

## **September 21, 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 September 21, 2017 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Hanover Township Mayor Ronald Francioli, Hanover Township Deputy Mayor John Ferramosca, Hanover Township Committeeman George Coppola and EMS Per Diem Timothy Fawcett and Fire Co. member Shirley Bergen were also in attendance.

**SWEARING IN CEREMONY:** Commissioner Dugan suspended the regular agenda for the Swearing In Ceremony. Chief DiGiorgio welcomed everyone who came out to honor our members who will be appointed and promoted this evening. Chief DiGiorgio noted that the Hanover Township community continues to grow each and every day. This means that we continually face new challenges and are happy to have the responders that we have to assist with meeting these challenges. Chief DiGiorgio also welcomed Hanover Township Mayor Ronald Francioli, Hanover Township Deputy Mayor John Ferramosca and Hanover Township Committeeman George Coppola.

Chief DiGiorgio, assisted by Commissioner Dugan, administered the oath of office to the following Volunteer Member:

Junior Firefighter Michael P. Dugan Jr.

Chief DiGiorgio, assisted by Commissioner Florio, administered the oath of office to the following Volunteer Members:

Junior EMT Alicia DiMontova

Junior EMT Ryan Wilson

Chief DiGiorgio, assisted by Commissioner Florio, administered the oath of office to the following Volunteer Members:

EMT Julia Cobleigh

EMT Timothy Kelly  
EMT Toni Lisi

Chief DiGiorgio, assisted by Commissioner Florio, administered the oath of office to the following Career Personnel:

Probationary Firefighter/EMT/Fire Inspector Theodore Ujfalussy

Chief DiGiorgio, assisted by Commissioner Florio, administered the oath of office to the following Career Personnel:

Lieutenant Michael Belott

Lieutenant Connor McGuinness

Hanover Township Mayor Ronald Francioli congratulated all the new young EMTs and firefighters that are coming aboard. It is wonderful to see that District 3 is bulking up a little. On behalf of the Township Council, Mayor Francioli wished the newly appointed and promoted members all the best.

Hanover Township Committeeman George Coppola congratulated everyone and related a personal experience about requiring EMT assistance and how important the EMT response is to the community.

Hanover Township Deputy Mayor John Ferramosca noted that the word is “service”. People who serve are special people and it is a gift that you are giving to our community. He wished everyone all the best in their future contributions to the community and he thanked and acknowledged those who were promoted.

Chief DiGiorgio and the Board congratulated everyone and invited the members and guests up to the second floor Fire Co. room for refreshments.

Commissioner Dugan announced that the Board would continue with the Agenda at 7:25 p.m.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the September 7, 2017 Regular Meeting were reviewed. Commissioner DeNigris made a motion to accept the minutes from the**

**September 7, 2017 Regular Meeting. Commissioner Florio seconded the motion. All were in favor. Commissioner Callas was absent.**

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that there are some outstanding checks that need to be written off. The Board will be provided with a list of these checks by the next meeting.

Commissioner Quirk made a motion to accept the Treasurer's Report, seconded by Commissioner Florio. All were in favor. Commissioner Callas was absent.

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

**CHIEF'S REPORT:** Chief DiGiorgio distributed his Bi-Monthly Report prior to the meeting.

Chief DiGiorgio reported that following conversations at last month's meeting relative to scheduling conflicts and concerns, scheduling procedures are being revamped. The first phase of this revamp has already been implemented and states that all shift changes need to be approved prior to anyone taking them. As soon as this change was implemented, the schedulers started to realize all that was previously going on in the background. Hopefully this will avoid future conflicts by highlighting shifts that are being traded across divisions. The second phase will start November 1 and will condense the view of the scheduling system and will help identify gaps in the schedule. This will start with the November schedule since the October schedule is already completed.

Chief DiGiorgio reported that he has distributed a memo to the members relative to the Dinner Dance being held on Friday, September 29, 2017. Chief DiGiorgio spoke to Chief Cortright of the Whippany Fire District, Larry Gross, the Captain of the Minute Men, and Chief Snook of Par Troy EMS and they will be covering our Dinner Dance responses from 6 p.m. on Friday until 6 a.m. on Saturday.

