

October 4, 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 October 4, 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, Asst. Chief O'Hare, Asst. Chief Martin, Lieutenant Belott, FF Gilson and EMT Waldron were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the September 6, 2018 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner DeNigris made a motion to approve the minutes from the September 6, 2018 Regular Meeting. Commissioner Callas seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner DeNigris reported the August financial reports were distributed. Commissioner DeNigris reported that overall the District is within budget but some of the individual accounts are running over budget. Commissioner DeNigris noted that this happens every year and will be taken care of. Commissioner DeNigris asked that the Board review the reports and forward any questions to him.

Commissioner DeNigris distributed copies of the proposed 2019 budget to the Board. Commissioner DeNigris noted that he would go over the highlights from the 2019 Budget tonight and asked the Board to review the Budget and forward any questions to Administrator Schultz prior to the next Board meeting. Commissioner DeNigris felt that this would be more efficient than going over the entire 2019 Budget tonight.

Commissioner DeNigris noted that Total Income is from grants included in the Budget. Commissioner DeNigris noted that Chief DiGiorgio and Administrator Schultz will be applying for numerous grants for 2019. If all of the grants are approved, the District will receive and spend \$75 K. Commissioner DeNigris noted that the \$75 K grant income is offset by \$75 K in grant related expenses in the 2019 Budget. Commissioner DeNigris noted that the EMS Service Income is increasing about \$45 K based on the volume increase trend so far this year. Commissioner DeNigris reported that City Tax Income has increased \$30 K over last year. Commissioner DeNigris explained that the rateables figure has increased \$8 M and translates to about a 1% increase in tax revenue. The District is also taking a 2% tax increase. Commissioner DeNigris noted that while the District will see about a 3% increase in tax revenue, the taxpayer will only see an increase of 2%. Commissioner DeNigris pointed out that the City Tax Revenue figure is not official yet and is subject to change. Commissioner DeNigris reported that the District is required to show the amount of PTO that is due to employees. The \$55 K PTO Income will be offset by the PTO Expense in the budget and balance itself out. These items account for the bulk of the \$230 K increase in income.

Commissioner DeNigris reported that the increase in Total Salaries is due to the contractual raises that are due to the Firefighter Personnel and a 5% increase in EMT salaries. Commissioner DeNigris noted that during the budget process last year, the Board agreed to include the salaries for two new firefighter/EMTs in the budget. These salaries were reflected in the Firefighter Personnel line of the 2018 budget. The Board chose to hire two EMTs this year instead of firefighter/EMTs. The salaries for these two individuals are included in the EMT Salaries line in the 2019 Budget and contribute to the \$75 K increase in EMT salaries. Commissioner DeNigris noted that the Firefighter Personnel Salary line in the budget shows a decrease from last year for the same reason. Commissioner DeNigris reported that each of the Commissioners will receive a \$300 raise in 2019 Budget. Commissioner DeNigris reported that the \$55 K PTO Expense is included in the Salaries section of the budget.

Commissioner DeNigris reported that the cost of benefits will increase \$56 K in total with the biggest increase due to pension expense.

Commissioner DeNigris reported that the Administrative Expenses have not increased substantially over last year. Commissioner DeNigris reported that the biggest expense in this category is for the Medical Director that the District started to pay in 2018.

Commissioner DeNigris reported that the Building and Maintenance Expense has decreased slightly from 2018 because some cuts needed to be made to balance the budget. Commissioner DeNigris reported that the Apparatus Maintenance Expense has also decreased from 2018. Uniform cost has not changed from last year. The total Education and Training cost also has not increased from last year. Commissioner DeNigris reported that there is a slight increase in the cost of Physicals has increased slightly over last year. Commissioner DeNigris reported a slight increase in Dues and Subscriptions over last year. Commissioner DeNigris reported that the Non Bondable Equipment Expense has increased almost \$58 K and represents purchases made with the grant money received. If no money is received from the grants then these purchases will not be made.

Commissioner DeNigris reported that there are no Capital Budget items for 2019. There are some outstanding Capital balances from previous years because the projects are not yet complete.

