

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

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

Chief DiGiorgio, Administrator Schultz, Lt. Belott, Asst. Chief of EMS DeSimone and Captain Thompson were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Callas reported that he received the minutes from the September 2019 Quarterly Meeting of the State Association of Fire. Commissioner Callas reported that the Board received a letter from Highland Park Acquisitions & Holdings to introduce themselves as fellow Post Office landlords and express an interest in purchasing the property that the Fire District rents to the Post Office.

APPROVAL OF PREVIOUS MINUTES:

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

Amendments to Previous Minutes: None.

Commissioner Quirk made a motion to approve the minutes from the October 17, 2019 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Dugan abstained. Commissioner O'Hare was absent.

REPORT OF THE TREASURER: Commissioner DeNigris distributed a revised 2020 Budget. Commissioner DeNigris reported that the Tax Income increased by about \$50,000 due to increased ratable and the 2% annual increase. Commissioner DeNigris reported that the District is estimating a \$10,000 increase in EMS Service income due to increased volume. Commissioner DeNigris reported that the Salaries expense is projected to go up about \$80,000 due to the impact of the combined salary increases and the cost of half a year of a new hire should the Board decide to hire anyone. Commissioner DeNigris noted that the EMT Salaries

increased because the Board decided to change the starting salary and all existing employees had to be adjusted. Commissioner DeNigris reported that even with the increase in salaries, the benefits line only went up about \$7,000. Commissioner DeNigris reported that the Administrative Expenses have not risen much from last year. Commissioner DeNigris reported that Building & Maintenance has gone up from last year but hopefully not all of the budgeted building maintenance will be needed. Commissioner DeNigris reported that the Apparatus & Equipment Maintenance has increased about \$20,000 but noted that \$9,000 of that is an increase in the medical supplies budget. Commissioner DeNigris reported that there will be no increase in the Uniforms budget, the Education & Training budget, the Medical Physicals budget, the Dues & Subscriptions budget, or the Fire Prevention budget. Commissioner DeNigris reported that the Non Bondable budget decreased about \$57,000 because the engine was paid off in 2019. Commissioner DeNigris noted that both income and expenses increased about \$58,000 from last year. Commissioner DeNigris asked the Board to review the budget and let him know if there were any questions. Commissioner DeNigris reported that the District will ask for a 2020 Capital Budget of \$270,000 for the purchase of a new ambulance. Commissioner DeNigris noted that this is the figure that the District will ask the voters to approve but that the actual cost will hopefully come in lower. Commissioner DeNigris reported that this is the 2020 budget that will be sent to the Accountant to format for the State submission to Trenton.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on November 6, 2019. Commissioner Dugan asked if anyone had any questions on the report. There were no questions. Commissioner Dugan asked if Chief DiGiorgio had anything to add to his report. Chief DiGiorgio reported that the incentive program was adopted by resolution by the membership and that each member was emailed their training requirement status. Chief DiGiorgio noted that this will allow them a month to get any outstanding training completed to qualify for the incentive program. Commissioner DeNigris noted that the 2020 Incentive Program budget has been increased by a few thousand dollars.

Chief DiGiorgio reported that he met with Dr. Gluckman today to discuss the process for the annual physicals. Chief DiGiorgio reported that, after some

