

**March 5 2020 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 March 5, 2020 in accordance with the Public Meeting Act of 1975, Chapter 231.

The Board departed from the regular agenda to Swear in Commissioner Dugan Jr.

**Swearing in of Commissioner Michael Dugan Jr.:**

Commissioner O'Hare announced the swearing in of Commissioner Dugan Jr. Chief DiGiorgio administered the oath of office to Commissioners Dugan Jr.

The Board resumed the regular agenda.

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

Chief DiGiorgio, Administrator Schultz, Asst. EMS Chief DeSimone, Asst. Fire Chief Martin, and EMS Captain Thompson were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** Administrator Schultz reported that he had forwarded the request to put a sign on the front lawn for the 6<sup>th</sup> Annual Fun Run and asked the Board for their response. The Board approved the sign as long as it was placed in a designated spot on the property. Administrator Schultz reported that he would ask that the sign be dropped off and he would put up the sign.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the March 5, 2020 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Callas made a motion to approving the minutes from the March 5, 2020 Regular Meeting. Commissioner Dugan Sr. seconded the motion. All were in favor. Commissioner Quirk was absent.**

**REPORT OF THE TREASURER:** No report.

**Report of Fire Commissioner Board Committees and Chief of Department:**

Commissioner O'Hare noted that the previous year Board Committee assignments would remain in place for this meeting and new assignments would be made for the next meeting.

**CHIEF'S REPORT:** Chief DiGiorgio noted that no formal report was distributed because there were a lot of things going on this week that needed more attention. Chief DiGiorgio reported that the February Lieutenant's reports have been distributed.

Chief DiGiorgio reported that the fourth quote was received earlier this week for the new ambulance. Chief DiGiorgio reported that the committee will reconvene and hopes to have a final decision on the choice of vendor and the cost of the ambulance for the March 19, 2020 meeting.

Chief DiGiorgio reported that there was a structure fire on Farview Ave. this past Monday night into Tuesday morning. Chief DiGiorgio reported that our firefighters and EMTs responded to the incident along with our mutual aid and everyone did an excellent job. Chief DiGiorgio reported that he received he has received many phone calls in the days following the incident that praised the job that everyone did.

Chief DiGiorgio reported that he, Captain Thompson, and Lt. Mitch from the EMS Division met with firefighters from Whippany and had a phone conference hosted by County OEM and County Health about the coronavirus. Chief DiGiorgio reported that two things that were identified as being most important were the need for personal protection equipment and making sure the PPE is kept together in a bag inside the ambulance. Chief DiGiorgio reported that the training on the proper use, wearing and disposing of PPE was also discussed. Chief DiGiorgio reported that the second important thing discussed was limiting the number of responders on the apparatus. A suggestion was made to remove Junior Members and non-essential personnel for an unspecified amount of time to limit exposure. Chief DiGiorgio reported that limiting the number of members on a crew. Chief DiGiorgio reported that an ambulance crew would be limited to two EMTs on an ambulance, one of which would drive. Chief DiGiorgio reported that information sharing was also discussed and we can anticipate a tremendous amount of information being pushed down from the County, CDC and other sources. Chief DiGiorgio reported that the suggestion was that this information should go to the

people who attended today's session and other officers before it gets disseminated to the general membership.

Chief DiGiorgio reported that the employee reviews were completed and the Board has a memo about their status.

Commissioner O'Hare asked about a penalty that is still pending for Foster & Co. for \$3,360 according to Lt. McGuinness's report. Chief DiGiorgio reported that after the original invoice was open for 90 days, he sent another invoice with a letter stating what needed to be done and asking them to contact him. Chief DiGiorgio reported that he has not heard from them as of today. Chief DiGiorgio reported that the next step is to send the letter and invoice via certified mail to ensure the correct person is receiving it. Chief DiGiorgio reported that if this gets no action, the next step would be to issue a municipal summons to appear in court. Chief DiGiorgio reported that Hyatt House also has an outstanding penalty and the same process is being followed with them. Commissioner Callas asked what the time frame was between the certified letter being sent and a municipal summons being issued. Chief DiGiorgio reported that the letter gives the property 30 days to respond.

Commissioner O'Hare noted that Lt. Belott spoke at length about needed repairs on Engine 34 and asked how old it was. Chief DiGiorgio reported that Engine 32 was delivered in late 2012 and is considered to be a 2013 vehicle. Chief DiGiorgio reported that we are waiting on brake chambers because they are on national back order. Chief DiGiorgio reported that the mechanic center wants to be able to do the entire brake repair at once and has therefore held off until the brake chambers come in. Chief DiGiorgio reported that other repairs have been made, such as replacing batteries on Truck 33, and a compressor that failed on the engine. Chief DiGiorgio reported that the mechanic did not feel that the engine needed to be removed from service while waiting for the parts to come in. Commissioner Dugan Sr. asked if Chief DiGiorgio knew how much the Engine weighs loaded. Chief DiGiorgio reported that he did not know how much it weighed loaded. Commissioner Dugan Sr. suggested that the engine be weighed loaded to make sure that it was not being run overweight. Chief DiGiorgio reported that it could be checked.

