

June 15, 2017 Meeting of the Board of Fire Commissioners

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 June 15, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Peter DeNigris, Michael Dugan, and Maria Florio were present. Commissioners Robert Callas and Tom Quirk were absent.

Chief DiGiorgio, Administrator Schultz, Asst. Chief O'Hare, Fire Co. Vice President Joseph N. Martin, Captain Lake, Lieutenant DeSimone and FF Belott were also in attendance.

PUBLIC PARTICIPATION: Captain Lake informed the Board that as of September 1, 2017 he will be retiring. As per the Policies and Procedures Manual, Captain Lake will submit his intention to retire in writing also. Captain Lake thanked the Board for all their support over the years.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the June 1, 2017 Regular Meeting were reviewed. Commissioner Dugan noted that in the Personnel report the Liaison to the Exempts should be Liaison to Career Staff. Commissioner Dugan made a motion to accept the minutes from the June 1, 2017 Regular Meeting with this amendment. Commissioner DeNigris seconded the motion. All were in favor. Commissioners Callas and Quirk were absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that we have not received the audit report. He said that the auditor has indicated that so far everything appears to be fine. Commissioner DeNigris reported that the fact that some checks were voided without a Resolution may be a minor issue.

Commissioner Dugan made a motion to accept the Treasurer's Report. Commissioner Florio seconded the motion. All were in favor. Commissioners Callas and Quirk were absent.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly report to the Board prior to the meeting. Chief DiGiorgio reported that the Year to Date Call Volume reports for 2017 and 2016 are attached to his report. The reports show an increase of forty calls in January through May 2017 over the same months in 2016. Commissioner Florio asked about the apparent increase of 2 minutes in the Fire Turnout time between the two years. Chief DiGiorgio said that he will run a Response Time Report or the Board. Commissioner Florio said she was curious to see if there was a large number of weekend or evening calls which would account for the increased turnout time. Commissioner DeNigris asked how many of the calls required mutual aid. Chief DiGiorgio said that through May 31, 2017, 134 calls received mutual aid.

EMS: Nothing to report.

BUDGET: Commissioner DeNigris reported that the May 31, 2017 financial reports were distributed to the Board. Commissioner DeNigris noted that overall the costs are okay but some individual lines, such as overtime, are running over budget.

PERSONNEL: Commissioner Florio reported that she and Commissioner Quirk met with Chief DiGiorgio last night to discuss various items. One of the items that was discussed was social media. Chief DiGiorgio reported that he worked with Jimmy Hark and Craig Vagell to put together a proposal for the Board to consider using Twitter, Instagram and Facebook and to consider transferring the Fire Co. website page to the District website page. Commissioner Florio reported that there were discussions about a disclaimer on the District website indicating that things that were posted are not necessarily the opinions of the Fire District. Commissioner Florio noted that all the posts would still be under the Fire District and that the Board is going to have to come to a decision because the social media platforms are ready to be launched. Commissioner Florio asked for clarification on the objective of Board in using multiple social media platforms and the level of involvement required by Chief DiGiorgio as oversight moderator since there would be a mechanism in place that would require Chief DiGiorgio to approve posts. Chief DiGiorgio said that in the proposal it was noted that this safeguard would be put in place to prevent the back and forth banter that would not represent the opinion of the Board. Chief DiGiorgio noted that the Board had expressed concern about this during previous discussions. He said that the

purpose of the various social media platforms was to bring attention and awareness to the Fire District and Fire Department of what we do for and with the community. Being active on multiple platforms would allow us to reach more people. Chief DiGiorgio noted that as of this Tuesday the Fire Department Facebook page would cease to be associated with one of the Fire Co. member's personal account and would be on its own platform. Commissioner Florio said that the Fire District's purpose is to provide Fire and EMS services to the community and there is a website and Facebook page to provide information to the community. She expressed concern with the amount of time and effort that overseeing the multiple social media platforms will require and asked for feedback on whether this is in line with the Fire District's purpose and something that the Board should be doing. Commissioner DeNigris felt that since there is concern over meeting some of our demands with current staffing levels that Commissioner Florio has a point. Chief O'Hare said that recruiting is one of the main things that the social media platforms may help with. He felt that it is also a public relations effort and that it is important to let the community know what the Fire District and Fire Department are doing for them. Chief O'Hare noted that in the past this information was distributed via a newsletter but that the Board needs to be active on these social media platforms because this is how people in the community get their information today. He felt that the various platforms were needed to reach the most people because there is not a single platform that everyone is active on. Commissioner Florio reiterated her concern that paid staff are taking the time to update these social media accounts while working. Chief DiGiorgio said that only two people besides himself would have access to the accounts and that they were both volunteer members so there would be no monetary cost. Chief DiGiorgio noted that these two members would need to have some discretion as to what they need to have approval to post so they would not need to constantly ask him to approve posts. Commissioner Florio said that the two members would need to continually monitor the platforms so that pages do not go dead and this may be a difficult commitment for the long hall. Chief DiGiorgio felt that the social media environment is continually changing and that the platforms that people are using today may be replaced by new platforms just as the members that administer the platforms may need to be changed in the future due to changing commitment abilities. Chief DiGiorgio said that these social media platforms represent the next step in both recruiting efforts and in