discussion, Dr. Gluckman agreed to the same procedure that was in effect last year. Chief DiGiorgio reported that the annual physicals will begin on November 18 and Dr. Gluckman hoped to be completed by December 31. Chief DiGiorgio reported that he spoke with a couple of individuals today and due to the holiday season, he will ask Dr. Gluckman to extend the completion date to January 31, 2020. Commissioner Dugan asked about the proposal to perform physicals on alternating years. Chief DiGiorgio reported that it was part of the initial discussion. Chief DiGiorgio reported that after Dr. Gluckman looked at both the PEOSH requirements and the NFPA standards, he felt that the District would be regressing in the process and procedure that was approved last year by the Board. Chief DiGiorgio reported that the PEOSH requirement states that it is the employers' responsibility to ensure that the member or employee is fit to perform the job that they are intended to do. Chief DiGiorgio reported that the Board agreed in 2018 to follow the guidelines of Dr. Gluckman and NFPA. Asst. Chief DeSimone noted that she thought that Dr. Gluckman wanted to get a baseline for all the membership last year and asked if he would consider accepting a physical that was done by a members' primary physician or other employer this year. Chief DiGiorgio reported that he made Dr. Gluckman aware of the two PEOSH standards. Chief DiGiorgio reported that the OSHA respiratory questionnaire is mandated in order to be fitness tested and medically cleared to wear a respirator. Chief DiGiorgio reported that he completed the respiratory questionnaire and brought it to Dr. Gluckman along with the clearance letter. Chief DiGiorgio reported that he told Dr. Gluckman that he would like to have all members complete a respiratory questionnaire packet and sent to him for review. Chief DiGiorgio reported that Dr. Gluckman could require a member to schedule an office visit if the questionnaire highlighted any concerns. Chief DiGiorgio reported that Dr. Gluckman felt that this would only relate to the respiratory side of clearance but does not address the cardiac, diabetic, cholesterol or other functions that are required for a firefighter or EMT. Chief DiGiorgio reported that Dr. Gluckman said that this would not meet the clearance standard that was put in place last year. Asst. Chief DeSimone asked if Dr. Gluckman was going to modify his approach to some of the tests required by the females, which some females had expressed concerns about. Chief DiGiorgio reported that it was his understanding that many of the tests were done last year to provide a baseline and that the physical this year would be less restrictive and more streamlined this

year. Chief DiGiorgio reported that Commissioner O'Hare did raise concern about the measles outbreak earlier this year and reported that Dr. Gluckman asked that Chief DiGiorgio speak with the Township Health Nurse about the need to do Measles titers. Captain Thompson asked if the physical procedure will be consistent this year and pointed out that he and his son got entirely different physical last year. Chief DiGiorgio reported that everyone was aware of the challenges from last year and that if any concerns are encountered this year, they will be addressed. Asst. Chief DeSimone reiterated that the concerns that some of the females had last year are already known. Captain Thompson asked if Dr. Gluckman accepted the Capt. Buscio physical. Chief DiGiorgio reported that Dr. Gluckman did accept the results of that physical because the requirements exceed his testing but pointed out that there were still other tests which are not performed for that physical and would be required for clearance. Chief DiGiorgio reported that while he understands the District would like to streamline the physical process, the process that Dr. Gluckman insists on is on the best interest of the District and the employees. Commissioner Quirk asked if Dr. Gluckman could provide a list of expectations for the annual physical to the members. Chief DiGiorgio reported that he plans to give each member a packet that includes the respiratory questionnaire and a list of the timelines for the physical process. Chief DiGiorgio felt that the packet should also contain a list of would the physical may entail so that there are no surprises. Commissioner Dugan asked that the list indicate if an item was optional. Asst. Chief DeSimone asked if the results of the physical could be released so they could be given to a member's personal physician. Chief DiGiorgio reported that the results could not be requested by the District, but that the individual member could request the results. Asst. Chief DeSimone asked if there would be a fee. Chief DiGiorgio reported that there should be no fee and he will make sure that Dr. Gluckman understands this.

Chief DiGiorgio reported that he met with the EMS officers, Asst. Chief DeSimone, Capt. Thompson, Lt. Mitch and Dr. Gluckman to get an update as to where we are regarding training, proficiencies and competencies. Chief DiGiorgio reported that he is very impressed with the direction that the officers and Dr. Gluckman are going.

EMS: Nothing to report.

