

September 3, 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 September 3, 2020 in accordance with the Public Meeting Act of 1975, Chapter 231. The Board observed a moment of silence for all those who have given their lives in service of their communities and nation.

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

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

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner O'Hare reported that a letter from Mr. Giorgio will be discussed under New Business.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the September 3, 2020 Regular Meeting will be reviewed at the September 17, 2020 Meeting.

REPORT OF THE TREASURER: Commissioner Dugan Sr. reported that the August 2020 YTD financial reports were distributed to the Board. Commissioner Dugan Sr. reported that the District is pretty much on budget, using 65% of the Budget through 66% of the year. Commissioner Dugan Sr. Reported that EMS income is below budget but hopefully will pick up.

Commissioner Dugan Jr. made a motion to accept the Treasurer's Report, seconded by Commissioner Callas. All were in favor.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report and outlined the following items:

Chief DiGiorgio reported that he included a copy of the Medical Director's contract, job description and responsibilities as requested at the last meeting.

Chief DiGiorgio asked if anyone had any questions on his submitted report. There were no questions.

EMS: Commissioner Dugan asked Chief DiGiorgio if the Board could get a report on detailing how many charts are being sent up and how many are still in the que. Commissioner Dugan Sr. asked also for the average number of reports sent up and the average number in the que. Lt. DeSimone reported that there were hardly any charts still being reviewed and most had been sent up. Commissioner Dugan Sr. reported that he was trying to see if part of the reason that EMS revenue was down had to do with chart not being sent up. Lt. DeSimone reported that the District is down about 170 calls this year versus the same time last year.

Commissioner O'Hare asked for an update on the Millennium FEMS Reimbursement project. Chief DiGiorgio reported that he spoke Sue at Millennium today to let us know that FEMA is starting to tighten down on certain things that they will provide reimbursement for and wanted to make sure that the District is not dragging its feet getting the data together. Chief DiGiorgio assured her that we are not dragging our feet. Chief DiGiorgio reported that she asked the District to provide the data for the initial FEMA reimbursement as soon as possible. Chief DiGiorgio reported that Millennium approved the formatting of the data spreadsheet that the bookkeeper has been working on. Chief DiGiorgio reported that Millennium sent a sample spreadsheet showing the formatting for the Overtime data. Chief DiGiorgio reiterated that Millennium would like to receive these two big ticket items as soon as possible. Chief DiGiorgio reported that he provided Millennium with the District FEMA password so they can access the District account. Chief DiGiorgio reported that he also spoke with Sue about the AFG, which is the Assistance Firefighter Grant, for future COVID-19 supply purchases. Chief DiGiorgio reported that millennium felt that applying for the AFG was important because the fact that Morris County did not qualify to receive money through the CARES Act makes the District a good candidate to receive a grant. Chief DiGiorgio reported Millennium sent him a document outlining the FEMA Grant and a list of information that the District would need to provide in order to apply for the grant. Chief DiGiorgio suggested that the District look into applying for the grant through Millennium as well as the FEMA reimbursement. Chief DiGiorgio reported that Millennium said that the stockpiling of COVID-19 supplies is something that FEMA is cutting back on providing reimbursement for

but would be perfect to use AFG money for. Chief DiGiorgio reported that he would send the AFG information out to the EMS Committee. Commissioner Dugan Sr. asked if any Board members had a problem using Millennium to apply for the AFG. Commissioner Quirk asked for clarification that the grant was separate from the FEMA reimbursement project. Chief DiGiorgio reported that the two were separate and distinct. Chief DiGiorgio noted that the one thing that the District has to go back and look at is that any policy and procedure that the District is looking to get reimbursement for had to be in effect prior to January 20, 2020 which is when the President declared a National Emergency. Chief DiGiorgio reported that he will have to provide Millennium with the Overtime policy, and EMS and Fire Standby documents. Chief DiGiorgio reported that he would like to have the supply data and the Overtime data ready to go in two weeks. Commissioner Dugan Sr. reminded the bookkeeper that she had permission to work extra hours to accomplish this. Commissioner Quirk noted that the effect on employee benefits may need to be factored in on the overtime and standby reimbursement expense reimbursement requests. Administrator Schultz reported that the District could come up with a number for insurance and things like that. Commissioner Quirk felt that the District should just provide information on employee benefits so that Millennium could factor it into the reimbursement request. Chief DiGiorgio reported that he would have to ask Millennium about that because the only thing that they mentioned so far was a portion of the social Security tax.

