

**June 6, 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 June 6, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Lt. Frank DeSimone, Lt. McGuinness, FF Ujfalussy, EMS Asst. Chief DeSimone, and Asst. Chief Martin were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** Commissioner Vagell reported that the Hanover Township Health Department has requested to use the facility for the rabies clinic.

Commissioner Vagell reported that the Hanover Township Office of Emergency Management asked the Board to announce that Hanover Township OEM Radio Officer Craig Vagell Sr. and the Morris Radio Club will be having their Annual Field Day Operations on Saturday, June 22 starting at 8 am and running until Sunday, June 23 at 5 pm. This years’ operation will be held at Central Park. As in the past, they receive credit for any elected or appointed Township Official who visits and signs their log book. Township OEM Director Thomas Quirk asked that Chief Cortright and Chief DiGiorgio pass this information on to their membership.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the May 16, 2019 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Vagell made a motion to approve the minutes from the May 16, 2019 Regular Meeting. Commissioner O’Hare seconded the motion. All were in favor. Commissioners DeNigris and Dugan were 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 31, 2019 along with the monthly reports from the career lieutenants. Chief DiGiorgio asked if anyone had any questions relative to the report or attachments. There were no questions.

Chief DiGiorgio reported that the shed was cleaned out and straightened up so that all of the holiday lights that had were on the second floor now have stored in the shed again. Chief DiGiorgio reported that the Fire Co. approved placing the hose cart in the shed as well. Chief DiGiorgio thanked Lt. Belott for spearheading the project and the career staff on shift that day that helped with the project. Chief DiGiorgio noted that a hazardous material decon shower was donated to Morris Township Fire Dept.

Chief DiGiorgio reported that he and available EMS and Career Officers met with Medical Director Dr. Gluckman on May 30. Chief DiGiorgio reported that they got a lot of thing accomplished and had a lot of questions for Dr. Gluckman. Chief DiGiorgio reported that Administrator Schultz has collected these questions and will forward them to Dr. Gluckman. The questions will be addressed at a follow up meeting. Chief DiGiorgio thanked everyone who attended that night and Administrator Schultz for taking notes at the meeting.

Chief DiGiorgio reported that he got some correspondence from the Office of the Mayor of Hanover Township, which he distributed to the Board. Chief DiGiorgio reported that Barclay's, which recently moved into the Whippany section of Town, is looking to support the District fundraising effort to add an additional LUCAS device to the ambulance. A goal of \$19,000 was set to purchase the LUCAS device. Chief DiGiorgio reported that Barclay's has held two kickoff events at their Hanover Township campus and provided the Fire District a tour of their campus. Chief DiGiorgio noted that Barclay's hopes to raise the funds by the end of the summer though employee contributions and Barclay's sponsored contributions.

Chief DiGiorgio reported that the first meeting of the ambulance acquisition work group was held last night. Chief DiGiorgio noted that the meeting was slightly under attended because there were two other meetings going on at the same time. Chief DiGiorgio reported that some things were accomplished and noted that the next meeting is scheduled for June 25 at 7:30 pm. The work group will

choose a work group leader at the June 25 meeting. Chief DiGiorgio asked Commissioner O'Hare to elaborate. Commissioner O'Hare reported that the work group is asking for a liaison from the Board to be included in the work group. Commissioner O'Hare asked if the liaison should be a member of the Apparatus and Maintenance Committee. Commissioner O'Hare, as a member of the Apparatus & Maintenance Committee, volunteered to be the liaison to the work group and asked for Board approval. The Board gave their approval for Commissioner O'Hare to be the Board Liaison to the Ambulance Acquisition Work Group. Chief DiGiorgio reported that there are four individuals who are interested in becoming the group leader. Chief DiGiorgio noted that the work group is open to all members of the Department, fire division, EMS division, and career division. Chief DiGiorgio reported that Power DMS was used to survey the Department about everyone's level of interest in joining the work group. Chief DiGiorgio reported that 16 -17 people have shown interest in joining the work group with four people indicating they were interested in being the group leader.

