

**August 2, 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 August 2, 2018 in accordance with the Public Meeting Act of 1975, Chapter 231. A moment of silence was observed in memory of Mike Owens, former member and former commissioner in District 3.

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

Chief DiGiorgio, Asst. Chief O'Hare, Lieutenant McGuinness, Lieutenant Belott and FF Ujfalussy were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

The minutes from the July 19, 2018 Regular Meeting were reviewed.

**Amendments to Previous Minutes:**

- 1. Commissioner Florio pointed out that in the Buildings and Grounds section discussion on the carbon monoxide alarms, the minutes should reflect that the weekly check procedure and not the alarms themselves should be noted when VFIS comes in for the risk survey.**
- 2. Commissioner Florio pointed out that under the Apparatus/Equipment & Maintenance, the minutes should reflect that Asst. Chief Martin coordinated *the receipt of* a donation of three previously used defibrillators from Parsippany District 2 for the Bike Units. This clarifies that Hanover Township Fire District 3 received the donation.**
- 3. Commissioner Florio pointed out that in the discussion of residency requirements in the Old Business section, the first sentence in the paragraph talks about forming a work group to move forward on this policy proposal without indicating which proposal is being discussed. The minutes will be amended to reflect that the work group will move**

forward on the residency proposal. Commissioner Florio also noted that minutes should be amended to change *outside residents* to *out of town residents* for the residency requirements discussion. Commissioner Quirk commented that the minutes should reflect what was said as opposed to what was meant. Commissioner Florio felt that the minutes could be amended for clarification purposes. Commissioner Dugan asked that future minutes contain a section outlining amendments to previous minutes.

4. Commissioner Florio noted that the minutes on the discussion of the electronic sign board requests under New Business need to clarify which request is being commented on throughout the discussion. Chief DiGiorgio indicated that the minutes from this meeting can clarify or amend the previous minutes. Commissioner Florio noted that at one point in the discussion Administrator Schultz shook his head in commentary and reminded everyone that all comments need to be verbal or nonverbal comments need to be *read* into the minutes. Commissioner Quirk agreed. The amended discussion is as follows: Administrator Schultz reported that he had distributed copies of the electronic sign board policy document with proposed changes highlighted. Administrator Schultz noted that these changes were the result of a discussion about specific requests to use the sign board at the last meeting. Administrator Schultz reported that after the Board had denied a sign usage request, a temporary wooden sign was placed in front of the firehouse. Commissioner Florio clarified that according to the minutes, the Board had approved the placement of a temporary wooden sign for the Recreation Department Concert Series after denying the electronic sign request because the message was deemed too lengthy. Commissioner Florio indicated that she had said that she hoped not to be sitting at the traffic light for the length of time it would take for the information about the entire concert schedule series to scroll across the electronic sign and she and the Board felt that the information would be more effectively communicated on a wooden sign board. Administrator Schultz indicated that he was referring to the Rotary Club putting a sign on the front lawn. Commissioner Florio asked what the Rotary club sign was advertising. Administrator Schultz said the Rotary Club was advertising the Duck Race. Commissioner Florio asked who had given

