

**The Monthly Work Session of the Board of Fire Commissioners
District #3, in the Township of Hanover
County of Morris, Cedar Knolls, New Jersey
February 18, 2010**

The meeting was called to order at 7:00 PM on February 18, 2010 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

Attendees: Commissioners Thomas Harrington, Gary Keyser, Joseph Martin, Paul Pilipie, Thomas Quirk

Chief James Davidson was also present.

The Board stood for the Pledge of Allegiance.

The Chairman asked Commissioner Keyser whether the Commissioner had had a chance to look into buying or leasing ambulances and whether he had looked into alternatives regarding whether an amended budget could be filed or other options. Commissioner Keyser said that he had not, but he would look into it for the next meeting.

Chairman Harrington indicated that he had not heard from District #2 regarding this Board's invitation to come to District #3's meetings to discuss EMS options relative to the Interlocal Agreement and to answer any questions District #2 may have. Commissioner Quirk said that he had heard that District #2's members of the public who were present when the invitation was read laughed and there was talk about suing District #3.

Chairman Harrington asked about whether the Billing Committee had completed their individual reports on their findings and recommendations. Commissioner Keyser indicated that he did not think that any of his committee should have to do these reports. He was told by the Chairman that the Commissioner had already completed his report when the two Boards met for a joint meeting on November 5, 2009. The Chairman said that he wanted the reports so that they had everything in writing and it would be available to anyone from the public who wanted to see it.

The Chairman asked Commissioner Quirk if he was able to get the temporary barricades from the Department of Public Works for the driveway area by Hunan Wok and the Commissioner responded that he had spoken with Brian Fran from the Town Garage who said he had a number of the wooden barricades which would be stronger than the plastic ones and wouldn't blow around. He said that the Board could have them any time that they wanted them. The Commissioner said that, due to the snow storm, they would have to wait until most of the snow melted to use the barricades. Commissioner Keyser said that he had spoken with Fred Meola regarding surveying the

area. Mr. Meola had said that he would come to survey the area, but, again, the snow interfered and delayed his survey.

Chairman Harrington indicated that he did not get a chance to write a letter to the Second Floor regarding permission to pay for a page on their website to put up current information relative to the Board of Fire Commissioners including meeting dates, etc. instead of paying for a website of their own. He spoke with a couple of the members on the Second Floor and they didn't seem to have a problem with it, but they suggested sending a letter so that they could have the request in writing. Chairman Harrington also told them that any additional cost to the Second Floor for adding the page would be absorbed by the Board. Chairman Harrington said he would have a letter prepared before the next regular meeting.

The next subject discussed was E-Dispatching in which the Board would be saving \$375.00 by having a joint contract with Fire District #2 in which personnel would be notified of emergency calls and contracting for the use of services by Penguin Communications, LLC. This would be administered through the Fire Prevention Bureau. Commissioner Pilipie asked if there was a maximum number of people who could be on the E-Dispatching and Chief Davidson responded the number was 120 – 60 for each department.

Chairman Harrington reported that he and Commissioner Quirk had looked into replacing Mr. Homa, the Board's former Budget Advisor. Commissioner Keyser said that he had some names from Parsippany and Chairman Harrington said he was looking into some additional names. Commissioner Quirk said that James Lynch was the advisor used by District #5. He said many districts don't use an accountant, just an auditor. Vincent Montanino also was someone used for auditor by many including Parsippany. Commissioner Quirk said that the Board should have written contracts with anyone they use for professional purposes. Commissioner Quirk also said that Tony Bucco from Boonton was someone that he had heard good things about. The Chairman said that the Board has until April to draw up a resolution for Budget Advisor/Auditor and any other positions. Chairman Harrington suggested putting this off until they find a new attorney also. He hoped that the Board could get more professional advice from the new Budget Analyst/Advisor on where the Board is going and what they have to do to get to that point. Chief Davidson suggested looking into the League of Municipality magazine which has a lot of financial management information. He said he would get a copy of the League's magazine to give the Board some direction. He said the Board should look for a financial management company to give the Board a 5 year financial plan. Chief Davidson asked the Board if they have to review or renew the resolutions for the architect and bonding attorney – the Chairman said they have to look into that. Commissioner Keyser said the Board needs a resolution for an attorney and auditor for the Reorganization Meeting in March 2010. All of the other professional services need a resolution by March or April. There was discussion on replacing Richard Braslow, the Board's attorney, in order to get someone local. There was discussion on the fact that Mr. Braslow was told by former Chairman Alan Van Ness that all communication between the Board and Mr. Braslow was to go through the Chairman of the Board, but Mr.

