

February 7, 2019 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 February 7, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Asst. Chief O'Hare, Asst. Chief Martin, Lieutenant Belott and Fire Dept. President Hark were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 17, 2019 Regular Meeting were reviewed.

Amendments to Previous Minutes: Commissioner Dugan noted that "counsel" was spelled incorrectly in the Insurance report. Commissioner Dugan reported two errors in the Liaison to Hanover Township Committee report.

Commissioner Dugan noted that the vendor for the Township website is Civic Plus, not Citi Plus. The second error was with the sentence "There will also be newsletter publications through the eblast system." The sentence should have stated that "There will also be newsletter publications and messages through the eblast system."

Commissioner DeNigris made a motion to approve the amended minutes from the January 17, 2019 Regular Meeting. Commissioner Florio seconded the motion. All were in favor. Commissioner Callas was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the new rates for health insurance have been received. Administrator Schultz reported that the renewal quotes for the existing health insurance have gone up slightly and are within the budgeted amount. Administrator Schultz reported that he will set up a meeting with Mr. Siino and Commissioner DeNigris to go over the healthcare renewal quotes. Administrator Schultz noted that he will also set up a meeting

with VFIS, Commissioner DeNigris and Fire Dept. President Hark to go over the VFIS insurance renewal package.

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

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on February 1, 2019. Chief DiGiorgio thanked the career staff, specifically Lieutenant Belott and FF Ujfalussy, for cleaning the carpets with a rented carpet cleaning machine.

Chief DiGiorgio reported that Fire & Safety has confirmed that the new engine will be completed and ready for inspection on February 19, 2019. Chief DiGiorgio noted that 4 representatives from the District will go to Florida for the final inspection from February 19 – 21. Commissioner DeNigris asked what would happen to the old engine. Chief DiGiorgio noted that ultimately that would be up to the Board. Chief DiGiorgio reported that he did have some discussions with Chief Cortright of the Whippany Fire Dept. about the possibility of sharing the use of the vehicle. The engine would be kept as a spare for either department to use as needed. Chief DiGiorgio noted that this would mean that the District would not be down and engine should the primary one need to be taken out of service. Chief DiGiorgio noted that the District would have to look into how to insure a shared vehicle. Chief DiGiorgio indicated that the two departments had shared a piece of apparatus in the past. Commissioner DeNigris asked if there would be a problem keeping the vehicle outdoors. Chief DiGiorgio reported that Chief Cortright indicated that his firehouse would have room to house the vehicle. Commissioner DeNigris reported that he saw a newspaper article about a fire department who donated their old vehicle to Guatemala. Commissioner DeNigris noted that the military flew the donated vehicle to Guatemala free of charge. Chief DiGiorgio noted that the Board would probably want to determine the value of the old engine before making a decision on what to do with it. Chief DiGiorgio indicated that unless the Board tells him otherwise, he will continue to keep the sharing option open. Chief DiGiorgio noted that Whippany Fire Dept. is beginning the process of purchasing a new engine but it will not be delivered for about a year. This leaves them down a piece of equipment. Commissioner DeNigris

reported that in general he does not have any objection to sharing the vehicle. Commissioner DeNigris noted that he would not want this to be a regular piece of equipment for Whippany while they are short a piece of equipment. Chief DiGiorgio indicated that there would have to be parameters on whom, when and how the equipment would be used and who would maintain the equipment. Chief DiGiorgio reported that the Board can determine whether to share, sell or donate the old engine. Commissioner Dugan felt that it might benefit District 3 to share the engine if the engine is in better condition than what Whippany currently has. Commissioner Florio asked what the District currently does when a piece of apparatus is out. Chief DiGiorgio reported that the District just operates down a piece of apparatus for a short period of time. Chief DiGiorgio noted that there was only one time since he has been in the District that has borrowed a piece of fire apparatus. Commissioner Dugan felt that sharing the apparatus would allow the District to not have to be down a piece of apparatus when District vehicles are in for service. Commissioner Dugan hoped that this would not be needed too often because the District would have a new engine and another vehicle that is not too old. Chief DiGiorgio noted that the first step would be to meet with Administrator Schultz to determine if a permanent sharing of the vehicle would be feasible by asking counsel and the insurance company. Commissioner Florio noted that a cost/benefit analysis would also be needed. Commissioner Florio felt that the analysis would help determine if it was more beneficial to keep the apparatus or to sell it and put the proceeds towards the next piece of apparatus that the District will need to purchase. Commissioner Florio thought that this would especially be true if the shared apparatus was only needed infrequently. Commissioner Quirk noted that he was thinking the same thing. Commissioner Florio felt that while she wants to be conciliatory and helpful towards both sides of Town but if there is still good value on the vehicle, it can benefit the District to bank that money. Commissioner Quirk noted that if Whippany is still a year away from getting a new engine, a sharing arrangement would probably benefit Whippany far more than our District. Chief DiGiorgio noted that the other thing to consider was the insurance policy ISO requirements of certain pump capacities and gallons per minute. Chief DiGiorgio noted that the District might also get a credit for having a reserve apparatus and these items would need to be considered in the cost/benefit analysis. Commissioner Dugan asked Chief DiGiorgio and Administrator Schultz to look into the sharing option

