

November 19, 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 November 19, 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., and Robert O'Hare were present. Commissioner Thomas Quirk was absent.

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

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

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

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the November 5, 2020 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Quirk was absent.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed preliminary November 2020 financial reports. Commissioner Dugan Sr. reported that 92% through the year, the overall expenses were at 86%. Commissioner Dugan Sr, reported that the District was doing pretty good and the EMS Revenue being down was the only thing that was hurting financially. Commissioner Dugan Sr. thanked Administrator Schultz, Chief DiGiorgio and the bookkeeper for keeping an eye on things.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on November 16, 2020.

Chief DiGiorgio reported that he spoke with Sue from Millennium and she indicated that although the AFG was not able to be submitted, the entire AFG application is complete. Chief DiGiorgio reported that Sue believes that the AFGS will open again in January and is confident that the District can submit then. Chief DiGiorgio reported that Sue suggested that the District continue to pursue getting all the agency number that Administrator Schultz has spent countless hours working on. Chief DiGiorgio reported that Sue said Millennium will not be charging the District for the FEMA reimbursement application but will charge for writing the AFG application. Chief DiGiorgio reported that he thanked Sue and her associates for all their work and for not charging for the FEMA reimbursement application work. Chief DiGiorgio reported that he does not know how much the invoice will be yet. Commissioner O'Hare asked what the differential between the FEMA bill and the AFG bill was. Chief DiGiorgio reported that at the initial meeting Sue indicated that Administrator Schultz and the bookkeeper were doing most of the legwork on the FEMA reimbursement project and she was just administering it but did not give any estimated cost for the service. Chief DiGiorgio reported that the first FEMA submission thru September 3, 2020 is in. Chief DiGiorgio reported that the first submission totaled \$95,816 and the District should get reimbursed for 75%. Chief DiGiorgio noted that there are also some offsets for thing like volunteer labor. Chief DiGiorgio reported that the bookkeeper has been working on getting the invoices for COVID-19 expenses from September 4 through today ready for a second FEMA reimbursement submission. Chief DiGiorgio reported that the second submission could total about \$5000. Chief DiGiorgio noted that much of the first submission covered staff overtime and there has been no COVID-19 related overtime since then. Chief DiGiorgio felt that given Commissioner Dugan Sr.'s positive Treasurers Report and with the FEMA reimbursement, the District should be in a decent position.

Chief DiGiorgio reported that the ambulance committee met last night and finalized the ambulance acquisition project. Chief DiGiorgio reported that the anticipated date of delivery, if we keep to the target of signing the contract in 2020, is July 2021. Chief DiGiorgio thanked the Work Group for their hard work on the project so far.

Chief DiGiorgio reported that he forwarded some emails and memos to the Board in reference to some pending items. Chief DiGiorgio reported that the first item is that he had hoped to get about \$26,000 in COVID-19 supplies through the AFG but knowing that the grant money will not be coming soon, he has pared down his list of supplies to must have items totaling \$8700. Chief DiGiorgio asked the Board for permission to purchase these items from this year's budget. The Board approved the request.

Chief DiGiorgio reported that the next item is the annual physicals that usually start in November and are completed by the end of January. Chief DiGiorgio recommended pushing off the start of the annual physicals until January. Chief DiGiorgio reported that this is due to the recent increase in COVID-19 cases and that he was advised that there is a 2-3 hour wait to get into FastER which is the organization who performs the physicals. Commissioner O'Hare agreed and reported that he had heard about the long wait times also.

Chief DiGiorgio reported that the final item is about the Volunteer Incentive Program. Chief DiGiorgio recommended that the Board waive the training component to qualify for the incentive this year due to the fact that there were fewer training opportunities due to COVID-19 restrictions. Chief DiGiorgio noted that this would mean that any volunteer that made 20 or more calls would qualify this year. The Board agreed.

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

EMS: Commissioner O'Hare reported that Chief DiGiorgio already covered the ambulance acquisition and the FEMA reimbursement.

BUDGET: Commissioner Dugan Sr. reported that copies of the 2021 Budget were distributed to the Board for review and asked if anyone had any questions about any of the lines. Commissioner O'Hare reported that he looked at it closely and did not have any questions. There were no questions.