Braslow disregarded those directions resulting in large invoices. The Chairman suggested voting on the attorney and auditor at the March 4, 2010 meeting and holding those two positions open until then.

Commissioner Quirk indicated that Chief Gallagher spoke at the Township meeting about the notification system called Pixels which is a community communication system. The Township subscribes to GeoCast which is the County system for emergencies. Pixels is a private system and is free to the Townships. The Township agreed to get involved in it and should be up shortly. There are no regulations for what can be put out. The people have to agree to sign up for this. It would be on the website and anyone who wants to be notified would give their phone numbers and the Pixel system would send it out. The Board or Fire District could get a site on Pixels and have just certain people notified. Anyone in town could subscribe to it. Commissioner Quirk said the department could use it to their advantage, i.e., the Cedar Knolls Fire Department is having a fundraiser (pancake breakfast, for example). The fire department could have its own access code. GeoCast is the County's emergency notification system. Every phone in Hanover Township is in there. The new system will also be able to add up to 4 cell phones from each household in addition to the stationary phone.

Commissioner Keyser asked what the status of the siren repair is and Chief Davidson said that he had spoken with Frank Laughlin who had spoken with the person who programs the desk. That person believes that what the department is asking can be done, but needed to get in touch with Jay Jonach because the siren activator and components are the originals from 1975. Jay and Tom are discussing how they can get the 1975 siren interconnect to work with the computer time clock and the computer program to get the siren going. From a programming standpoint, they feel that they can do this, but technology might clash and prevent it. The Chief had suggested moving the receiver antennae up to the roof. Jay is going to look into relocating the antennae where there might be better reception.

Commissioner Keyser questioned the Chief about his officers. He said the Board hadn't received anything on whether the officers were renewing their positions as officers. The Chief said he would have the appointments ready for the Board by the April meeting. However, Craig Vagell said he would not be renewing his position as a fire officer. Commissioner Keyser said that he wanted to thank Craig for everything he had done around the fire house including mentoring Thomas Laird. Also, Matt Putts, Mike Cowley and Kelly Collins have been working with EMS students. The Chairman suggested using the retention budget to do something for them. The Chief suggested American Express cards. The Chairman also wanted to recognize the efforts Robert Lake and Chief Davidson made recently in getting the ladder truck back in service. Robert was off duty and made arrangements to get someone there to fix the truck. He stayed until 9:30 PM. In addition, Adam Klymko stayed with the repairman overnight so that the repairman wouldn't be alone in the firehouse. Chairman Harrington suggested recognizing all of the above people for their outstanding efforts.

Commissioner Pilipie suggested cleaning the Board's room prior to the election this coming weekend. Commissioner Quirk confirmed with Commissioner Keyser that all arrangements were complete for the election. The Chairman said they still need the voting ledgers from the County which had not been sent back to the Board. Commissioner Quirk said he would send an e-mail to the County asking for the list.

Chairman Quirk made a motion to go into closed session at 7:54 PM for Personnel discussions, seconded by Commissioner Pilipie, all in favor.

The monthly meeting reopened at 8:10 PM.

Commissioner Keyser reported that he is in the process of setting up the arrangements for the Memorial Day Inspection and wanted approval from the Commissioners to go ahead with the arrangements. They were all in agreement to do so.

Commissioner Quirk stated that the Board was, obviously, not going to proceed with any construction at this time. He said that he was not comfortable with the career people's offices being located on the third floor. He suggested putting the career people in the Commissioners' room and having the Board's meetings at Town Hall. Most of the Commissioners were not in favor of that suggestion. However, the plans are in place for expansion and, hopefully, within a year or so, some of the plans might be able to be implemented. The problem is that, if everyone is out of the firehouse, visitors do not know where to go to speak with someone. It was suggested putting some sort of sign up when everyone is out so the public knows that no one is there at that particular time.

There was no other business to discuss. **A motion to adjourn was made at 8:15 PM by Commissioner Keyser, seconded by Commissioner Quirk, all in favor.**

Respectfully submitted by:

Paul Pilipie, Secretary