

**The Monthly Work Session of the Board of Fire Commissioners
District #3, in the Township of Hanover,
County of Morris, Cedar Knolls, New Jersey
March 17, 2011**

The meeting was called to order at 7:02 PM on March 17, 2011 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

Attendees: Commissioners Peter DeNigris, Thomas Harrington, Paul Pilipie

Absent: Commissioners Gary Keyser and Thomas Quirk

Chief James Davidson was also in attendance.

Chairman Harrington indicated that he had received a bill from a vendor for caulking the roof. There was also another check written for \$350.00 for work done at the firehouse that has to be voided because the vendor added tax.

Commissioner Pilipie asked the Chairman if Commissioner Quirk had spoken to him about Tom Mastroni who used to be a paid fireman here and in Newark and a volunteer fireman here 25 years ago. His son is a fireman in Newark and does roofing and siding, etc. on the side and he volunteered to fix the gutters at no charge. Commissioner Quirk was going to check to make sure that he had insurance coverage.

The Chairman indicated that the sanitizer was put up in the bathroom.

The Chairman also said that he did not know if Commissioner Keyser had gotten in touch with Hartford regarding the boiler inspection. Commissioner Pilipie said that he had a copy of the letter indicating that it needed to be done and he would ask Commissioner Keyser to handle it.

Chairman Harrington reminded the Board that Reverend McNaughton's dinner is Sunday, April 20th.

The Chairman said that they had not gotten in touch with District #6 to see their new Pierce Top Mount engine. KME, an engine manufacturer, brought an engine to the firehouse to view along with Crimson Fire Company who brought an engine apparatus to look at also and they fit into the engine bays. The Chairman asked the Board if they wanted to tell the three manufacturers (KME, Pierce and Crimson) what this Board and the Chief want and let each manufacturer submit their specs. Then they could go through the specs and give the three submissions to the professional bid writer because it would be very expensive to have someone do the entire process. Chief Davidson said they know what they want, but they need to have someone to oversee the specs. The Chief

felt that the specs have to be very specific and he doesn't know the verbage needed on everything. If the manufacturers write the specs, then the Board can go through it and delete what they do not want. There was a suggestion to check with Parsippany to see how they went about getting their new truck. (On a side note, Pierce is donating the three rails that were rusted out in the truck to hold the water tank up and time and material to repair it. They do have to change a valve which will cost approximately \$875.00 for new valves.) Chief Davidson said he would send the Board a copy of the **State Commission on Investigation of Firetrucks** and what they found in the impropriety of purchasing fire trucks. The Chief indicated that is where you would have to push the consultants to make the spec as generic as possible. Commissioner Pilipie suggested asking Pierce to put together a generic spec and the Board could add to it. There is no specific number of bids required to be submitted -- however, it is required to publish the request for bids. The Chief suggested to the Board that they put out a request for proposals to the three manufacturers asking them to come in to meet with whomever the Board designates as the Truck Committee and review the specs generated to date. The Committee should make sure that what the Committee wants is reflected in a generic spec and then the consultant should review all bids that come in with a recommendation of whom they should go with. It also should be given to the Board's attorney so that he can go over legal recommendations. The consultant should make a recommendation for the most qualified bidder and the Truck Committee should review it with the consultant. The Chief said he would put that into an RFP and give it to Commissioner Harrington. If it's prepared by next week, then the Commissioners can pass a resolution at the April meeting to hire a consultant.

Chairman Harrington asked if Chief Davidson had put together a draft regarding the Attorney General's guideline for drug testing. The Chief said he had, but most of it was geared to law enforcement. He was able to contact Robin Dente from Town Hall and she e-mailed him a word document of their substance abuse policy. He hopes to have the draft ready for the next meeting.

Chairman Harrington had received a letter from McMahon and Scotland congratulating the Board for getting the taxpayers' approval of the budget. They need additional information outlined in their document in order to proceed including records of evidence of proper fire district establishment and other papers. The Chairman's understanding is that the Board would be on the agenda in Trenton by April.

Commissioner DeNigris reported that he had received a response from the Township of Hanover regarding Fire District #3 handling the certificates for smoke detectors' carbon monoxide compliance. They indicated that they already have a system in place and that they are the official agency handling this.

The Chairman indicated that the Chief had reported in his Chief's Report that he had gotten the ID machine from District #2 for use in updating department members' ID's which have expired. He will use that in the interim until the County's new system is in effect.

The Chairman suggested putting the discussion on hold regarding working on a plan to either add on to the firehouse or renovate the existing firehouse until they could complete everything involved in going to EMS billing such as hiring per diem employees and purchasing the new firetruck. Commissioner Pilipie felt that the Board should be open to any new suggestions that might be brought up and that the roof can only be patched so many times along with repairs to the rest of the building. He also said that there was a problem this week involving no heat. Hobby Heat came in and found that the module control was bad and they replaced it.

