

February 2, 2017 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 February 2, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Maria Florio, Tom Quirk, and Michael Dugan were present. Commissioner Peter DeNigris was absent.

Chief DiGiorgio, Administrator Schultz, VFIS Sales Executive Brian Wallace, Captain Robert Lake, Lieutenant Frank DeSimone, Fire Co. President Russel Dobson, Fire Co. Vice President Joseph N. Martin, Fire Co. member Gary Keyser and Fire Co. member Craig Vagell were also in attendance.

INSURANCE POLICY: VFIS Sales Executive Brian Wallace reviewed the existing insurance policy with the Board. The number of employees and members, the vehicles listed on the policy, the population of the area served, the number of Fire/EMS calls per year were verified. The types of coverage, coverage amounts and deductibles for all insured items was also reviewed. Revisions to the existing policy were made as needed and the renewal form was signed. Mr. Wallace will confirm that the board has a supplemental policy to cover the softball team. Commissioner Quirk asked for clarification on the need for coverage on equipment that is not owned by the Board but is housed on our property. Mr. Wallace said that if the owner of the equipment has insurance on it, then the board does not need to have additional coverage on the equipment. If the owner of the equipment is making the Board responsible for it, then the Board would need to insure the equipment. This applies specifically to the oxygen trailer that is stationed at our fire house. The Board will confirm that the owner of the trailer has insured it. Commissioner Dugan indicated that we will revisit the insurance policy discussion when Fire Co. President Russel Dobson joins the meeting.

PUBLIC PARTICIPATION: There was no Public Participation.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 19, 2017 Regular Meeting were reviewed. Commissioner Florio reported that there was an incomplete sentence in the Liaison to the Volunteers section. The correction was made and Commissioner Florio made a motion to accept the minutes from the January 19, 2017 Regular Meeting and Special Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner DeNigris was absent.

REPORT OF THE TREASURER: Commissioner DeNigris was absent.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio had distributed his Bi-Monthly report to the Board prior to the meeting. Chief DiGiorgio said that some of the Work Groups are moving forward. Chief DiGiorgio reported on some pending items. Regarding the request from Committeeman George Coppola to speak at the Township Committee meeting on Thursday, February 9, Chief DiGiorgio suggested that the Board follow up on what was sent to Committeeman Coppola for his last meeting and to outline our current Fire & EMS staffing for him. Commissioner Florio indicated that she and Commissioner DeNigris will attend the Township Committee meeting in addition to Chief DiGiorgio. Commissioner Quirk said he also plans to attend. Chief DiGiorgio will confirm what time the Board members should be at the Township Committee meeting. Chief DiGiorgio reported that he has not been advised of a follow up meeting with representatives of FMBA Local 109 that is pending. Commissioner Callas confirmed that he met with a FMBA delegate and informed him that the Board is ready to meet and he or the president should contact the Board to set up the meeting. To date Commissioner Callas has not heard from them. Chief DiGiorgio indicated that a draft Table of Organization is included in his report and requested that the Board review it. Chief DiGiorgio thanked Craig Vagell for his assistance with the project. Chief DiGiorgio indicated that he would like to move forward with two other sections of the project and a draft of these sections will be available soon. Commissioner Quirk reported that he contacted Frank Loughlin about Unit 30 and Mr. Loughlin has since spoken with Chief DiGiorgio. Commissioner Quirk indicated that progress will happen on it. It has been on Chief DiGiorgio's report as ongoing for a while. Commissioner Quirk thinks that contact was disrupted by the telephone changeover and he is satisfied that we are in good shape with it.

EMS: Nothing to report.

BUDGET: Commissioner Dugan reported that the 2017 Budget is ready to go before the public.

LABOR RELATIONS: Commissioner Florio asked Chief DiGiorgio to go through the points on his memo regarding the Policies and Procedures Manual. Chief DiGiorgio stated he has outlined five bullet points in the manual that make reference to supporting documents. The Board needs to come up with these supporting documents. The first point that is referenced in the manual is our smoking policy. Chief DiGiorgio stated that the Board needs to identify what our smoking policy is. The second point is recognizing our Exempt / Nonexempt employees as per our FLSA responsibilities. The manual references these groups of employees and the Board does not have any reference as to who are exempt and who are nonexempt employees based on a compensation rate. This basically outlines who is eligible for overtime and who is not. The third point is the addition of Easter Sunday as a holiday in the manual. Chief DiGiorgio indicated that the Board has other documents which treat Easter Sunday as a holiday for compensation purposes and the manual should be amended to maintain consistency. The fourth point regards the background checks and procedures for employees. Chief DiGiorgio reported that the Board does not currently have a resolution that determines what we outline as part of our background checks. The manual states that the Board will check for these following items however we do not have a resolution that states that these are the six or seven 2C violations that would preclude someone from employment, volunteering or continuation of employment or volunteering. The Board needs to prepare a resolution outlining the six or seven 2C violations. The final point is the Conscientious Employee Protection Act or the Whistleblower Act. Chief DiGiorgio indicated that there is a poster in the rear of the manual that identifies the contact information that an employee should use to report a violation of the act. The Board needs to identify who will be the Conscientious Employee Protection Act point of contact. Commissioner Florio asked who currently handles HR matters and has access to HR files. Chief DiGiorgio indicated that he handles HR and Commissioner Florio recommended that he be the point of contact also. Chief DiGiorgio suggested that we work on the bullet points, have resolutions prepared for the next meeting and pass a resolution that would then become an addendum to our manual.

