

**The Monthly Work Session of the Board of Fire Commissioners
District #3, in the Township of Hanover,
County of Morris, Cedar Knolls, New Jersey
May 16, 2013**

The meeting was called to order at 7:00 PM on May 16, 2013 in accordance with the Open Public Meeting Act of 1975, Chapter 23.

Attendees: Commissioners Robert Callas, Peter DeNigris, Michael Dugan, Maria Florio, Thomas Quirk

Chief James Davidson and Gary Keyser were also present.

Correspondence -- Chairman Quirk reported that a Whippany resident had sent a letter stating that he was very upset regarding the billing process for EMS calls and that he would no longer make any donations to the second floor. Apparently, the resident received two letters – one was the Board’s letter of notification that they would be billing and the Fire Department/First Aid Squad sent out a letter for donations. The resident resented being billed and then also asking residents to send a donation. The resident did not include his name on the letter.

Chief’s Report – Chief Davidson indicated that Lieutenant DiGiorgio, Assistant Chief Vagel and he were all accepted into the National Fire Academy for the New Jersey weekend training program which is a competitive application process. This is the second time that all three of them were accepted into the program. Assistant Chief Vagel is in a leadership program and Lieutenant DiGiorgio and Chief Davidson will be in the train the trainer programs for shaping the future of the fire services. The Chief also said that he had initiated an Emergency Action Plan for the Bayer Whippany river clean-up program on May 23rd. The County of Morris will be bringing down some of their resources which our department will staff. Three people have been sent for training on some of their equipment. Chief Davidson noted the Bayer Airship will be at Stoney Brook Park during the week for school children to observe. The Chief also reported that he had received a call from Sandy Oliver requesting a general letter for this funding request.

Finance/Budget – Commissioner DeNigris reported that this is the first year that the Board will be separating EMS from Fire reports and some parts of the budget are off a little, but he felt that the total on the last page is correct and he will be looking to get everything corrected soon. The Commissioner said that everyone should have received a copy of the audit report so that the Board can submit a resolution for the June meeting that the Board agrees with the report. The Commissioner also said that the Board has to write a corrective action plan which goes to Trenton. He also spoke to Paychex regarding another issue and the person he spoke with indicated that none of the current Board is on their list to make changes. Commissioner DeNigris suggested that the Board select two

people, in addition to Chief Davidson who is already on the list, and send a letter designating the three people authorized to make any changes. The Board then agreed that Commissioners DeNigris and Dugan along with Chief Davidson should replace those who should not still be on the list. Also, Paychex will be charging \$4.95/month to send a paper invoice each month.

Fire Apparatus Maintenance – Commissioner Dugan reported that Car 31's fuel pump broke and would cost \$700.00 - \$800.00 to repair it. He said he didn't know if it would be worth fixing. The Board agreed since the new vehicles will be coming sometime in August that they should go to GovDeals.com, no reserve, buyer pays all fees.

Chief Davidson said that our UL non destructive testing went very well considering the ladder truck is almost 12 years old. He is still waiting for the proposal from Fire and Safety. The biggest concern is that the wire loom that is in the aerial ladder as it is going up the hydraulic lines are showing some seepage in the outer jacket. It is not a critical hazard, but does have to be replaced. The Chief is waiting for a proposal from Pierce to replace the hydraulic function.

Labor Relations – The Chairman is waiting for a response back from Steve Trembly, the Board's labor attorney.

Buildings and Grounds – Commissioner Dugan reported, regarding the 3rd Floor, that he is waiting to hear from Frank Minerwicz to set up a time to patch the ceiling. The lighting project is done. However, he has a few questions regarding the installation of switches and automatic on/off lights, but he has to look over the contract first. The Commissioner also received a contract for the emergency generator from R & J. Right now, he is still looking for some better prices from other contractors.

Commissioner Dugan said that he had a couple of contracts which he hadn't had a chance to look at yet, but it looks like it will be somewhere around \$4,500.00 for a new monitor. They will also be adding cameras in the Commissioner's room, the ladder bay, engine bay, second floor and the emergency stairwell and another doorway. The Chief also pointed out that the floors will be stripped and a new coating will be put on them on Sunday, the 19th, along with shampooing the 2nd floor carpeting, both of which are done two times/year.