Chief DiGiorgio reported that he worked together with the career staff to come up with a schedule to ensure that we have proper coverage and staffing throughout the summer months. Chief DiGiorgio reported schedules for July, August, and the first week of September are set in the online scheduling system. Commissioner Callas asked how the Chief is handling this and if hours were being altered. Chief DiGiorgio reported that he did the scheduling to ensure that there were at least two members, an officer and a firefighter, on each shift and ensuring that the ambulance is covered as well.

Chief DiGiorgio followed up on the discussion on the EMS focus group session results from last meeting. Chief DiGiorgio reported that he asked Asst. Chief DeSimone to set up a meeting with himself, Commissioner Dugan, Commissioner Vagell, and Captain Thompson to discuss the results.

Commissioner Callas asked if anyone had any questions for Chief DiGiorgio. There were no questions.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Chief DiGiorgio indicated the need for closed session.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner Vagell reported that he will let the Fire Co. know about the update on the shed storage at the next meeting on Monday.

Commissioner Vagell reported that he spoke with Caitlin Williams about the concern that was brought up from the Fire Co. floor. Commissioner Vagell reported that he also spoke with Asst. EMS Chief DeSimone. Commissioner Vagell reported that the action item has been closed and Caitlin Williams said that she is satisfied with the response from the Chief. Commissioner Vagell reported that there may be a follow up from Asst. Chief DeSimone in regards to the chauffeuring procedures for the ambulance.

**BUILDINGS AND GROUNDS:** Administrator Schultz reported that the bids have been moved to June 25 and that Commissioners O'Hare and Vagell were advised of the update.

Chief DiGiorgio reported that the shed roof has been replaced since the last meeting. Commissioner Vagell indicated that the shed roof was done prior to the last meeting. Commissioner O'Hare noted that the tent has been installed since the last meeting though.

Chief DiGiorgio reported that the 3<sup>rd</sup> floor air conditioning has been repaired. Chief DiGiorgio reported that there was a freon leak.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Nothing to report.

**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 Vagell reported that the planning committee had a meeting, but that he was not able to attend. Administrator Schultz reported that it was a productive meeting and that the committee mapped out how they would like to go. Administrator Schultz reported that the committee agreed to meet on the Tuesday before a regular Board meeting and

will provide reports to the Board as they move forward. Chief DiGiorgio noted that the next planning meeting is scheduled for Tuesday, June 11. Commissioner Callas said he thought the meetings were the Tuesday before a Board meeting. Administrator Schultz clarified that the meetings are the Tuesday the week before the Board meetings.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Nothing to report.

**100<sup>th</sup> ANNIVERSARY:** Administrator Schultz reported that he was at the meeting last night. Administrator Schultz reported that a lot of progress has been made and that everything is falling into line. Administrator Schultz reported that Asst. Chief Martin has put everything on a schedule and is moving forward.

**OLD BUSINESS:** Commissioner Vagell asked Chief DiGiorgio for an update on the bike team. Chief DiGiorgio reported that he spoke with Asst. Chief Martin about the status of the bike team. Chief DiGiorgio reported that the bike team has reorganized and Asst. Chief Martin held a team meeting. Chief DiGiorgio reported that Asst. Chief Martin asked Lt. Belott to put the details about upcoming events that the bike team can be utilized for and has encouraged bike team members to sign up for those events. Chief DiGiorgio noted that he has not had an opportunity to see if anyone has signed up for the two events that are scheduled this weekend. Chief DiGiorgio asked Asst. Chief Martin if he was aware if anyone had signed up for this weekend. Asst. Chief Martin reported that there will be limited personnel available this weekend because many are attending the PHTLS class. Therefore the bike team will not be deployed this weekend. Asst. Chief Martin felt he would barely have enough people to get an engine out to the duck race. Commissioner Vagell asked if the bike team has been deployed this season yet. Asst. Chief Martin reported that there have only been two events that have come up. The first was the Memorial Day Parade, which no one was around for, and that this weekend is the second event.

