

February 15, 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 15, 2018 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 Robert Callas was absent.

Chief DiGiorgio, Administrator Schultz, Asst. Chief O'Hare, Lieutenant Belott, Lieutenant McGuinness, FF Ujfalussy, Fire Co. Member Craig Vagell, EMT Waldron, Hanover Township Committeeman Brian Cahill and Mr. Tom Siino of Executive Benefits Group were also in attendance.

PUBLIC PARTICIPATION: Fire Co. Member Craig Vagell reported that he has been appointed the Chairperson of the Committee for Renovations of the Second Floor. Fire Co. Member Craig Vagell invited the Board to attend and contribute at upcoming meetings about these renovations. Fire Co. Member Craig Vagell said that he looks forward to working with the Board. Commissioner Dugan thanked Fire Co. Member Craig Vagell. Commissioner Quirk noted that the Board would like to see any renovation plans prior to starting the work.

HEALTHCARE INSURANCE PRESENTATION: Commissioner Dugan announced that the Board would depart from the regular agenda for a Healthcare Insurance Presentation by Mr. Tom Siino of Executive Benefits Group, LLC.

Mr. Tom Siino distributed handouts prior to the presentation. Mr. Tom Siino reported that the Board sponsors a group health plan for the salaried employees of the Board. Horizon Blue Cross blue Shield is the current carrier. The covered employees are part of a larger group that Horizon BCBS underwrites and is census specific. This means that the younger employee will have a lower premium and there is a unit cost for coverage of spouses and dependents. Mr. Tom Siino reported that this year there will be the largest percentage increase in a number of years so the Board should explore all options to see which makes the most sense. Mr. Tom Siino noted that there are commitments that need to be held and benefits that are collectively bargained so the Board does not have complete flexibility to change benefits. Mr. Tom Siino noted that a few years ago the Board

implemented an employer funded health reimbursement account. This allows the Board to purchase health insurance at a lower cost and make up the difference in benefits through the health reimbursement account.

Mr. Tom Siino referenced the first handout which included the Census Report which delineated who was currently covered. Mr. Tom Siino noted that dependents are eligible to be covered until age 26. This handout also included a Health Plan Comparison Report. This report outlined the cost of the current coverage plan which will expire at the end of March 2018 and the renewal cost of the existing plan along with an alternate Horizon plan. Mr. Tom Siino reported a cost increase of about \$10,000 to renew the current plan. Mr. Tom Siino noted that Horizon also tweaked the current plan by raising the deductibles and out of pocket limits. Mr. Tom Siino reported that one of the options that the Board has is to renew the Horizon plan and make up the difference in benefits by utilizing the health reimbursement account. Mr. Tom Siino outlined an alternate Horizon plan with increased employee exposure that will slightly decrease the annual premium. Mr. Tom Siino asked the Board to look at the Health Reimbursement Account Utilization Summary reports. Mr. Tom Siino noted that in 2017 the Board funded the Health Reimbursement Account with \$42,000 and disbursed less than \$8,000. There have been no claims paid in 2018 to date. Mr. Tom Siino said that if the Board chose a plan with more employee exposure, the difference could be made up with the Health Reimbursement Account. Mr. Tom Siino noted that a lower premium cost will also benefit the employee because they would need to contribute less from their paycheck. Chief DiGiorgio noted that the co-insurance was higher in the alternate Horizon plan and asked Mr. Siino to explain what co-insurance means. Mr. Tom Siino said that co-insurance is defined as the percentage split that the member pays versus the insurance company if you incur a large claim at a hospital or facility. Chief DiGiorgio asked if the Health Reimbursement Account covers co-insurance. Mr. Siino said that the Health Reimbursement Account currently covers deductible and co-insurance. Mr. Tom Siino noted that the Board may need to adjust the contributed amount for each employee depending on which plan they decide on. Mr. Siino said that the Board should choose one plan as opposed to offering multiple plans if the Health Reimbursement Account is being used to make the employee whole. Chief DiGiorgio noted that the proposed collective bargaining agreement states that the employee will have three plan options. Mr. Siino said that the Board could offer

