

October 18, 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 18, 2018 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Administrator Schultz, Asst. Chief O'Hare, Lieutenant Belott, Lieutenant DeSimone, FF Ujfalussy and Hanover Township Committeeman Cahill were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Callas reported that he received correspondence regarding the Quarterly State District Meeting.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the October 4, 2018 Regular Meeting were reviewed.

Amendments to Previous Minutes: The Negotiations Committee reports incorrectly states that the committee met with the FMBA about the *truck* policy. The report should state that Committee met with the FMBA about the *drug* policy.

Commissioner DeNigris made a motion to approve the amended minutes from the October 4, 2018 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Florio was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that Commissioner Florio asked the Board for approval to spend up to \$1,000 for the Tree Lighting Ceremony. These monies would cover the cost of the police presence and help with the cost of tree lights and refreshments. Commissioner Quirk reported that he has been cc'd on the correspondence amongst the Tree Lighting Committee and the Committee is looking for an idea of what they can expect from the Board. Commissioner DeNigris felt that the Board could approve the \$1,000. Commissioner Dugan reported that at the Fire Co. Meeting he told

the Tree Lighting Committee that the Board would split any costs with the Fire Co. Commissioner Dugan felt that the reason Commissioner Florio was a liaison with the Tree Lighting Committee was to keep the Board informed about the Committee's progress. Commissioner Quirk reported that he is on the Committee as well and that the costs for the Tree Lighting Ceremony have historically been split 50/50 between the District and the Fire Co. The Board approved the \$1,000 expenditure. Commissioner DeNigris will inform Commissioner Florio of the approval.

Commissioner DeNigris distributed an article about the New Jersey paid sick leave policy which goes into effect on October 29, 2018. Commissioner DeNigris reported that this would not impact employees covered by the union contract, but would impact all other employees. Administrator Schultz indicated that this will be discussed further in closed session.

Commissioner DeNigris reported the September 2018 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 the 4th quarter tax check has not been received yet. Commissioner DeNigris projected that the District would be in a good financial position at year end. Commissioner DeNigris asked that the Board review the reports and forward any questions to him.

Commissioner DeNigris reported that he would like to forward the proposed 2019 budget to the Accountant. Commissioner DeNigris noted that \$75 K income from grants is included in the Budget. Commissioner DeNigris reported that the 2019 Budget will increase 12 – 13 % from last year. Commissioner DeNigris noted that the final tax figures have not been received yet. Commissioner DeNigris explained that the taxes will only go up about 3%, the normal 2% increase plus a 1% increase due to more ratable properties. The remaining 9 – 10% increase is due to an increase in other income such as EMS Service Income. Commissioner DeNigris reported that the 2019 Salaries Expense includes one new firefighter / EMT. Commissioner DeNigris noted that this new hire would probably not come on board until June or July 2019 and therefore only a partial annual salary was included in the 2019 Budget. Commissioner Quirk asked if this was based on the Board approving the hiring. Commissioner Dugan reported that the money was included in the 2019 Budget in case the Board decided on an additional hire.

Commissioner Quirk reported that he just wanted clarification that including the money in the budget was not construed as Board approval for the hire.

Commissioner Dugan said that the money was included in case the need for an additional Firefighter / EMT arose and that the Board would have to approve an additional hire at that point. Commissioner DeNigris reported that a \$250 annual increase in the Commissioner Salary was also included in the 2019 Budget.

Commissioner DeNigris reported that there is also a 5% salary increase for non-bargaining employees. Commissioner DeNigris reported that these are the major highlights in the proposed 2019 Budget but the budget also includes the normal increases for items such as insurance. Commissioner DeNigris said that if the Board has no questions about the proposed 2019 Budget, he would like to ask Administrator Schultz to forward the budget along with the tax letter from the Town to our Accountant. Administrator Schultz reported that this will have to wait until the tax letter is received from the Town. Administrator Schultz distributed copies of the 2019 Budget Calendar which indicated that the 2019 Budget be introduced at the November 1, 2018 Regular Meeting. Administrator Schultz reported that this is the earliest that a proposed budget has been completed and that he does not foresee any difficulties in meeting the dates outlined in the calendar. Administrator Schultz noted that the grants and the accrued statutory liability represent almost \$130 K of the \$230 K 2019 Budget increase. Administrator Schultz felt that this puts the District on the very good financial footing, especially if the accrued liability expense does not materialize. Commissioner DeNigris reported that the 2019 Budget does not include monies for the 100 Year Celebration that was discussed at the last meeting.