BUDGET: Administrator Schultz reported that the Board needs to hold a Special Meeting between now and December 5 to allow the residents to vote on the request for funds for a new ambulance. Administrator Schultz reported that the special meeting needs to be held 10 days from the date of notice, which will be next Thursday. Administrator Schultz said that the Special Meeting would then be held on November 25 from 6 P.M. until 9 P.M. Administrator Schultz reported that the meeting would be opened at 6 P.M. and after the voting is closed, the Board would take formal action on the result. Administrator Schultz reminded the Board that at least 3 commissioners would need to be present at 6 P.M. and at least 3 commissioners would need to be present at 9 P.M. Administrator Schultz reported that the 2020 Budget will be introduced at the December 5 Regular Meeting and the Capital line would need to be included, if approved. Commissioner Callas made a motion to hold a Special Meeting on November 25, 2019 from 6 P.M. until 9 P.M. The motion was seconded by Commissioner DeNigris. All were in favor. Commissioner O'Hare was absent.

PERSONNEL: Commissioner Quirk asked for a closed session.

NEGOTIATIONS: Commissioner Callas reported that he and Commissioner Quirk will be working with the FMBA to resolve the drug policy issue that was brought up during the last contract negotiation. Commissioner Quirk reported that a meeting date has yet to be set but that it should be before the next meeting.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Administrator Schultz reported that the final payment on the bay floor project is being withheld because the outstanding item was not completed correctly. Administrator Schultz reported that he is going to call the contractor representative to let him know that the District is not happy with how the bay floors look now. Commissioner Dugan asked Administrator Schultz to point out the issue to the Board after the meeting.

Chief DiGiorgio reported that Lt. Belott and FF Ujfalussy will be painting the base station tomorrow. Chief DiGiorgio reported that the new computer cabinet has been received and will be installed next week. Chief DiGiorgio reported that after those two items are complete, FF Vagell will reinstall all the equipment.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Callas noted that the repair cost for Engine 34 has been revised from \$31,000 to \$12,000 according to Chief DiGiorgio's report. Lt. Belott reported that the repair cost has decreased because Pierce is covering the cost of the new pump and the District will only have to cover the shipping and labor cost.

Chief DiGiorgio asked Administrator Schultz for an update on the On-Spot issue. Administrator Schultz reported that the representative from On-Spot came by to review the chains and set up on the ambulance. Administrator Shultz reported that the representative determined that there was an upgrade that should have been done on it and On-Spot approved sending a new set of chains down to VCI for installation. Administrator Schultz reported that the chains should arrive tomorrow and VCI will contact the District to arrange an installation appointment.

Commissioner DeNigris asked Administrator Schultz for an update on the sign. Administrator Schultz reported that an insurance adjustor came out to look at the sign and exchange paperwork on the issue. Administrator Schultz reported that the insurance company went back to Stewart Signs and they agreed to send out an electrician to go component by component in the sign to see which need to be replaced. Administrator Schultz reported that Stewart Signs agreed to get the needed components. Administrator Schultz reported that he plans to ask the insurance company to cover the cost of an internal surge protector.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Shultz reported that the website is up to date.

PLANNING COMMITTEE: Administrator Schultz reported that there is a meeting scheduled for Tuesday morning.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that the River Park project is still not finally approved. Commissioner DeNigris reported that the Pine Plaza market project is moving forward.

OLD BUSINESS: Commissioner Quirk reported that he received an email from Craig Vagell requesting a block party permit. Commissioner Quirk reported that the permit request had to be upgraded to an event permit due to the needed lane closures. Commissioner Quirk reported that the permit process has been started. Commissioner Quirk reported that FF Vagell had requested one police officer and one crossing guard for the event but that after reviewing the request, the police have asked to see a map of the event before deciding to approve the request. Commissioner Quirk noted that the police could recommend 2 police officers or 2 crossing guards instead of one of each. Commissioner Quirk reported that FF Vagell also requested the use of cones and some signs but that Mr. Fran does not know if has enough available. Commissioner Quirk reported that the District will ask the County to provide some, if needed. Commissioner Quirk reported that FF Vagell indicated that the bills for the event will go to the Fire Co. and requested \$1,000 from the Board toward the event cost. Commissioner Quirk noted that in the past, the Board has paid for any police officers and crossing guards. Commissioner Quirk felt this was the correct approach since the event is held on District property. Commissioner DeNigris asked that the police bill the District for the police and crossing guard. There was some discussion as how much the Board has contributed in the past. Commissioner DeNigris felt that the Board paid for the police and crossing guard. Commissioner Dugan felt that the Board should look into what was paid for in the past and continue the same support. The Board approved the picking up the cost of the police officer and crossing guard and to work with the Fire Co. on splitting the other costs.

