

August 15, 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 August 15, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Peter DeNigris, and Robert O'Hare were present. Commissioners Michael Dugan, and Thomas Quirk were absent.

Chief DiGiorgio, Administrator Schultz, Lt. Frank DeSimone, Lt. McGuinness, EMS Captain Thompson, FF Gilson, and Fire Co. Member Gary Keyser were also in attendance.

DEVIATE FROM NORMAL AGENDA: Commissioner Callas reported that he consented to a reassignment of Commissioner Duties with Commissioner Quirk. Commissioner O'Hare made a motion to reassign the Commissioner Duties between Commissioner Callas and Commissioner Quirk. Commissioner DeNigris seconded the motion. All were in favor. Commissioners Dugan and Quirk were absent. Henceforth, Commissioner Callas will be the Board Secretary and Commissioner Quirk will be the Board Vice-Chairman.

The Board resumed the normal agenda.

PUBLIC PARTICIPATION: Fire Co. Member Gary Keyser reported that he read the synopsis of the Hanover District 3 audit in the legal section of the Daily Record. Fire Co. Member Keyser asked about the audit recommendation that adequate segregation of duties with respect to cash recording and treasury functions be maintained. Commissioner DeNigris reported that the bookkeeper currently records both cash receipts and disbursements. Commissioner DeNigris noted that good accounting practice dictates that these individual functions would be handled by separate people. Commissioner DeNigris reported that this is not practical in a small organization such as ours and noted that the Board has been given this recommendation for quite a while.

Fire Co. Member Keyser asked about the recommendation that the collection agency (NBCC) obtain a SOC 1, Type 2 report. Administrator Schultz reported that NBCC is the collections company that the Board utilizes. Administrator Schultz

reported that the auditor recommended that the Board obtain the SOC 1, Type 2 report from NBCC. This report is an audit of their accounting practices.

Administrator Schultz reported that Commissioner DeNigris has asked him to send a letter to NBCC stating that if they do not comply, the Board will terminate the agreement with them.

Fire Co. Member Keyser asked if the \$610,000 EMS revenue represents the total billed services for 2018. Commissioner DeNigris reported that there are probably between \$60,000 - \$70,000 outstanding collections. Administrator Schultz felt it was more in the \$100,000 range.

Fire Co. Member Keyser reported that he has been going to different meetings within Hanover Township and noted there is a lot of new building going on, especially in District 2. Fire Co. Member Keyser noted that he hopes that the Board does not feel the need to hire additional FF/EMTs because of this development. Fire Co. Member Keyser felt that since the majority of the new building is in Fire District 2, if new hires are needed they should be made in District 2. Commissioner DeNigris noted that District 2 may not be able to hire additional personnel right now.

Fire Co. Member Keyser asked if the Board would continue to reimburse Fire Co. members for the cost of attending the annual convention. Commissioner DeNigris indicated that the Board would continue the reimbursement.

Fire Co. Member Keyser noted that the Board has not received the rent for the exempt parking lot. Commissioner DeNigris said that the bookkeeper will look into it.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the August 1, 2019 Regular Meeting were reviewed.

Commissioner Callas reported that he had not been able to review the minutes due to issues with his email.

Approval of the minutes was deferred until next meeting.

REPORT OF THE TREASURER: None.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on August 9, 2019. Chief DiGiorgio asked if there were any additions to the report.

Commissioner O'Hare asked for a status on the Policies and Procedures manual that is at Mr. Trimboli's for review. Administrator Schultz reported that the manual has not been submitted to Mr. Trimboli. Chief DiGiorgio reported that the notation on his report refers to the fact that Mr. Trimboli has to review the manual, not that it is currently being reviewed. Commissioner O'Hare asked why it has not been sent. Chief DiGiorgio reported that the manual is on hold due to other more pressing matters.

Commissioner O'Hare asked for a status on the live session of the workplace conduct training as well as the online training sessions. Chief DiGiorgio reported that these are still pending. Chief DiGiorgio noted that some of the other pending items have been handled. Chief DiGiorgio reported that the water filters for the ladder and the engine bays have been ordered. Chief DiGiorgio reported that he has arranged crew coverage for the 100th Anniversary Event as requested by the 100th Anniversary Committee. Chief DiGiorgio reported that Whippany will provide fire coverage from 5 pm thru 6 am the following morning. Chief DiGiorgio reported that EMS coverage will be provided on premises by the per diem crew that has already been assigned. Chief DiGiorgio reported that Par-Troy EMS will cover all the remainder of the Township calls.

Chief DiGiorgio reported that he and 7-8 chiefs from surrounding areas had a preliminary meeting with the representative from ISO, the Insurance Services Office. Chief DiGiorgio reported the representative gave them some planning information and tips. Chief DiGiorgio reported that District 3 is scheduled to start our ISO review on October 9, 2019.

Chief DiGiorgio reported that Car 30 was returned today after body repairs were made for damage to the fender and door sustained over the winter. Chief DiGiorgio reported that the costs were partially offset by insurance.

EMS: None.

