

**The Monthly Work Session of the Board of Fire Commissioners
District #3, in the Township of Hanover
County of Morris, Cedar Knolls, New Jersey
June 17, 2010**

The meeting was called to order at 7:00 PM on June 17, 2010 in accordance with the Open Public Meeting Act of 1975, Chapter 231.

Attendees: Commissioners Thomas Harrington, Gary Keyser, Joseph Martin, Paul Pilipie, Thomas Quirk

Chief James Davidson and Assistant Chief Robert O'Hare were also present.

The Board stood for the Pledge of Allegiance.

Chairman Harrington suggested waiting until the next meeting to discuss the by-laws and the Board members agreed to put it off until then.

Commissioner Keyser reported that he had met with Robert Calise, the Board's new Financial Advisor, and to go over a few things including the deferral payment to the state pension fund. He should have an exact amount for the Board by the next meeting. Mr. Calise also said he would call Paychex regarding the \$50,000.00 life insurance policy for the career staff regarding whether they should be paying taxes on that.

Commissioner Pilipie is still looking into key chains for recognizing outstanding efforts from volunteers.

Chairman Harrington informed everyone that former Commissioner Van Ness' name has been taken off of the Board's checks.

Chairman Harrington had given copies prior to this meeting to the Board members regarding utilizing EMTs from Fire District #2. Two Board members from each district had been meeting regularly and had discussed how best to utilize the volunteers from Fire District #2 within District #3's EMS program. District #2 volunteer EMTs met with Chief Cortright and put together an agenda of how to best utilize their EMTs within District #3's EMS program and presented it to the two District #3's Board members. Commissioners Harrington and Quirk met with District #3's EMS officers including Chief Davidson, Assistant Chief O'Hare, Captain MaryLou DeSimone, past Assistant Chief Scott Thompson and Dr. George Manis to go over how to get more help for the EMS Division. They agreed to try District #2's presentation of how to quickly integrate their volunteer EMTs and drivers into District #3's volunteer staff. It might not solve the EMS problem long range, but all were willing to see how it works on a trial basis. Commissioner Keyser pointed out that Fire District #2's EMTs were not willing to hold a regular crew night. Assistant Chief O'Hare responded that he had met with these

volunteers on Tuesday, June 15th, to discuss questions. Their presentation indicated that they must have 40 hours of patient contact within 3 months. Assistant Chief O'Hare stated that would be very aggressive, but is good because it would help them get their skill level and proficiency up to meet the standard required and they would be required to have 5 hours minimum/month of patient contact after that in order to keep their skill level up. They can ride with the career staff during the day if they are available because they would get their 40 hours of patient contact faster that way. However, they have to give a day's notice to the career staff that they will be doing that. The Assistant Chief said they also have been invited to all District #3's drills. Most have CEU's attached as an added incentive. Commissioner Keyser said that other districts might want to come to our town to ride on EMS calls, but Chairman Harrington said "that would not be allowed because we are dealing with a sister company that we have a policy with right now". District #2 will cover all insurance, uniforms and EMT patches for their members. Also covered by District #2 will be all insurance, uniforms and EMT patches. Both Commissioners Keyser and Pilipie felt that this, especially relating to insurance and workmen's compensation, should be in writing. Chairman Harrington also felt that all that is needed from District #2 is a letter saying that they have insurance covering anyone who runs EMS calls and that he will get a letter from them saying so. Right now, all that District #2's Board is looking for is to get the service provided to residents of Hanover Township. Commissioner Quirk said he and Commissioner Harrington were told by Commissioners Hansch and Barz that they have no intention of changing the agreement regarding the \$75,000.00 that they pay District #3. The common ground here is that both districts have Dr. George Manis as their Medical Director. Chief Davidson said that we are not signing an agreement with individuals – we are signing an agreement with an organization. The Chief suggested that he prepare a Standard Operating Guideline (SOG) which would spell everything out and which he feels would be appropriate relative to this circumstance. Commissioner Martin summed up and said that Chief Davidson would put an SOG in writing and Chairman Harrington will get insurance coverage letter from them regarding workmen's compensation. Chief Davidson said that any **authorized activity** is covered by insurance.