Administrator Schultz reported that interviews were held last night for the compensated EMT positions that were advertised. Administrator Schultz reported that the Board has before them two hires that were recommended by the committee and the Chief. Administrator Schultz recommended that the District is still lacking in the per diem EMT employees and asked the Board for permission to announce the per diem positions again. Administrator Schultz recommended relaxing the PHTLS / ITLS certification requirement and offering two rates of pay, one for those who have the certification and a lower rate for those who do not have the certification. Administrator Schultz also recommended stipulating that any hire receive the certification within 6 months of starting and that the District would pay for the class. Administrator Schultz noted that the class must be taken on the employees own time. The Board

agreed to announce the per diem position again with the recommended change in certification requirements.

NEW BUSINESS: Commissioner Quirk reported that OEM is very thankful for the donation of the OEM truck a couple of years back, unfortunately the truck has seen better days. Due to rising repair costs, OEM has decided to purchase a new vehicle. Commissioner Quirk asked the Board that if the donation agreement contains a right of first refusal, does the Board want the vehicle back. Chief DiGiorgio asked the extent of repairs that are needed. Commissioner Quirk reported that the engine has to be pulled out to replace the oil pan, there are lots of rust spots identified, and repairs are needed on the front end. Commissioner Dugan felt that Board should sell the truck. The Board decided that they did not want the truck back.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, November 21, 2019 at 7:00 P.M. Commissioners DeNigris and Quirk indicated that they would not be able to attend this meeting. Commissioner Dugan reported that he would touch base with Commissioner O'Hare and make a decision about whether to cancel the meeting. Administrator Schultz asked Commissioner Dugan to let him know if the meeting was cancelled so he could post the announcement.

The next Joint Fire Prevention Board Meeting will be held on Monday, November 11, 2019 at 6:30 P.M. at the Whippany Firehouse.

The Holiday Tree Lighting will be held on Saturday, November 30, 2019 at 6:15 P.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner Callas read Resolution 19-11-07-84 appointing Volunteer Member Giglio. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner O'Hare was absent.

Commissioner Callas read Resolution 19-11-07-85 appointing Per Diem EMT Michael Mauro. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. Commissioner O'Hare was absent.

Commissioner Callas read Resolution 19-11-07-86 approving offering a Conditional Offer of Employment for F/T EMT to Crystal Lynn Machler. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner O'Hare was absent.

Commissioner Callas read Resolution 19-11-07-87 approving offering a Conditional Offer of Employment for P/T EMT to Christian Negron. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner O'Hare was absent.

Commissioner Callas read Resolution 19-11-07-88 accepting the resignation of EMT Herbert. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner O'Hare was absent.

Commissioner Callas read Resolution 19-11-07-89 accepting the resignation of EMT Bartelloni. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner O'Hare was absent.

EXECUTIVE SESSION: Commissioner Callas read Resolution 19-11-07-90 to enter into closed session. Commissioner Quirk as made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner O'Hare was absent. The Board went into closed session at 7:55 P.M.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 9:15 P.M.

RESOLUTIONS:

Commissioner Callas read Resolution 19-11-07-91 terminating Volunteer Member Ryan Okalita. Commissioner DeNigris made a motion to introduce the

resolution, seconded by Commissioner Quirk. All were in favor. Commissioner O'Hare was absent.

ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Dugan, to adjourn the meeting. All were in favor. Commissioner O'Hare was absent. The meeting was adjourned at 9:17 p.m.

Respectfully submitted by

Robert Callas, Secretary