

**December 19, 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 December 19, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Administrator Schultz, Asst. Chief of EMS DeSimone and Captain Thompson were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the November 7, 2019 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: Commissioner O'Hare noted that he was listed as both present and absent from the meeting when he was in fact absent.**

**Commissioner O'Hare noted that PEOSH was incorrectly spelled PIOSH in the minutes.**

**Commissioner DeNigris made a motion to table approving the minutes from the November 7, 2019 Regular Meeting. Commissioner Dugan seconded the motion. All were in favor. Commissioner O'Hare abstained.**

**The minutes from the December 5, 2019 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner O'Hare made a motion to table approving the minutes from the December 5, 2019 Regular Meeting. Commissioner Callas seconded the motion. All were in favor.**

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that the State has reviewed the 2020 Budget and disallowed the \$20,000 budgeted income from the sale of the old fire engine. Commissioner DeNigris reported that he reduced the

Building Maintenance line in the budget by \$20,000 to keep the budget balanced. Commissioner DeNigris reported that there should be no other issues but the State has not sent final approval of the 2020 Budget yet.

Commissioner DeNigris reported that he looked at the 2019 preliminary P&L and felt that the rust repair of the Asst. Fire Chief's car for \$10,000 will be able to be done in 2019. Commissioner Dugan asked if just the one car would be repaired because the Chief also needed to have his car worked on. Commissioner DeNigris reported that it was his understanding that the Asst. Chief's car had the more pressing repair needed and that the Chief would wait until next year to have his car repaired. Commissioner DeNigris reported that he will stop in tomorrow and talk to the Chief about getting the one car repaired. Commissioner Quirk asked what year the car was. Administrator Schultz thought it was a 2013 vehicle. Administrator Schultz questioned whether the job could be completed by year end. Commissioner DeNigris felt that it could and that he would stress that to the Chief when he spoke with him tomorrow. Commissioner Dugan asked the Board if everyone agreed with having the rust repaired on the car. The Board agreed to proceed with the repair.

Commissioner Dugan asked Commissioner DeNigris if there was anything else to report. Commissioner DeNigris said he had nothing further to report. Commissioner Dugan asked if anyone had questions for the Treasurer. There were no questions. Commissioner Quirk made a motion to accept the Treasurers' Report, seconded by Commissioner Callas. 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 December 16, 2019. Commissioner Dugan asked if anyone had any questions on the report. There were no questions.

**EMS:** Commissioner O'Hare reported that the members are proceeding with the annual physicals and he felt that they were going well with the appropriate changes that were made from the prior year.

**BUDGET:** Commissioner DeNigris reported that the November 2019 financial reports were distributed. Commissioner DeNigris reported that in total the costs are within budget but that he will make some budget transfers between lines.

**PERSONNEL:** Commissioner Quirk asked for a closed session.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner O'Hare reported that the yearly operations overview was presented and the elections were held at the last meeting.

**BUILDINGS AND GROUNDS:** Commissioner O'Hare reported that the Board had to change plumbers because the old plumber was not responsive. Commissioner O'Hare reported that the new plumber is set to install the water softener devices and work on the urinal this week.

Commissioner O'Hare reported that the Board has a welder under contract to fix the downed light post in the parking lot.

Commissioner Dugan asked if there was an electrician coming to work on the Holiday Tree lights. Commissioner Quirk reported that he had heard that it was a moisture problem within the piping and that the piping needed to be redone. Commissioner Quirk reported that Lt. Belott was going to connect with Carrotti to get the repair done.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Nothing to report.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Nothing to report.

**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 O'Hare reported that both Chief DiGiorgio and Administrator Schultz have worked hard at scheduling the Workplace Conduct Training Presentation and it has been same person that was used last time will be presenting the training in January.

Commissioner Quirk reported he and Commissioner O'Hare received the Policies and Procedures Manual from Administrator Schultz. Commissioner Quirk reported that he was having trouble distinguishing what the updates are and felt that it was important to identify them so the Mr. Trimboli did not have to review the entire document. Administrator Schultz reported that he could probably do a side by side of the two documents that would more easily highlight the changes. Administrator Schultz reported that there are significant changes and it will take a while to go through them all. Commissioner Quirk felt that it would be easier to go back to the very first version from the JIF and see what the changes are from that one. Administrator Schultz noted that if the JIF document is viewed in Word, the changes can be seen by utilizing the *Review All Markup* feature.

