

February 1, 2018 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 1, 2018 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Peter DeNigris, Michael Dugan and Tom Quirk were present. Commissioner Maria Florio arrived at 7:40 p.m.

Chief DiGiorgio, Administrator Schultz, Lieutenant McGuinness, FF Gilson and Hanover Township Committeeman Brian Cahill were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Administrator Schultz reported that the Board received correspondence regarding Eagle Scouts which will be addressed in a Resolution.

Administrator Schultz reported that the Board has received a letter from the County Clerk's office regarding our ballot being inadvertently mailed to District 2.

Commissioner Quirk reported that the Board received notification from Denise Brennan that the Youth Public Safety Academy program that the Board sponsored has been awarded the New Jersey Parks & Recreation Association's Daniel M. Galsaberti 2018 Excellence in Recreation Programming Award. The award will be handed out in Atlantic City in March. Commissioner Quirk commended the efforts of District 3's Lieutenant Belott and District 2's FF Perello. Administrator Schultz noted that correspondence will be drawn up to officially recognize their efforts.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 18, 2018 Special Meeting and the January 18, 2018 Regular Meeting were reviewed. Commissioner DeNigris made a motion to accept the minutes from the January 18, 2018 Special Meeting and the January 18, 2018 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Florio was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the 2018 Budget has been approved by Trenton and can be put on the ballot.

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

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio reported that the mandatory Fire Prevention 2017 Local Enforcing Agency Report was submitted to the State. The report indicated the District had completed 100% of 2017 inspections and was certified by Commissioner Dugan.

Chief DiGiorgio reported that he and Administrator Schultz attended the PEOSH (Public Employees Occupational Safety & Health) quarterly meeting in Trenton. Chief DiGiorgio reported that he also attended the Eligible Training Organizations meeting in Middlesex. Chief DiGiorgio reported that he was able to obtain some information about the Junior Program.

Chief DiGiorgio recommended sending Lieutenant Belott to Atlantic City in March for the New Jersey Parks & Recreation Association's Daniel M. Galsaberti 2018 Excellence in Recreation Programming Award presentation. Chief DiGiorgio reiterated Commissioner Quirk's earlier commendation of Lieutenant Belott and District 2's FF Perello. Commissioner Quirk noted that Chief Cortright and FF Perello are going to be present. The Board agreed and asked Chief DiGiorgio to ask Lieutenant Belott if he is interested in attending.

Chief DiGiorgio reported that the station fire alarm has been tested and inspected. The alarm system passed inspection and the District received the recommendation to upgrade the panel. This will be looked into.

Chief DiGiorgio reported that the Board needs to make a decision needs to be made on the following outstanding items.

1. Career schedule / contract – MOA
2. Engine 35 prepayment – Chief DiGiorgio reported that a prepayment of \$400,000 would result in savings of \$21,000. Commissioner DeNigris asked if the total cost of the engine is set or will it change when the District goes to Wisconsin. Commissioner Dugan reported that because it takes 6 -8 months to build the truck, there may be features that become available during this period that the District is able to include in the purchase. These items would increase the cost of the engine but it

is also possible that including a new feature would be swapped with an existing feature resulting only in a differential increase. Commissioner DeNigris said he would like to see the extras kept to a minimum. Commissioner DeNigris feels that the Board would be able to make the prepayment and recommended that the new engine be bought outright as opposed to financed. Chief DiGiorgio said that after the contract is signed and the prepayment is made, the District would go to Wisconsin to meet with the engineers. The engineers would review the specifications and advise the District of any necessary changes. The Board would have to approve any modifications. Commissioner DeNigris asked when the prepayment would be made. Chief DiGiorgio reported that if the 2018 Budget is passed, then the contract will be drawn up. The prepayment would be due after the contract is signed. The Board agreed to make the prepayment.

3. Fire Station & Countrywood sirens – Chief DiGiorgio reported the Countrywood siren has been removed. A work order has been placed with Verizon to remove the phone line that the siren utilized. Once the phone line is removed, JCPL can remove the pole. Chief DiGiorgio reported that if the resolution to dispose of the sirens passes, the District will look into donating the sirens to an organization that collects used fire equipment and repurposes it.
4. Senior Club presentation – Chief DiGiorgio received a request from the Senior Club to send a District representative to their February 7 meeting. Chief DiGiorgio reported that the Senior Club requested information on the upcoming election so they could include it in their newsletter. Since the determination of the polling location is a little confusing, the Senior Club asked if a District representative could come to their next meeting to explain and answer questions about the election. Commissioner DeNigris agreed to accompany Chief DiGiorgio to the meeting. Chief DiGiorgio asked if District 2 should be invited to send representation. Commissioner Dugan asked Chief DiGiorgio to extend the invitation.
5. Mr. Braslow's Workplace Ethics training – Chief DiGiorgio reported that Mr. Braslow is waiting to get together with his partner and they will provide the Board with a list of available dates for the training.