Chief DiGiorgio reported that Commissioner Vagell received access to the system to do State Driver's License checks. Commissioner Vagell noted that he had received notification from the State hopes to have the checks completed by next

meeting. Commissioner Vagell noted that he was not sure if Commissioner DeNigris had received access to the system.

Administrator Schultz reported that progress has been made on Commissioner Vagell's request to research human resource firms. Administrator Schultz reported that a teleconference with Balance Point has been very productive. Administrator Schulz reported that he has put together an RFP that will outline exactly what the District will want covered in human resources if the Board decides to outsource it.

Chief DiGiorgio reported that the majority of the annual clean ups that were discussed at the last meeting were completed. Chief DiGiorgio reported that the career staff did the normal station clean up duties. Chief DiGiorgio reported that Asst. Chief Martin was able to lead some of the fire crews on Saturday / Sunday before the Memorial Day Parade in washing all the vehicles. Chief DiGiorgio thanked Asst. Chief Martin for his efforts.

Chief DiGiorgio reported that scheduling the VFIS workplace training is still an outstanding item.

Commissioner O'Hare asked if Chief DiGiorgio or either of the assistant chiefs knew if the District participated in the Ace Gallagher Night Out. Chief DiGiorgio reported that he received a phone call from Committeeman Cahill to determine if there was going to be any participation from the fire companies. Chief DiGiorgio reported that he reached out to Shirley Bergen, who was in charge of the events. It was determined that there was no interest and therefore the District will not attend the event this year.

Chief DiGiorgio reported that the last pending item was the discussion on the health and fitness equipment. Chief DiGiorgio asked that this be tabled for another time because of all the other things going on. Chief DiGiorgio noted that although it was a well written document, the Board and he should take a little extra time to review it before any discussion. Commissioner Vagell indicated that he has some notes on the document that he will share with him.

**NEW BUSINESS:** Administrator Schultz reported that request for the use of the facility by Township Health Department for the rabies clinic will require a motion to be approved. Administrator Schultz noted that they will need to provide a

certificate of insurance but that this has never been an issue in the past. Commissioner Vagell made a motion to allow the Township of Hanover Health Department be allowed to use the facility on November 2, 2019 from 9 – 12:30 pending their providing a certificate of insurance. Commissioner O’Hare seconded the motion. All were in favor. Commissioners DeNigris and Dugan were absent.

Chief DiGiorgio reported that the Medical Director has requested to have a liaison between him and the EMS Division and / or the District to act as a training coordinator. Chief DiGiorgio reported that the EMS Officers came up with the idea to appoint Member John Miksch, after talking to him about it. Chief DiGiorgio reported that there was also a suggestion to add him to the open EMS Lieutenant position. Chief DiGiorgio reported that John Miksch accepted the position and noted that the Board has a memo with his recommendation for John to be added to the District as an EMS Lieutenant. Commissioner Vagell asked if there was a recommendation from Asst. Chief DeSimone. Chief DiGiorgio noted that both Asst. Chief DeSimone and Capt. Thompson made the recommendation. Commissioner O’Hare said it was important to note that he is a certified instructor for the County and the State so it makes sense that he is a training contact. Chief DiGiorgio reported that the Board has a resolution before them on this appointment and he wanted to give some background on it.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, June 20, 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 100<sup>th</sup> Anniversary Celebration will be held on Saturday, September 7, 2019 from 6 P.M. until 11 P.M.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Vagell read Resolution 19-06-06-49 appointing EMS Lt. John Miksch. Commissioner Vagell made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioners DeNigris and Dugan were absent.

Commissioner Callas asked for an update on Commissioner Dugan. Administrator Schultz reported that he was still in the hospital but would hopefully be released soon.

**EXECUTIVE SESSION: Commissioner Vagell read Resolution 19-06-06-50 to enter into executive session. Commissioner Vagell made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioners DeNigris and Dugan were absent. 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 8:45 p.m.**

**ADJOURN: A motion was made by Commissioner O'Hare, seconded by Commissioner Vagell, to adjourn the meeting. All were in favor. Commissioners DeNigris and Dugan were absent. The meeting was adjourned at 8:501 p.m.**

Respectfully submitted by

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Craig Vagell, Secretary