BUDGET: Commissioner DeNigris distributed the July 2019 financial reports. Commissioner DeNigris noted that as of July 31, the District was about \$8,000 in

the hole and urged everyone to keep an eye on costs. Commissioner DeNigris asked the Board to review the reports and get back to him with any questions.

PERSONNEL: Commissioner Callas reported that closed session would be needed.

Chief DiGiorgio reported that he sent a report to the Board about internal complaints, their status, and the process of administering internal complaints. Chief DiGiorgio reported that there were 17 internal complaints since the beginning of the year and all but a few were closed. Chief DiGiorgio reported that a few were open pending completion of retraining.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner O'Hare reported that the next Fire Co. meeting will be on Monday.

BUILDINGS AND GROUNDS: Commissioner O'Hare asked if Administrator Schultz had any update on the paving of the lot across the street. Administrator Schultz reported that Greik Bros. hoped to complete the paving before the 100th Anniversary Event but that they would at least do some patching if this was not possible.

Administrator Schultz reported that the bay floors project is waiting for the certificate of insurance from the bidder. Administrator Schultz reported that notice to proceed will be issued after the insurance certificate is received and that everything is on track.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Nothing to report.

COMMUNICATIONS: Commissioner O'Hare reported that the Board received a letter from Denise Brennan of the Recreation Dept. about the Board sponsoring a ride on fire truck train at Hanover Township Day. Commissioner O'Hare reported that Ms. Brennan indicated that the train was not available this year and wondered if the Board would sponsor a fire house themed bounce house instead. Commissioner O'Hare made a motion to sponsor the bounce house, seconded by Commissioner Callas. All were in favor. Commissioners Dugan and Quirk were absent.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Administrator Schultz reported that the committee met and things are moving along. Administrator Schultz reported the committee is planning a sit down with everyone in the Fire Co. and the exempts to discuss the planning issues that have already been identified. Administrator Schultz noted that this would not occur until after the 100th Anniversary Event.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that there is a lot of future construction planned but that there has been some backlash about the construction or how the plans were worded. Commissioner DeNigris reported that the township Committee is in the process of revising some of the wording.

Commissioner DeNigris reported that Lowes has received a TCO but not the CO. Chief DiGiorgio reported that Lowes should have a CO by noon tomorrow. Chief DiGiorgio reported that the soft opening will be on Wednesday, 8/21, and the grand opening will be on Wednesday, 9/21.

Commissioner DeNigris reported that voters approved the bond for District 2.

100th ANNIVERSARY: Administrator Schultz reported that he has received certificates of insurance from Hillsdale Presbyterian Church and Notre Dame Church as they will be used for parking during the event. Administrator Schultz reported that he is still working out some details with the Post Office about utilizing the leased lot for the event.

OLD BUSINESS: Chief DiGiorgio reported that the Board has a resolution for the Engine 35 shared service agreement before them tonight.

NEW BUSINESS: Chief DiGiorgio reported that he received an email from former firefighter Joseph N. Martin. Chief DiGiorgio reported that Mr. Martin, who resides in Jersey City, has requested to return to the District as an active operational firefighter. Chief DiGiorgio reported that based on the Residency Requirements, he would fall outside of the response area. Chief DiGiorgio noted that there is a

clause in the Residency Requirement that allows the Board to approve or deny his return. Chief DiGiorgio asked if the Board was going to approve or deny Mr. Martin's return due to his residing in Jersey City. Commissioner DeNigris did not have any problems approving his return since he knows the District operations. Commissioner O'Hare asked if Chief DiGiorgio had spoken with Mr. Martin and verified his level of commitment and availability. Chief DiGiorgio reported that he had spoken to Mr. Martin and received assurances that he would be able to meet at least the minimum required level of shift requirements. Commissioner Callas noted that as long as the situation would be monitored he had no problem. Commissioner Callas asked Administrator Schultz if there was a resolution before the Board tonight. Administrator Schultz confirmed that there was.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, September 5, 2019 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Thursday, September 5, 2019 at 6:30 P.M. at the Cedar Knolls Fire Station.

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

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Callas read Resolution 19-08-15-65 approving an MOA with Morris Township. Commissioner O'Hare made a motion to introduce the resolution, seconded by Commissioner DeNigris. Commissioner DeNigris asked if a usage record was going to be kept. Chief DiGiorgio reported that a record of use would be kept. All were in favor. Commissioners Dugan and Quirk were absent.

Commissioner Callas read Resolution 19-08-15-66 appointing Junior Volunteer Member Gogineni. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner O'Hare. All were in favor. Commissioners Dugan and Quirk were absent.

Commissioner Callas read Resolution 19-08-15-67 appointing Volunteer Member Joseph N. Martin. Commissioner DeNigris made a motion to introduce

the resolution, seconded by Commissioner Callas. All were in favor. Commissioners Dugan and Quirk were absent.

EXECUTIVE SESSION: Commissioner Callas read Resolution 19-08-15-68 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioners Dugan and Quirk 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 8:20 p.m.

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

Respectfully submitted by

Tom Quirk, Secretary