and look into what the market value of the apparatus might be. Commissioner Dugan asked Chief DiGiorgio to report the findings to the Board.

Chief DiGiorgio reported that he held an Operations Meeting on January 29 to discuss some pending items. Chief DiGiorgio reported that the job descriptions for the Volunteer Fire Officers and the creation of the new Second Lieutenant position were rolled out. Chief DiGiorgio reported that the Residency Requirements and Guidelines were discussed. Chief DiGiorgio reported that the final item was revisiting the volunteer incentive, formerly known as Pay per Call. Chief DiGiorgio noted that 15 members attended the meeting. Chief DiGiorgio reported that the job descriptions were agreed upon by all those in attendance. Chief DiGiorgio reported that he will now turn this item over to Asst. Chief Martin to solicit members of the Fire Division for these positions for 2019. Chief DiGiorgio reported that he distributed copies of a draft for the volunteer incentive plan to the Board. Chief DiGiorgio reported that there was good conversation about the Residency Requirements at the meeting but that he does not have a draft completed yet. Chief DiGiorgio anticipates having a draft for the next meeting. Commissioner Dugan asked what was done about the Residency Policy. Chief DiGiorgio reported that all the bullet points in the policy were discussed and some suggestions were made that will be incorporated in the draft for next meeting. Chief DiGiorgio noted that one of the items removed from the policy, based on the Board's recommendation, was the requirement that members live within the Township. Chief DiGiorgio reported that during the discussion of the acceptable residency radius from the firehouse, a suggestion was made to use response time as the determining factor. Once an acceptable response time is determined, a member would be able to live anywhere as long as they can get to the firehouse in that amount of time. Chief DiGiorgio reported that the average response time, from dispatch to vehicle leaving the firehouse, is 13 minutes during volunteer hours. Assuming 3 minutes to dress, this would mean that a member reside anywhere that allows them to get to the firehouse in ten minutes. Chief DiGiorgio noted that volunteer hours are six at night until six in the morning. Commissioner DeNigris asked for clarification on the volunteer incentive stipends. The draft reads that the officers' stipends shall be removed from the overall District appropriation. Commissioner DeNigris asked what that meant. Chief DiGiorgio reported that this means that the officers' stipends amount would be subtracted from the total Pay per Call fund and the remainder of the fund would

be distributed as Pay per Call. Commissioner DeNigris felt the wording implies that the amount would be removed from the District budget. Commissioner DeNigris recommended that the wording be changed to: The officers' stipend shall be allocated from the incentive budget.

Commissioner Dugan asked if anyone had any other questions for the Chief. There were no other questions.

Administrator Schultz left the meeting.

EMS: Nothing to report.

BUDGET: Commissioner DeNigris reported that he has received the January 2019 cost reports but there is no report since they reflect only one month of data.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Chief DiGiorgio reported that he and Administrator Schultz are still trying to get Bowman Engineering out to finalize cost figures for the bay floors.

Commissioner Dugan reported that it does not look like we can avoid getting salt on the front driveway apron. Commissioner Dugan recommended sealing the apron when the weather breaks. Commissioner Florio felt that the Board had decided not to seal it because it might make the apron too slippery. Chief DiGiorgio thought it was because it was not cost effective for the contractor to do it. Commissioner Dugan felt that another contractor might be less expensive or the sealing could be done in house. Chief DiGiorgio noted that the days following the storm were warm enough that he was able to have the staff hose any salt off the apron without the threat of icing.

