

February 21, 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 21, 2019 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 Martin, Lieutenant McGuinness and FF Gilson were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Callas reported that the minutes from the NJ State Association of Fire Districts quarterly meeting. Included with the minutes was a \$300 bill for the 2019 Dues. Administrator Schultz reported that no one is attending any of the meetings and asked if the Board was still interested in joining the association in 2019. Chief DiGiorgio noted that personnel did attend the annual meeting in Wildwood. The Board decided to pay the dues for 2019.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the February 7, 2019 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner DeNigris made a motion to approve the amended minutes from the February 7, 2019 Regular Meeting. Commissioner Florio seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner DeNigris reported that he and Administrator Schultz met with Rocco Siino about the annual health insurance renewal. Commissioner DeNigris reported that there was a 1.7% increase over last year to renew the existing policies. Commissioner DeNigris reported that there are some minor changes to the policies and full time employees need to be aware of these changes when selecting a plan. Mr. Siino will present an overview of the policies at the next Board meeting on March 7, 2019 and Commissioner

DeNigris recommended that these employees be invited to come to the meeting. Commissioner DeNigris noted that a Dental and Vision plan will still be offered.

Commissioner Callas made a motion to accept the Treasurer's Report.

Commissioner Quirk 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 February 11, 2019. Commissioner Dugan asked if anyone had questions on the Chief's Report. There were no questions. Commissioner Dugan asked if Chief DiGiorgio had anything to add to his report.

Chief DiGiorgio reported that in November or December he and the EMS officers met with the Medical Director to discuss EMS training and competency. Chief DiGiorgio reported that it was agreed that the first Monday of each month there would be EMS competency training. Chief DiGiorgio noted that these training sessions began on the first Monday in February. Chief DiGiorgio thanked those who have been participating in the sessions and noted that EMT Golden has taken the lead in putting together much of the training.

Chief DiGiorgio reported that the Board has a copy of the memo with the recommendations from Asst. Chief Martin and Asst. Chief O'Hare on officer appointments for 2019. Chief DiGiorgio noted that most of the recommendations would be reappointments along with a recommendation to replace Asst. Chief O'Hare. Chief DiGiorgio noted that John Sheridan, who currently holds the rank of crew chief, would be appointed a lieutenant based on the new job descriptions. Chief DiGiorgio asked that if the Board had no objections, these appointments be added to the Reorganization Meeting agenda. Commissioner DeNigris asked if Asst. Chief O'Hare would be replaced at some time in the future. Chief DiGiorgio indicated that he needs to meet with his lieutenants to discuss this but that he has not had an opportunity yet.

Chief DiGiorgio reported that three members and Commissioner Dugan attended the final inspection of the new Engine 35 in Florida from February 19 – 21. Chief DiGiorgio reported that the group spent two full days at the Florida facility and some modifications will be made based on suggestions from the group. Chief DiGiorgio thanked the Work Group for getting us to this juncture. Chief DiGiorgio

noted that the entire process has taken over 18 months and gave credit and praise to Asst. Chief Martin for all his hard work in seeing us through this process. Chief DiGiorgio reported that the suggested modifications will cost \$3250 and that the work group declined \$1645 of the modifications. Chief DiGiorgio noted that the District will also receive a credit of \$203 for an item that was misquoted originally. Chief DiGiorgio reported that there is a resolution before the Board to approve the \$1400 in modifications. Commissioner DeNigris noted that the purchase of the engine will still be within budget with these modifications.

Chief DiGiorgio reported that he would like to announce the part time and per diem EMT positions. Chief DiGiorgio said he realizes that he has open approval to solicit for the per diem position. Chief DiGiorgio noted that he would also like to solicit for a part time EMT in anticipation of the potential resignation of a current part time EMT. Commissioner DeNigris asked if the person was definitely leaving. Chief DiGiorgio reported that he hopes to speak with the individual within a few days but that there is the possibility the individual will resign. Commissioner DeNigris indicated that as long as a new part timer is not added to the payroll until a current one resigns, he does not have a problem with soliciting for the position. Commissioner Dugan asked if anyone had a problem with this. The Board had no problem with this approach.

