

March 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 March 15, 2018 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Hanover Township Committeeman Brian Cahill and Mr. Tom Siino of Executive Benefits Group were also in attendance.

PUBLIC PARTICIPATION: None.

APPOINTMENT OF 2018-2019 OFFICERS: Commissioner Dugan announced that the Board would depart from the Regular Agenda for the Appointment of the 2018-2019 Officers.

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

Asst. Chief Joseph M. Martin of the Fire Division

Asst. Chief Robert O'Hare of the EMS Division

Crew Chief John Miksch of the EMS Division

Chief DiGiorgio noted that there are not many volunteer groups that are expected to be on call 24 hours a day, seven days a week or to leave their jobs or their dinner tables at a moments' notice. These volunteers rush to the scene of an emergency, putting themselves in harms' way for the sake of quite often complete strangers. Chief DiGiorgio said that he believes that the general public takes for granted the time and effort that goes into the hundreds of hours of training that these men and women of our organization put forth. Chief DiGiorgio noted that they miss many dinners and spend time away from their family because of their dedication to the department and helping others. No doubt that when tragedies happen, they take it personally. They replay those precious seconds over and over again in their heads wondering if there is anything else or any other way that they could have changed this outcome. There is not. Chief DiGiorgio reminded them that they have given their all and regardless of the

outcome, the District is grateful. Chief DiGiorgio expressed, on the behalf of the Board of Fire Commissioners of District 3, his sincere gratitude to each and every one you and to congratulate you on continuing to serve the residents of our District and the Township of Hanover this coming year.

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

Commissioner DeNigris reported that he and Mr. Siino met with Chief DiGiorgio and all career staff last week to go over the different health/dental/vision plans. Commissioner DeNigris reported that two individuals elected to keep the current plan and two individuals elected to go with the less expensive Omni plan.

Mr. Tom Siino distributed a handout outlining the various plans. Mr. Siino reported a cost increase of about \$10,000 to renew the current plan for all staff. Mr. Siino noted that introducing the Omni plan allowed both the District and the employee to reduce their healthcare premium. Mr. Siino stressed that this plan was offered to the staff as a voluntary option and that three of the members chose this option. The overall premium increase was reduced to about \$1,000 with the new Omni plan option and the staff that chose this option will see a reduction in their payroll deduction for healthcare. Mr. Siino reported that he also looked into alternatives to the current Horizon Blue Cross Dental Plan. Mr. Siino reported that by switching the dental plan to Oxford Benefit Management, the District will reduce the annual cost from \$6,570 to \$5,983. Mr. Siino noted that this new plan includes other benefits which were not offered on the previous plan. The new plan includes vision, life insurance and some other discount plans. Mr. Siino reported that overall instead of a \$10,000 increase, there will be a \$451 annual increase. Commissioner DeNigris noted that the handout outlined the cost of the plans and does not reflect the employee contributions. Mr. Siino noted that there will be open enrollment each year which will allow the staff to change plans. Commissioner DeNigris recommended that the Board accept these plans. Mr. Siino reported that another feature that he recommends is to introduce a flexible spending account which allows staff to deduct non-reimbursed health expenses on a pretax basis. Mr. Siino noted that he contacted the vendor who is administering the District Health Reimbursement Account and

they agreed to administer the Flexible Spending Account for no additional charge. Mr. Siino said he recommends a \$2,500 limit on this account. Commissioner DeNigris noted that any money put in the account must be used in the same calendar year. Commissioner DeNigris recommends that the Board adopt the Flexible Spending Account. Commissioner Dugan made a motion to go ahead with these plans. Commissioner Florio seconded the motion and thanked Mr. Siino for finding programs that suit our needs and help the District save money. All were in favor. Commissioner Quirk was absent. The Board thanked Mr. Siino for all his time and effort. Mr. Siino left the meeting.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the March 1, 2018 Regular Meeting and the March 6, 2018 Reorganization Meeting were not available. Commissioner Callas made a motion to table the approval of the minutes from the March 1, 2018 Regular Meeting and the March 6, 2018 Reorganization Meeting. Commissioner Florio seconded the motion. All were in favor. Commissioner Quirk was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that there is a check for \$84,000 in annual pension expense included in the checks to be signed tonight and represents a \$15,000 increase over last year. Commissioner DeNigris reported that Administrator Schultz will look into the reason for the increase. Commissioner DeNigris noted that the 2018 Budget does not account for an increase of this magnitude.

Commissioner Dugan made a motion to accept the Treasurer's Report, seconded by Commissioner Florio. All were in favor. Commissioner Quirk 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 there will be a Fire Division Operations Meeting on March 19, 2018 at 7 pm. Chief DiGiorgio reported that the Fire Division will be briefed on new initiatives and the status of current initiatives.

Chief DiGiorgio reported that the storm standbys were complete. Chief DiGiorgio reported that he attended the quarterly meeting of the Morris County OEM coordinators. Chief DiGiorgio reported that the coordinators are looking to merge the two storms together for purposes of FEMS reimbursement. By combining the two storms, the coordinators should be able to meet the threshold of \$12.5 million. Chief DiGiorgio thanked all members who assisted with standby and clean-up during the storm.

Chief DiGiorgio reported that the annual mandatory training has started for Fire and EMS members.

Chief DiGiorgio reported that Director DeGiralamo spoke at the County Communications User group meeting on the funding request for \$30m upgrades and purchase of new radios and equipment for all users and County owned equipment. Commissioner DeNigris asked for clarification on how this would impact the District. Chief DiGiorgio explained that the District is an agency that is dispatched by the County and would receive this equipment through the County. Chief DiGiorgio reported that there was some good statistics that came out of the County's ability to maintain dispatch services through the storm.