Commissioner Florio asked if any decision had been made about hiring a landscaper versus doing the landscaping ourselves. Chief DiGiorgio reported that he spoke with Administrator Schultz and Lieutenant McGuinness to get some equipment pricing. Since those conversations, Chief DiGiorgio reported that some operational items have come up that he feels should take precedence over doing any landscaping in house. Consequently Chief DiGiorgio reported that he

would recommend that the District forgo doing the landscaping in house this year. The Board will ask Administrator Schultz to draw up the packet for landscaping bids.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Commissioner Dugan asked Chief DiGiorgio what happened with Unit 30. Chief DiGiorgio reported that an employee who was driving 30 accidentally struck another member's vehicle in the parking lot. Chief DiGiorgio noted that a VFIS claim was filed. Commissioner Dugan asked if this was the accident that happened during the storm. Chief DiGiorgio indicated that this happened the day after the storm. Commissioner Dugan asked for clarification on the number of incidents in with 30 in the parking lot and if this is the one that the Board was already made aware of. Chief DiGiorgio reported that this was the only incident involving Unit 30. Commissioner Florio reported that Administrator Schultz has distributed a memo regarding damage to a member's vehicle. Chief DiGiorgio noted that Administrator Schultz is looking for the Board's opinion on reimbursing the member for out of pocket expenses for a replacement tire. Commissioner Florio asked if the members are being cautious and careful when entering and exiting the parking lot. Commissioner Florio asked if these fender benders were being caused by carelessness because she does not want to establish precedence for reimbursement if this is the case. Asst. Chief Martin reported that when he was notified of the incident, there was a light coating of snow on the ground and the member was reporting for storm coverage. The member's car slid and hit the Belgium block along the property line when he turning into the driveway. Commissioner Florio asked if Asst. Chief Martin felt that it was appropriate to reimburse the member. Asst. Chief Martin said he had no doubt that the member reported the incident truthfully. Commissioner Florio felt that the Board should reimburse the member. Commissioner Florio asked about the circumstances behind the Unit 30 incident and if they were driving too close to one another. Commissioner Dugan asked if they were plowing. Chief DiGiorgio reported that the plow was attached and the person driving the vehicle had to back up so the plow would not strike a vehicle in front of him. Chief DiGiorgio said that the vehicle that was hit was in the driver's blind spot. Commissioner Dugan asked if person backed up into another vehicle or hit the other vehicle with the plow. Chief DiGiorgio reported that Unit 30 sustained damage to the fender behind the

right front wheel when the person was turning. Commissioner Quirk indicated that there was a police report filed for the accident. Chief DiGiorgio agreed and felt that it was not caused by carelessness. Commissioner Florio made a motion that the Board reimburse the member for out of pocket expenses for the replacement tire. Commissioner Dugan seconded the motion. All were in favor. Commissioner Callas was absent.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Commissioner Florio reported that the Township's new website goes live on February 11, 2019.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that the Town signed off on the loan for District 2.

Commissioner Quirk reported that he received a text from Hanover Township Committeeman Cahill apologizing for not making the meeting due to illness.

Commissioner Dugan asked how the Lowe's building was doing. Commissioner DeNigris reported that it is moving along. Chief DiGiorgio reported that the 24 hour fitness center is probably going to be the next thing to come on line.

OLD BUSINESS: Commissioner Dugan reported that the District Elections will be held on February 16. Commissioner Florio reported that everything is ready for that day.

NEW BUSINESS: None.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, February 21, 2019 at 7:00 P.M.

The Hanover Township Fire District 3 Annual Election will be held on February 16, 2019 from 2 P.M. to 9 P.M.

The Hanover Township Fire District 3 Reorganization Meeting will be held on Tuesday, March 5, 2019 at 6:30 P.M. A regular meeting will be held on Thursday, March 7, 2019 at 7:00 P.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Florio read Resolution 19-02-07-07 rescinding Resolution 19-01-17-05. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. Commissioner Callas was absent.

Commissioner Florio read Resolution 19-02-07-08 setting terms and conditions of employment for the Fire Chief. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner Callas was absent.

Commissioner Florio read Resolution 19-02-07-09 accepting the donation of SCBA's from Novartis. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner Callas was absent.

EXECUTIVE SESSION: None.

ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor. Commissioner Callas was absent. The meeting was adjourned at 7:41 p.m.

Respectfully submitted by

Robert Callas, Secretary