Commissioner O'Hare asked if anyone had any other questions for Chief DiGiorgio. There were no questions.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Nothing to report.

**BUILDINGS AND GROUNDS:** Commissioner O'Hare asked Administrator Schultz to give a quick update on the phone situation. Administrator Schultz reported that the sd card for the phone system was full and it has now been rectified and is operational again. Administrator Schultz reported that the Board has a copy of the proposed new phone tree and he would like to change the phone tree this week. Commissioner O'Hare asked about the current tree. Administrator Schultz reported that the current tree contains excess verbiage and the new tree will be more efficient.

Commissioner Dugan Sr. suggested that the remaining two pieces of the fence that was partially knocked down should be removed so that it does not become a trip hazard.

Commissioner O'Hare asked about the landscaper search process. Administrator Schultz reported that the letters were sent out and are due back on March 12.

Chief DiGiorgio reported that the door closers that were identified as not functioning properly on the front ladder bay and the side engine bay were replaced. Two other door closers were tightened and are now functioning properly.

Chief DiGiorgio reported that Lt. DeSimone was assigned the tile situation on the second floor and has found a vendor who was supposed to come in on Monday. Chief DiGiorgio noted that he is not sure if the vendor came to look at the tiles.

Chief DiGiorgio reported that Lt. DeSimone was assigned to look into the red phone system in the back and back. Chief DiGiorgio reported that we are apparently not getting any response back from Verizon.

Commissioner O'Hare asked if the pole in the back parking lot had been fixed. Chief DiGiorgio reported that the welder had fixed it a couple of weeks ago.

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

**INSURANCE:** Commissioner O'Hare asked for clarification that the health insurance renewal had been finalized. Administrator Schultz reported that health insurance renewal was complete but that the Workers Comp renewal was very fluid. Administrator Schultz reported that the renewal premium was \$104,000 compared to a \$64,000 premium last year. Administrator Schultz reported the agent for Travelers told him that the premium may drop after the audit. Administrator Schultz reported that both he and Ms. Brown from VFIS have been trying to get an explanation for the increase from Travelers. Administrator Schultz reported that he is also looking into other vendors. Administrator Schultz reported that the car insurance company will be replaced by AIG through VFIS this year.

**COMMUNICATIONS:** Nothing to report.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Administrator Schultz reported that the Board has a copy of the presentation giving an overview of the planning committee's progress to date and where they would like to take things. Administrator Schultz reported that once the new committee assignments are set, he will send out a future meeting schedule.

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

**RECORDS RETENTION:** Nothing to report.

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** Administrator Schultz reported that the Board currently has a shared services agreement with the Cedar Knolls Fire Department for bookkeeping services. Administrator Schultz noted that the resolution from last year states that if everyone agrees the agreement will continue. Commissioner Callas made a

motion to continue the shared services agreement with Cedar Knolls Fire Department for bookkeeping services. Commissioner Dugan Sr. seconded the motion. All were in favor. Commissioner Quirk was absent.

Commissioner Quirk asked Chief Martin the status of the Bike Team given that there are some upcoming events where it could be utilized. Asst. Chief Martin reported that the Bike Team still exists but it is a matter of getting people to come out. Asst. Chief Martin reported that his main players have now had a change in life style and are not able to give as much time. Commissioner Dugan Sr. suggested we re-advertise to see if any new members want to be a part of the team. Asst. Chief Martin reported that the bike team advertises for members every year but it is still early in the season and has not done so yet this year.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, March 19, 2020 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Monday, April 13, 2020 at 6:30 P.M. at the Whippany Firehouse. This is a change from original March 9, 2020 date.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:**

**Commissioner Callas read Resolution 20-03-05-35 appointing Engineering Firm Bowman Consulting Group. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner O'Hare. All were in favor. Commissioner Quirk was absent.**

**EXECUTIVE SESSION: Commissioner Callas read Resolution 20-03-05-36 to enter into closed session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner Quirk was absent. The Board went into closed session at 7:30 P.M.**

Personnel matters were discussed. Action will be taken.

**The Board came out of closed session at 7:50 P.M.**

**RESOLUTION: Commissioner Callas read Resolution 20-03-05-37 terminating Volunteer Member Poulter. Commissioner O’Hare made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Quirk was absent.**

**ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner Dugan Sr., to adjourn the meeting. All were in favor. Commissioner Quirk was absent.** The meeting was adjourned at 8:00 p.m.

Respectfully submitted by

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Thomas Quirk, Secretary