Commissioner Quirk asked for clarification on who was covered by the manual. Chief DiGiorgio stated that all employees including the full time and part time staff are covered by the employee manual unless there is any contraindications to the contract. Since each employee will have to sign an acknowledgement of receipt of the manual, Commissioner Florio questioned whether the acknowledgement had to indicate if the employee received a hard copy or a digital copy. Chief DiGiorgio indicated that he would give out hard copies to each employee.

CONTINUATION OF INSURANCE POLICY DISCUSSION: Commissioner Dugan welcomed President Dobson and related that the Board had earlier reviewed the current policy. He highlighted the coverage in regard to the use of alcohol policy. Mr. Wallace stated that the Board's policy will allow alcohol on the premises but we do not sell it. Mr. Wallace indicated that the Fire Department would be considered a tenant of the Board and as such would have use of the facility for work. Any outside organization would need to provide the Board with a copy of their insurance policy naming the Board as additional insured. If a Fire Department member would like to personal use of the facility, they would be treated like an outside organization. If the member is a homeowner, they would have homeowners insurance which would be primary. The Board's insurance would be secondary. If the member is over 18 and living with their parents and do not have their own liability insurance, they would need to purchase a one day event policy. If the member is a renter and they have liability insurance, their insurance would be primary. Mr. Wallace stated that a tenant insurance policy would need include liability insurance, not just content insurance, to be acceptable. Mr. Wallace stated that the Board should decide what the minimum liability insurance coverage that an outside organization needs to have in order to use the facility and that the threshold could be higher if alcohol was being served due to the increased exposure. Mr. Wallace answered questions on how to handle insurance coverage in various situations and he indicated which situations would require additional insurance. Mr. Wallace left a booklet outlining everything about how the insurance policy coverage works and a communique on hall rentals. At the end of the discussion, the board thanked Mr. Wallace and he left.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS:

Roof Project: Administrator Schultz reported that he spoke with Rich Braslow today concerning where we stand considering Bondex has no answered Mr. Connelly's correspondence. Mr. Braslow wants a letter to go out to the contractor's attorney from the Board tomorrow which states that they have 30 days to complete the work or the Board will file a lawsuit against them. Commissioner Dugan asked the Board if any member had an issue with how this was proceeding and the board decided to wait to discuss it until after the contractor's attorney is given a chance to respond to the letter.

Apron Project: Administrator Schultz reported that he met with a representative from Diamond last week to go over the punch list. We have a suitable remedy to all the items on the punch list and they will address them as soon as the weather permits. Commissioner Florio asked about the status of the additional paving in the back. Administrator Schultz said that the additional paving would come under capital improvements for this year.

Day Room Rehabilitation: Chief DiGiorgio reported that there will be a meeting next Thursday.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan reported that the handle is broken on Engine 34 and needs to be drilled out. Chief DiGiorgio reported that the diesel emissions tank on Engine 34 was replaced under warranty.

INSURANCE: Commissioner Florio reported that the health insurance policy is up April 1. She reached out to Rocco Siino and he is going to meet with her and Commissioner DeNigris next Thursday to go through a proposal for next year.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Commissioners Florio reported that she and Administrator Schultz will have one more meeting and then bring it before the Board.

WEBSITE: Nothing to report. Commissioner Florio asked if we are happy with CD Meyer's service. Administrator Schultz confirmed that we are very pleased with their service. Commissioner Quirk asked if the Board has a problem with

advertising an open meeting given by Chief Roddy to address a rash of burglaries on our website. The Board did not have any problem with this once the specifics are communicated to us.

OLD BUSINESS: None.

NEW BUSINESS:

- The next regular meeting of the Board of Fire Commissioners will be held on Thursday, February 16, 2017 at 7:00 P.M.
- Annual Elections will be held on Saturday, February 18, 2017 from 2:00 P.M. until 9:00 P.M.
- The next regularly scheduled meeting of the Joint Fire Prevention Board will be held on Thursday, March 16, 2017 at 6:30 P.M. at the Cedar Knolls Fire Station.
- Commissioner Florio reported that she secured two people to work the Annual Elections.
- Fire Co. member Gary Keyser asked about the plan for a piece of land by the apron. Commissioner Quirk said that the Board has agreed to allow the Fire Co. to do use the area as long as the Fire Co. submits a plan to the Board.
- Fire Co. Vice President Joseph N. Martin asked about the possibility of adding a paved path from the back lot to the side entrance. Commissioner Dugan said that the Board will get a price for that when they address the back apron.

RESOLUTIONS:

Commissioner Callas read **Resolution 17-02-02-07** approving the appointment of Jordan Trigger as a Volunteer Member of the Fire District. **Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. Commissioner DeNigris was absent.**

Commissioner Callas read **Resolution 17-02-02-08** adopting Policies and Procedures Manual for Hanover Township Fire District #3. **Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor. Commissioner DeNigris was absent.**

Commissioner Callas read **Resolution 17-02-02-09** authorizing the Board to go into executive session to discuss personnel issues. **Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. Commissioner DeNigris was absent.**

The Board went into executive session at 8:25 p.m.

Personnel matters were discussed. Action will be taken by Chief DiGiorgio.

The Board came out of executive session at 8:37 p.m.

Administrator Schultz advised that legislation is in process to move the District Elections to November to coincide with General Election Day.

ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. Commissioner DeNigris was absent. The meeting was adjourned at 8:40 p.m.

Respectfully submitted by

Robert Callas, Secretary