three plans but that in his opinion it did not make sense to offer three plan when you only have five eligible employees. Chief DiGiorgio noted that there are three other alternative plans included in the handout and asked if it made sense to stay with one commercial carrier vs mixing them up. Mr. Siino said that you cannot offer multiple insurance carriers for the Board's size plan. Chief DiGiorgio asked if the Board could offer three Horizon plans. Mr. Siino said that this would be an option if one of the plans was an Omni plan. The Board could alternatively offer three Oxford plans. Commissioner DeNigris asked Commissioner Quirk if the proposed contract said that three plans would be offered. Commissioner Quirk said that offering three insurance plans was discussed but that nothing had been signed. Commissioner Dugan asked if the three plan options would be offered to each employee individually or as a group. Commissioner Quirk said that each individual employee would be able to select a plan. Mr. Siino said that it would not cost the Board any more to offer three plans but that historically if three plans are offered to such a small group, one of the plans would receive no enrollment. Mr. Siino noted that he would look into getting another alternate plan if the Board wanted it. Mr. Siino outlined a couple of Oxford Health plans and an AmeriHealth plan for consideration. Mr. Siino noted that if the Board was interested in Oxford, the employees should each fill out a Physician Form to ensure that most doctors are participating in the new plan. Commissioner Quirk asked if any of the plans satisfied the Board's contractual obligation. Commissioner Florio said that the HRA would be needed to meet the obligation on any of the plans.

Mr. Tom Siino said that the Board was interested in adding a vision plan. Mr. Siino reported that the vision plan did not have to follow the healthcare plan so he has provided two quotes for consideration. The first vision plan is a standalone Horizon plan and the other is a bundled United Healthcare Dental/Vision/ Life plan. Mr. Siino noted that the current Dental plan is separate and therefore the Board would be able to cancel it and go with the bundled plan without penalty if they so choose. Mr. Siino recommended that the Board consider the United Healthcare bundled plan because it would allow the Board to slightly reduce the cost while picking up additional benefits. The dental benefits would be the same with the addition of a vision plan and a life insurance policy for the employee.

Mr. Siino said that the Board needs to discuss the various options and has several decisions to make. The Board thanked Mr. Siino for the presentation and he left the meeting.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the February 1, 2018 Regular Meeting were reviewed. Commissioner DeNigris made a motion to accept the minutes from the February 1, 2018 Regular Meeting. Commissioner Quirk seconded the motion. All were in favor. Commissioner Callas was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the Board received \$664 from the Collection Agency for outstanding EMS billing. Commissioner DeNigris reported that Committeeman Mihalko asked why a resident was balance billed for EMS services. Commissioner DeNigris said that the resident was balance billed because they were a District 2 resident and therefore were subject to balance billing. Commissioner Quirk said that it is important to note that District 2 residents are not singled out to be balance billed. Anyone who does not live in District 3 is going to be balance billed.

Commissioner Quirk made a motion to accept the Treasurer's Report, seconded by Commissioner Dugan. 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 attached to his report is a memo regarding two recent calls through the Morris County Communications Center (MCCC) that the District has submitted an inquiry about. The first call was for a commercial dryer fire at the Hyatt House in Whippany where an incorrect address was provided. The second call involved mutual aid. While our District ambulance was on a call treating a patient, a second medical call was dispatched. The Morris Minutemen were dispatched as mutual aid but due to another incident in their response area, they were diverted. An ambulance from St. Clare's Hospital was dispatched and responded but was involved in a motor vehicle accident enroute. A second ambulance was dispatched from St. Clare's but in the meantime our District

ambulance became available and took the call. An update to the response cards was made to avoid future issues related to units assigned as mutual aid.

Commissioner Quirk asked if either Chief Roddy or Lieutenant Williams had been contacted to see what went wrong. Chief DiGiorgio said it was his understanding that Mike Peoples, the Director of County Communications, had reached out to them. Mr. Peoples indicated that when Hanover Police transferred the 911 call to the MCCC, they provided the wrong address. While the County Telecommunicator was conducting the caller interrogation he discovered the error and was able to correct it on the police band. Commissioner Quirk said that he would speak to Chief Roddy or Lieutenant Williams and have them look into it.

