

May 16, 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 May 16, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Michael Dugan, Robert O’Hare, and Craig Vagell were present. Commissioner Peter DeNigris was absent.

Chief DiGiorgio, Administrator Schultz, Fire Dept. President James Hark Jr., Lt. Frank DeSimone, Lt. McGuinness, FF Gilson, EMS Asst. Chief DeSimone, EMS Captain Thompson and Hanover Township Committeeman Cahill were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner O’Hare reported that the Board received a note from Mr. Coppola praising the services of our EMS crew that attended to one of his family members recently.

Commissioner Vagell thanked the EMS staff for responding quickly and efficiently taking care of a problem one of his family members was experiencing.

Chief DiGiorgio reported that he received a thank you letter from resident, B. McGarrin for a response from the Fire Department and EMS.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the May 2, 2019 Regular Meeting were reviewed.

Amendments to Previous Minutes: Commissioner Vagell noted that his name was incorrectly spelled in the Resolutions section of the minutes.

Commissioner Vagell made a motion to approve the minutes from the May 2, 2019 Regular Meeting with the above amendment. Commissioner O’Hare seconded the motion. All were in favor. Commissioner DeNigris was absent.

REPORT OF THE TREASURER: No report.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on May 10, 2019 and updated it on May 15, 2019. Chief DiGiorgio asked if anyone had any questions relative to the report or attachments. Commissioner Dugan asked for confirmation that the repairs on Truck 33 would be split between two vendors. Chief DiGiorgio reported that the mechanical repairs would be handled by F.I.S. Parts for these repairs are on order. Chief DiGiorgio reported that Valtek has assessed Truck 33 for the body repairs and that the District is waiting on their quote. Chief DiGiorgio noted that there are two components to the body repairs. The most important repair is the ladder itself but the undercarriage of the truck will require attention also. Chief DiGiorgio reported that the undercarriage repair may be able to be done in house, depending on how extensive the damage is. Chief DiGiorgio reported that the cost off the repairs has been reduced from the original Fire & Safety quote by dividing the work between these two other vendors. Commissioner Dugan asked if or when the truck would need to go back to Fire & Safety. Chief DiGiorgio reported that the only reason the truck would need to go to Fire & Safety would be if Valtek is unable to perform the ladder repair. Commissioner Dugan asked if the repairs will be certified. Chief DiGiorgio reported that during the annual ladder testing by Underwriters Laboratory, deficiencies were pointed out. In order to clear the deficiencies and get a clean certificate, Underwriters Laboratory will have to come out and to look at the truck after the repairs are made.

Commissioner Vagell noted that there upcoming Community Events listed in the report and asked for an update on potential Bike Team deployment. Chief DiGiorgio reported that Asst. Chief Martin held a Bike Team meeting this week with three members of the team in attendance and discussed the bike team sign up procedures for covering these events. Chief DiGiorgio reported that Asst. Chief Martin will wait to see what the sign up response is for these events. Commissioner Vagell asked Chief DiGiorgio to supply the Board with the bike team coverage figures for these events at the next meeting.

Commissioner Vagell reported that Commissioner DeNigris and he have not received any correspondence from the State regarding the Driver's License Program. Commissioner Vagel asked that either Chief DiGiorgio or Administrator Schultz follow up with the State on the status.

Chief DiGiorgio reported that there was a request at the last meeting for the outstanding Fire Prevention violations with Foster and Company. Chief DiGiorgio reported that the District has been provided with a copy of a purchase invoice indicating progress has been made on the egress doors violation. The doors will hopefully be installed prior to the upcoming violation repair deadline. Chief DiGiorgio noted that the District is still waiting on sprinkler suppression system violation repairs. The violation does not hamper the use of the sprinkler system but does not allow it to be shut down. Chief DiGiorgio reported that the District is working with the business on this.

