

*Fire District No. 3*

Township of Hanover, County of Morris

Minutes of March 7, 2013 Regular Meeting

Meeting Called to Order 19:00; Chairman Quirk presiding.

Pledge of Allegiance

Notice of Compliance

Roll Call –	Callas – Present	Florio - Present
	De Nigris – Present	Quirk - Present
	Dugan - Present	

Also Present - Chief Davidson

Correspondence:

Contract renewal from Employment Horizons received

Motion to continue the Contract with Employment Horizons

Maker: Commissioner De Nigris  
Second: Commissioner Callas

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Abstain  
Quirk – Aye

Acceptance of Previous Minutes:

Commissioner Quirk requests that the minutes be more specific so that (3) years from now if he were to go back and look for something it is there more specifically.

Discussion among members with suggestions

Chief recommends tabling the matter, maintaining current format and having a recommendation for the Board to amend the by-laws developed to meet these needs outside of Robert's Rules

Motion to accept minutes of (corrected) February 7, 2013, February 7, 2013  
Executive Session and February 21, 2013

Maker: Commissioner De Nigris  
Second: Commissioner Callas

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Abstain  
Quirk – Abstain

Finance:

Commissioner De Nigris reports that he has provided each member with a breakdown of the budget income and utilization to date, explaining his process. For reporting to the State only 'totals' are utilized.

Discussion including Comm. Florio questioning how over-expenditures would be noted

Commissioner De Nigris also reports that the consolidation of the bank accounts should be completed by the next meeting. Cash Management will be transferred to TD Bank as a Capital account.

Apparatus Maintenance

Commissioner Dugan reports no problems.

Labor Relations

Commissioner Quirk reaffirms that Mr. Trimboli will be representing the Board in labor matters, and that Mr. Trimboli noted that 'Knapp' has to be removed from the firm name.

Buildings/Grounds

Commissioner Dugan reports that parts for the stairs have not come in yet. As far as the 3<sup>rd</sup> Floor goes, he has a contract from Care Environmental and LEW for removal of debris and labor, along with asbestos sampling.

Discussion of the scope of work, and need to get it done as soon as possible.

Motion to award contract for the work to Care Environmental for the above mentioned scope of work and remediation if need be.

Maker: Commissioner De Nigris  
Second: Commissioner Florio

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Aye  
Quirk – Aye

Comm. Dugan also reports that with regards to the energy survey the company had been back out and that they brought an electrician to review the scope of work and that some minor changes had to be made.

Discussion including what work will be done and the project will be exempting a motion sensor for the furnace room due to switch placement. Comm. De Nigris explained the scope of the project to Comm. Florio. There is an expected \$5,000.00 a year savings in electrical costs.

Comm. Quirk reports that after reviewing the minutes from the 2<sup>nd</sup> floor, he seemed to believe that they are of the opinion that the Board's letter opposed any work. He will attempt to clarify this matter with them. Chief reports that this is an improper interpretation of the letter by them.

Discussion, including Comm. Quirk requesting the Board's consent that he serve as a liaison to their committee.

Chief recommends that a letter be sent to the 2<sup>nd</sup> floor explaining the light replacement on the 2<sup>nd</sup> floor. Comm. Quirk requests the Chief draft a letter in this regard.

Comm. Quirk initiated discussion of the quarterly CCTV

Chief explains that he is not familiar with what they do for that amount, only that access cards are maintained off site

Discussion including the recommendation that Buildings and Grounds look into this matter and attempt to (save money).

Discussion of the second floor's previous request to have camera(s) installed therein. Chief offered position on the use of a camera in that area.

Discussion.

Chief asks whether the (asbestos) work will be capital or expense. Comm. De Nigris reports that it will be dependent on the total cost.

### Master Planning Committee:

Commissioner Callas reports that the next meeting will be scheduled prior to the work session.

Comm. Callas further reports that Grant funding will be reduced so competition will be greater.

### By-Laws

Commissioner Quirk reports that he and Commissioner Florio have both reviewed the by-laws, and one issue concerning department officers may need to be resolved

Comm. Florio suggests that a minor wording change be made.

Comm. Quirk further suggests that changes be made to reflect the career lieutenants.

There will be some review and suggestions of changes will be brought to the Board. Further the process to change the by-laws is by a 4/5 vote, Comm. Florio noting that it is two consecutive meetings.