Commissioner Florio thanked Chief DiGiorgio and commented that this should make the people attending the Dinner Dance happy.

Commissioner Dugan reported that there is an update from the Engine 35 Replacement Work Group. The work group initially looked at an engine that was very similar to Engine 34 and the prices ranged from \$675,000 to \$750,000. The committee consequently reevaluated what the intent of the new engine was going to do and decided that the current Engine 34 is able to do everything that is

needed. The committee then looked at updated versions/models of Engine 35 and Asst. Chief Martin did a lot of work to ensure that the District will remain on the original time schedule even with these design changes. After meeting with Pierce to put together the new package, the new price estimate is \$475,000. If the order is placed after the beginning of the year, there will be a 3% increase. Commissioner Dugan recommended that the Board use a replacement cost figure of \$500,000 for budgeting purposes since the Board is not in a position to place the order this year. Commissioner Dugan commended the effort Asst. Chief Martin and the work group. Commissioner DeNigris reminded the Board that the cost will increase if the choice is made lease instead of buy the engine. Administrator Schultz reported that he will have the resolution for this ready for the next meeting so that the Board can proceed with scheduling a special election.

**EMS:** Nothing to report.

**BUDGET:** Commissioner DeNigris reported that the August 31, 2017 Financial Reports were distributed prior to the meeting. Commissioner DeNigris noted that the same P&L lines are over budget this month as were discussed in prior months. The Overtime and Legal lines are over budget but in total the District is within budget. Commissioner Florio asked what the standby fire and EMS charges were for. Commissioner DeNigris explained that these charges are the salary cost of having personnel present at a community event. These costs are offset by the income received from the organization requesting the standby service. Commissioner DeNigris asked why the Books, Manuals & Videos line under Training was so high. Chief DiGiorgio noted that each EMT training book costs about \$350 including online access. Commissioner DeNigris felt that this should be under training supplies instead of books. Commissioner DeNigris said that the Computer Support line was also high. Administrator Schultz noted that most of these charges are annual and have already been paid in full for the year.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner Florio reported that she attended the Fire Co. meeting. Commissioner Florio related to the Fire Co. that the Board was looking for their input about the property around the bell. The Fire Co.

indicated that they are not close to making any kind of decision as to what they are going to do and that the Board should make interim improvements to the area. Commissioner Florio reported that she suggested either mulch or grass and the Fire Co. indicated that they would prefer mulch because it was less permanent. Commissioner Quirk noted that the Board gave the Fire Co. the opportunity to submit and execute plans for the property around the bell before the Tree Lighting event in November. Commissioner Quirk reported that if the Fire Co. is not going to be able to meet the time constraints, the Board should do something with the property. Commissioner Florio noted that the Fire Co. was in agreement that the Board should improve the area. Commissioner Dugan suggested that the Board get a price on sod for the area.

Commissioner Florio reported that the Fire Co. felt that there was poor communication about the date and time that flu shots would be given at the firehouse. The email about the flu shot availability was only sent out about an hour before the Township Nurse was scheduled to be at the firehouse which made it difficult to take advantage of the program. Chief DiGiorgio indicated that even with the late notice, 19 individuals took part in the program which is the average number that usually participate in the program. Chief DiGiorgio noted that two additional dates have been scheduled with the Township Nurse for those interested in getting the flu shot.

Commissioner Florio reported that the Fire Co. discussed the siren at their meeting. The Fire Co. asked if the Countrywood siren had been taken down and whether the siren should be put back up at the firehouse. Commissioner Florio indicated that the Board in conjunction with the Office of Emergency Management and the Township Committee had made the determination that with the reverse 911 and all the backup systems that it was deemed unnecessary. The Fire Co. raised the question that because of the increase in cyber-attacks perhaps consideration should be made to put the siren back on the firehouse citing that other towns use sirens. Commissioner Florio told the Fire Co. that she would bring the matter up to the Board but also reminded them that the Board had already looked into the matter and made the determination that the siren was unnecessary and therefore there were no plans to put the siren back up. Commissioner Quirk noted that he had done research when the Board had originally looked into the matter. He contacted the State of NJ OEM and they

