

## **May 17, 2018 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 May 17, 2018 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Lieutenant Belott and Asst. Chief O'Hare were also in attendance.

**PUBLIC PARTICIPATION:** None.

**SWEARING IN CEREMONY:** Commissioner Dugan suspended the regular agenda for the Swearing In Ceremony. Chief DiGiorgio thanked everyone for joining us this evening and welcomed them to stay after the swearing in ceremony. Chief DiGiorgio reported that the two positions of Full Time EMT were recently created in the District. Chief DiGiorgio noted that District #3 is a fire and EMS department made up of full time employees, part time employees, per diem employees and volunteer members. The two Full Time EMT positions were created in this year's budget by the Board of Fire Commissioners to help advance our program to keep up with the responsibilities we have to provide emergency medical services throughout the Township of Hanover and the surrounding areas.

Chief DiGiorgio administered the oath of office to Full Time EMT Deborah Golden. Chief DiGiorgio and the Board congratulated and welcomed Ms. Golden.

Chief DiGiorgio administered the oath of office to Full Time EMT David Sulpy. Chief DiGiorgio and the Board congratulated and welcomed Mr. Sulpy.

Chief DiGiorgio thanked everyone for coming and again invited them to stay for the remainder of the meeting.

Commissioner Dugan announced that the Board would continue with the Agenda at 7:07 p.m.

**CORRESPONDENCE:** Administrator Schultz reported that the District was served a motion regarding the 60 Ridgedale Ave. case and it has been forwarded to Mr.

Braslow and our insurance company. Commissioner DeNigris asked if this was a suit. Administrator Schultz said that it was not a suit but that they are looking for relief of a flammables notification.

**APPROVAL OF PREVIOUS MINUTES:**

**The approval of the minutes from the May 3, 2018 Regular Meeting was tabled until next meeting.**

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that the April 2018 Financial Reports were distributed. The reports show a deficit of almost \$92,000 because the second quarter tax check from the Town has not been received yet. Commissioner DeNigris noted that the Overtime and Legal Expenses have exceeded the 2018 budget. Commissioner DeNigris stated that the District cannot continue on this trajectory or it will hurt us for next year's budget. Commissioner DeNigris reported that the Management Bank Account balance is significantly lower because the deposit on the new engine was paid from this account. Commissioner Quirk made a motion to accept the Treasurer's Report. Commissioner Callas seconded the motion. All were in favor.

**Report of Fire Commissioner Board Committees and Chief of Department:**

**CHIEF'S REPORT:** Chief DiGiorgio distributed his Bi-Monthly Report prior to the meeting.

Chief DiGiorgio thanked the members of the Board for reaching out following his recent incident. Chief DiGiorgio appreciated everyone's thoughts and phone calls. Chief DiGiorgio reported that he is currently on light duty and thanked the Board for the fruit basket.

Chief DiGiorgio reported that the new EMS schedule has been implemented and is functioning well.

Chief DiGiorgio reported that the Draft Junior Auxiliary Guide and Draft Pay-Per-Call Resolution are listed on the report under Outstanding Items because the items need to be finalized.

Chief DiGiorgio reported that he had a meeting with the Fire & EMS officers and crew chiefs this past week to get comments from them on the Draft Junior Auxiliary Guide. Any additional comments are due to Chief DiGiorgio by June 3.

Chief DiGiorgio also received some comments from the Commissioners. Administrator Schultz put together a draft resolution for the Junior Auxiliary Guide. Commissioner Florio asked about a potential change in law that may affect the program. Administrator Schultz responded that the change in law pertains to who is eligible for training and has nothing to do with the program.

Chief DiGiorgio reported that that he and Administrator Schultz are working on the other outstanding item, the Pay-Per-Call Resolution. A review of Pay-Per-Call was prompted by the last audit and Chief DiGiorgio hopes to have the review and recommendations completed in the near future.

Chief DiGiorgio reported that a 2018 Inspection Night Meeting was held on 5/8 to discuss the program for the evening and adjustments will be made to the program based on feedback.

