

**September 17, 2020 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 September 17, 2020 in accordance with the Public Meeting Act of 1975, Chapter 231. The Board observed a moment of silence for all those who have given their lives in service of their communities and nation.

**ATTENDANCE:** Commissioners Michael Dugan Sr., Michael Dugan Jr., Robert O'Hare and Thomas Quirk were present. Commissioner Robert Callas was absent.

Chief DiGiorgio, Administrator Schultz, Lt. McGuinness, FF Ujfalussy, 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 August 20, 2020 Regular Meeting and the minutes from the September 3, 2020 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Dugan Sr. made a motion to approve the minutes from the August 6, 2020 Special Meeting. Commissioner Dugan Jr. seconded the motion. All were in favor. Commissioner Callas was absent.**

**REPORT OF THE TREASURER:** None.

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

**CHIEF'S REPORT:** Chief DiGiorgio distributed his Bi-Monthly Report on September 14, 2020 and added the following items:

Chief DiGiorgio reported that the phone system on Engine 34 was repaired.

Chief DiGiorgio reported that the District received a \$8,863 check from the Township of Hanover turning over funds for the 3M Grant, the JCC payment, and the Fire Safety Rebate.

Commissioner O'Hare asked if anyone had any questions on his submitted report. There were no questions.

**EMS:** Commissioner O'Hare noted that it appears that the FEMA reimbursement application process is moving forward with emails back and forth. Chief DiGiorgio reported that he sent an email to Millennium today for clarification on the volunteer incentive program and Millennium indicated that they would need policies and procedures for the programs, which were forwarded to them today. Chief DiGiorgio noted that Millennium indicated that the policies would have to be in place prior to the pandemic and he is waiting to hear if the forwarded documents will suffice. Commissioner O'Hare asked for clarification that this was for the FEMA reimbursement and not the new grant that the District is pursuing. Chief DiGiorgio reported that this is for the FEMA reimbursement and noted that the Board should have paperwork about the grant in tonight's package. Chief DiGiorgio noted that the FEMA reimbursement and the grant application will be handled by different departments within Millennium. Chief DiGiorgio reported that the bookkeeper will have the reimbursement files and documentation ready for Millennium by Tuesday.

A new Cedar Knolls resident walked into the meeting and asked which agency he should contact to obtain a handicapped parking tag. Captain Thompson told him to contact the Police Department and / or the MVC.

Chief DiGiorgio reported that he sent out an email informing the Board that the District was cleared from the complaint from NJ OEMS and the case was closed. Commissioner O'Hare noted that closing the case is a testament to the inner working of the District including documentation, systems and how the District operates that allowed the District to keep all the ducks in a row.

**BUDGET:** Commissioner Dugan Sr. reported that the 2021 Budget process would start soon.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Commissioner Dugan Sr. reported that the committee is trying to set up another meeting with the FMBA.

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

**BUILDINGS AND GROUNDS:** Commissioner O'Hare reported that he spoke to Lt. DeSimone about the tree. Commissioner O'Hare are reported that Lt. DeSimone spoke with Mr. Crotty and the people who will prune tree. Commissioner O'Hare reported that both individuals indicated that they are coming soon.

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

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Commissioner Quirk reported that Sgt. Shauder spoke to him about the security camera system that he discussed with Chief DiGiorgio. Commissioner Quirk reported that the project is in the works and felt that the money should be put in the 2021 budget for it.

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

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Commissioner Dugan Sr. reported there will be committee meeting next Tuesday.

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

**RECORDS RETENTION:** Commissioner Quirk asked if the District had a current records retention schedule. Chief DiGiorgio reported that the District had a schedule from about 5 years ago but only for Fire District records. Chief DiGiorgio reported that they are online for other Township departments.

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** Commissioner O'Hare asked Captain Thompson for the status of the Ambulance Acquisition workgroup. Captain Thompson reported that the workgroup is getting close to the end of the proposal and a couple samples are coming on Thursday. Captain Thompson reported that this will enable them to make the correct decision on box size, etc.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, October 1, 2020 at 7:00 P.M.

The Joint Fire Prevention Board Meeting will be determined.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:**

Commissioner O'Hare asked if anyone had any objections to voting by consent agenda for the following resolutions. There were no objections.

**Commissioner O'Hare read Resolution 20-09-17-91 approving Third Party EMS Billing Contract.**

**Commissioner O'Hare read Resolution 20-09-17-92 approving FEMA Grant Writer.**

**Commissioner O'Hare read Resolution 20-09-17-93 approving COE be extended to Volunteer Fire Member McPhee.**

**Commissioner Quirk made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Callas was absent.**

**EXECUTIVE SESSION:** None.

**ADJOURN:** A motion was made by Commissioner Dugan Jr., seconded by Commissioner Quirk, to adjourn the meeting. All were in favor. Commissioner Callas was absent. The meeting was adjourned at 7:14 p.m.

Respectfully submitted by

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Thomas Quirk, Secretary