Commissioner DeNigris asked the Board to review the proposed \$2 M 2019 Budget and submit any questions to Administrator Schultz. These questions will be discussed at the next meeting.

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 on September 28, 2018 and sent out updates today.

Chief DiGiorgio reported that the Fire Prevention Board minutes and Treasurers' Reports from past meetings were sent out to the Fire Prevention Board. Chief DiGiorgio noted that minutes and Treasurers' Report were not available at the last Fire Prevention Board meeting. Commissioner Florio asked if the report distribution was now up to date. Chief DiGiorgio was not sure because he is not informed of any missing minutes or reports and he would follow up.

Chief DiGiorgio reported that he has worked with Administrator Schultz to create a payroll time sheet and he has copies of his 2018 time sheets.

Chief DiGiorgio reported that Dr. Gluckman was in this week to provide training. Annual physicals were also discussed. Chief DiGiorgio reported that Lt. Belott created a report indicating available times for the annual physicals throughout October and November. Chief DiGiorgio gave the Board a copy of the report and indicated that sign up announcements will be made tomorrow and again at the Fire Co. Meeting. Chief DiGiorgio hopes that by the end of November everyone will have received their annual physical.

Chief DiGiorgio reported that he has submitted his 2019 budget report which outlines how some of the proposed budget figures were derived. Commissioner DeNigris indicated that he forgot to mention that the addition of a Firefighter/EMT is included in the proposed 2019 Budget. Commissioner DeNigris thanked Chief DiGiorgio, Administrator Schultz and Commissioner Dugan for their help in preparing the 2019 Budget.

Commissioner Quirk reported that the outstanding Title 40 item on his report has been completed. Mr. Trimboli indicated that there is no policy. Chief DiGiorgio asked if Mr. Trimboli gave the District any direction to follow when conducting investigations. Commissioner Quirk reported that other than saying it was not in Title 40, no direction was given. Commissioner Quirk indicated that Title 40 was just for law enforcement. Chief DiGiorgio asked if Mr. Trimboli had reviewed the District's Internal Affairs guidelines. Commissioner Quirk indicated that Mr. Trimboli was not asked to do that. Asst. Chief Martin reported that there were provisions in Title 40 for investigations in fire service. Commissioner Dugan asked Asst. Chief Martin to bring these provisions to the Board. Asst. Chief Martin said that he would do so and indicated that he was waiting to hear if these provisions pertained to volunteer members before submitting his recommendations. Commissioner Quirk said it was his understanding that the entire internal affairs thing was under Attorney General Guidelines, not Title 40. Asst. Chief Martin said that this was correct for law enforcement officers.

EMS: Nothing to report.

BUDGET: This was discussed during the Treasurers' Report.

PERSONNEL: Commissioner Callas indicated the need for executive session.

NEGOTIATIONS: Commissioner Quirk reported that the committee met with the FMBA about the drug policy. Commissioner Quirk reported that the policy needs to be condensed because it is too extensive.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Chief DiGiorgio reported that he met with Bob Webster of Webster Plumbing to get a quote for a water softener. Chief DiGiorgio reported that the hard water has been taking a toll on the exterior of some of the vehicles. Mr. Webster recommended a vehicle washing filter also. Chief DiGiorgio reported that he is waiting for the quote.

Chief DiGiorgio reported that a floor contractor came in to advise the District about available options for the bay floors.

Chief DiGiorgio reported that last year during the testing of the fire alarm at the station, an attempt was made to reconnect one of the smoke detectors reconnected. The contractor at the time said that the entire panel should be replaced and the heads in the devices should be upgraded because they had significantly exceeded their life expectancy. Chief DiGiorgio reported that he reached out to a fire alarm contractor that was recommended by the County Fire Marshal. Chief DiGiorgio reported that the quote to replace the fire alarm panel, replace about 30 smoke detectors, strobes, pull stations and to integrate a carbon monoxide alarm at the panel is \$6,400. Chief DiGiorgio asked for Board approval to proceed with the fire alarm system upgrade. Commissioner DeNigris noted that there is \$17 K left in the 2016 Capital Building Improvements and recommended that it be applied there. Commissioner Callas asked if there was only one quote. Chief DiGiorgio said there was only one firm quote but that last year the contractor gave a rough estimate of \$16 K. The Board approved the upgrade.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Ambulance 39 needed two new front tires. The tires were replaced from stock that remained after the sale of the old ambulance chassis. Chief DiGiorgio reported that Car 32 received four new tires. Commissioner Florio asked if Car 32 has been used since it was repurposed. Chief DiGiorgio indicated that it has been