Chief DiGiorgio reported that he has a meeting set up with Dr. Gluckman on May 29 at 10 A.M. to discuss outstanding medical director items and invited EMS Committee members to come to the meeting. Commissioner O'Hare asked if Dr. Gluckman was going to give guidance on the measles vaccine notification issued by the State. Chief DiGiorgio reported that he received correspondence with the Township of Hanover Public Health Nurse, Kathy Whitehead, who sent information on the County initiative regarding measles. Chief DiGiorgio reported that he forwarded this information to Dr. Gluckman and plans to get feedback from him at the May 29 meeting.

Chief DiGiorgio reported that there is meeting of the Ambulance Acquisition work group on June 5th at 7 P.M. and invited Apparatus Committee members to attend the meeting.

Chief DiGiorgio reported that the draft MOU has been completed for reserve Engine 35 and we have exchanged multiple insurance documents with Morris Township. Chief DiGiorgio is hopeful that each party now has everything they need and the engine can be moved soon.

Chief DiGiorgio reported that a postponed meeting to address the membership concern reported by Commissioner Vagell has been rescheduled.

Chief DiGiorgio reported that the status report requested by Commissioner O'Hare regarding the Curt Varone disciplinary training seminar has been sent.

Commissioner Vagell noted that he is concerned about the proper maintenance and cleaning of the apparatus which is usually scheduled in conjunction with the Inspection Day activities be completed even though Inspection Day has been

cancelled due to the 100th Anniversary Celebration. Chief DiGiorgio reported that this was discussed at the Fire Officer meeting and at the Fire Co. meeting. Chief DiGiorgio noted that the clean ups were considered two fold for both the Memorial Day and Inspection Day events. Chief DiGiorgio reported that the same clean ups and schedule will be followed this year even though there will not be an Inspection Day event.

Commissioner Dugan asked if Chief DiGiorgio would reach out to Dr. Gluckman to see if meeting could be held later to accommodate volunteer's full time work schedules. Chief DiGiorgio reported that he will add this item to the list of topics for discussion that he is sending to Dr. Gluckman. Chief DiGiorgio reported that he will also reach out to Asst. Chief DeSimone to ascertain the topics of discussion she would like to be present for and will try to adjust the meeting times to make it work for everyone.

EMS: Nothing to report.

BUDGET: Nothing to report.

PERSONNEL: Commissioner Callas indicated the need for closed session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Vagell reported that he spoke with Vice President DeSimone prior to the Company meeting regarding an issue that was raised at the April meeting. Commissioner Vagell indicated that he had the incorrect phone number of the concerned individual and therefore was not able to connect with the individual. Commissioner Vagell reported that he has since scheduled a meeting with the individual and will update the Board at the next meeting.

Commissioner Vagell reported that the Fire Company might want to purchase a storage shed and wanted to know if the Board would allow it to be installed on Fire District property. Commissioner Vagell indicated that holiday tree lights along with various other Fire Company inventory would be stored in the shed. Commissioner Vagell noted that the Fire Company asked why they were not stored in the District shed and Commissioner Vagel reported that prior to becoming a commissioner, he was asked by career personnel to remove them from the shed due to space constraints. For this reason, the Fire Company has

asked if they would be allowed to put a shed of their own on the property. Commissioner Dugan asked how much room would be needed for the holiday tree lights. Commissioner Vagel indicated that the lights were stored in 4 or 5 large bins along with a wreath. Commissioner Vagel reported that he thought the Fire Company was looking for more storage in general. Commissioner O'Hare said that this was his understanding also, but was in favor of tabling the idea until the Planning Committee looks at what they are doing on a more global scale and how an additional shed may or may not fit into the needs of the Fire Company as well storage space for the items that the Fire Company needs to store. Chief DiGiorgio reported that after looking at the District shed recently, some of the currently stored items can probably be moved to accommodate the holiday lights after the Memorial Day clean ups have been completed. Chief DiGiorgio asked for a couple of weeks to create the needed space. Commissioner Vagell clarified that this was not an issue of wanting the holiday lights in the shed so much as needing to get them out of the bar area on the second floor because the storage closet on that floor is full. Commissioner Vagel indicated that the bins may fit in the closet after the Fire Company does some cleaning out. Commissioner Vagell agreed with Commissioner O'Hare that the shed idea should be tabled and temporary storage be utilized for the time being. Commissioner Dugan asked Fire Co. President Hark if this was acceptable and President Hark indicated that he was fine with it.

