

October 1, 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 October 1, 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, FF Gilson, Asst. Chief of EMS DeSimone, Captain Thompson, and Hanover Township Committeeman Cahill were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Quirk noted that the Board would need to go into Executive Session at 7:30 P.M. to call Mr. Trimboli and asked that the agenda be adjusted to accommodate the call.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the September 17, 2020 Regular Meeting were reviewed.

Amendments to Previous Minutes: Commissioner Quirk reported that in the Chief's Report, Engine 34 had the foam system repaired, not the phone system.

Commissioner Dugan Jr. made a motion to approve the amended minutes from the September 17, 2020 Regular Meeting. Commissioner Quirk seconded the motion. All were in favor. Commissioner Callas abstained.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the September 2020 financial reports. Commissioner Dugan Sr. reported that some expense lines were over budget, but that the overall expenses were running at budget. Commissioner Dugan Sr. reported that the 2021 budget process will begin soon and the District will look at what to do for next year. Commissioner Dugan Sr. reported that it is still unclear if anything will need to come out of surplus.

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

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on September 25, 2020 and did not have anything to add.

Commissioner O'Hare asked if anyone had any questions on his submitted report. There were no questions.

EMS: Commissioner O'Hare asked Captain Thompson about the results of the Ambulance Acquisition Workgroup meeting. Captain Thompson reported that the workgroup liked the demo that was brought to the meeting. Captain Thompson reported that the demo ambulance was smaller box than the workgroup was looking at but the workgroup felt it would work well. Captain Thompson reported that the representative will put together a set of drawings with the specific box layout that the District would like. Captain Thompson felt that this would be the document, with some minor tweaks, that the workgroup will forward to the Board. Commissioner O'Hare asked if there was a timeline for this. Captain Thompson reported that the representative will need a few weeks to a month to get the drawings done.

Chief DiGiorgio reported that Revenue Guard presented him with a list of insurance eligible billable items and answered his questions about some of the items. Chief DiGiorgio reported that he made suggestions on some of the fees to be charged for the billed items. Chief DiGiorgio noted that some internal forms as well as one of the write in charts will need to be modified to assure that documentation is kept to allow the itemized billing. Chief DiGiorgio reported that Revenue Guard will start billing if the Board approves the resolution tonight and there is the possibility that they will be able to retroactively bill back three months if the paperwork is accurate. Commissioner O'Hare noted that the transport fee has not been increased in a number of years and should probably be reviewed on an annual basis. Commissioner Quirk did not have a problem with the fees but did not want to beat up on the taxpayers by going after the balance after the health or auto insurance claim was paid. Chief DiGiorgio noted that any Fire District 3 taxpayers would not be balance billed and the District does not

currently have a collection agency to go after other taxpayers beyond the Revenue Guard third payment request letter.

BUDGET: Commissioner Dugan Sr. reported that the 2021 Budget process would start soon.

PERSONNEL: Commissioner Quirk reported that the Board would need to go into Executive Session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner O'Hare reported that Mr. Crotty, the electrician, has responded and scheduled to come in next week to work on the tree lighting. Chief DiGiorgio reported that Greenwood Tree came to look at the tree and felt that not shaping or trimming was needed but they would fertilize the tree in the next couple weeks.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that the foam system on Engine 34 was replaced and a 12-volt air pump was installed on Truck 33 to ensure that the brakes air tanks are filled at all times.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the committee met this morning, went over some things and got back to where they were before COVID-19 struck. Commissioner Dugan Sr. reported that the committee is looking to have a town hall type meeting to get input from everyone on what they would like to see over the next number of years, their wants, needs etc. Commissioner Dugan Sr. reported that the committee also felt that the committee does not have the qualification to settle on a course of action. Commissioner Dugan Sr. reported that the committee would like to bring someone in, explain to them what the committee is looking for and get guidance as to the best way to go about implementing the plan. Commissioner O'Hare asked if the committee was

talking about bringing in a fire department architect. Commissioner Dugan Sr. confirmed that the committee would like guidance from an architect and asked if Chief DiGiorgio or Administrator Schultz had anything to add. They had nothing to add.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: None.

NEW BUSINESS: Commissioner O'Hare reported that he sent an email to the Board about utilizing an HR consultant. Commissioner O'Hare felt that the District could benefit from the expertise of an HR Consultant on many issues that the Board has encountered in the past. Commissioner O'Hare asked if anyone had any objections to having an HR Consultant make a presentation at the next meeting. There were no objections.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, October 15, 2020 at 7:00 P.M.

The Joint Fire Prevention Board Meeting will be determined. Commissioner O'Hare reported that he would reach out to Whippany and try to set up a meeting.

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 20-10-01-94 appointing EMT Biehler.

Commissioner O'Hare read Resolution 20-10-01-95 appointing Volunteer Perrone.

Commissioner O'Hare read Resolution 20-10-01-96 adopting the EMS Fee Schedule.

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

EXECUTIVE SESSION: Commissioner O'Hare read Resolution 20-10-01-97 to enter into executive session. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. The Board went into closed session at 7:16 p.m.

Personnel matters were discussed. Action will not be taken. Attorney / Client privilege meeting discussing settlement of potential litigation.

The Board came out of closed session at 7:57 p.m.

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

Respectfully submitted by

Thomas Quirk, Secretary