Administrator Schultz further noted that the changes between the District Manual and the JIF would not be shown with this feature. Commissioner Quirk asked for clarification on whether the document that he received was the District Manual or the JIF Template Manual. Administrator Schultz reported that it was the current JIF Manual. Commissioner Quirk felt that he, Commissioner O'Hare, Chief DiGiorgio, and Administrator Schultz should meet and go through the document. Commissioner O'Hare and Administrator Schultz agreed.

**NEW BUSINESS:** Commissioner Dugan reported that the Board did not recognize Mr. Keyser and Mr. Harrington for their 50 years of service at the Fire Co. Dinner Dance. Commissioner Dugan noted that the Board will do a resolution and present it to them at the January 2, 2020 meeting. Commissioner DeNigris asked if anyone was going to notify them. Commissioner Dugan reported that he would take care of it. Commissioner O'Hare reported that he sent a text to Chief DiGiorgio and Fire Co. President James Hark, Jr. asking that the award recipients from the Dinner Dance be posted on the respective websites and Facebook pages. Commissioner O'Hare reported that President Hark, Jr. said he would handle the Fire Co. pages. Commissioner O'Hare noted he did not know who handled the District pages. Administrator Shultz reported that he would handle the District website if someone got him the list. Administrator Schultz noted that Craig Vagell handles the Facebook page.

Commissioner Dugan felt that every member should have a photo in uniform kept in their personnel file. Commissioner Quirk thought it was a good idea. Commissioner Dugan noted that every member should also have an ID card. Asst.

Chief DeSimone noted that the members have a County photo ID card. Commissioner Quirk noted that his has expired. Asst. Chief DeSimone reported that FF Gilson is arranging to process renewals for anyone with an expired card. Commissioner Quirk asked if the ID machine that the District shared with Whippany was still in use. Commissioner O'Hare reported that there was a problem with the machine. Administrator Schultz noted that the District could ask the County for a machine.

Commissioner Dugan reported that the Board would host a staff holiday luncheon on Monday, December 23, at 12 noon.

Commissioner Quirk reported that former member John Baranski recently died after being stuck by a car while crossing Rt. 46. Commissioner Quirk noted that the wreaths and bunting for mourning are displayed at the firehouse. Commissioner Quirk reported that the viewing is 9 am to 11 am this Saturday followed by a burial service.

**REMINDERS:**

A Special Meeting will be held on Thursday, January 2, 2020 at 6:00 P.M.

Administrator Schultz reported that the Board will need a resolution to amend the 2020 Budget for the item that was disallowed by the State. Administrator Schultz noted that the Board will then open the floor for public comment on the budget after which the Board can adopt the amended budget.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, January 2, 2020 at 7:00 P.M.

The Annual Fire District Election will be held on Saturday, February 15, 2020 from 2:00 P.M. until 9:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Monday, March 9, 2020 at 6:30 P.M. at the Whippany Firehouse.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** None.

**EXECUTIVE SESSION:** Commissioner Callas read Resolution 19-12-12-100 to enter into closed session. Commissioner DeNigris as made a motion to

**introduce the resolution, seconded by Commissioner O’Hare. All were in favor. The Board went into closed session at 7:25 P.M.**

Personnel matters were discussed. Action will not be taken.

**The Board came out of closed session at 7:55 P.M.**

Commissioner Quirk asked to bring up additional Old Business. Commissioner Dugan agreed. Commissioner Quirk reported that Chief DiGiorgio approached Commissioner DeNigris and himself about his concern about the existing performance evaluation form. Commissioner Quirk noted that the Board was not thrilled with the evaluation form that was used last year. Commissioner Quirk reported that a draft copy of a new evaluation form has been distributed. Commissioner Quirk made a motion to give Chief DiGiorgio permission to use this form for the upcoming evaluations. Commissioner DeNigris seconded the motion. Commissioner O’Hare asked that the motion be amended to state that all 2019 evaluations are due by March 1, 2020. Commissioner O’Hare further asked that the Board make future year evaluations due by December 31 of that year. All were in favor of both the motion and the amendment.

**ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner O’Hare, to adjourn the meeting. All were in favor.** The meeting was adjourned at 7:59 p.m.

Respectfully submitted by

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Robert Callas, Secretary