Commissioner Quirk commented that he would like to receive written responses from Mr. Braslow to questions that he is asked so that the Board does not have to rely on the interpretation of the person relaying the answer. Commissioner Florio noted that this would provide the Board with documentation for the file but that the legal cost will go up. Commissioner Quirk said that it does not need to be a letter, just an email. Commissioner Dugan asked that anyone who speaks with Mr. Braslow ask for a written response from now on. Chief DiGiorgio said that many times Mr. Braslow will give advice over the phone while driving. Chief DiGiorgio asked if it would be sufficient to send Mr. Braslow an email outlining what was discussed and ask him to affirm or clarify. Commissioner Dugan said this would suffice.

6. Junior Program status – Chief DiGiorgio reported that there was a meeting on January 22 with the Fire & EMS Officers, EMS Crew Chiefs, Executive Board Members and Commissioner Liaisons to discuss the status of the Junior Program. The District has a Junior Program for individuals between the ages of 16 and 18. There has been a lot going on at the State and local levels relative to these programs so the District has been doing research to ensure that all the bases are covered. Chief DiGiorgio reported that he has received some information from Mr. Braslow, the Board's Attorney, on these programs and also has received information from VFIS over the last six months. Chief DiGiorgio reported that the first step will be to draft a resolution accepting the Junior Program with the local and State restrictions that are currently in place. Chief DiGiorgio said that one of the issues was if working papers are required and it was determined that because of pay for call compensation, the junior members require work papers.
7. Request for Proposal (RFP) for Third Party Medical Billing – Chief DiGiorgio reported that Administrator Schultz has prepared a draft RFP for third party medical billing that will be distributed to the Board for review. Chief DiGiorgio reported that the current contract is seven years old and he feels that it would be beneficial to look at what other vendors can offer.
8. Full Time Position / Job Announcement – Chief DiGiorgio would like to discuss what direction the Board would like to take during closed

session. Commissioner Quirk reported that he is doing a lot of research on the number of career people surrounding districts have and how they handle EMS. Commissioner Quirk indicated that he would like to have some more time for research before having any hiring discussions.

9. Bay Floors – Chief DiGiorgio reported that he has started doing research on other districts that have had bay floor installations. Chief DiGiorgio reported that the District will need a bid spec before any bids can be solicited. He is looking use the bid spec from a district that has had bay floors installed as the starting point. Chief DiGiorgio felt that the floors could be installed in the fall if the process is started now.

Chief DiGiorgio sent a memo to the Board outlining the Automatic Aid statistics to and from Fire District 2 as a follow up to the discussion at the January 18, 2017 meeting. Chief DiGiorgio reported that in 2017 District 3 provided automatic fire aid to District 2 a total of 226 times. Aid was given for 147 fire related incidents and 69 motor vehicle accidents. Chief DiGiorgio reported that in 2017 District 3 received automatic fire aid from District 2 a total of 216 times and the split was 184 fire related incidents and 32 motor vehicle accidents. Chief DiGiorgio noted that these figures were fire only, not EMS. Chief DiGiorgio reported that the differential in aid provided and received is almost even.

EMS: Nothing to report.

BUDGET: Nothing to report.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Commissioner Quirk reported that the document was sent to Mr. Trimboli and the board is waiting for his response. Commissioner Quirk did not anticipate any problems and felt that the contract should be settled soon. Commissioner DeNigris asked if any new full time hires would be part of this contract. Commissioner Dugan said they would not be included in this contract.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan reported that the Fire Co. held no meetings in January and that the next scheduled meeting is on Monday,

February 5, 2018. Commissioner Dugan reiterated that a solution is still needed for the hose cart issue.

BUILDINGS AND GROUNDS:

Commissioner Dugan reported that he will try to get someone out to look at the stairs leading from the second to third floor of the building to determine if they are structurally sound.

Electronic Sign: Commissioner Dugan reported that the permit still needs to be closed out.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Callas reported that the Board is still waiting on a Certificate of Origin from Harbor Freight to register the trailer.

Commissioner Callas reported that Ambulance 38's mirror was struck while passing another vehicle. A police report along with a claim to VFIS was filed. A check from VFIS has been received and the mirror replaced.

Commissioner Callas reported that Ambulance 39 had the starter replaced.