indicated that most residents today would not know what to do if the siren went off because the siren system is so outdated. Residents would probably have to call to ask why the siren was going off. The State of NJ OEM indicated that the District is under no obligation to have it and that there would probably be no benefit anyway. Commissioner Dugan noted that there is no longer electrical power up where the old siren was located. Commissioner Florio asked that formal communication be forwarded to the Fire Co. about the Board's response to these issues. Commissioner Dugan noted that the Board's response is included in the published minutes and that the Fire Co. had been sending a liaison to the Board meeting specifically to report back to the Fire Co. Fire Co. Member Shirley Bergen indicated that a formal response that could be distributed to the Fire Co. members would be appreciated since the Fire Co. does not currently have an official liaison. Chief DiGiorgio indicated that he will address the resolution of the flu shot issue when he sends his report and a copy of the minutes from this meeting to the Fire Co.

### **BUILDINGS AND GROUNDS:**

**Roof Project:** Administrator Schultz indicated that the District had received the snow guards that had been removed back yet. Administrator Shultz spoke with Bondex's attorney who guaranteed they would be given back. Administrator Schultz indicated that the agreement terminating the Board's contract with Bondex will not be finalized until the snow guards are returned and the firehouse roof has been examined for damage resulting from the removal of the snow guards. Commissioner Dugan reported that this issue involves the snow guards that were removed by a representative of Bondex and that the Board needs returned because we are cutting ties with Bondex. Commissioner Dugan reported that Bondex has located the snow guards but has not gotten them back to the Board yet.

### **2017 Building Improvements**

**Sign Project:** Administrator Schultz reported that he has both quotes on the sign and is waiting to meet with the contractor. The computer for the sign has been set up. Administrator Schultz indicated that the sign will be installed before the Tree Lighting Ceremony.

Chief DiGiorgio reported that Commissioner Dugan and he met with Jerry and Isaac from Engineering after the paving of Ridgedale Avenue. They met across the street on Elm Place regarding the stop bar located there. The Fire District has had a concern about the ability of the ladder truck being able to navigate around the corner. Chief DiGiorgio reported that the stop bar has been moved back about 8 feet and is now 35 feet from the intersection which is the maximum allowed by the Uniform Travel Control Manual. A "Stop Here on Red" sign will also be installed. Commissioner Florio asked if that section of road was single or double lane because the lane is wide enough for two cars and whether moving the center line to make it a true single would help with this issue. Both Commissioner Dugan and Chief DiGiorgio indicated that moving the stop bar was sufficient and there was no need to disrupt the traffic flow by moving the center line.

Commissioner Dugan reported that the Day Room is fully operational but there was some question as to when the mailboxes would be moved back down from the 2<sup>nd</sup> Floor. Commissioner Dugan indicated that Chief DiGiorgio sent an email to every member requesting that they remove all items from their mailboxes by a certain date so that the mailboxes can be removed from the 2<sup>nd</sup> Floor.

Commissioner Dugan thanked the Fire Co. for letting the Board utilize the 2<sup>nd</sup> Floor during the renovation and indicated that it was a big help. Commissioner Florio asked if the closet across the hallway from the Day Room was still going to be utilized as a computer nook because the new floor was not extended into the closet. Chief DiGiorgio indicated that both computers were put in the Day Room because feedback indicated that people would not utilize a separate computer nook. Chief DiGiorgio said that he intends to use the closet as a mailroom but that individual mailboxes will not be utilized because they tend to be used more like lockers than mailboxes.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that Cars 37 and 31 received a recall notice. Both cars were taken in for the recall repair. While Car 31 was in for the recall repair, the front tires, brakes and rotors were replaced in response to a reported front end rattle.

Chief DiGiorgio reported that he is still waiting on a repair resolution report on the Ladder Truck so he can forward it to VFIS. Unfortunately the ladder will need to be retested, at an additional cost, to satisfy the insurance company that the ladder is functioning properly.