used and that training was recently completed with one individual of the three EMTs eligible to use it. Commissioner Florio asked if Car 32 would get chains for the winter. Chief DiGiorgio said that historically the cars are not equipped with chains.

Chief DiGiorgio reported that Truck 33 is currently out of service because of a ruptured hydraulic line. A representative from Fire & Safety indicated that the truck needs to go to the shop ASAP. The representative indicated that multiple lines were showing both wear & tear and salt corrosion. The truck was driven to the shop this morning.

INSURANCE: Administrator Schultz reported that the District was officially served in the suit Chadwell vs. the Fire District. The insurance company has directed council to defend the District against the suit.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Chief DiGiorgio reported that about forty boxes of records were placed in the mezzanine and the remaining records were condensed into fewer file cabinets. Chief DiGiorgio thanked the career staff for their help with this tedious task. Chief DiGiorgio reported that there are still about half a dozen boxes to sort through for this go around. Chief DiGiorgio hopes that by downsizing the available file cabinet space, the old records will be boxed for storage on a yearly basis. Chief DiGiorgio indicated that all the building plans still need to be gone through. The record retention on building plans is the life of the structure. Commissioner Quirk asked if the Fire District has to keep the building plans. Chief DiGiorgio said that the plans are currently in our possession. Commissioner Dugan asked why the Fire District had to keep the building plans if the Town has the plans. Chief DiGiorgio said that the records retention for fire department building plans is the life of the structure. Chief DiGiorgio reported that the plans will be reviewed to see how many can be destroyed. Commissioner

Florio asked if there District has special file cabinets for the building plans. Chief DiGiorgio indicated that the District does have the special cabinets.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that Lowes is still on the books to be constructed but there is an issue with ground contamination.

OLD BUSINESS: Commissioner Florio reported that the Holiday Tree Lighting Committee had another meeting Tuesday night. The contract was signed with Brian Lynch for the Winter Wonderland. The Committee has received a \$1,000 grant from Wegmans. \$75 from Progressive Gardens and various in kind items donated items. Commissioner Florio indicated that the Committee is considering holding a basket auction with these items. Commissioner Florio reported that the Committee felt that crossing guards might be beneficial in addition to having a police officer at the event. Commissioner Quirk reported that the event permit that was filed goes to all the department heads and Chief Roddy would make the decision about whether crossing guards were needed. Commissioner Quirk said that crossing guards can be applied for but that the Chief would need to approve it. Commissioner Florio reported that the question came up about what the Board was doing with regard to providing money for the Tree Lighting Event this year. Commissioner Florio reported that she knew the Board paid for the police officer last year but was unsure what other financial support the Board provided last year. Commissioner DeNigris said that we will need to look Administrator Schultz reported that he has not heard anything about the meeting that Fire Co. Member Vagell was supposed to be setting up with the Board to discuss the up the exact contribution. Commissioner Florio asked if the Board wanted to discuss what the Board was willing to contribute without knowing what the Board agreed to last year. Commissioner Florio reported that the cost of the contract, which includes the Winter Wonderland, Santa's Chair, and all the amenities, totals over \$3,300. Commissioner Florio noted that that does not include the hot chocolate, popcorn or cookies. Commissioner Dugan felt that the Board did split the costs 50/50 with the Fire Co. Commissioner Callas asked if this was budgeted for. Commissioner DeNigris replied that this was not budgeted for because figures were not available when the budget was prepared and historically this has cost enough to budget separately for it. Commissioner Dugan said the Board would like to know how much the Tree Lighting Committee is planning to spend and