Chief DiGiorgio reported that the 2018 Annual Inspections are underway. Daycare centers, group homes and schools have been initially inspected.

Chief DiGiorgio reported that he and Lt. Belott attended the New Jersey Parks & Recreation Association awards ceremony in Atlantic City. Chief DiGiorgio noted that it was a good opportunity to see how the Parks & Recreation Association works. The ceremony was very well attended considering the impending storm. Chief DiGiorgio passed around a photo taken at the ceremony and the award certificate.

Chief DiGiorgio reported that the tent, fence and pergola were damaged in the storm. Commissioner DeNigris asked if these were covered under our insurance. Commissioner Dugan said that the fence should be covered but the tent and pergola are not listed in our policy.

Chief DiGiorgio reported that the Countrywood Siren has been removed along with all the electrical components including the boxes. JCP&L indicated that the pole would be removed now that the electrical components are gone.

Chief DiGiorgio reported that a memo was sent to the Board on an opinion on the hours of work which will be discussed in executive session.

Chief DiGiorgio reported that he spoke with Mr. Braslow on the workplace ethics training schedule. Mr. Braslow indicated that he should have a date by next week.

Commissioner Dugan asked if the supervisor training was lined up. Chief DiGiorgio reported that nine Fire/EMS/Crew Chiefs would be attending the 1st Level Supervisor Training at Morris Academy tomorrow.

EMS: Nothing to report.

BUDGET: Commissioner DeNigris reported that the February 2018 Financial Reports were distributed prior to the meeting. Commissioner DeNigris reported that the District is in a very positive position even though the overtime and legal costs are running high. Commissioner DeNigris noted that the annual pension budget of \$71,000 is not sufficient to cover the \$84,000 charge previously discussed.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Commissioner Callas indicated that a closed session meeting was needed.

LIAISON TO THE VOLUNTEERS: Commissioner Florio reported that the Board received an email from Fire Co. Member Keyser to reserve September 29, 2018 for the Dinner Dance at Madison Hotel.

BUILDINGS AND GROUNDS: Commissioner Dugan reported that the property got beat up a little bit during the storm. Commissioner Dugan reported that the Board will look into prices to replace the tent that was damaged or to purchase an alternative to the tent.

Commissioner Florio asked if the Committee had found a landscaper. Commissioner Dugan said that the quotes are due back in April so nothing will happen until then.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Nothing to report. Commissioner Dugan suggested that the shed be added to the insurance policy.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Shultz reported that the website is up to date. Commissioner Florio asked Administrator Schultz to inquire if the website can be made Section 508 compliant so that individuals with disabilities can utilize it. Hanover Township Committeeman Brian Cahill recommended that the Board find out the local compliance rate to aid in determining a time frame for becoming compliant. Administrator Schultz will ask and report back.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Hanover Township Committeeman Brian Cahill reported that there is nothing to report because of the snow day last week. Hanover Township Committeeman Brian Cahill noted that the Hanover Township Committee hopes to ratify their 2018 Budget at the next meeting.

MEMORIAL DAY SERVICES: Commissioner Florio reported that Commissioner DeNigris asked for recommendations for a caterer since Meadow Wood Manor is no longer catering picnics. Commissioner Florio reported that she reached out to Picnics Unlimited in Randolph and they will send information about the picnic menu options and pricing to the Board. Commissioner Florio noted that Picnics Unlimited has the date available and offers menu options within the Board's price range. Administrator Schultz reminded the Board to ask for the vendor's BRC (Business Registration Certificate) which allows him to do business with the District.

Administrator Schultz reported that he and Chief DiGiorgio discussed whether the District should rent the tables and chairs from the same vendor as last year given that the vendor is affiliated with Mr. Mihalko who is now a Hanover Township Committeeman. Mr. Braslow advised against using this vendor to avoid any

perception of impropriety. Administrator Schultz offered to get some price quotes from other vendors.

OLD BUSINESS: Administrator Schultz reported that he has received the reports from Chief DiGiorgio and Asst. Chief Martin regarding the purchase of the new engine and their recommendation that the Board use Pierce Manufacturing. Administrator Schultz sent the reports to Mr. Braslow and he concurs with the paperwork. The contract cannot be awarded until after the commentary period which closes on April 3, 2018. Chief DiGiorgio thanked Asst. Chief Martin and Administrator Schultz for all their help and diligence throughout this long process. The Board also expressed their thanks.

NEW BUSINESS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, April 5, 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 18-03-15-27 approving HGAC membership. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner Quirk was absent.

Commissioner Callas read Resolution 18-03-15-28 appointing Philip Buono Per Diem EMT. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. Commissioner Quirk was absent.

Commissioner Callas read Resolution 18-03-15-29 to issue a conditional offer of employment for Per Diem EMT to Robert Lyons. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner Quirk was absent.

Commissioner Callas read Resolution 18-03-15-30 accepting the resignation of EMT Mary Ellen Babbage. Commissioner DeNigris made a motion to introduce

the resolution, seconded by Commissioner Callas. All were in favor. Commissioner Quirk was absent.

EXECUTIVE SESSION: Commissioner Callas read Resolution 18-03-5-31 to enter into executive session. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor. Commissioner Quirk was absent.

The Board went into closed session at 7:56 p.m.

Personnel matters were discussed. Action will be taken with regards to FMBA contract.

The Board came out of closed session at 8:42 p.m.

ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. Commissioner Quirk was absent. The meeting was adjourned at 8:44 p.m.

Respectfully submitted by

Robert Callas, Secretary