keeping the community informed on a timely basis. Commissioner DeNigris asked if anyone can respond to posts. Chief DiGiorgio said that people can respond but that there will be a mechanism in place so that the response requires approval before being posted. This will allow the District to block inappropriate responses from being seen. Chief DiGiorgio recommended that the Board go ahead with the launch of the Facebook page and then roll out the other platforms. The Board agreed to move forward with the social media roll out.

Commissioner Florio reported that another topic that was discussed at the meeting between herself, Commissioner Quirk and Chief DiGiorgio was the retirement of Captain Lake. This led to a discussion on crew schedules, issues with coverage and the budget with the use of per diems. The District is using per diems more because we are not getting as many volunteers.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Florio reported that the Fire Co. meeting was held last night after being postponed on Monday. Fire Co. Vice President Joseph N. Martin reported that the Fire Co. is still working on plans and estimates for the outside work that the Fire Co. would like to do. As soon as plans are finalized, they will be submitted to the Board.

Commissioner Dugan reported that the Rotary wants to get out of the medical alert program and transfer ownership of the program to the District EMS Division. Commissioner Florio noted that the Rotary has been buying and distributing medical alert units to the district residents that need them. Chief O'Hare said that the Rotary would give the EMS Division any undistributed units and that the EMS Division would continue to make annual maintenance calls to the residents who have units. Commissioner Dugan recommended asking the Rotary to help subsidize the cost of the units since they cost \$75 - \$90 each and it could take a significant amount of money to purchase units if and when the program becomes more popular. Commissioner DeNigris expressed concern about the District's ability to limit the service based on availability of units given that we are taxpayer funded. Commissioner Dugan suggested looking into a partnership with the Township of Hanover. Commissioner Florio noted that there may also be liability issues. Chief O'Hare noted that some of the units are not returned when they are no longer needed. Commissioner Florio said that the units should be stamped

“Property of Cedar Knolls First Aid Squad” as well as “Please Return to Cedar Knolls First Aid Squad”. The Board liked the idea of taking over the program but agreed to discuss with legal counsel before making a decision.

Commissioner Dugan reported that the Fire Co. approved the money that Fire Co. member Craig Vagell requested for Dayroom electronics.

Administrator Schultz reported that the Handcart Insurance endeavor is moving forward.

BUILDINGS AND GROUNDS:

Roof Project: Administrator Schultz reported no progress. The Board is working with Mr. Braslow on how to proceed.

Apron Project: Administrator Schultz reported that progress has been made.

2017 Building Improvements

Day Room Rehabilitation: Commissioner Dugan reported that the sheetrock is complete. Chief DiGiorgio reported that the room has been primed and that it will be painted tomorrow. Captain Lake and his crew will be putting up the accent wall next week. The drop ceiling will be put up the end of next week. Hopefully the countertops will be in and can be installed after the ceiling is done. Chief DiGiorgio said that he has spoken to Fire Co. member Craig Vagell and confirmed that the chairs have been purchased. Chief DiGiorgio reported that the floor will go in last and that, if this timeline holds, the room should be completed in a week and a half. Commissioner Dugan showed the Board a sample of the vinyl floor that will be installed in the day room. Commissioner Dugan reported that the contractor provided the Board with a price to floor the entire first floor hallway in addition to the day room. Commissioner Florio asked how the floor would be cleaned and maintained. Captain Lake said that the floor would be cleaned with a dry swifter mop and that the floor is warranted for damage and the contractor would need to come out and replace the damaged section. Commissioner DeNigris asked about the incremental cost to do the hallway. Commissioner Dugan stated that the day room flooring would cost \$2,000 and the hallway would cost an additional \$2,500. Commissioner Dugan made a motion to do the day room floor and the hallway floor. Commissioner DeNigris seconded the motion. All were in favor. Commissioners Callas and Quirk were absent.