Chief DiGiorgio reported that he and Administrator Schultz have been gathering information and documents relative to the recent discussions on the Junior Auxiliary Program. A draft resolution was distributed to the Board for review and comment. Chief DiGiorgio reported that Mr. Braslow provided a template for the resolution. The resolution references the rules and regulations of the program which hopefully will be ready for the next meeting. Chief DiGiorgio reported that he will meet with the Fire Officers, EMS Officers and the Career Officers to discuss the rules and regulations prior to submitting them to the Board.

Chief DiGiorgio reported that the Engine 35 replacement contracts and specification sheets have been received. If the 2018 Budget is passed, the next step would be to sign the contract. Chief DiGiorgio reported that if the contract is signed the first week of March, it will be about 13 months until the engine is delivered. The District could expect a review of the specifications to take place in late July or early August. Commissioner Dugan asked if the price would be locked in even though the delivery date would extend into next year. Chief DiGiorgio said that the price is guaranteed as soon as the contract is signed.

Chief DiGiorgio reported that the Senior Club presentation to discuss the District Election was cancelled due to snow. Time constraints will not allow this to be rescheduled before the election.

Chief DiGiorgio reported that he has been working with the Fire Officers and the Representative Chiefs of the Parsippany Fire District to coordinate response plans. Parsippany will be transitioning to MCCC the first week in March on a hybrid plan

similar to the District 3 plan. The answering point for 911 calls will still be Parsippany Dispatch and all fire and EMS calls will be transferred to MCCC and dispatched accordingly. This will allow automatic aid to be dispatched more easily than before.

EMS: Chief DiGiorgio asked the Board to review the submitted request for proposal for Third Party Medical Billing. Commissioner Florio asked if the RFP could be sent to the Board again.

BUDGET: Commissioner DeNigris reported that the January 2018 Financial Reports were distributed prior to the meeting. The District has a deficit for the month because the 1st quarter tax check has not been received. Commissioner DeNigris noted that half of the overtime budget has been spent in January and the District will have serious problems if this cost continues at this pace.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Commissioner Quirk reported that the Board has received a response back from Mr. Trimboli that has been distributed to each Board member. Commissioner Quirk asked that it be discussed in closed session.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan reported that he attended the Fire Co. meetings this past and the hose cart situation has been rectified. The hose cart will be returning to the Firemen's Home on loan.

Commissioner DeNigris asked if the Fire Co. was still interested in holding Inspection Day. Commissioner Dugan reported that he did not ask them at the meeting however they expressed interest during conversations outside the meeting. Commissioner Dugan said that Chief DiGiorgio was going to do a test response survey. Chief DiGiorgio said that he met with all the Fire Officers and they expressed interest in holding the event. Chief DiGiorgio reported that a survey went out to the Fire Co. members asking if the Inspection Day event should be continued and also if they would attend. Commissioner DeNigris noted that the catering contract required a headcount guarantee. Commissioner Dugan said that the consensus among those he has spoken to is that plan to attend but if attendance keeps dwindling; the guaranteed headcount figure will have to decreased in future years. Commissioner Dugan felt that as long as the Board has awards to give out, the event should be held. Commissioner Quirk noted that the

reason he asked if the Fire Co. was still interested was because of the rumor of a boycott. Commissioner Quirk felt that if the Fire Co. is boycotting the event, he would like to know the reason so that it can be addressed. Commissioner Dugan reiterated that everyone he spoke to was interested in attending but the Board will wait to see the survey responses.

BUILDINGS AND GROUNDS:

Commissioner Dugan reported that electronic sign permit has been closed out after it passed inspection.

Commissioner Dugan reported that Chief DiGiorgio will start to put together specs for the bay floors so the Board can get moving on the project.

Commissioner Florio asked if the Board had any proposals for groundskeepers yet. Commissioner Dugan said that Administrator Schultz will be sending out letters.