Chief DiGiorgio reported that the vendor will drive the old ambulance chassis from their shop in Berlin, NJ to their other shop in North Plainfield. Chief DiGiorgio reported that Engine 34 has to go the North Plainfield for repairs and whoever drops Engine 34 off will drive the old chassis back to the firehouse.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Commissioner Dugan reported that the committee will meet again as soon as Commissioner Callas returns from vacation. Chief DiGiorgio reported that he provided a draft copy of the strategic plan that he had put together about a year ago to Commissioners Callas and Dugan. Chief DiGiorgio reported that he spoke with District 2 Chief Cortright as a follow up to the conversation at the Joint Fire Prevention Board meeting. Commissioners Shearer and Mihalko brought back the comments that were made here about working together to try and come up with a more effective and efficient response and use of the career staff and additional staff. Chief DiGiorgio reported that they were highly in favor of it. Chief DiGiorgio reported that he and Chief Cortright will meet with the career staff to inform them of the next phase. Commissioner Florio asked about the insurance implications if an employee of District 2 rides on one of District 3's vehicles or vice versa. Chief DiGiorgio reported that he and Commissioner Dugan spoke about concerns resulting from shared services and indicated that one way to address these was through a Shared Service Agreement. Commissioner Dugan noted that the main concern now was with staffing and how to deploy staffing in better ways. Other concerns resulting from shared services will be addressed as the two Boards become aware of them. Commissioner Quirk noted that much of this was covered in the consolidation plan. Commissioner Florio noted that the Board has an obligation to the District 3 taxpayers who pay a hefty price in their taxes that does not match that in Whippany. Commissioner Florio felt that the Board has to keep this in the back of their mind when discussing shared services.

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

**RECORDS RETENTION:** Chief DiGiorgio reported that progress is being made in identifying records for destruction.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner DeNigris reported that Shoprite came forward with the proposal for the restaurant and garden on top of the current building. The review is not yet complete.

Commissioner DeNigris reported that there is probably going to be an expansion of the Lexus / Maserati dealership. The review on this is also not complete.

**OLD BUSINESS:** Commissioner Florio reported that the Board has received the insurance certificate for the hand cart and forwarded it to Fire Co. President Russel Dobson. President Dobson and the Board thanked Administrator Schultz for all his hard work on this matter.

Commissioner Quirk reported that the Board of Recreation wanted to thank the Board for their assistance on Hanover Township Day. Commissioner Quirk believes that the trackless fire engine was a hit with the kids. Commissioner Quirk reported that the invoice for the fire engine has been received and inquired about whom it should be submitted to. Commissioner DeNigris said to have the invoice forwarded to the Fire District and the Board will collect money from the Fire Co. for their share.

Chief DiGiorgio reported that the Fire Co. will be presenting Captain Lake with the George Hild Award at the Dinner Dance and he will be receiving plaques from the Township Committee and the FMBA. The Board decided to purchase a gift card to present to Captain Lake at the Dinner Dance.

**NEW BUSINESS:**

Administrator Schultz reported that the Board was served with a Notice of Levy from the Internal Revenue Service for our landscaper. This means that the Board can no longer pay our landscaper. Administrator Schultz pointed out that the landscaper has not submitted a bill for service this year as yet. When the Board receives a bill, the money will be sent to the IRS. Administrator Schultz reported that our attorney has advised that the Board terminate our relationship with the landscaper. Commissioner Dugan recommended that the Board reach out to the landscaper to make him aware of the notice and see if he has obtained a Notice of Release from the IRS. The Board can discuss the issue again at the next meeting.

Commissioner Quirk reported that there is a Tree Lighting meeting on October 4, 2017 and asked if the Board planned to continue with the social event this year. The board agreed that they would continue with the event.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, October 5, 2017 at 7:00 P.M.

The next scheduled meeting of the Joint Fire Prevention Board is Monday, November 13, 2017 at 6:30 P.M. at the Whippany Firehouse.

**PUBLIC PARTICIPATION:** None.

**EXECUTIVE SESSION:** Commissioner Florio read Resolution 17-09-21-77 to enter into executive session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner Callas was absent.

**The Board went into closed session at 8:47 p.m.**

Personnel matters were discussed. Action will be taken.

**The Board came out of closed session at 9:10 p.m.**

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Florio read Resolution 17-09-21-78 authorizing extending a Conditional Offer of Employment for FF/EMT/Fire Inspector position to Stephen Gilson. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. Commissioner Callas was absent.

**ADJOURN:** A motion was made by Commissioner DeNigris, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. Commissioner Callas was absent. The meeting was adjourned at 9:15 p.m.

Respectfully submitted by

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Robert Callas, Secretary