

**May 3, 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 May 3, 2018 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Asst. Chief Martin, Administrator Schultz, Asst. Chief O'Hare, Lieutenant Belott, FF Ujfalussy and Fire Co. Member Craig Vagel were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the April 19, 2018 Regular Meeting were reviewed.**

**Commissioner Quirk made a motion to approve of the minutes from the April 19, 2018 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioners DeNigris and Florio abstained.**

**REPORT OF THE TREASURER:** Nothing to report.

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

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

Commissioner Quirk commented that he was able to thoroughly read the Chief's Report because it was distributed early and recommended that the report continue to be distributed early. Commissioner Dugan asked the Board when they would like to receive the report. The Board asked that the Chief's Report be distributed by the Sunday before any meeting.

Asst. Chief Martin reported that there were not any additions to the Chief's Report.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Commissioner Quirk reported that much progress has been made and the contract is in attorney review. Commissioner Florio asked how long the contract has been in attorney review. Commissioner Quirk reported that it has been a couple of weeks. Commissioner Quirk noted that Lieutenant Belott had recommended some fine tuning that appear to be beneficial to both sides during this time and this has extended the review.

**LIAISON TO THE VOLUNTEERS:** Fire Co. Member Craig Vagel updated the Board on the progress of a new Fire Co. work group that has been created to oversee the remodel of the Fire Co.'s 2<sup>nd</sup> floor room. Fire Co. Member Craig Vagel reported that to date 36 Fire Co. members have filled out an online survey about proposed uses of the 2<sup>nd</sup> floor that included training, Fire Co. Meetings and social events. Fire Co. Member Craig Vagel reported that the Fire Co. has a strong interest in bringing their Fire Co. Meeting down to the Commissioners' Room during the remodel. Fire Co. Member Craig Vagel reported that there was also some interest in taking up the offer of moving the Fire Co. room from the 2<sup>nd</sup> floor to the 3<sup>rd</sup> floor. Fire Co. Member Craig Vagel reported that the Fire Co. also feels strongly that they would like a written agreement with the Board prior to investing significant money into the remodel. Commissioner DeNigris asked what the Fire Co. wants the agreement to say. Fire Co. Member Craig Vagel reported that the basic agreement would state that the Fire Co. would be able to use the remodeled room for ten or more years. The Fire Co. would like assurance that the Fire Co. will retain access to the remodeled room in the future regardless of possible changes in the makeup of the Board. Commissioner Quirk noted that he suggested a written agreement between the Board and the Fire Co. a long time ago. Fire Co. Member Craig Vagel suggested that the Board and Fire Co. discuss specifics regarding an agreement at another time. Fire Co. Member Craig Vagel reported that the Remodel Committee will be regrouping on June 1 to go over all the data that was collected in the surveys and an open forum meeting. Remodel sub-committees will also report on the results of inquiries with contractors and interior designers on the remodel. Fire Co. Member Craig Vagel reported that the Remodel Committee has the aggressive goal of completing the remodel in time for the centennial in July 2019 as a gift back to the membership. Commissioner

Florio asked if an analysis of the survey results will be distributed to the membership. Fire Co. Member Craig Vagel reported that once the collected data has been analyzed, the results will be distributed. Commissioner Florio commended Fire Co. Member Craig Vagel on his efforts to date.

Commissioner Dugan reported that there is a Fire Co. meeting coming up and he had no report at this time.

**BUILDINGS AND GROUNDS:** Commissioner Florio asked if the landscaper had started and Commissioner Dugan reported that he had and that flowers would be planted closer to Memorial Day.

Commissioner Dugan reported that the survey work has not been done yet. Administrator Schultz reported that he sent the signed acceptance of the original quote and asked for two additional quotes but has not heard back from him yet. Commissioner Florio asked if this was the surveying for the lots by the tree. Administrator Schultz said that was what the original quote covered. Commissioner Florio asked if the surveyor had looked for the markers from the original survey. Administrator Schultz reported that he did look for the markers but that he was unable to locate them, possibly because there was construction that occurred subsequent to the survey. Commissioner Dugan reported that the survey is required because a tree adjacent to the lot next to the post office across the street was damaged during one of the spring storms and needs to be removed. The survey is needed to determine whose property the tree resides on. If the tree is on Fire District property, the Board will contract to have the tree removed. Otherwise the Board will notify the property owner of the hazard the tree represents. Commissioner Callas noted that this was supposed to be fast tracked due to the risk of the tree falling down. Administrator Schultz reported that he would visit Mr. Meola's office tomorrow in an attempt to move the process along. Commissioner Quirk reported that the Fire Co. Exempt Membership was notified of the situation and the fact that the back parking lot will be surveyed also to mark out the area of the lot which belongs to the Exempts.