BUDGET: Nothing to report.

PERSONNEL: Commissioner Quirk reported that a closed session was needed.

NEGOTIATIONS: Commissioner Callas reported that a closed session was needed.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner O'Hare reported that the District is going back and forth with the electrician on procedures for the Tree Lighting. Lt. DeSimone reported that he left a message with the electrician that afternoon.

Administrator Schultz reported that the Bay Floor contract was still open. Administrator Schultz reported that there is still a balance due that the contractor is willing to wave in order to close the contract. Administrator Schultz asked the

Board if he could close the contract and release the contractor. Administrator Schultz noted that he will also ask Mr. Braslow for his opinion and that he would like the contractor to repaint the lines. Commissioner Dugan Sr. asked if the lines looked faded in spots due to the tires. Administrator Schultz felt that certain parts of the lines were faded looking from the start. Administrator Schultz reported that originally the contractor agreed to sand down the floors and resurface them but reminded the Board that the apparatus would need to be outside for about a week for this. Commissioner Dugan felt that he would hate to have the contractor come back and do something that is worse because he does not feel that it is a bad job. Commissioner O'Hare agreed. Commissioner Callas said he would like to see the white lines done again. Administrator Schultz reported that he would run the technical aspects past Mr. Braslow about how to have the contractor release the District from further payment and have the District release the contractor of anything beyond the original warranty. Commissioner Dugan Sr. felt that the District should reach out to Anthony and ask him to inspect the floor again and see if any defects have appeared since the last inspection prior to closing the contract. Administrator Schultz reported that he would reach out to Anthony.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Administrator Schultz reported that he had a Zoom conference with the new Workers Comp carrier. Administrator Schultz reported that everyone has received new cards and everything is out on line for the members to access should they need to. Commissioner O'Hare asked if the District signed off on Travelers. Administrator Schultz reported that Travelers will need to do a final audit and that he will provide that information to them tomorrow.

COMMUNICATIONS: Chief DiGiorgio reported that a new computer was order for the security system.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported no progress since a couple weeks ago.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Dugan Sr. reported that the District received a letter from Mr. Giorgio asking the District to provide him with a list of what fire and EMS equipment it would need to protect the lives and property of the residents as a result of new housing and commercial development. Commissioner Dugan Sr. felt that the Township was looking to impose an impact development fee on the developers to cover the cost of providing services. Commissioner O'Hare felt that the impact development fee would be used to cover sanitation, road and utilities but would not be able to be used for fire and EMS. Commissioner O'Hare thought that Mr. Giorgio is proposing the using money from the Township housing budget and would like the District to provide a list of the equipment that District would need to service the Township. Commissioner Quirk felt that the discussion should be held at the Joint Fire Prevention Meeting because the list should be a combined effort. Commissioner O'Hare noted that he is not equipped to answer the question because he does not know what the extent and type of development is being discussed. Administrator Schultz thought that most of the development was happening in District 2 but that would increase District 3 EMS service requests. Administrator Schultz felt that the District should try to project EMS equipment requirements. Administrator Schultz noted that District 2 does not have a ladder truck and the District 3 ladder truck will need to be replaced in a few years so perhaps that is something that can be worked into this plan. Administrator Schultz reported that District 2 and District 3 do not want to duplicate efforts but at the same time District 3 should look at the broad spectrum and ask for everything they would need and see what the District can get. Commissioner O'Hare asked the Joint Fire Prevention Meeting on September 17 was firm. Administrator Schultz reported that the response to his meeting request was tacit at best and noted that since no meetings were scheduled for this year, the meeting notice would need to be published by next week. Administrator Schultz reported that he was told that the week would normally be the Fire Convention in Wildwood and even though the convention has been cancelled, many people kept their reservations and are still going down. Administrator Schultz did not anticipate much of a showing from the other side of town and felt the meeting should be tabled. Commissioner Callas noted that he did not receive the email and will be on vacation that week. Administrator Schultz felt that the District