Commissioner DeNigris reported that if the Board decides not to have Inspection Night in 2019, the funds that were budgeted for this may be used for the 100 Year Celebration. Commissioner Dugan asked how much was budgeted for Inspection Night. Commissioner DeNigris said about \$5 K was budgeted. Commissioner DeNigris felt that this was a more prudent way of funding the celebration as opposed to taking money from the cap bank.

Commissioner Dugan asked if the Board had any questions about the Treasurers' Report. The Board had no questions. Commissioner Quirk made a motion to accept the Treasurer's Report. Commissioner Callas seconded the motion. All were in favor. Commissioner Florio was absent.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on October 12, 2018.

EMS: Nothing to report.

BUDGET: This was discussed during the Treasurers' Report.

PERSONNEL: Commissioner Callas indicated the need for executive session.

NEGOTIATIONS: Commissioner Quirk indicated the need for executive session.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan reported that he attended the Fire Co. Meeting. Commissioner Dugan reported that the Fire Co. had no problem with foregoing Inspection Night and the Board using the funds for the 100 Year Celebration. Commissioner Dugan reported that he had indicated he told the Fire Co. this would be about \$6 K but felt that the \$5 K that was budgeted should suffice.

BUILDINGS AND GROUNDS: Administrator Schultz reported that there will be no increase in the new 3 year copier contract with PBS. The 3rd floor copier will be moved to the 1st floor and a new copier will be installed on the 3rd floor.

Commissioner Dugan reported that a floor contractor is still working on a spec for the bay floors.

Commissioner Dugan reported that the shed needs a new roof and recommends using the leftover shingles from the new building roof. Commissioner Dugan reported that the only cost would be the labor to install the roof on the shed. Lieutenant Belott reported that Joe Lang was going to give the Board a quote for the labor. Administrator Schultz asked if there was a problem taking down the frame from the old tent in the parking lot. Commissioner Dugan noted that the new shed project has been tabled and asked the Board for recommendations on whether a new tarp should be purchased for the tent frame or if the frame should be taken down. Administrator Schultz asked what a replacement tarp would cost. Commissioner Dugan said the replacement tarp would cost between \$3,500 and \$3,800. Commissioner DeNigris felt the tarp should be replaced because this would provide a covered spot to park the pickup truck. Commissioner Dugan agreed.

APPARATUS/EQUIPMENT AND MAINTENANCE: Lieutenant Belott reported that Truck 33 is still out of service because of ruptured hydraulic lines. Commissioner Dugan asked if there was any word on when it would be back in service. Lieutenant Belott reported that he spoke to Fire & Safety today and they indicated that half of the hydraulic lines had been replaced but the other half were still being worked on. Progress is being made but there is no exact time frame for when the work will be completed. Commissioner Dugan asked Lieutenant Belott to keep in touch with Fire & Safety about the work.

Commissioner Quirk asked that the trailer hitch be taken off the back of the pickup truck in the parking lot to prevent people bumping into it.

INSURANCE: Nothing to report.

COMMUNICATIONS: Commissioner Quirk reported that he spoke with Chief Roddy on the memo about 64 South Jefferson Road. Chief Roddy indicated that he was aware of the situation and he was satisfied that his Sergeant took the appropriate actions.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Schultz reported that the website is up to date.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Hanover Township Committeeman Cahill reported that the last he heard paperwork was still going back and forth between the Whippany Fire Dept. attorney and the County attorney.

