

3April 21, 2016

**District #3 in the Township of Hanover
County of Morris, Cedar Knolls, New Jersey**

The meeting was called to order at 7:00 p.m. on April 21, 2016 in accordance with the Open Public Meeting Act of 1975 Chapter, 231.

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

Also in attendance was Chief DiGiorgio and Administrator Jim Schultz.

Commissioner Callas left the meeting at 8:10 p.m.

Closed Session: The Board went into closed session to discuss Personnel Matters at 7:10 p.m.

The Board came out of Executive Session at 8:04 p.m. Personnel matters were discussed. Formal action will be taken by resolution.

Public Participation: None

Approval of Previous Minutes: Commissioner DeNegris made a motion, seconded by Commissioner Dugan to approve the minutes of April 7th. All in favor, with the exception of Commissioner Florio who abstained.

REPORT OF THE CHIEF AND BOARD COMMITTEES

Chief's Report: Commissioner Dugan asked if anyone had any questions or comments for the Chief regarding his Bi-Monthly report of April 21, 2106.

Chief DiGiorgio added that while participating in the Certified Public Management Program he became aware of a free on-site voluntary assessment program. The Department of Labor and the Department of Health come in as part of this on-site program and do an assessment of the department. They go over every aspect of their expectations. They then provide a written report and give the department an allotted time beyond the normal 30 days before they come back and assess penalty. Chief DiGiorgio would like to reach out to both divisions and partake in the voluntary assessment program. The Board approved the Chief to move forward with the assessment.

EMS: Nothing to report at this time.

Budget: Commissioner DeNigris referred to his report of March 31, 2016 and noted everything was on track but mentioned a few items of concern. He feels overtime appears to be an issue. At the current rate of spending the budget will be at 75% by the end of April. Chief DiGiorgio

explained that when EMTs go over their allotted hours they are put into over-time, not salary as was done in the past. EMT salaries are on target at 24%. Another cause of over-time is the career staff are doing evening training. Commissioner DeNigris asked Chief DiGiorgio to look into alternate scheduling as a possible way to reduce overtime.

Another item of concern was postage. Commissioner Dugan responded that it might be due to a lot of Certified Mailings.

Heating and A/C is up because of a problem with the furnace requiring repair.

Labor Relations: Commissioner Quirk and Commissioner Callas have started looking at the Employee Manual and noted the most recent manual is dated 2006.

Liaison to Volunteers: Commissioner Quirk was at their last meeting and reported there was some concern over where the picnic table will go once the permanent structure is in place. There was a lengthy discussion about miscommunication being circulated.

Building and Grounds:

- Commissioner Dugan stated that although the landscapers have started work they have not yet returned the contract. Commissioner Dugan questioned whether the landscapers should plant flowers in time for this year's Memorial Day service as they will be destroyed once construction begins. It was agreed that the landscaper will hold off on planting flowers and just add mulch.
Action Item: Commissioner Quirk will reach out to Russell Dobson and bring him up to date on the pending construction.
- Commissioner Dugan asked Administrator Schultz for an update on Bondex. Administrator Schultz told him they are currently doing their investigative process. Recent communications seem to indicate they will move forward with our complaint.

Insurance: Administrator Schultz said he received a bill from Oxford/United Healthcare Insurance for a small difference owed. The bill has been submitted to the Board.

Chief DiGiorgio said he got a letter from Workman's Compensation advising a date will be scheduled for the annual audit.

Communications: There was question regarding the contract from County Dispatch. Commissioner Florio provided Administrator Schultz updated language and date corrections and with the approval of the Board made the recommended changes.

Action Item: Administrator Schultz will return the contract with changes and present revised contract for approval at May 5th meeting.

By- Laws: Administrator Schultz stated he started some drafts on the by-laws. He noted that historically the Commissioners appoint Fire Officers. However, the way the current by-laws

read the Fire Company can also do it. He will memorialize into the by-laws what the Commissioners are currently doing.

Website: Commissioner Florio questioned why some resolutions are missing from the website from 2015 and also 2016. **Action Item: Administrator Schultz will update website.**

Old Business:

- Commissioner DeNigris reported he is waiting for the contract from the Meadow Wood Manor for the cost of catering on May 27th.
- Commissioner DeNigris and Bob O'Hare will be going to Monroe Hall on April 25th and present to the Republican Club information about EMS.
- ID's have been completed with some exceptions. The NIMS system doesn't have a category for elected officials. Work is being done to create a field to allow for that category in the program.
- Unit 30: Commissioner Quirk spoke with Township Administrator Joe Giorgio and recommended taking it over. Giorgio asked Commissioner Quirk to speak with the Mayor and to also have Mr. Brian Foran's people at the Department of Public Works to take a look at it for repair costs. **Action Item: Comm. Quirk will coordinator with Robert to get Unit 30 to the Township for repair inspection.**
- Records Disposal: Administrator Schultz contacted Secure Shredding in Morris County. He is comfortable with their process and compliance. There are approximately 90 boxes and will cost about \$5.50/box. This company is licensed and provides documentation.
- Plaque for Stephanie O'Hare:
Action Item: Commissioner Florio will get wording to Administrator Schultz for plaque.
- Commissioner Quirk inquired about the status of an issue discussed at a previous meeting advising the public of a need for more volunteers or the Board may be forced to hire paid staff for those needs. This was previously addressed during the December 17, 2015 meeting at which time Commissioners DeNigris, Florio, and Callas all stated they would be part of a Public Relations/Public Education Committee with the goal of educating the residents of Hanover Township with a focus on District #3 regarding staffing issues of Emergency Responders. This led to a lengthy discussion about recruitment and various medias through which to get the message out to the public. There was split consensus on whether more staff was needed on the EMT side or Fire, and where the focus should be place. Commissioner DeNigris asked for further documentation on the matter.
- The question was raised by Commissioner DeNigris as to whether the oxygen trailer parked at the fire house is there as a convenience or as a cost saving measure. There are three questions the Commission wanted clarified.

- 1) Is the trailer parked at the fire house a convenience? It was agreed that it is a convenience.
- 2) Is it a cost savings to the department? It was determined it is a cost savings of approximately \$7,000.00/annually
- 3) Is oxygen free to all Municipalities through the County? That needs to be clarified.

Chief DiGiorgio explained that The County of Morris applied for and received a grant to purchase these trailers for the UASI regions. This Grant came as a result of the lessons learned during Hurricane Sandy so in the event an entity was in need of emergency oxygen they would be able to fill their oxygen tanks at the trailers. Currently the only trained staff in Morris County are the OEM Staff and our Staff.

- **BCON:** Chief DiGiorgio required all per diem and career staff to participate in BCON training program (Bleeding Control.) He explained as part of this \$250,000 Grant, the Fire Department and EMS get free training and equipment. The equipment has a 5-year shelf life. After that time replacement becomes the responsibility of the Fire Department. Otherwise in accordance with the program one can elect to get out of the program, or another grant becomes available. This program allows a partnership with the Hanover Township Police Department and any other Department that would like us to sign on with them. Everyone was encouraged to do this but it was only required for the part-time staff. The Chief made this decision so there would always be someone in the ambulance with the necessary training in case of an “event”.

New Business:

- Administrator Schultz shared a conversation he had with Mr. Braslow regarding Ambulance 38 and whether to seek private compensation or join a class action law suit to regain losses.
- The next Regular Meeting will be Thursday, May 5, 2016 at 7:00 p.m.

Resolutions: In the absence of Commissioner Callas, Administrator Schultz read resolution **16-04-21-51** appointing Michael Belott to the position of Permanent Firefighter/Emergency Medical Technician/Fire Inspector.

Administrator Schultz read resolution **16-04-21-52** appointing Jon Connor McGuinness to the position of Permanent Firefighter/Emergency Medical technician/Fire Inspector.

Administrator Schultz read resolution **16-04-21-53** appointing Timothy Fawcett as a Per Diem Emergency Medical Technician.

Administrator Schultz read resolution **16-04-21-54** accepting the resignation from John Cappellini and extending thanks on behalf of the Board to John Cappellini for his years of

service. **A motion was made by Commissioner DeNigris, seconded by Commissioner Dugan, to adopt resolutions 16-04-21-51, 16-04-21-52, 16-04-21-53, and 16-04-21-54, all in favor.**

Administrator Schultz read resolution **16-04-21-55** for appointing Craig Vagell as a Part-Time temporary employee for the purpose of records review and disposal. **A motion was made by Commissioner Dugan, seconded by Commissioner Florio to adopt the resolution, all in favor.**

Administrator Schultz read resolution **16-04-21-56** supporting H.R. 343, the Volunteer Emergency Responders Tax Deduction Act and has been tabled.

Administrator Schultz read resolution 16-04-21-57 authorizing the Board to go into Executive Session to discuss personnel matters. **Commissioner DeNigris made a motion to accept the resolution, Commissioner Florio seconded the motion, all in favor.**

Administrator Schultz read resolution 16-04-21-58 voiding resolution 16-01-07-03. **Commissioner Quirk made a motion to accept the resolution, Commissioner Florio seconded the motion, all in favor.**

The Board went into second closed session at 10:25 p.m.

The Board came out of closed session at 11:50 p.m. Personnel matters were discussed. Action will follow.

Respectfully Submitted,

Robert Callas, Secretary