Chief DiGiorgio reminded the Board that next week is EMS Week. Chief DiGiorgio reported that EMT Caitlin Williams has put together a program which will culminate with a prize being distributed on Inspection Night. Asst. Chief O'Hare added that Ms. Williams will be available Monday through Thursday nights next week to distribute handouts which include a ticket for the prize drawing. The winner must be present on Inspection Night to collect the prize.

Chief DiGiorgio reported that the contract for the Workplace Ethics training has been signed. Chief DiGiorgio reported that he has a phone conference set up for tomorrow with the instructor to schedule dates.

Chief DiGiorgio reported that the responsibilities of the career staff by discipline have been realigned with the addition of the two Full Time EMTs. Copies of the new responsibilities have been distributed to the Board.

Commissioner DeNigris asked about the Board's intent to give something to a young lady on Inspection Night. Commissioner Dugan reported that this is still an outstanding item. Chief DiGiorgio reported that he spoke with Administrator Schultz about this and has included it in the Inspection Night program.

Commissioner DeNigris reported that he will take care of purchasing the item to present on Inspection Night. Chief DiGiorgio reported that he proposed the addition of two awards at the last committee meeting. The awards would be a Firefighter Responder Award and an EMT Responder Award. These awards would

recognize people for call volume once they achieve 1000 calls. It was decided that there would be a Volunteer EMT Responder of the Year Award and a Volunteer Fire Responder of the Year Award recognizing the volunteers with the highest annual call volume to be presented on Inspection Night.

Commissioner Dugan reported that he spoke with Chief DiGiorgio about submitting his Bi-Monthly Report earlier as was discussed at the last meeting. Chief DiGiorgio will submit future reports by the Monday prior to the meeting.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Commissioner Quirk reported that the final draft has been received from the attorney. Commissioners Callas and Quirk reviewed the final draft and approved all the revisions. The next step is to submit a hard copy to the FMBA for review. When the FMBA review is complete, the committee will meet with the FMBA for a joint review to initial each page. The contract will then be ready for Chairman Dugan and the FMBA president to sign.

**LIAISON TO THE VOLUNTEERS:** Commissioner Dugan reported that neither he nor Commissioner Florio was able to attend the last meeting. Chief DiGiorgio reported that he was not present at the meeting. Lieutenant Belott represented him at the meeting. Asst. Chief O'Hare reported that the desire for a written contract regarding use of the 2<sup>nd</sup> floor was discussed at the meeting. Commissioner Dugan reported that he will contact Fire Co. President Hark and ask him to draft an agreement for the Board to review. Commissioner Dugan noted that he understands that the Fire Co. wants to protect any investment they make in remodeling the 2<sup>nd</sup> floor. Commissioner Dugan also stated that the Board will require an out in any agreement and that the Fire Co. is aware of this requirement. Chief DiGiorgio felt this was the position of the Board a couple of back. Commissioner Dugan noted that he was not sure that the Fire Co. was officially made aware of the Board's position. Commissioner Quirk noted that this was an issue when he was liaison also and that the Board had asked that the Fire Co. submit something in writing to the Board. Commissioner Quirk felt that the

Fire Co. was not looking for a concrete guarantee but that the Board will not revoke privileges for differing points of view.

**BUILDINGS AND GROUNDS:** Administrator Schultz reported that the survey was completed today and it was determined that the damaged tree is definitely on Fire District property. The Board has contracted to have the tree removed. Administrator Schultz reported that he is awaiting a quote for the removal of another tree that has been identified as problematic. Commissioner Dugan asked the Board for permission to have the second tree removed. The Board approved the removal of the additional tree.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that Ambulances 38 & 39 received their scheduled maintenance. Car 37 had the oil and filters changed. Chief DiGiorgio reported that seven SCBA cylinders were sent out for 5-year hydro testing and three cylinders were removed from service after reaching their fifteen year life expectancy. Chief DiGiorgio reported that the District has budgeted to replace a few of these cylinders annually to keep pace with the ones that need to be removed from service. Chief DiGiorgio reported that the extrication equipment received annual service.

Chief DiGiorgio reported that the parking lot lights are in and will be installed on Monday.