Master Planning Committee – Chief Davidson reported that the Second Floor has appointed a committee. The two Commissioners and Chief Davidson will meet one more time and then everyone will get together. The Chief said that they have received Jack Pervis' contract, but it has not been reviewed yet.

By-Laws – The Chairman said the by-laws were approved and minutes were sent in a PDF format to everyone. They are in the minutes and initialed by Commissioners Quirk and Florio. Chairman Quirk also had spoken to Mr. Braslow regarding where they should go. The original by-laws are in the minutes. The Chairman would like to burn the original copy which is on the computer on a CD both in a PDF format as well as in Word

format and put in the safe so that the by-laws are somewhere besides being on the computer in case adjustments are needed down the road.

EMS Billing – Commissioner DeNigris reminded the Commissioners that the First Aid Squad will be receiving an award on May 22nd at the Arboretum. Hanover Township will also be recognizing them on May 23rd for receiving this award with a proclamation. Chief Davidson and Assistant Chief O’Hare will accept the award. The Commissioner encouraged anyone who is available to go in support of this award.

Chairman Quirk asked Chief Davidson to change **EMS Billing to EMS Committee** on the agenda. Commissioner DeNigris said that he and Commissioner Dugan will be meeting with Assistant Chief O’Hare and his committee to hear their proposal which will be brought back to the Commissioners for discussion.

Inspection Night/Memorial Day – Commissioner DeNigris spoke to MeadowWood who will need to be paid by the Commissioners. Vince D’Onofrio told Commissioner DeNigris that his son will be donating the beer for the occasion. Chief Davidson will be purchasing the wine. Chief Davidson indicated that everything has been ordered for the Inspection Night presentation including badges. The Chairman said that one additional Commissioner badge had been ordered for Shaun Waldron who was overlooked when he was a Commissioner for 9 years. Shaun will also be getting his 25 year pin.

Old Business

Hanover Township Day – Chairman Quirk addressed Gary Keyser regarding why details of the September 7th Hanover Township Day/Firehouse Celebration had not been shared with the Commissioners. Mr. Keyser said that the engine will still be there for Hanover Township Day along with an ambulance. A banner will be made, they are meeting with caterers and the price will be approximately \$18,000.00. The Chairman said that the Board would like to be involved in the decision making process and were disappointed that they had not been included. The Board was not asked about the property usage or anything else. It was decided that Commissioner Dugan will work with Mr. Keyser on the event. The Board will discuss a financial contribution at the next regular monthly meeting and will want to pay for the police presence and/or other specific items. The Chairman also said that Mr. Keyser had previously asked the Chairman, as OEM Director, to get light towers from the County. Chairman Quick said he would pursue that.

Web Page – Chief Davidson reported that he had copied Commissioner Callas on a number of documents that were sent including audits on a PDF from Vince Montanino and our Web person and the 2013 approved budget along with a number of other documents. The Chief said if the Web person doesn’t have something up by the Board’s June meeting, we should look for someone else. Chairman Quirk asked that they have a paper trail so that it is noted that they are trying to get it up. Commissioner Callas was designated as the Website person to go to for anything. Chief Davidson said that he will

send a copy of the by-laws to the Web person which is on a PDF file. Commissioner Callas will send 3 years of approved minutes also.

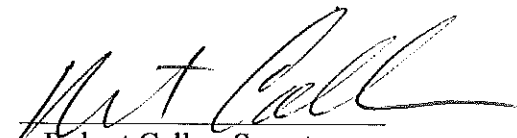
New Business

Assistant Chief Vagel reported that he was making continued progress in the hallway as far as hanging more pictures on the stairwell and painting trim around the engine bay, etc.

There was no other business to discuss. Chairman Quirk asked to go into Executive Session. **A motion was made to go into closed session at 9:14 PM by**

The meeting reopened at 9:02 PM. There was no other business to discuss. **A motion to adjourn was made at 9:03 PM by Commissioner DeNigris, seconded by Commissioner Florio, all in favor.**

Respectfully submitted by:


Robert Callas, Secretary