Lieutenant Belott reported that Mr. DiAngelos, whose property backs up to Fire District property, stopped by to inform the Fire District that he plans to take down a large pine tree that hangs over onto Fire District property.

Administrator Schultz reported that the Board might want to consider doing something about the unsightly fence with the red and white slats that is on District property. Commissioner Dugan said that the Board could get a price for removing it.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Lieutenant Belott reported that the Fire District applied for and has been awarded a grant from Walmart.

Lieutenant Belott reported that the blowhard fan, jointly purchased by the Fire District and Fire Co., has been received and needs to be assigned to a piece of equipment.

**INSURANCE:** Administrator Schultz reported that he received a scheduling request for the 2017/2018 Workers Compensation Audit. Administrator Schultz scheduled the audit for May 22, 2018.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Administrator Shultz reported that the District website update is complete. Administrator Schultz reported that Lieutenant McGuinness provided the call volume data through April 30, 2018 that was needed for the update. The website update should be live by tomorrow.

Commissioner Florio reported that the Township has released the RFP for their new website. The Township will be moving forward with a new website and ultimately an information officer. Everything will be pushed from the website so there will be one medium operating their Facebook page and Instagram. Commissioner Florio reported that she asked Mr. Gorgio if the potential for the two Fire Districts to be included could be added to the RFP that would make the website Section 508 compliant since it is cost prohibitive for the Fire Districts to proceed on their own. Both Fire Districts will now have the ability to piggy back off the Township should they decide to do so. Commissioner Quirk noted that he got the impression that Commissioner Shearer was not interested based on his comments at the last BFC meeting. Commissioner Florio reported that she would like to discuss the approach Fire District 2 has for their website and the ability to have a timely uniform message and have someone responding to messages.

**PLANNING COMMITTEE:** Nothing to report.

**LIASON TO EXEMPTS:** Commissioner Quirk reported that he informed the Exempts that the District is planning to have the parking lots remarked.

Commissioner Florio asked that any Exempts that may not have internet access receive hard copy invitations to Inspection Night to ensure that all members are welcomed to the event.

**RECORDS RETENTION:** Administrator Schultz reported that work will begin on consolidating all personnel records in one central location next week.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner DeNigris reported that the Township has hired a consultant to look into the Whippany Fire organization and there is the possibility that the consultant may wish to look into District 3 organization. Commissioner DeNigris reported that Starbucks is in discussions with the owner of Whippany Village about access to Starbucks via Whippany Village parking lot. Commissioner Quirk reported that Committeeman Cahill apologized for not being able to attend tonight's meeting.

**MEMORIAL DAY SERVICES:** Commissioner DeNigris reported that the caterer is set. Administrator Schultz reported that tables and chair rentals are set with All County Rentals. Asst. Chief Martin reported that bagpiper Ray Montalvo is scheduled for the service.

**OLD BUSINESS:** Asst. Chief Martin thanked the Board for agreeing to purchase a bicycle for the Bike Unit. Asst. Chief Martin reported that there are currently ten riders that are signed up and their required training is scheduled for this Saturday morning. Asst. Chief Martin presented the new assembled bicycles, one of which is equipped for fire and one of which is equipped for EMS, to the Board. Asst. Chief Martin reported that all of the older bikes have been cleaned up and are ready to go. Unfortunately they will not be ready for this Sunday because the uniforms are not in yet and scheduling has not been completed. Lieutenant Belott will put upcoming events in EMS Manager and bike unit members will sign up to work during the events. Commissioner Dugan thanked Asst. Chief Martin for his efforts in reviving the Bike Unit.

Administrator Schultz reported that the aluminum building project is awaiting the results of the survey.

Commissioner Quirk thanked the Board for the fruit basket he received while he was hospitalized. Administrator Schultz thanked the Board for the fruit basket he received while he was hospitalized.