Hanover Township Committeeman Cahill reported that the Township Committee has received a request from Chief Roddy for a new officer. This hire should go through by December 1 and bring the total officers to 32, assuming no one retires. Hanover Township Committeeman Cahill reported that the Township Committee has included the hiring of two more officers in their budget so the total officers would increase to 34.

OLD BUSINESS: Commissioner Dugan reported that there are a few items under old business on the Chief's Report. One of the items is the Residency Policy. Commissioner Dugan reported that the Board eventually needs to discuss this and decide on a policy. Commissioner Dugan indicated that he does not want to limit people because of where they reside. Commissioner Callas indicated that the Board had some discussion on the matter. Commissioner Quirk reported that his position has not changed and that the District should look at anyone who wants to come here. Commissioner DeNigris felt that as long as they are responsible and agree to meet the obligation that they sign up for, they should be considered. Commissioner Dugan reported that he would meet with Chief DiGiorgio and let him know that the Board does not wish to restrict membership based on residency. Commissioner DeNigris asked why Chief DiGiorgio felt the need for residency requirements. Commissioner Dugan said that the Chief was concerned that if members resided outside a 5 – 7 mile radius, they would not be able to make it to the firehouse in a timely manner. Commissioner Dugan indicated that provisions could be made for these members. Commissioner Quirk noted that these provisions would not increase the response time beyond what it takes mutual aid to respond.

NEW BUSINESS:

Administrator Shultz reported that the Board had received copies of two documents. The first document outlines the addition of bereavement leave to the terms and conditions for compensated EMS personnel. This version of the bereavement leave document has been reviewed and approved by Mr. Trimboli. The second document is the final draft of the sick leave policy which Mr. Trimboli is currently reviewing. Administrator Schultz asked that the Board move to adopt both policies to be included in the Policies and Procedures Manual. Commissioner DeNigris asked if the draft sick leave policy was consistent with the budgeted accrued liability. Administrator Schultz confirmed that it was consistent. Administrator Schultz reported that he created the draft sick leave policy from a sample sick leave policy given to him by Mr. Trimboli. The sample sick leave policy only required that the user make certain choices as outlined in the policy. Administrator Schultz indicated that the District would accrue most of the sick time liability as earned as opposed to front loading the sick time. The policy would also require the District to pay the employee for any unused sick

time as opposed to allowing them to carry it over. This would ensure that the accrued liability does not continue to grow each year. Commissioner Callas asked if this was just for the full time EMTs. Administrator Schultz reported that the full time EMTs already have PTO so this does not apply to them. This would apply to the part time and per diem EMTs as well as the bookkeeper. Commissioner Dugan asked if Mr. Trimboli was still reviewing the sick leave policy. Administrator Schultz said he was still reviewing it but that he did not feel that any changes would be needed. Commissioner Dugan said that the Board would wait on the sick policy to ensure that Mr. Trimboli has no problem with it. Commissioner Dugan made a motion that the Board adopt the Bereavement Policy for compensated EMS personnel and include said policy in the correct section of the Policies and Procedures Manual. Commissioner DeNigris seconded the motion. All were in favor. Commissioner Florio was absent. Administrator Schultz asked the Board to adopt the sick leave policy also because it needs to go into effect on October 29, 2018. The Board decided to wait until the policy was approved by Mr. Trimboli.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, November 1, 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: None.

EXECUTIVE SESSION: Commissioner Callas read Resolution 18-10-18-78 to enter into executive session. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner Florio was absent. The Board went into closed session at 7:35 p.m.

Personnel matters were discussed. Action will be taken.

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

Commissioner Quirk made a motion to eliminate the wording “forty (40) hours of” from Article XI, Section 3 of the contract pertaining to Paid Time Off.

Commissioner Callas seconded the motion. All were in favor. Commissioner Florio was absent.

ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor. Commissioner Florio was absent. The meeting was adjourned at 9:53 p.m.

Respectfully submitted by

Robert Callas, Secretary