There was lengthy discussion on Dr. Manis' fitness program proposal which includes group and personal training at the YMCA at a cost of \$400.00/person. The Chairman said that Dr. Manis brought it up at the Second Floor Company Meeting to see if they would pay any of the cost. They were willing to pay some, but suggested that the Board might be willing to pay a partial amount. Commissioner DeNigris felt that it would be a worthwhile endeavor to pay some part of the cost because the volunteers commit a lot of their personal time to the department. He also suggested limiting it to active members. Chairman Harrington felt that a lot of money was spent for the recent physicals for all members and, if this will continue to help them get in shape, he felt the Board should contribute for those who want to do it. At the Second Floor Company Meeting, there were approximately 8 people who were interested in the fitness program. A suggestion was made that they do it as a reimbursement. Those who wanted to participate could put the money out and, if they completed the program, they would reimburse that person. The Chief felt that the Second Floor would appreciate anything the Board could put towards the reimbursements for those who complete the program. Commissioner Pilipie questioned how much money the Second Floor has and was told approximately \$200,000.00 which will be needed in the future for an ambulance purchase. Commissioner DeNigris suggested telling them that the Board should just say that they will donate 50% of the cost per person to go through this fitness program and the Second Floor would be responsible for the rest. The Chief had printed out a Department of Labor document for each Board member which said that, "The employer shall ensure that employees who are expected to do interior structural firefighting are physically capable of performing duties which may be assigned to them during emergencies". Commissioner Pilipie felt that the Board has a lot of commitments coming up including purchasing a new firetruck, looking to start up a paid ambulance and renovations to a fire building that is long overdue. The Chairman said they have line items where they can take money from to pay for the program. Chairman Harrington said they will have to vote on contributing 50% at the regular monthly meeting.

Commissioner Pilipie read the topics that Commissioner Keyser had left for discussion. Commissioner Keyser had left an application which the Board's attorney, Richard Braslow, had prepared to go before the local finance board in Trenton for approval at the April 7th meeting. The Chairman said he will not be at that meeting, but that he would review the application and sign it. The Board members who are present will vote and the Chairman will be listed as absent.

Commissioner Keyser left the bids for hiring a contractor to do the Spring clean-up, mulching and planting of flowers. He also suggested that the career personnel do the mowing of the grass. This would involve buying equipment for mowing which could be very expensive. The Chairman said that they already advertised in the newspaper asking for bids for the above and for grass cutting and maintenance and, since they already received bids, it was too late to get into discussion about having career personnel mow the grass. There was discussion that it would be counterproductive to have career personnel do that since it would involve one person staying in the firehouse to listen for any calls and the other one or two people working would be outside. And the other issue is that they would have to clean-up before running out for a call because they would have grass and dirt on them from mowing, edging and weeding. It was decided that it was too late to look into this now and it could be looked into next year.

The Chairman said that he had spoken with the Chief and Commissioner Keyser regarding getting a price for a hot water pressure washer, aka a Steam Jenny. He felt that they could not maintain the apparatus with the equipment that they have now. The Chairman said the Board should make a motion and take a vote at the next monthly meeting to see if the Board wants to buy the Jenny.

Chairman Harrington informed the Board that Truck #33 is at Pierce because the hydraulic generator needs repair or replacement which will be approximately \$5,000.00 to \$6,000.00.

Also, a resolution has to be made for the April 7, 2011 monthly meeting establishing the position and hiring of the per diems. The first reading of the resolution will be in April and advertised at the work session. There will be a special meeting at 6:30 PM to open the meeting up and there will be the second reading of the resolution. If the job description which will be discussed in **Personnel** this evening is approved, it will be voted on at the April 7th meeting and advertised that week even though the resolution has not been passed yet. The Chairman said he hopes to have everything in place by July 1. The Board will have a Public Relations blitz so that the residents of Hanover Township know what will be going on. Most likely there will be something at the Senior Citizens' meeting to make sure that they understand that there will be no cost to them. Commissioner DeNigris suggested a mailing to every Hanover resident. Another suggestion was to put the information on **Hanover Happenings**.

Chairman Harrington opened landscaping bids. He noted that the bid request sent to Emerald Landscaping came back as non-deliverable. The Chairman opened Chuck Hill Landscaping's and Giovanni Landscaping's bids. The bids were as follows: Giovanni's maintenance plan was for 9 months @ \$350.00/month with weekly cuttings, \$100.00/month to blow out the Board's property at the Post Office. Spring clean-up is \$750.00 with additional service at \$55.00/hr./man. Hill's maintenance plan was for 8 months @ \$240.00/month with fall clean up at \$240.00. Additional services are \$30.00/hr./man. Hill's quote also said he would donate flowers at no charge for the three areas that have plantings. There is a \$1200.00 -- \$1300.00 difference between the two. Chief Davidson said that neither landscaper quotes a price for the cost of mulch, top soil

and other materials. Pending insurance and business registration forms, the Board will vote at the April monthly meeting and sign a resolution at that time. Chief Davidson was asked to get in touch with Giovanni Landscaping to let him know that he shouldn't automatically start to do the fire department's landscaping since the Board still has to vote on the bids.

There was no other regular business to discuss. **Commissioner DeNigris made a motion to go into closed session, seconded by Commissioner Pilipie, to discuss Personnel at 8:29 PM.**

The monthly work session reopened at 9:40 PM. **A motion to adjourn was made at 9:40 PM by Commissioner DeNigris, seconded by Commissioner Pilipie, all in favor.**

Respectfully submitted by:

Paul Pilipie, Secretary