent. Commissioner DeNigris abstained.**

**REPORT OF THE TREASURER:** Commissioner DeNigris reported the Fire Prevention online payment system is active and the vendors are submitting requests to use the system. Commissioner O'Hare made a motion to accept the Treasurer's Report, seconded by Commissioner Vagell. 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 on June 17, 2019. Chief DiGiorgio asked if anyone had any questions relative to the report or attachments. There were no questions.

**EMS:** Commissioner O'Hare reported that the next Ambulance Work Group meeting on Tuesday, June 25, 2019.

**BUDGET:** Commissioner DeNigris distributed the May 31, 2019 financial reports. Commissioner DeNigris reported that there are individual cost lines that are over budget but that total costs are running on budget. Commissioner DeNigris cautioned that the District did not have much room to absorb extra costs.

Commissioner DeNigris asked Administrator Schultz if the District had purchased computer equipment. Administrator Schultz reported that three tablets had been purchased. One of these tablets was for Fire Prevention and the other two were for the new commissioners.

Commissioner DeNigris reported that pension expense is over budget because the cost increase was higher than anticipated.

Commissioner DeNigris reported that the Management bank account has over \$600 K which is good because the board needs to make some capital expenditures this year.

Commissioner Callas asked if the overtime costs were going to even themselves out or continue to exceed budget. Chief DiGiorgio reported that most of the overtime was for covering shifts and this was due to staff on medical leave. Chief

DiGiorgio reported that the other overtime was within budget. Commissioner Callas asked if discretionary overtime, such as for training, was being curtailed. Chief DiGiorgio reported that overtime costs are being watched and that staff is all up to date on training. Chief DiGiorgio reported that overtime is being kept to the bare minimum. Commissioner DeNigris asked if it was reasonable to operate down one person sometimes. Chief DiGiorgio reported that unfortunately one cannot anticipate when being short staffed would be acceptable. Chief DiGiorgio reported that the current trend is that there are more periods of back to back calls which require full staffing so as not to sacrifice providing the service. Commissioners Callas and O'Hare felt that overtime cost should be watched but that full staffing should be maintained. Commissioner DeNigris again cautioned that there is not much wiggle room to absorb extra costs this year.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Nothing to report.

**BUILDINGS AND GROUNDS:** Commissioner Vagell reported that he will reach out to the landscaper about removing weeds that are growing around the electronic sign.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that the ladder truck had some of the repairs. Chief DiGiorgio reported that a \$28,000 quote was received for the repair of the ladder and body lamination which exceeded the original quote. Chief DiGiorgio reported that he spoke with a mechanic from DPW who looked at the repair report from Underwriters Laboratory and suggested the repairs might be able to be handled in house. Chief DiGiorgio reported that the mechanic will come take a look at the ladder truck and offer guidance. Chief DiGiorgio noted that he does not want to attempt the ladder repair in house but is willing to attempt the lamination and undercarriage work.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Administrator Schultz reported that the previously discussed feedback/criticism form has been approved by Chief DiGiorgio and is ready to be loaded up to the website.

**PLANNING COMMITTEE:** Commissioner Vagell reported that the planning committee had a meeting and is will meet again on July 9. Commissioner Vagell noted that the committee is making some headway on determining what the goals will be. Commissioner Vagell reported that the committee discussed holding a town hall meeting to get some feedback from the stakeholders in the organization.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner DeNigris reported that Pine Plaza will be redone to include residential and retail space. Commissioner DeNigris reported that another restaurant will be coming near Wegmans. Commissioner DeNigris reported that he heard that District 2 is going forward with the transferring of ownership from the Department to the District. Commissioner DeNigris reported that the District will then ask the District residents for permission to apply for a loan of about \$6.1 million. Commissioner O'Hare asked if the equipment was changing ownership. Commissioner DeNigris reported that the District currently owns the equipment but that the Department currently owns the building. Commissioner Callas noted that there will be an open meeting on August 7 at the Recreation Center and a vote will be held on August 10 for the loan.

**100<sup>th</sup> ANNIVERSARY:** Administrator Schultz reported that there was a meeting last week and progress is being made. Commissioner DeNigris asked if they were still anticipating 2000 people. Administrator Schultz reported that their number is in line with that figure.

**OLD BUSINESS:** Commissioner Vagell reported that he has run the licenses for all the current members of the organization through DMV and everything is in good standing. Commissioner DeNigris reported that he has not seen an email from the State regarding his access to the system and asked if Commissioner Vagell could send him a copy of the report. Chief DiGiorgio reported that a hard

copy of the report should be sent to the District listing all the members who were checked. Commissioner Vagell noted that he would sit down with Commissioner DeNigris to help him get access to the system.

Administrator Schultz reported that the District received the certificate of insurance from the Township for the rabies clinic.

**REMINDERS:**

The Bay Floor Project Bid Opening will take place at 10:00 A.M. on Tuesday, June 25, 2019 at the Cedar Knolls Fire Department.

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

The next Joint Fire Prevention Board Meeting will be held on Thursday, September 5, 2019 at 6:30 P.M. at the Cedar Knolls Fire Station.

The Fire Department's 100<sup>th</sup> Anniversary Celebration will be held on Saturday, September 7, 2019 from 6 P.M. until 11 P.M.

The Field Day with the Office of Emergency Management will be held on Saturday, June 22, 2019 and Sunday, June 23, 2019 at Central Park. Field Day will start at 8:00 A.M. on Saturday and end at 5:00 P.M. on Sunday. Commissioner Vagell noted that radio officers receive credit points towards their goal for any elected official who stops by and signs the radio log book.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Vagell introduced Resolutions 19-06-20-52, 19-06-20-53, and 19-06-20-54 for consent agenda, seconded by Commissioner DeNigris. All were in favor. Commissioner Dugan was absent.

Commissioner Vagell read Resolution 19-06-20-52 accepting the resignation of Volunteer Member Jordan Trigger.

Commissioner Vagell read Resolution 19-06-20-53 appointing Volunteer Member Amanda Dugan.

Commissioner Vagell read Resolution 19-06-20-54 terminating F/T EMT Golden.

**NEW BUSINESS:** Administrator Schultz asked the Board for permission to post the F/T EMT and Per Diem job. The Board gave permission for the posting.

**ADJOURN:** A motion was made by Commissioner Vagell, seconded by Commissioner O'Hare, 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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Craig Vagell, Secretary