Chief DiGiorgio reported that he spoke with Commissioner Dugan about seeding around the sign. Commissioner Dugan reported that he will speak to the landscaper about laying some seed.

**INSURANCE:** Administrator Schultz reported that the District has a medical director and medical provider. Administrator Schultz reported that he hopes to speak with the Fire Co. about physicals in June.

Administrator Schultz reported that the 2017/2018 Workers Compensation Audit is tentatively scheduled for May 22, 2018.

Chief DiGiorgio reported that Chief Cortright asked if he had received a packet from first responder GIF in the mail. Chief DiGiorgio reported that he did receive the packet but that he had also received a packet at a convention he attended. Chief DiGiorgio reported that the packet contained information on different insurance plan bundles that the District is currently purchasing separately and

that it might be worth looking into whether the District could benefit from changing providers in the future.

**COMMUNICATIONS:** Nothing to report.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Commissioner Florio reported that the call volume data is now available on the website.

**PLANNING COMMITTEE:** Nothing to report.

**LIASON TO EXEMPTS:** Commissioner Quirk asked if the survey of the all the parking lots was complete. Commissioner Dugan reported that only the mark out of the lot across the street is complete and they will be coming back to complete the rest.

**RECORDS RETENTION:** Administrator Schultz reported that work will continue on moving all medical records to the Medical Director.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner DeNigris reported that the Tuesday meeting was cancelled due to weather.

Commissioner DeNigris reported that Lidl supermarket may be moving onto the Allen Paper property.

**MEMORIAL DAY SERVICES:** Commissioner DeNigris reported that everything is in order. Commissioner Quirk reported that he may be able to help with tables and chairs in the future through a loan from the rec department and save the District the cost of renting them. He could not make the decision but that he would ask the rec commissioner.

**OLD BUSINESS:** Administrator Schultz said that there is no report on the aluminum building proposal.

**NEW BUSINESS:**

Administrator Schultz reported that it is time to start planning for future capital renovation/improvements for the station so that anything planned for the near future can be included in next year's budget. Administrator Schultz reported that two possible projects to look into were flipping use of the 2<sup>nd</sup> and 3<sup>rd</sup> floors and installing an elevator. Administrator Schultz recommended meeting with the Fire

Co. to discuss this now as opposed to waiting until the Fall. Commissioner DeNigris agreed that it is a good idea to create a list and then the Board can choose which projects to fund next year.

Asst. Chief O'Hare asked if the Board had chosen a date for the Holiday Tree Lighting. Commissioner Quirk reported that he would check with Denise so that the Board could coordinate with the Town and avoid overlapping events. Commissioner Dugan asked Commissioner Quirk to alert the Town that the Holiday Tree Lighting would be on November 24 if there are no conflicts.

Commissioner DeNigris asked Administrator Schultz about the District's data protection against hacking. Administrator Schultz reported that there is a fire wall and off site backup of the data. Commissioner Florio asked if the District had cyber insurance. Administrator Schultz said that the District did not have cyber insurance. Commissioner Florio thought it was something that the Board should look into.

Administrator Schultz reported that Senate Bill 198 which says that you may not bill for emergency medical services unless you transport will have no impact on the District.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, June 7, 2018 at 7:00 P.M.

The Annual Inspection / Memorial Services will be held on Friday, May 25, 2018 at 6:00 P.M. at the Cedar Knolls Fire Station.

Commissioner Florio asked that any outstanding minutes from previous Joint Fire Prevention Board meetings be distributed prior to the June 11, 2018.

Commissioner Florio also asked that a copy of the Treasurer's Report also be distributed. Administrator Schultz will reach out to Commissioner Shearer.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Callas read Resolution 18-05-17-53 authorizing Successor CBA with FMBA Local 109. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor.

**EXECUTIVE SESSION: Commissioner Callas read Resolution 18-05-17-54 to enter into executive session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.**

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

Personnel matters were discussed. Action will be taken.

Commissioner Callas left at 8:25 p.m.

**The Board came out of closed session at 8:5 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 9:00 p.m.**

Respectfully submitted by

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Robert Callas, Secretary