Commissioner Dugan reported that the Bay Floor project has been put on hold since there is so many other things in progress.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that general maintenance was done on Engine 34. Ambulance 39 received a replacement patient compartment air bag there was progress on repairing an O2 leak. Chief DiGiorgio reported that he spoke with Scott from VCI about a loaner ambulance, the intermittent air conditioning on Ambulance 38 and the possibility of moving up the drop off period for Ambulance 38. Chief Digiorgio reported that the paperwork required for the loaner will be started next week to expedite the process and ensure there is no down time for the District.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Commissioner Florio thanked Administrator Schultz for distributing bound copies of the newly adopted By-laws to each Board member.

WEBSITE: Administrator Schultz reported that the website is being maintained.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Chief DiGiorgio reported that progress has been made identifying items for destruction.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that Shoprite has submitted a proposal to put a restaurant and vegetable garden on top of their building.

Commissioner DeNigris reported that work on the jug handle has started and should continue for three or four months. Wegmans is still on target to open on July 23.

Commissioner DeNigris reported that the EDAC committee gave a presentation to Hanover Township and reported that there is a shortage of homes for sale in Whippany and throughout Morris County. EDAC also reported that there is a need to improve transportation from here to the train station. The need for better communications to keep residents abreast of township news.

Commissioner DeNigris reported that he had a copy of the presentation if anyone was interested in looking at it.

OLD BUSINESS: Commissioner Dugan reported that there was no update on the Country Woods Siren.

Commissioner Dugan reported that on April 6 during the public session a member of the public and Fire Co. made a comment in front of the Board that the Board was violating the civil rights of the Fire Co. Commissioner Dugan reported that he has had a conversation with Fire Co. President Dobson and he said that in no way was that member speaking for the Fire Co. Fire Co. Vice President Joseph N. Martin is the only member present at meeting to speak for the Fire Co. unless other people are assigned via letter to speak. Commissioner Dugan requested that the record show that the Fire Co. has not expressed any concerns about violation of civil rights. They have concerns about policy but not violations of civil rights.

NEW BUSINESS:

Commissioner Dugan reported that the Recreation Center would like to put a sign in front of the Fire House advertising their concerts. Commissioner Florio made a motion to allow the sign, seconded by Commissioner DeNigris. All were in favor. Commissioners Callas and Quirk were absent.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, July 6, 2017 at 7:00 P.M.

The next scheduled meeting of the Joint Fire Prevention Board is Monday, July 10, 2017 at 6:30 P.M. at the Whippany Firehouse.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Florio read **Resolution 17-06-15-48** appointing Per Diem EMT Gary Howard. **Commissioner Dugan made a motion to introduce the resolutions, seconded by Commissioner DeNigris. All were in favor. Commissioners Callas and Quirk were absent.**

Commissioner Florio read **Resolution 17-06-15-49** appointing Per Diem EMT Daneen DiBernardo. **Commissioner DeNigris made a motion to introduce the**

resolution, seconded by Commissioner Dugan. All were in favor. Commissioners Callas and Quirk were absent.

Commissioner Florio read **Resolution 17-06-15-50** appointing Volunteer Member Ryan Wilson. **Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioners Callas and Quirk were absent.**

Commissioner Florio read **Resolution 17-06-15-51** appointing Volunteer Member Tony Lisi. **Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. Commissioners Callas and Quirk were absent.**

Commissioner Florio read **Resolution 17-06-15-52** terminating Volunteer EMT Adriana Gomez. **Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioners Callas and Quirk were absent.**

Commissioner Florio read **Resolution 17-06-15-53** terminating Per Diem EMT Angela Taylor. **Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. Commissioners Callas and Quirk were absent.**

EXECUTIVE SESSION: Commissioner Florio read **Resolution 17-06-15-54** to enter into executive session. **Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. Commissioners Callas and Quirk were absent.**

The Board went into executive session at 8:00 p.m.

Commissioner Quirk came into the closed session at 9:00 p.m. Personnel matters were discussed. Action will be taken.

The Board came out of executive session at 9:15 p.m.

ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. Commissioner Callas was absent. The meeting was adjourned at 9:15 p.m.

Respectfully submitted by

Robert Callas, Secretary