Commissioner Vagel reported that he asked Asst. Chief DeSimone how her meeting went with the EMS volunteers and she said that it was very productive. Asst. Chief DeSimone had indicated that she had received a lot of feedback from those in attendance and is looking to get responses from those who could not attend.

BUILDINGS AND GROUNDS: Commissioner Dugan reported that a contractor came to inspect the bay floors to enable him to make a bid for their replacement. The contractor reported blistering on the current floors that upon further investigation was attributed to water seeping up from underneath the floors. Commissioner Dugan reported that the bid spec has been amended to mitigate this occurring with the new floors. Administrator Schultz reported that the new bid spec was reviewed and approved by Anthony from Bowman Consulting. Administrator Schultz reported that he wrote up a publication for the change in the bid opening that was approved by Mr. Braslow. Administrator Schultz

reported that the interested contractors will revise their quotes to reflect the amendment.

Commissioner O'Hare reported that the shed roof project to replace the leaking roof is moving forward. Commissioner O'Hare reported that the career staff has taken the lead on doing the project themselves. The necessary materials have been purchased and a message went out today asking for volunteers to help. Commissioner O'Hare noted that the Board was misinformed about the leak at the last meeting when the Board put the project on hold after the initial contractor backed out.

Chief DiGiorgio reported that the open item regarding the water softener is being investigated by Lt. Belott. Chief DiGiorgio reported that Lt. Belott has a call in to Webster Plumbing about a specific water softener to wash the vehicles as opposed to a softener unit for the entire station. Chief DiGiorgio reported that there is apparently a unit that can be installed in the engine bay and truck bay where the vehicles are washed. The unit is basically an in line filter that acts as a water softener that would only be used when washing vehicles. Chief DiGiorgio reported that the District is waiting to hear back from Webster Plumbing.

Commissioner Dugan asked Commissioner Vagell if he was going to look into having someone dress up the area around the sign. Commissioner Vagell reported that he will ask the landscaper to do some landscaping around the sign. Commissioner Dugan asked that any bare spots in the lawn also be seeded and asked if the landscaping contract included annual mulching. Commissioner Vagell indicated that the contract did include mulching specific to cleaning up the grounds for Memorial Day.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan reported that there was nothing to report beyond the Engine 33 repairs, which were already discussed.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Commissioner Vagell reported that the website is up to date.

PLANNING COMMITTEE: Commissioner Dugan asked that committee members email him and with their availability during the week, so that regular meeting dates could be set. Commissioner Dugan noted that the meeting time will have to take into account that there are volunteers on the committee. Commissioner Dugan indicated that he would like to start off meeting twice a month because there is a lot of material to go over. Commissioner Vagell reported that he would start an email thread on the meeting dates.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Hanover Township Committeeman Cahill reported that on Tuesday afternoon everyone involved with the Whippany Company will meet to get full reports on any progress that has been made. Committeeman Cahill indicated that he will have more accurate and detailed information as to what is going on there and what he will be able to report at the next meeting.

Committeeman Cahill reported that this past Friday, the Township attorney met with the judge, fair share housing and the various developers who have been doing the builders remedy for the affordable housing. Committeeman Cahill reported that the judge agreed with the Township affordable housing plan, which cuts the obligation roughly in half. Committeeman Cahill reported that the attorney will outline the next steps at the work session scheduled for next Thursday night. Committeeman Cahill noted that the Township has a lot work to do with the Planning Board and Zoning Board before anyone will see a shovel hit the ground. Commissioner Dugan asked for clarification on the fact that the Township cannot control who goes into the housing. Committeeman Cahill said that that was his understanding.