### Insurance

Comm. De Nigris reports that all matters concerning the health insurance have been completed. With regards to other insurance that the Board has, he believes that Mr. Sino should provide a quote to see if costs are competitive.

Comm. Quirk reports that Mr. Sino's office can provide the same insurance, noting that the Chief has reported his satisfaction with the current firm.

### Discussion

### EMS Billing

Comm. De Nigris reports that the ZIP+4 will be useable to work with the new constraints.

Comm. Dugan requests to know who will be fielding questions regarding the letter, and do we have a response?

Comm. De Nigris notes that most calls will be received during the daytime.

### Discussion

The Chief will have a form drawn up to deal with this with an explanation. The form will be passed along to the Board and persons will be encouraged to attend Board meetings.

## Memorial Day / Inspection Night

Comm. Quirk reports that he contacted Meadow Wood Manor concerning the time frames within the contract. The contract was signed.

Comm. De Nigris notes that the number of 90 attendees should be changed to 75 as a guaranteed number.

Comm. Florio reports that contracts with this firm which yield a higher number of attendees yield a lower pricing.

### Discussion

Resolution 13-03-07-19, a resolution authorizing the contract with Meadow Wood Manor, Inc. for the Memorial Day / Inspection catering not to exceed \$5,000.00.

Introduction: Commissioner Dugan  
Second: Commissioner Florio

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Aye  
Quirk – Aye

### Old Business:

Chief reports that he sent John Staunton an email and the website should be finalized next week and up.

Comm. Quirk asked if the email addresses can be attached to the website.

The Chief reports that email addresses will be set up on the account, which is discoverable under OPRA.

Comm. Florio reports that responses from other email addresses will become discoverable.

### New Business:

Chief Davidson reports that the Fire Company requested and will be taking Eng. 34 and Rehab 36 to the St. Patrick's Parade in Morristown, staffed.

Comm. Quirk references a memo from the Chief concerning changes to District voting dates that are proposed.

Discussion including redistricting affect on District 3 according to Township voting district lines. Chief will get a copy of the voting map.

Resolution 13-03-07-20, a resolution authorizing the Purchase of Two Vehicles, from Day Chevrolet Monroeville, PA consistent with State Contract total not to exceed \$67,100.00.

Introduction: Commissioner Dugan  
Second: Commissioner De Nigris

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Aye  
Quirk – Aye

Chief notes this is just vehicles, not lighting etc.

Resolution 13-03-07-21, a resolution designating Surety Bonding for all commissioners and certain district employees.

Introduction: Commissioner Quirk  
Second: Commissioner Dugan

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Aye  
Quirk – Aye

Resolution 13-03-07-22, a resolution Approval and Payment of Claims.

Introduction: Commissioner De Nigris  
Second: Commissioner Florio

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Aye  
Quirk – Aye

Chief explains that this in the opinion of Mr. Braslow needs to be done on an annual basis.

Comm. De Nigris initiated discussion of signatures on checks.

Chief will check with Mr. Braslow as to how many signatures are required on payroll checks.

Resolution 13-03-07-23, a resolution appointing Volunteer Line Officer Lt. John Fehir.

Introduction: Commissioner Dugan  
Second: Commissioner Quirk

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Aye  
Quirk – Aye

Resolution 13-03-07-24, a resolution appointing Volunteer Members Jonathan Kelly, Charles Padula.

Introduction: Commissioner Callas  
Second: Commissioner De Nigris

Callas – Aye  
De Nigris – Aye  
Dugan – Aye  
Florio – Aye  
Quirk – Aye

Comm. Callas reports that the letters are ready to go out for the 2013 Landscape Work.

Comm. Quirk questioned why it is these three contractors? Schultz reports that this is historically the three.

Discussion concerning wording in the bid package and also changes from the previous year's package.

Comm. Quirk reports that in the past he and Comm. Harrington would meet with the Chief as liaisons to the career staff. These meetings will resume with he and Comm. Callas on a regularly scheduled basis (Monday before work session).

Chief suggests that following those meetings the Volunteer Liaison meeting should take place.

Reminder reorganization for the Fire Prevention Board is next Thursday.

Public Participation:

Motion to Adjourn

Maker: Commissioner De Nigris  
Second: Commissioner Florio

Quirk – Aye  
Harrington – Aye  
Callas – Aye  
De Nigris – Aye  
Dugan – Aye

A handwritten signature in cursive script, appearing to read "M. T. Callas".