### **NEW BUSINESS:**

Administrator Schultz reported that after reviewing the three recommendations for vendors to provide HR training to staff, he feels that Enform HR can provide the most appropriate training package. Enform HR's quote includes three 1 ½ hour sessions to be done on a Monday, Wednesday and Thursday, and one managerial session to be held on a Monday, Wednesday or Thursday. The quoted price is \$2,400. Administrator Schultz asked the Board to approve the funding not to exceed \$2,500. Administrator Schultz reported that he would verify that this is acceptable with Chief DiGiorgio. Administrator Schultz noted that none of the quotes exceeds this amount but that the other vendors were not as flexible with scheduling. Administrator Schultz also noted that our attorney recommends this firm. Commissioner Florio made a motion that the Board accept Mr. Trimboli's recommendation for the respect training. Commissioner Callas seconded the motion. All were in favor. Commissioner Dugan asked the Board to clarify that the training is mandatory. The Board agreed that the training is mandatory. Commissioner Dugan reported that a discussion with Chief DiGiorgio determined that not everyone would make this training. Commissioner Dugan noted that while the District has a training DVD from VFIS, the question and answer component is obviously not provided with the DVD. Commissioner Dugan felt that the Board should consider offering in person training sessions annually to ensure all staff attend the training. Commissioner Quirk asked if Power DMS has a training component. Lieutenant Belott reported that a training program could be loaded into Power DMS if it was in a PDF or PowerPoint format but that an extra Power DMS component would need to be purchased to accommodate a video. Commissioners DeNigris and Florio stressed the importance of giving staff sufficient lead time before the training and the make sure that staff understand that the training is mandatory. Lieutenant Belott reported that he has been put in charge of scheduling the training dates and that EMT refresher courses have already been scheduled for the middle of June. Therefore he recommends the training be held in late June or July. Commissioner Dugan that the Chief and Officers can be in charge of scheduling the training dates as long as the training is

scheduled at the earliest possible dates. Asst. Chief O'Hare recommended that staff that receive this training from recognized programs at other places of employment be allowed to submit verification of attendance and be exempt from attending the training here. Commissioner Quirk reiterated the ability to utilize Power DMS to provide this training which would include an online test on the subject matter. Commissioner Dugan asked Lieutenant Belott to get the cost of adding this component to Power DMS. Commissioner Florio reported that the Enform HR agreement would include use of the materials for a year so they would be able to be loaded into Power DMS. Commissioner Florio asked if this was sufficient given that the Board attorney recommended Enform HR provide in person training. Commissioner Quirk agreed that the initial training be in person but that the Power DMS version could be used to supplement this. Commissioner Florio agreed that this would be useful as a supplementary training tool with the understanding that there will be limited acceptable reasons for missing the in person training.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, May 17, 2018 at 7:00 P.M.

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:** None.

**RESOLUTIONS:** Commissioner Callas read Resolution 18-05-03-46 appointing Per Diem EMT Keith Makar. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.

Commissioner Callas read Resolution 18-05-03-47 appointing Per Diem EMT Robert Lyons. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 18-05-03-48 appointing F/T EMT Deborah Golden. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor.

Commissioner Callas read Resolution 18-05-03-49 appointing F/T EMT David Sulpy. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor.

**Commissioner Callas read Resolution 18-05-03-50 appointing Medical Director Dr. William Gluckman. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor.**

**Commissioner Callas read Resolution 18-05-03-51 appointing Medical Provider FastER Urgent Care. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.** Administrator Schultz thanked Commissioner Florio for all her work reading through all the program proposals. Commissioner Florio thanked Administrator Schultz for finding programs that provide an extensive amount of services to help protect the health of all EMT and firefighter members.

**Commissioner Quirk left the meeting.**

**EXECUTIVE SESSION: Commissioner Callas read Resolution 18-05-03-52 to enter into executive session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioner Quirk was absent.**

**The Board went into closed session at 7:47 p.m.**

Personnel matters were discussed. Action will be taken.

**The Board came out of closed session at 8:07 p.m.**

**ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. Commissioner Quirk was absent.** The meeting was adjourned at 8:09 p.m.

Respectfully submitted by

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Robert Callas, Secretary