100th ANNIVERSARY: Commissioner Dugan reported that there was a meeting last night and the committee is working on getting permits for road closings. Fire Dept. President James Hark Jr. reported that they are moving along with getting the permits approved. Commissioner Dugan reported that a decision was made on the mugs at the meeting last night. Commissioner Vagell asked if the committee had a timeline as to when they are going to start publicizing the event. Fire Dept. President James Hark Jr. reported that they are working on getting a

press release out before the next Fire Company meeting. Commissioner Vagell indicated that he has had numerous inquiries as to when the wet down will be held because people are excited to come wet down everything. Commissioner Dugan said that some people do have the perception that this is a wet down type of event and it would probably be a good idea to get a press release out that explains what the event is.

Commissioner Dugan reported that the committee plans on asking for EMS mutual aid coverage for the Town during the 100th Anniversary event. The committee would also like an EMS standby crew stationed here and this will be provided by the District. Chief DiGiorgio asked who was making those calls and lining those things up. Commissioner Dugan indicated that someone on the committee would be asking Chief DiGiorgio about this but had not had time since the decision was made at last night's meeting.

Commissioner Dugan reported that the committee discussed getting people certified to check identification and certified to serve beer at the event. Commissioner Dugan reported that this is a necessary service at the event and if none of the volunteers want to take the training, then people outside the organization will need to be hired. Commissioner O'Hare asked if the volunteers know about this. Fire Dept. President James Hark Jr. reported that the subject has been discussed but that it will have to be brought up again. Commissioner Callas asked how long the training was. Administrator Schultz reported that the id training was two hours online and the servers would be required to take an additional online class. Commissioner Dugan noted that someone at the Fire Company meeting felt that the Fire Company should be able to check id and serve beer without training. Commissioner Dugan reminded the Fire Company of the need to follow the requirements of the insurance company that is covering us. Commissioner Vagell asked for clarification on the funding for the outsourcing of the service if there are no Fire Company volunteers because he does not feel that the Board should fund this for the Fire Company event. Fire Dept. President James Hark Jr. said that the funding would come from the Fire Company.

Commissioner Callas asked if there would be police presence at the event. Fire Dept. President James Hark Jr. indicated that there would be two officers at the event along with two crossing guards.

OLD BUSINESS: Administrator Schultz reported that Commissioner O'Hare brought up last month about workplace behavior training for this year. Administrator Schultz reported that he sent a list of the courses that the District would do to Brian at VFIS. As long as the Board and Chief DiGiorgio agree, the verified online training will be set up and everyone will be notified as to the courses they are required to take. Commissioner O'Hare felt that this would work because people will not be locked into coming here for a physical lecture but also satisfies the Board's needs. Commissioner O'Hare recommended that a timeline be place for completion of the training. Commissioner Dugan asked what the consequence for not completing the training would be. Chief DiGiorgio suggested that the Board consider holding one in house training session for those who would prefer it and indicated that Brian is able to do this in house training. Chief DiGiorgio reported that this would provide enough options for everyone and that as with any mandatory training, if the deadline is not met, the individual will be removed operationally until the training is completed. Captain Thompson asked if they could kill off one of the core competencies for that. Chief DiGiorgio indicated that something could be worked out.

Commissioner Vagell reported that asked for an update from Administrator Schultz regarding the tablets for Commissioner O'Hare and himself. Administrator Schultz reported that the issue with CDWG has been mitigated and it has been forwarded to the District IT person and he will be out next week to set them all up.

Asst. Chief DeSimone reported that in exploring a standby incentive program, there was one suggested incentive that has a tax implication and she will have her recommendation at the next meeting.