should not go to the expense of publishing the meeting announcement if no one is going to show up and should try for a date in October. The Board asked the Administrator to send out one more email and if he did not get a better response, then the meeting would be tabled. Commissioner O'Hare felt that the topic of discussing fire and EMS needs due to new commercial and residential development in the Township would be best discussed at a Joint Fire Prevention meeting.

Commissioner O'Hare asked Administrator Schultz for the status of the MOA that needed to be amended and proofed regarding the 24-hour career shift rule. Administrator Schultz reported that the MOA was sent out to all involved parties and he received a response from the FMBA which he gave back to the Negotiations Committee. Administrator Schultz reported that he thought the amendment would be a quick fix but it has not turned out that way and is back in negotiations. Commissioner Callas asked if he is referencing the letter to himself and commissioner Dugan Sr. because that had nothing to do with the MOA. Administrator Schultz noted that there was a discussion the other day regarding this but he would defer to closed session because the District is in contract negotiations. Chief DiGiorgio asked for clarification in the meantime so he could disseminate the information down to the officers about whether in the event of a situation the career staff can be called in early for a 24-hour shift and/or held over on a 24-hour shift. Commissioner O'Hare agreed that pending the correction of the language in the MOA, the Chief had the ability call in early or hold over career staff should the need arise.

OLD BUSINESS: Commissioner O'Hare asked Administrator Schultz for the status of the MOA that needed to be amended and proofed regarding the 24-hour career shift rule. Administrator Schultz reported that the MOA was sent out to all involved parties and he received a response from the FMBA which he gave back to the Negotiations Committee. Administrator Schultz reported that he thought the amendment would be a quick fix but it has not turned out that way and is back in negotiations. Commissioner Callas asked if he is referencing the letter to himself and commissioner Dugan Sr. because that had nothing to do with the MOA. Administrator Schultz noted that there was a discussion the other day regarding this but he would defer to closed session because the District is in contract negotiations. Chief DiGiorgio asked for clarification in the meantime so

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NEW BUSINESS: None.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, September 17, 2020 at 7:00 P.M.

The Joint Fire Prevention Board Meeting will tentatively be held on Thursday, September 17, 2020 at 6:30 P.M. at the Cedar Knolls Fire Station.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner O'Hare asked if anyone had any objections to voting by consent agenda for the following resolutions. There were no objections.

Commissioner O'Hare read Resolution 20-09-03-85 approving Title Change for EMT Makar.

Commissioner O'Hare read Resolution 20-09-03-86 approving Title Change for EMT Garcia.

Commissioner O'Hare read Resolution 20-09-03-87 approving Title Change for EMT Mauro.

Commissioner O'Hare read Resolution 20-09-03-88 accepting the resignation of EMT Alimov.

Commissioner Dugan Sr. made a motion to introduce the resolutions, seconded by Commissioner Quirk. All were in favor.

EXECUTIVE SESSION: Commissioner O'Hare read Resolution 20-09-03-89 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. The Board went into closed session at 7:38 p.m.

Personnel matters were discussed under the auspices of attorney / client privilege. Action will not be taken.

The Board came out of closed session at 8:54 p.m.

ADJOURN: A motion was made by Commissioner Dugan Sr., seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:55 p.m.

Respectfully submitted by

Thomas Quirk, Secretary