Chairman Harrington said he had given the Commissioners a copy of a Bernards Township ordinance that was given to him which imposed fines to specific buildings that called for transportation to the hospital, but not for emergency EMS calls. Committeeman John Ferramosca said he would look into what kinds of fines have been imposed and how this ordinance is working. If this was adopted for our EMS organization, it would have to be rewritten, but the Chairman said he didn't know if this was feasible for this organization. Bernards Township was having problems with people calling for transportation to the hospital, not for emergency calls. Chief Davidson said that the ordinance, if imposed, would not affect 905 Rt. 10, Arden Court, Care One when it reopens, Doctor's Surgery Center at 91 S. Jefferson, the Surgery Center at 14 Ridgedale Avenue, Surgery Center at 185 Ridgedale Avenue and Dr. Ira Monka's office Saddle Road because all of those facilities are doctor-run and all of the surgery center calls would be excluded from the ordinance because they fall under the criteria of ALS. 903 Rt. 10, the Jewish Community Center, which would be targeted, would not fall into this category which is the one place that has a lot of EMS calls. Commissioner Martin

felt that it's not worth getting involved with an ordinance like this for one place and that the Board should leave everything as is. The Commissioners agreed that that's the way to go for now.

There was discussion regarding dress code for the career staff. Chief Davidson explained that he had approved uniform shorts for the career staff because they spend a lot of time outside working on or cleaning the fire engines and ambulances and, in the summer, it's very hot doing this in long pants. Commissioner Pilipie felt strongly that it is not professional and he was not in favor of shorts. The final outcome was that it was agreed that career staff could wear shorts in and on the grounds of the firehouse, but if they were to leave for inspections or calls, they should change to pants. Commissioner Keyser noted that career staff who come out after hours should be in a station uniform. Chief Davidson said that he would speak with them. Commissioner Keyser asked the Chief to have an amendment on dress code for the next meeting so that the Commissioners can vote on it.

Commissioner Keyser indicated that he has been working with Chief Davidson and Dr. Manis on health and fitness and he has spoken with a representative from Access Health Systems regarding whether they would come to the firehouse and give physicals to the members. Commissioner Keyser recommended possibly using a school for physicals so that there would be more rooms available for patient privacy. The approximate pricing for these physicals from Access Health Systems would be approximately \$180.00/person and would include bloodwork, lipid test, EKG. Physician's Assistants and Paramedics would be doing the physicals. They would create a written chart and forward it to a doctor in New York City and he would review the paperwork. Dr. George Manis will review all of the paperwork also and could order additional tests, if needed. The Board felt that all active members should have the physicals (fire police, drivers, interior firefighters, EMS), but the physicals would be mandatory for interior firefighters. Chief Davidson said that job descriptions would have to be written for some of the positions which don't have job descriptions such as exterior firefighters/pump operator. Right now, the only job descriptions in writing are EMS driver, EMT, firefighter. The Chief said this is needed so that they can be classified as, for example, a level B member. Chief Davidson said he will have these ready for the next meeting. Commissioner Keyser said he gave copies of the information from Access Health Systems to the Chief and an e-mail about it to Dr. Manis. Dr. Manis was very positive about this program. The Commissioner also said that there were some questions regarding insurance for Dr. Manis' part in this and the Commissioner told Dr. Manis to contact the Board's insurance carrier to see what is involved.

Commissioner Keyser asked if there had been any discussion regarding putting hydrants on Gail Road and Daniel Terrace. It was decided that there are more than those two hydrants and it would be too expensive at this point to start replacing hydrants around town.

Commissioner Keyser reminded the Commissioners that there will be a Fire Prevention Bureau meeting at the Cedar Knolls Firehouse on Thursday, June 24, 2010 at 7:00 PM.

Chairman Harrington reported that the Recreation Department asked if they could put the township sponsored concerts sign in front of the firehouse as they have in the past and the Chairman told them that it was OK.

Chairman Harrington told the Board that there is some rust on the ladder truck. He said there was a 6 year warranty on rust, but the warranty expired 2 years ago. He suggested having Norman Gale do the job. Pierce Fire Safety offered to split the cost with the Board.

Commissioner Pilipie indicated that the ladder test looked good and that Chief Davidson deserves a commendation for that.

Chief Davidson said that there were several items that he would like to discuss with the Board regarding his Chief's Report. Items discussed included dropping non-active members from the insurance roll, a draft memo for NIMS which will be presented to the Board for voting, expansion of dual dispatch program, lettering for the vehicles, and new covers for the engines, etc.

Chief Davidson said that Dr. George VanOrden asked if the Board would approve holding the rabies clinic at District #3's firehouse on Saturday, November 6, 2010. The Board asked the Chief to contact Dr. VanOrden and let him know that the rabies clinic could be held here.

There was no other business to discuss. **A motion to adjourn was made at 8:35 PM by Commissioner Keyser, seconded by Commissioner Martin, all in favor.**

Respectfully submitted by:

Paul Pilipie, Secretary