INSURANCE: Commissioner DeNigris reported that the Board insurance representative, Rocco Siino, is ready to come in and make his annual presentation on insurance. Commissioner DeNigris reported that he has asked Mr. Siino to include two health plan options and a vision plan in the presentation. Commissioner DeNigris asked the Board if he could schedule Mr. Siino to present the options to the Board at the February 15, 2018 meeting. The Board agreed and Commissioner DeNigris asked to have him first on the agenda for that meeting.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Callas reported that he and Commissioner Dugan had a meeting with Chief DiGiorgio yesterday. Topics of discussion included the Engine 35 replacement, redoing the bay floors and vehicle

maintenance. Commissioner Callas reported that the Junior Program and Staffing & Maintenance issues were also discussed.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Hanover Township Committeeman Brian Cahill reported that it looks like the Township will keep the total 2018 Budget increase under 1%. Hanover Township Committeeman Brian Cahill reported that a couple of the big ticket items in the budget include hiring a couple of additional police officers over the course of the year and the upgrading of the Township web presence to improve communications with the public. This communications improvement will be done in phases. The first phase for this year is to upgrade the Township technology platform. Hanover Township Committeeman Brian Cahill reported that the tennis courts at Upper Malapardis Park will be repaired. The Township is also looking to put in a basketball court at the park.

Commissioner DeNigris gave Hanover Township Committeeman Brian Cahill a copy of the 2018 District 3 Budget.

OLD BUSINESS: Commissioner Florio reported that each Board member has received a copy of the guidelines for the application of messages to be displayed on the electronic signboard. It outlines who can post on it and what types of messages can be posted on it. Commissioner Florio said that she and Administrator Schultz are looking for the approval of the Board to implement these guidelines into the Policies and Procedures Manual. Commissioner Florio made a motion to accept the guidelines for the signboard into the Policies and Procedures Manual. Commissioner Callas seconded the motion. All were in favor. Commissioner Florio thanked Administrator Schultz for his efforts on these guidelines. Chief DiGiorgio said that he would add these guidelines to the Policies and Procedures Manual. Commissioner Florio asked if Mr. Trimboli said the Board was required to get every member's signature acknowledging the addition. Chief DiGiorgio said that he did not. Commissioner Dugan asked if the District was working on a program for electronic acknowledgment. Chief DiGiorgio said that this was being worked on. Chief DiGiorgio suggested that this addendum be added to the Policies and Procedures Manual on Power DMS (Data Management

System). Every member will receive notification of the addition from the system. Chief DiGiorgio reported that he will put out a notice that anyone can request a hard copy and also get everyone to sign off on receipt of the addendum.

NEW BUSINESS:

Administrator Schultz reported that the Memorial Day Services are scheduled to be held on May 25, 2018 at 6:30 p.m. The Inspection will take place at 6 p.m.

Chief DiGiorgio reported that invitations are usually sent to the dignitaries in the beginning of May. Commissioner Quirk asked if this was something that should be brought up to the Fire Co. since there was light turnout last year.

Commissioner Quirk suggested the Board inquire if the Fire Co. was interested in attending. Commissioner Florio noted that the Fire Co. asked if they would prefer to hold the event around Labor Day last year and after consideration they decided to keep the event on Memorial Day weekend. Commissioner Florio asked if the event would be canceled if the Fire Co. was not interested in attending.

Commissioner Callas noted that the event was for the Fire Co. Commissioner Dugan reported that he would bring it up at the next Fire Co. Meeting to gauge their interest and report back to the Board.

Administrator Schultz reported that this is the time of year to solicit prices for the landscaping contract but that the Board still has an outstanding issue with the current contract. Commissioner Florio asked if the current contractor has been paid. Administrator Schultz reported that he still cannot be paid nor did the Board receive a bill from the contractor. The Board agreed that they would not consider renewing the contract with the current contract. Administrator Schultz reported that he would send out price requests to some local landscapers.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, February 1, 2018 at 7:00 P.M.

The Annual Election will be held on Saturday, February 17, 2018 from 2 p.m. until 9 p.m. at the firehouse.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Callas read Resolution 18-02-01-08 Recognizing Eagle Scout Michael J. Zarras. Commissioner Dugan made a motion to introduce the resolutions, seconded by Commissioner Florio. All were in favor.

Commissioner Callas read Resolution 18-02-01-09 approving the disposal of Two Fixed Sirens. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 18-02-01-10 approving the donation of certain surplus items. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor.

EXECUTIVE SESSION: Commissioner Callas read Resolution 18-02-01-11 to enter into executive session. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor.

The Board went into closed session at 8:08 p.m.

Personnel matters were discussed. Action was taken.

The Board came out of closed session at 10:08 p.m.

ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. The meeting was adjourned at 10:10 p.m.

Respectfully submitted by

Robert Callas, Secretary