permission for the sign because she could not remember the request coming before the Board. Commissioner Quirk indicated that the Board should be made aware of any signs that are found on the property that have not been approved so that they may address it. Administrator Schultz reported that Mr. Braslow had stressed that the Board needed to have specific policies regarding who and what would be allowed to report on the electronic sign board. Mr. Braslow had warned that if the Board allowed some organizations to use the sign, then the Board would need to allow all requests. Specific guidelines would make it clear to all what was allowed to be communicated on the sign. Administrator Schultz felt that the same thing would hold true if the Board allowed organizations to put wooden signs on the property. If the Board allowed organizations outside those specifically identified in the guidelines to put up wooden signs, then the Board would need to allow all organizations to put up wooden signs. Commissioner DeNigris asked if the fact that the Board approved guidelines indicated that the Board would evaluate requests not specifically identified in the guidelines on an individual basis already addressed Mr. Braslow's concern. Commissioner DeNigris reported that this was how the Recreation Department received permission to place the concert series sign on the property. He did not know about the Rotary Club because no request had been brought to the Board. Commissioner Florio clarified that the guidelines should not become a litany of who can and who cannot utilize the sign because right now the guidelines give the Board the ability to make a decision on requests. Commissioner Florio reported that the policy now states that the Board will allow anything that is beneficial for the community on the sign. Commissioner Florio indicated that in regards to the Recreation Concert Series, the board has not violated the policy. The Board determined that this request contained too much information to be put on the electronic sign and would not be beneficial to a person in this format so the Board reverted to allowing the use of the hard sign. Administrator Schultz indicated that the policy was not violated with the Recreation Dept. sign but with the Rotary Club sign. Commissioner Florio noted that the Board had not approved or received a request from the Rotary Club and that if the sign just appeared on our property, it is incumbent on us to take it down. Administrator Schultz did not know who

put up the sign and indicated that it was up right before the Duck Race and removed right after the event. Administrator Schultz pointed out that the original guidelines indicated that *any organization within Hanover Township* was allowed to communicate events on the sign. Administrator Schultz reported that this was not the intention of the Board and the guidelines should be changed to reflect *any department or agency of the Township of Hanover* would be permitted use of the sign. Commissioners DeNigris and Florio agreed that this should be clarified in the guidelines. Commissioner Quirk asked what the yellow highlighted portions of the document indicate. Commissioner Florio replied that the proposed changes to the guidelines are highlighted in yellow. Commissioner Florio felt that guidelines for portable signs should not be included and should continue to be left to the discretion of the Board because the Board does not anticipate having to field many requests. Commissioner Dugan felt that there should not be any portable signs allowed. Commissioner Quirk clarified without the consent of the Board. Commissioner Dugan agreed. Commissioner DeNigris remembered denying a request from the Knights of Columbus. Commissioners DeNigris and Florio again questioned the need to include separate guidelines for portable signs if the guidelines already state that the Board will consider requests outside the outlined guidelines on a case by case basis. Administrator Schultz indicated that he will change the guidelines to reflect that no signs will be allowed on the property except as otherwise determined by the Board. Administrator Schultz said that he would rewrite the proposed changes and continue with the review process when he returned from vacation. Commissioner Florio indicated that the other proposed changes did clarify the Board's intentions regarding sign usage.

**Commissioner DeNigris made a motion to approve the amended minutes from the July 19, 2018 Regular Meeting. Commissioner Quirk seconded the motion. All were in favor.**

**REPORT OF THE TREASURER:** Nothing to report.

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

**CHIEF'S REPORT:** Chief DiGiorgio distributed his Bi-Monthly Report on July 27.

Chief DiGiorgio reported that the Workplace Conduct classes have been posted to Power DMS. As of July 27, 17 members had still not completed the training. Chief DiGiorgio attached a listing of those members to his report. Chief DiGiorgio reported that some members have completed the training since July 27 and that some that are outstanding are college students who have not returned from college. Chief DiGiorgio reported that all members that have not completed the training are being contacted and reminded to do so.

Chief DiGiorgio reported that he attached a copy of an email he received from Joe Giorgio regarding the Sandra Shadwell v. Township of Hanover lawsuit. There was a notice of motion that the Township was released from any further potential liability. Chief DiGiorgio reported that after oral arguments it was determined that the Township of Hanover has no connection to the plaintiff's personal injury claim.

Chief DiGiorgio reported that an evaluation was performed through payroll on Overtime Pay for EMS Employees. Overtime pay was evaluated back until May when the new full time, part time, and per diem EMS schedule was instituted. Chief DiGiorgio reported that 19 hours in overtime has been paid out in the five pay periods since the new EMS schedule was implemented and compared this with the one pay period in April when 28 hours of overtime were paid. Chief DiGiorgio noted that no overtime was paid in the last 3 pay periods. Chief DiGiorgio commended Lieutenant Belott his efforts with scheduling.