Chief DiGiorgio noted that the Board had discussed the future of the old Engine 35 at the last meeting. Chief DiGiorgio reported that he spoke with Pam Brown from VFIS about the basics of a potential shared services agreement regarding the old engine. Ms. Brown recommended that the District speak with the local VFIS representative and the Board's counsel about the matter. Chief DiGiorgio reported that he wanted to get feedback from the Board before proceeding because the Board appeared to have differing opinions on which direction it wanted to go in regarding the old engine. Commissioner DeNigris asked what the value of the old engine was. Commissioner Dugan noted that he would also like to have an estimate of the old engine and asked what the previous old engine was sold for. Administrator Schultz reported that the old Engine 34 was sold for about \$23,000. Commissioner Dugan noted that he would like to have an estimate of the value the old Engine 35. Chief DiGiorgio asked if the Board's direction was to sell the old engine. The Board felt that it needed to have an estimate of the value of the old engine before deciding what to do with it. Commissioner Quirk asked if

the money from the sale of the engine would be able to be used in 2019. Commissioner DeNigris said that the money from the sale would be put in the 2020 budget and the District would be able to use it in 2020. Commissioner Florio noted that it also sounds like Ms. Brown is concerned about potential legal issues with sharing costs for the old engine. Chief DiGiorgio noted that she did not necessarily have concerns but that the questions that he was asking her regarding cost sharing should be directed to counsel because a cost sharing agreement would be needed to outline how the various costs would be shared. Commissioner Dugan asked if anyone remember what the Board did when the District had borrowed an engine from District 2 in the past. Chief DiGiorgio indicated that the District had an insurance rider for that short term borrowing of the engine. Chief DiGiorgio reported that he spoke with Mr. Gorgio about the Town sharing a Vac truck between the DPW and the Sewage Authority. Chief DiGiorgio asked Mr. Gorgio if he had a copy of any shared service agreement for this but unfortunately Mr. Gorgio could not find a copy. Chief DiGiorgio thought that this could have been used as a template for any shared service agreement on the old engine. Commissioner Quirk reported that he has thought about this and that for the amount of time that truck has been out of service recently, it may not be a bad idea to have a spare vehicle. Asst. Chief Martin noted that if the District goes down a piece of apparatus, the District no longer has the ability to convey the people that are needed to an incident. The spare piece of apparatus will ensure that both districts will be able to transport the necessary people to an incident. Commissioner Dugan felt that more research was needed before the Board made a decision on the old engine. Chief DiGiorgio reported that he would work on getting an estimate of the value of the engine and information on what type of agreement would be needed to share the engine.

EMS: Administrator Schultz reported that due to recent hardship requests, he would like to update the hardship application form so that it is available for distribution. The Board was given a draft of the proposed application and decided to review it and move on it at the next meeting.

BUDGET: Commissioner DeNigris reported that the 2019 Budget was approved by the voters.

PERSONNEL: Nothing to report but indicated the need for executive session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Dugan reported that there was nothing to report beyond what was included in the Chief's Report.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Commissioner DeNigris indicated that there was no report beyond what was reported earlier.

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: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Florio asked Administrator Schultz for an explanation of the final election recap results sheet because the numbers do not add up. Administrator Schultz indicated that the total column is correct but that after speaking with counsel, he broke out certain votes that counsel felt should be removed. Commissioner Florio reported that counsel said that certain votes should be broken out because they failed to show the intent of the voter. Administrator Schultz indicated that he broke these votes out in the total column but neglected to reflect the breakout in the poll column. The numbers were adjusted to reflect the breakout. Commissioner Florio asked that a notation be made in the records to reflect the reason the votes were broken out because there was a question received from one of the candidates regarding how they would be handled. Commissioner Florio reported that she had told both candidates that they should expect email regarding the next meeting. Administrator Schultz indicated that he would take care of it.

NEW BUSINESS: None.

REMINDERS:

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

The next Joint Fire Prevention Board meeting of the Board of Fire Commissioners will be held on Thursday, March 7, 2019 at 6:30 P.M. at the Cedar Knolls Fire Station.

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

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Callas read Resolution 19-02-21-10 setting terms and conditions of employment for the Chief of Department. Commissioner Dugan opened the floor for public commentary on this resolution. There was no public commentary. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor.

Commissioner Callas read Resolution 19-02-21-11 providing guidelines for volunteer incentives. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 19-02-21-12 authorizing change orders to fire apparatus pumper not to exceed \$1,401.36. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.

EXECUTIVE SESSION: Commissioner Callas read Resolution 19-02-21-13 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 7:30 p.m.

Personnel matters were discussed. Action will not be taken.

The Board came out of closed session at 8:19 p.m.

ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:20 p.m.

Respectfully submitted by

Robert Callas, Secretary