asked Commissioner Florio when the committee planned to meet again. Commissioner Florio felt that the committee would not be able to give a concrete figure beyond the cost of the contract. Commissioner Florio noted that some of the additional expenses may be defrayed by donations but that this may not be determined until later in the planning process. Commissioner DeNigris indicated that the Board would not be able to commit to splitting the cost without knowing the cost. Commissioner Florio reported that the fact that the Board is the keeper of the taxpayers' money while the Fire Co. is able to fundraise to support the event was brought up at the committee meeting. Commissioner Florio reported that the committee asked how much the Board was willing to donate to be a partner in the event. Commissioner DeNigris felt that the Board should wait until the donated amount from last year was looked up. Commissioner DeNigris asked Karen Calabrese to inform the Board of the last year donation on Friday. Commissioner Florio asked if the Board was willing to commit at least the same amount as last year. The Board agreed that Commissioner Florio could inform the committee that the board would donate the same as last year.

Asst. Chief Martin reported that he had more details about the 100th Anniversary Committee regarding the Cedar Knolls Fire Department 100th Anniversary Event. Asst. Chief Martin reported that he and another committee member met with ACA Corporate Dining to survey the parking lot and determine food station layout. Asst. Chief Martin reported that he has received various estimates on the possible number of attendees and has settled on 1,500 attendees. Asst. Chief Martin reported that the caterer has assured him that she has access to additional food if more people attend. The caterer quoted \$20 a head which includes set and clean up. Asst. Chief Martin noted that the \$30,000 cost is only \$4,000 higher than the cost of the 25th Anniversary Event. Asst. Chief Martin requested that the Board partner with the Fire Co. in sponsoring the 100th Anniversary Event. Asst. Chief Martin noted that there would be three major events scheduled for 2019 – the Dinner Dance, Inspection Night and the 100th Anniversary Event. Asst. Chief Martin said that the Fire Co. indicated that they plan to hold the Dinner Dance in 2019. Inspection Night is a Board sponsored event and perhaps the Board would consider forgoing this event next year and put the money towards the 100th Anniversary Event. Asst. Chief Martin acknowledged that this would need to be run by the Fire Co. Commissioner DeNigris reported that no money has been included in the proposed 2019 Budget for this event so any money that the Board

agrees to add to the budget will need to be deducted from another budget item. Commissioner Florio asked for clarification on the number of attendees. Asst. Chief Martin reported that the 1,500 people would not all be here at the same time. Asst. Chief Martin said that the number of attendees will also fluctuate depending on the weather but he is looking to have tents if the weather is bad. Asst. Chief Martin asked if a Board member would volunteer to be the liaison to the 100 Anniversary Committee. Administrator Schultz reported that he has communicated with VFIS about the event insurance riders and any licenses that need to be applied for. Commissioner Dugan reported that the Board cannot commit to a donation figure at this point. Asst. Chief Martin asked if the Board was willing to forgo Inspection Night and donate those funds to the 100th Anniversary Event. Commissioner Dugan asked Asst. Chief Martin to ask the Fire Co. their opinion on eliminating Inspection Night and report back to the Board. Commissioner Quirk asked the date of the event. Asst. Chief Martin indicated that the 100th Anniversary Event would be held on September 7, 2019.

NEW BUSINESS:

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

The Joint Fire Prevention Board meeting will be held on Monday, November 12, 2018 at 6:30 P.M. in Whippany.

The Holiday Tree Lighting Ceremony will be held at the firehouse on Saturday, November 24, 2018 at 5:00 P.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Callas read Resolution 18-10-04-74 terminating Volunteer Employee Anthony Pizzimento. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 18-10-04-75 accepting the resignation of Volunteer Employee Jonathan Kelly. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor.

Commissioner Callas read Resolution 18-10-04-76 appointing Permanent FF/EMT/Inp Gilson. Commissioner Florio made a motion to introduce the

resolution, seconded by Commissioner DeNigris. All were in favor. The Board congratulated FF/EMT/Inp Gilson.

EXECUTIVE SESSION: Commissioner Callas read Resolution 18-10-04-77 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. The Board went into closed session at 8:09 p.m.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 9:45 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 10:10 p.m.

Respectfully submitted by

Robert Callas, Secretary