Chief DiGiorgio reported that Michael Owens, who was a member and commissioner in the 1940's and 1950's, has passed away at the age of 99. Chief DiGiorgio and Administrator Schultz have been in contact with his son regarding life insurance and relief benefits. Commissioner DeNigris asked how long he was a member or commissioner. Chief DiGiorgio did not have the dates with him but noted that he was a long time member and recalled that there was a break in service while he was in the military.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Commissioner Quirk reported that the committee wants to meet again with the FMBA to work on a couple of sidebar items from the negotiations.

**LIAISON TO THE VOLUNTEERS:** Commissioners Florio reported that she attended a meeting on July 26 regarding the Christmas Tree Lighting event. Commissioner Florio reported that the Tree Lighting Committee broke up into six work groups – logistics, refreshments, entertainment, membership liaison, advertising & social media, and budget. Commissioner Florio reported that the Committee discussed things that went well and things that did not go well at last year's event. Commissioner Florio reported that hot dogs and coffee will not be provided this year because the Committee wants to keep the focus on the children. This year the refreshments will be hot chocolate, popcorn and cookies. The Committee is also recommending that the magician act be eliminated since it has been used 3 years in a row and the focus will be on the holiday theme. The Committee is talking about building a Winter Wonderland in the ambulance and truck bays on the Mountain Avenue side. The Committee emphasized the need for a lot of volunteers and discussed a signup sheet for different areas at the event. Commissioner Florio reported that the Committee will be looking for some sort of donation from the Board. The Committee would like to purchase additional strobe lights and string lights. Other potential purchases include large urns for the hot chocolate.

**BUILDINGS AND GROUNDS:** Commissioner Dugan reported that he is waiting on the specs for the bay floors and indicated that if the floors are not done before the Tree Lighting, it will probably be put off until the spring because the vehicles will need to be outside for a period of time.

Chief DiGiorgio reported that Employment Horizons completed their last cleaning last week and the staff has taken over the cleaning.

Chief DiGiorgio reported that during the August emergency and fire safety devices inspection it was determined that two emergency lights were not functioning. Lieutenant Belott and FF Gilson replaced the two exit sign lights.

Commissioner Quirk asked if there was any report on the new shed / tent for the side. Commissioner Dugan reported that no decision has been made and more

information needs to be gathered. Commissioner Dugan noted that he will ask Administrator Schultz to look into it again when he returns from vacation.

Commissioner Dugan reported that he would like to provide the Fire Co. Second Floor Renovation Committee with the plans that were previously drawn up for the Fire District. The Board agreed to provide these plans to the Fire Co. Renovation Committee.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that there have been some issues with the ladder truck due to possible moisture in the controls. Fire & Safety has been out and is trying to determine the exact cause of the issue. If moisture has caused the control component to fail it will cost \$2,100 to purchase a new one. Fire & Safety is attempting to remove the moisture from the component to see if this will rectify the issue. Chief DiGiorgio reported that the issue was discovered during a training session. The ladder will only rotate to the left. The ladder truck is still in service while the issue is being resolved because any ladder position can be achieved by rotating to the left. Chief DiGiorgio indicated that the component will be left to dry until early next week and Fire & Safety will then return to reevaluate. Chief DiGiorgio reported that while the ladder truck was being looked at, FF Ujfalussy was able to scrape and apply undercoating to potential rust spots under the truck. Chief DiGiorgio reported that he also took pictures of rust spots on the ladder itself. He will bring the pictures with him to the new Engine meeting in Wisconsin to ask the engineers how the rust spots should be handled.