Administrator Schultz read Resolution 20-11-19-106 introducing and approving the 2021 Budget. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner O'Hare. All were in favor. Commissioner Quirk was absent.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner O'Hare asked if they had a Zoom meeting this week. The bookkeeper reported that they did have a meeting and that checks were signed. Commissioner Dugan Jr. reported that he was not invited.

BUILDINGS AND GROUNDS: Administrator Schultz reported that he sent an email to the contractor about the bay floors and will follow up with a formal letter after it is reviewed by Mr. Braslow.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Commissioner Dugan Sr. reported that the life insurance quote was received from VESO. Administrator Schultz reported that he will have the comparative sheet from both respondents and all the supporting documentation together for the December 3, 2020 meeting.

COMMUNICATIONS: Commissioner Dugan Sr. reported that the Joint Fire Prevention Board agreed to turn over the generator at Field Stone Tower to the water authority. Commissioner O'Hare asked when the turnover would be effective. Commissioner Dugan Sr. reported that they still have to reach out to the water authority and fill out the paperwork transferring ownership. Chief DiGiorgio asked if the Joint Board determined who would reach out to the water authority. Commissioner Dugan Sr. reported that no one had been designated but felt that it should be someone from District 2 since they are in charge of the Joint Board this year. Chief DiGiorgio reported that he has template letters for donated goods and asked if he could contact the water authority. The Board agreed.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that they hoped to start meeting again in December. Administrator Schultz reported that he spoke with Commissioner Dugan Sr. and they feel that the Fire Co. Liaison should

contact the Fire Co. to see if there is someone else available to be their representative so the planning committee can continue to move forward.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Chief DiGiorgio reported that Lt. McGuinness about 85% through with what he needs to do in reviewing Fire Prevention records to see what can be disposed of.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Chief DiGiorgio asked if there was a response to the letter that was sent asking to be allowed to submit a couple of COVID-19 expenses for reimbursement to the Township. Commissioner O'Hare reported that he has not seen anything. Administrator Schultz reported that he received an out of office auto-reply from Mr. Giorgio 10 days ago. Commissioner Dugan Sr. reported that he spoke with Committeeman Cahill and he said that Mr. Giorgio was looking at the request but felt that the Township was not in a position to give out any money.

OLD BUSINESS: Administrator Schultz commended Commissioner Dugan Sr., Chief DiGiorgio and the bookkeeper on their work for the FEMA reimbursement application. Administrator Schultz reported that there are 6 Federal agencies that are involved in the getting the grant in. Administrator Schultz reported that in 9 days there was 163 transactions between Millennium and these agencies to try to get the issues with the numbers rectified before the grant submission deadline passed. Administrator Schultz reported that the issue was not resolved in time but has since been resolved. Administrative Schultz reported that the grant is ready to go when the next grant opens in January. Administrator Schultz commended Millennium on their efforts. Commissioner O'Hare commended everyone on their work for these applications.

NEW BUSINESS: Commissioner Dugan Sr. reported that at the Joint Fire Prevention meeting the Fire Districts agreed to formulate a committee to explore consolidating the Districts. Commissioner Dugan Sr. reported that each District agreed to assign two people to be on the committee along with Committeeman Cahill. Commissioner O'Hare asked for volunteers. Commissioner Dugan Sr. volunteered. Commissioner O'Hare also volunteered. Administrator Schultz asked if he should write a letter to District 2 informing them that Commissioners Dugan Sr. and O'Hare will be on the committee. The Board agreed.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, December 3, 2020 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting is to be determined.

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 20-11-19-107 appointing F/T EMT Makar.

Commissioner O'Hare read Resolution 20-11-19-108 accepting the resignation of EMT DiBernardo.

Commissioner O'Hare read Resolution 20-11-19-109 withdrawing a COE made to Ms. Canella.

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

EXECUTIVE SESSION: Commissioner O'Hare read Resolution 20-11-19-110 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Quirk was absent. The Board went into closed session at 7:31 p.m.

Personnel matters were discussed. Action will not be taken.

The Board came out of closed session at 8:46 p.m.

RESOLUTIONS:

Commissioner O'Hare read Resolution 20-11-05-105 setting compensation for certain employees. Commissioner Callas made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor.

ADJOURN: A motion was made by Commissioner Dugan Sr., seconded by Commissioner Dugan Jr., to adjourn the meeting. All were in favor. Commissioner Quirk was absent. The meeting was adjourned at 8:50 p.m.

Respectfully submitted by

Thomas Quirk, Secretary