

Board of Fire Commissioners District #1
April 22, 2020

The regular meeting of the Board of Fire Commissioners, District #1 was held as a remote meeting due to the ongoing COVID-19 pandemic and Executive Orders issued by Governor Murphy prohibiting public assemblies. The access information for the meeting was posted to the Commissioners' website, posted at the Powder Mill Firehouse, and sent to the Parsippany Troy-Hills Township Clerk.

The meeting commenced at 7:37PM with Commissioner Berry presiding. Commissioners Masker, Jamieson, Ferdinandi, and Tagliente were also in attendance and provided input regarding the Board's monthly operations. Chief Crawford and Deputy Chief Herrmann also participated in the gathering and presentation of information.

Minutes from the previous two meetings (February and March 2020) were read by Commissioner Tagliente and approved with minor corrections via a motion made by Commissioner Jamieson, seconded by Commissioner Masker, and passed via unanimous vote.

Treasurer's Report: The Treasurer's Monthly Report declaring expenses of **\$121,743.16** was distributed for all Commissioners to review and provide comments. Two deposits were received totaling **\$210,215.25**: \$209,315.25 for 1st Quarter Taxes; and \$900.00 from Par-Troy EMS for use of Powder Mill. No comments or objections were made. For budgetary purposes, **\$9,000.00** will be moved from the Chief's Budget to Incentives. Petty cash in the amount of **\$934.95** was reconciled after all receipts were inspected and confirmed to be in order. A separate accounting record was distributed for review to track the building project. No comments or objections were made.

The Treasurer's Report was approved via a motion made by Commissioner Jamieson, seconded by Commissioner Ferdinandi, and passed via unanimous vote.

Truck Report:

- **Tower 11:** Out of service for approximately 1 more week due to a large piston requiring repair; other repairs include hydraulic leaks, heat shield replacement, no. 2 discharge, and broken emergency lights on bumper;
- **Engine 12:** Status quo;
- **Engine 13:** Status quo;
- **Rescue 14:** Door sensors starting to fail on passenger side but unable to determine which one(s);
- **Engine 15:** Coolant leak has had parts ordered and will be repaired soon; fuel sender was repaired; awaiting quote from Phoenix for new brow light;
- **Utility 16:** Had repair done on tire/bead for free; servicing company recommended installing new tires before winter at an approximate price of \$550 total;
- **Car 18:** Rear table monitor fixed; was caused by a loose wiring harness; and
- **Car 19:** Nothing reported but vehicle now has 107,000 miles and replacement may need to be investigated.

Radio Report: No additional information received on the upgraded radio system due to COVID-19. There have been discussions for pending meetings.

Insurance: Commissioner Ferdinandi submitted an updated list of names to the carrier. This includes new additions as well as removal of inactive firefighters. Procedures for notifying members at risk of losing coverage were discussed. Commissioner Ferdinandi will confirm the ability to reinstitute dropped members at a later date.

Purchasing: Commissioner Masker brought up the idea of providing a gift card for EMS to purchase food as a thank you for their support during the COVID-19 crisis. To be discussed further under new business.

Regular purchases to replace outdated equipment have been made.

Fire Prevention: No report.

Joint Commissioner Board: Joint Commissioner Board meetings will be suspended until further notice. Commissioner Masker is coordinating with the other districts via email.

Chief/Open: Engine 13 – new pricing has come in after January Pre-Con, new total of \$720,108 (+\$7500);

FDIC is postponed, may possibly be rescheduled for September;

5 sets of TecGen51 (Exterior Gear) and 3 sets of TecGen71 (Interior) received;

Run cards for Greystone & Gates Court have been updated for reported fires;

Ended 1st Quarter with 75 calls, as of 4/22/20 we are at 90 calls;

Incentive: 1st Quarter ended at approx. \$9800 and 25 members qualifying, budgeted \$10,000. Lower call volume for 1st quarter but increased the quantity of members per call;

Annual Dinner moved to Sept 26. Confirmed with Boat Company and DJ;

New potential member from Glenmont Commons, he spoke to DC Herrmann and was sent application packet;

District #2 changed some of their run cards, this will impact us more during the day for additional responses (Residential Fire Alarms, CO w/illness);

District #6 changed some of their run cards for structure fires in certain areas, moving us up on the response on different alarm levels;

Due to COVID-19, officers are hosting online training programs that are working well so far;

Utility 16 is the designated decontamination vehicle if needed for COVID-19 calls;

Department procedures have changed to limit exposure for COVID-19. Not entering structures unless needed and limited those going inside. Still keeping to these guidelines;

FF Ricky Fitzgerald secured donations on equipment for COVID-19 calls. Stock is good on cleaning supplies and PPE for now;

Over the past month and a half we've had 4 members self-isolate as a precaution, all have had no symptoms and have all since returned to duty. We currently have all members active;

Morris Township added us to their run card to go to the scene on 3rd alarm with an engine; on a 2nd alarm we will still be part of the west-side task force for standby; and

The property at 1500 Littleton Road has plans to build 4x 4-story senior living buildings plus one assisted-living building.

Old Business: Building construction is officially underway. Demolition is complete. Some permits are still pending. The builder is working through permit delays. There is a mock-up of the brick choice at the building. Certain materials will be paid in advance as per manufacturing requirements. Pre-payments for steel will ensure that construction does not stop. No payments will be made without engineer and architect approval. Soil remediation is planned to begin tomorrow.

New Business: The "Summary or Synopsis of Audit Report of the Parsippany Troy-Hills Fire District #1 for the Year Ended December 31, 2019" and the "Corrective Action Plan for Audit as of December 31, 2019" were read aloud. Three findings were discussed and reviewed in preparation for implementation. The Synopsis will be published in the Daily Record.

Commissioner Masker has investigated placing a webcam at the next-door property to monitor building construction. Department President Masker has spoken to the contractor and reports that he approves. Estimated cost is several hundred dollars. A motion was made by Commissioner Masker, seconded by Commissioner Jamieson, and approved via unanimous vote to move forward with placing of the webcam.

Commissioner Masker's idea of providing a gift card for EMS to purchase food as a thank you for their support during the COVID-19 crisis was discussed. A motion was made by Commissioner Berry, seconded by Commissioner Ferdinandi and approved via unanimous vote to purchase a gift card in the amount of \$300.

Informational Technology solutions for the new building were discussed. Cost and options need to be investigated further. Certain items may already be included in the construction plan.

Preventative maintenance on the trucks will be put on hold until we receive clarification on bid requirements.

Commissioner Berry brought up that the generator from Tarn is now ready to be installed at Powder Mill, replacing the smaller generator there, but requires a concrete pad to be poured. A motion was made by Commissioner Berry, seconded by Commissioner Ferdinandi and passed via unanimous vote to have the concrete pad poured at a cost of approximately \$2,500.

Resolutions: The following resolutions were read, discussed, and voted on as below:

Resolution 2020-05 – Review of Previous Fiscal Year's Audit Report

A resolution certifying that the Board has reviewed the audit report for the prior fiscal year was read and voted upon. The resolution was adopted by the following roll-call vote:

Yes: Commissioner Masker
Commissioner Berry
Commissioner Tagliente
Commissioner Jamieson
Commissioner Ferdinandi

No: --

A Motion to Close was made by Commissioner Masker, seconded by Commissioner Jamieson, and carried via a unanimous vote at 9:14PM.

Respectfully Submitted,

Daniel A. Tagliente
Commissioner / Clerk