

Board of Fire Commissioners

Fire District #5

180 Old Bloomfield Ave.

Parsippany, NJ 07054

September 19, 2012 Special Meeting Minutes

Meeting Called to Order at 7:00 pm

Pledge of Allegiance

Moment of Silence for Fallen

<u>Commissioners Roll Call:</u>	<u>Meeting Start</u>	<u>Meeting End</u>
Lambert	X	X
Nazario	X	X
Greenberg	X	X
Palmieri	X	X
Campbell, Sr.	X	X

Public: We have Mr. John Dente here who is applying for active duty on the fire department, Mr. Dente was advised that there are responsibilities along with training and there is a significant cost and investment to the Commissioners to bring new members on. He must have a physical, if he has his physical done by Friday, there's a Company Meeting on Friday night and he'll be accepted.

New Hire: Responsibilities for the new hire, this is an evolving job.

1. 20 hours a week
2. Daytime hours
3. Work days will be flexible
4. The goal is to have someone here because we can't be, it would solve a lot of problems for the guys dropping stuff off here, that would be part of her responsibilities
5. It won't be only at Station 1, she would have to be at both stations when needed
6. Must be put on Workers Comp Insurance
7. Go to Post Office and pick up whatever is needed.
- 8.

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8. Most of the companies we work with work during the daytime hours, she will have to deal with them.

This is something that's being done in other districts as well. If you look at the Audit's this was one of the main problems, bills aren't getting paid on time, records are all over and other things that need to be fixed.

She'll prepare the vouchers, the Treasurer will still write the checks the Business Administrator will still look over everything she will be just assisting us as a support person.

As one fifth of this Board, I for one would like all decisions made tonight, then we can sit down and start the interview process.

Shopping for office supplies, we'll have to make a list of things she will need including a computer. We have to clean-up the front office, spackle and paint it and set her up in there.

We should start her at around \$15.00 per hour and after 90 days review her work and maybe bump it up to maybe \$18.00 per hour.

The new hire should:

- a. Maintain all files on site.
- b. Pick-up mail, correspondence, sort and distribute to the respective Commissioner.
- c. Assist and write all bills and vouchers, prepare checks.
- d. Enter data into quick books or whatever software we'll be using
- e. Maintain website and keep in compliance with state mandates.
- f. Prepare and execute all legal documents.
- g. Assist with vendor contractors entering and exiting building.
- h. Assist with Statutory dates with regard to elections and send information to County when appropriate
- i. Assist with budget process.
- j. Keep stock of office supplies
- k. Prepare minutes of all meetings
- l. Asset Inventory must be done

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If anyone can think of anything else please send me a text and I'll add it to the list.

The hiring process will begin with interviewing the prospective candidates, we should start with every 15 to 20 minute intervals, schedule them one after the other, if you have their resume look over it for any gaps in employment, and then ask them about it, find out why they left their jobs. Some people interview better than others.

These are some of the questions we should ask:

1. Why do you want the job
2. What do you bring to the table that the others don't
3. Where do you see yourself in this organization in 6 months, 1 year or 2 years.
4. Is your schedule flexible, can you attend night meetings, weekends if there's Fire Prevention or something we need.
5. If you found out one of your co-workers was doing something wrong, would you confront him personally, would you tell a Commissioner or just ignore it.
6. What's your strongest/weakest asset
7. Familiar with OPRA forms
8. Are you familiar with how the Board works. How they are voted in, the process we follow.
9. Do you know anyone here.
10. Can we call any of your references
11. Explain the time where you made a bad situation better.
12. How does your past experiences qualify you
13. Do you have reliable transportation

There are questions that obviously we can't ask. I think as a group we put everything down and we're all together. The next step is to advertise the job opening and try to get everyone here at the same time.

We should all be here for the interviewing, but only one person should ask the questions of the candidate. We all have a different motivation on which we're going to select.

We'll schedule our interview process for Tuesday, October 2 with a back up date of Thursday October 4 at 7pm. After the interview process is complete we'll make our selection at our meeting on October 10th. The next issue will be the start date, which will be January of 2013.

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We'll pay her every two weeks by voucher just like a vendor and at the end of the year she will get a 1099 that she'll have to file with her taxes for 2013.

One person should make all the calls and schedule all the interview times so there's no confusion.

Joint Board: Just an update I received a note from the Joint Board advising me that they are working on the trailer, they put up new shelving and other things.

The estimate was \$5,000.00 and I'm assuming they are going to want to split the bill among the Districts. I'm hoping now that the meetings will be more.

Insurance: I received a report back from Travelers Insurance there's nothing major there.

Correspondence: There's a Fire Company in Pine Brook that may be able to give us better prices on some things we need to purchase, they sent me a catalog.

New Business: We were talking about getting badges for the Commissioners, I am going to have to re-work the quote and also Commissioner ID's. The badges are approximately \$86.00 a piece, I already have the spec out on it. The leather holders are about \$20.00 each, so we're looking at around \$500.00 maybe a little more but no more than \$550.00 for the 5 Commissioners.

Resolutions

1. Authorize an amount not to exceed \$700.00 for Commissioner Badges, Leather cases and ID.

Aye: Commissioners Lambert, Nazario, Palmieri, Campbell,

Nay: Commissioner Greenberg

Abstain: None

Absent: None

All Resolution was Adopted.

Adjourned: Meeting was Adjourned at 8:06 pm.