Chief DiGiorgio reported that the parking lot lights are on back order.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Nothing to report beyond the presentation at the beginning of the meeting.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Chief DiGiorgio reported that he had given permission to Fire Co. President Hark to post the election notice on the District Facebook page.

PLANNING COMMITTEE: Commissioner Dugan reported that he and Commissioner Callas met with Chief DiGiorgio two days ago to go over his staffing proposal. The Board will discuss this in closed session.

LIASON TO EXEMPTS: Commissioner Quirk asked EMT Waldron if the Exempts would discuss billing the Board for the parking lot rent at their next meeting. EMT Waldron reported that the Board provided the rent check each year without having to be billed.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Hanover Township Committeeman Brian Cahill reported that the Township has been meeting with vendors to upgrade their website platform that will allow integration with Facebook and Twitter as well as enable push technology. Committeeman Cahill noted that it might be beneficial to look into cross platform integration. Commissioner Florio noted that the District 3 website is hosted by the same platform and format that the Township is leaving.

MEMORIAL DAY SERVICES: Commissioner Dugan reported that the event will be held May 25, 2018.

OLD BUSINESS: Commissioner Dugan reported that there are letters going out to four vendors asking for quotes on the firehouse landscaping maintenance. Commissioner Florio asked if all the entities were eligible. Administrator Schultz said that one of the vendors is being asked to provide proof that they are eligible if they are submitting a quote. Commissioner Florio asked if the vendor has been paid for services already rendered. Administrator Schultz said that the District has not received a release of levy so the vendor cannot be paid.

NEW BUSINESS:

Commissioner Quirk reported that a recent AED / CPR training class for coaches had the best attendance since the Township has offered the training. Commissioner Quirk said he spoke with Paul Perillo about the local soccer league requiring a minimum first aid class for coaches in addition to the AED /CPR training. Mr. Perillo said that the first aid portion of the training could be added to the AED / CPR class, extending the class an additional 45 - 60 minutes. Commissioner Quirk asked the Board if they were opposed to adding basic first aid training to the existing AED / CPR class since the Joint Fire Prevention Board agreed to split any cost associated with the program. Commissioner Dugan said that the matter needs to be discussed at the next Joint Fire Prevention meeting because most of the cost would be overtime pay for the instructors and District 3 will not need to pay overtime to their staff under the new staff schedule. The Board was in favor of the addition of the first aid component

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, March 1, 2018 at 7:00 P.M. Chief DiGiorgio asked that the swearing in

of the new officers be done at this meeting instead of the Reorganization meeting.

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

The Reorganization Meeting of the Board will be held on Tuesday, March 6, 2018 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Thursday, March 15, 2018 at 6:30 P.M. at the Cedar Knolls Fire Station.

The Annual Inspection / Memorial Services will be held on Friday, May 25, 2018 at 6:00 P.M. at the Cedar Knolls Fire Station.

PUBLIC PARTICIPATION: Fire Co. Member Craig Vagell reported that on December 6, 2017 he had sent an email to the Board asking them to send a Thank You letter to Mr. Limey of the Whippany Park High School in appreciation of their participation in the Tree Lighting Ceremony. Commissioner Dugan said that the Board will send a thank you.

EXECUTIVE SESSION: Commissioner Florio read Resolution 18-02-15-12 to enter into executive session. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor. Commissioner Callas was absent.

The Board went into closed session at 8:30 p.m.

Personnel matters were discussed. Action was taken.

The Board came out of closed session at 10:15 p.m.

RESOLUTIONS: Commissioner Florio read Resolution 18-02-15-13 introducing the new job title of Fulltime EMT. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner Callas was absent.

Commissioner Florio read Resolution 18-02-15-14 amending the Part Time EMT job title. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner Callas was absent.

Commissioner Florio read Resolution 18-02-15-15 announcing the Fulltime EMT Position. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor. Commissioner Callas was absent.

ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Quirk, to adjourn the meeting. All were in favor. Commissioner Callas was absent. The meeting was adjourned at 10:17 p.m.

Respectfully submitted by

Robert Callas, Secretary