**INSURANCE:** Commissioner Florio reported that Administrator Schultz asked her to notify the Board about a District 2 resident who had made an arrangement to pay off an outstanding EMS invoice and was displeased that it was sent to collections anyway. Administrator Schultz reached out to Revenue Guard this morning to determine what payments have been received, why it went to collections and why the District was unaware of it. Administrator Schultz will reach out to the resident when he hears back from Revenue Guard.

**COMMUNICATIONS:** Commissioner Quirk reported that the Everbridge system has been replaced by the Rave system. Commissioner Quirk reported that an email went out to the mayor and council saying that Alert Morris is the new alerting system and asked for help in advertising the new system. Commissioner

Quirk reported that the email confused some of the recipients and should have indicated that Alert Morris was the name given to the new Rave system. Commissioner Quirk noted that the advertising notification needs to be edited to clarify the Smart 911 section because Hanover Police do not subscribe to this while the Fire section does subscribe.

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

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Nothing to report.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Nothing to report.

**OLD BUSINESS:** Commissioner Dugan reported that Improvements to the Facility will be an ongoing discussion that will include getting together with the Fire Co. to go over what their plans are for the second floor to ensure that both parties are on the same page.

Commissioner Dugan reported that he would like to hold off on discussions about the replacement of the tent until the Board decides on other modifications or expansions to the building.

**NEW BUSINESS:**

Commissioner Quirk reported that Hanover Township Day is September 8, 2018 and Touch a Truck will be held on the same day. Commissioner Quirk asked if the District was interested in having a recruitment table again this year and if the Board was interested in sponsoring the train ride again. Commissioner Dugan felt that the recruitment table was a good idea but would need to be discussed with the Fire Co. Chief DiGiorgio reported that John Sheridan is the Fire Co. representative liaison to Hanover Township Day. Chief DiGiorgio reported that he has been forwarding emails to him regarding the day. Chief DiGiorgio reported that Mr. Sheridan has formed a committee and is moving forward with plans for the Fire Co. presence at the event. Commissioner Dugan made a motion that the Board sponsors the train ride again this year. Commissioner Florio seconded the motion. All were in favor. Commissioner Quirk abstained. Commissioner Florio



asked if the Fire Co. was going to be asked to split the cost again this year and if a sign could be made indicating who sponsored the ride. The Board will talk to the Fire Co. about splitting the costs but is willing to be the lone sponsor.

Commissioner Quirk asked about plastic fire helmets. Chief DiGiorgio reported that John Sheridan is in charge of coordinating all the giveaway items.

Commissioner Quirk reported that the mayor was contacted by Bayer about a softball game between Bayer and Wegmans at Blackbrook Big on September 20, 2018 at 6:30 p.m. The game will be advertised as a Mayor's Cup and each company is donating \$5,000 to the Food Pantry. The Cedar Knolls Fire Co. has donated their softball equipment to Wegmans and the Whippany Fire Co. has donated their softball equipment to Bayer. Commissioner Florio noted that there is a Board meeting that night.

Chief DiGiorgio reported that this Sunday is the 2Kids Foundation Car Show at Horseshoe Lake in Roxbury. There is a small contingent from the Fire Co. going up to assist with parking cars. If anyone would like to volunteer, the contingent is leaving around 8 a.m. and should be finished around 1 p.m.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, August 16, 2018 at 7:00 P.M.

The Joint Fire Prevention Board meeting will be held on Thursday, September 6, 2018 at 6:30 P.M. in Cedar Knolls.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Callas read Resolution 18-08-02-67 accepting the resignation of Per Diem EMT Lyons. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.

**EXECUTIVE SESSION:** Commissioner Callas read Resolution 18-08-02-68 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor. The Board went into closed session at 7:53 p.m.

Personnel matters were discussed. Action will be taken. The Board read the following statement into the minutes: Until further notice, the Chief's schedule is his prerogative.

**The Board came out of closed session at 8:12 p.m.**

**ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:14 p.m.**

Respectfully submitted by

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Robert Callas, Secretary