NEW BUSINESS: Commissioner Vagell reported that the recent action items that the Board has been discussing led him to look at how we evaluate District business in regards to human resource issues. Commissioner Vagell asked each of the commissioners to read the pamphlet he distributed, entitled *Performance Evaluations: Worth the Risk?*, before the next meeting. Commissioner Vagell reported that he will be presenting the Board a proposal to possibly bring in a third party human resources department that would help manage our personnel issues.

Commissioner O'Hare reported that under the recruiting incentive program, when an applicant comes in and gets appointed, the Fire Company issues a \$100 check to the recruiting member. Commissioner O'Hare reported that the incentive is matched by the Board. Commissioner O'Hare reported that Jessica Bartaloni has recruited new member, Kimberly Hughes, and that the Fire Company has issued her a check. Commissioner O'Hare asked that the Board to issue a matching check. Administrator Schultz reported that he believes a resolution is required for this and the Board needs to be formal notification from the Fire Company. Administrator Schultz reported that he will go back and verify the procedure and report back.

Asst. Chief DeSimone asked if the Board had any objection to using a State certified member to conduct some of the competency training based on criteria outlined in the pay per call program that was written by the Chief and validated by the Board. The Board had no objections. Asst. Chief DeSimone reported that she would like to speak to the individual and start scheduling some training. Asst. Chief DeSimone indicated that the last three training sessions had a decline in participation. Asst. Chief DeSimone reported that perhaps having two different trainers with different styles would benefit everyone and entice more people to come to the training sessions. Commissioner Vagell asked about the noted decline in participation. Asst. Chief DeSimone noted the core competency training session attendance has been declining and that at the last one only 4 or 5 people attended and it did not go over well. Asst. Chief DeSimone suggested that while it might have been the recent training topics, perhaps it would be beneficial to have someone else do some of the training so that it is not always the same person doing it. Chief DiGiorgio reported that this issue was discussed at the EMS, Crew Chief and Officers meeting and that he had suggested and approved the decision to utilize the State certified member for training classes. Chief DiGiorgio noted that since this was an operational decision, he had the authority to approve the request at the operational meeting.

Commissioner Vagell reported that FF/EMT Ujfalussy prepared a letter of request and a draft sample guideline for review and comment on the acquisition of fitness equipment and policy for on duty workouts. Commissioner Vagell noted that volunteers are included in the guideline document. Commissioner Vagell suggested that, since the document was just received the document prior to the

meeting, the discussion on the document be tabled until next meeting to allow the Board to review the document. Commissioner Dugan asked Chief DiGiorgio if this document had come through him. Chief DiGiorgio indicated that FF Ujfalussy presented the concept to him. Chief DiGiorgio reported that he told FF Ujfalussy that he was not opposed to the idea but that there needs to be some follow up and the Board needs to approve entertaining the idea. Chief DiGiorgio reported this is why the document was presented in a draft format. Chief DiGiorgio felt that FF Ujfalussy worked very diligently to organize and lay out his plan and that the Board should review the document and discuss the proposal. Commissioner Callas wondered if the proposal should be coming through the department as opposed to an individual. Chief DiGiorgio noted that the request was piggybacked with other items in letter from FF Ujfalussy that illustrated the benefit of the proposal and was therefore presented in this manner. Chief DiGiorgio suggested that the proposal be worked on from a committee standpoint and bring it back to the Board. The Board had no objection to moving forward with work on the proposal.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, June 6, 2019 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Monday, June 10, 2019 at 6:30 P.M. at the Whippany Firehouse.

The Fire Department's 100th Anniversary Celebration will be held on Saturday, September 7, 2019 from 6 P.M. until 11 P.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner Vagell read Resolution 19-05-16-48 to enter into executive session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner DeNigris was absent. The Board went into closed session at 7:54 p.m.

Personnel matters were discussed. Action will not be taken.

The Board came out of closed session at 9:20 p.m.

ADJOURN: A motion was made by Commissioner Vagell, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 9:21 p.m.

Respectfully submitted by

Craig Vagell, Secretary