

April 19, 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 April 19, 2018 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Chief DiGiorgio, Administrator Schultz, Hanover Township District #2 Commissioner Derrick Shearer, Lieutenant Belott, FF Gilson and Fire Co. Lieutenant Mary Lou De Simone were also in attendance.

PUBLIC PARTICIPATION: Hanover Township District #2 Commissioner Derrick Shearer reported that he thought it was important for someone from Fire District #2 be present at Fire District #3 meetings and vice versa. Commissioner Shearer invited the District #3 Commissioners to attend District #2 meetings. Commissioner Shearer felt it was a good way to keep in touch with what each Fire District is doing as opposed to trying to catch up on everything at the quarterly Joint Fire Prevention meetings.

Mary Lou De Simone, whose property is adjacent to the Fire House, asked when the winter storm debris would be cleared from the Fire House parking lot. Ms. De Simone distributed pictures of the view from her house. Commissioner Dugan reported that the Board is looking into putting a permanent solution but in the meantime would remove the unsightly tarp.

CORRESPONDENCE: Administrator Schultz reported that the Board has received a letter from Ferraioli, Wielkotz, Cerullo and Cuvo, P.A. stating that due to the untimely death of Vincent Montanino and the resignation of his assistant, they will not be able to do the District's audit.

Commissioner Dugan read a letter of resignation from Volunteer Member Dr. Manis. Dr. Manis stated that he is resigning from the Volunteer Fire Co. and will not accept any appointment as Medical Director, Health & Safety Officer or any other medical associated position within Fire District #3.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the April 5, 2018 Regular Meeting were reviewed. Commissioner Quirk noted that there was an error in the Contract Negotiations Report. The minutes referred to Mr. Weiner's office and should have said Mr. Leder's office. Commissioner Callas made a motion to approve of the minutes from the April 5, 2018 Regular Meeting with the correction. Commissioner Dugan seconded the motion. All were in favor. Commissioners DeNigris and Florio were absent.

REPORT OF THE TREASURER: Commissioner Dugan reported that the monthly financial reports were distributed prior to the meeting and there would be no 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.

Chief DiGiorgio reported that the Financial Disclosure Statements have been distributed to all the Commissioners and himself. Chief DiGiorgio reminded the Board to complete the statements if they had not already done so.

Chief DiGiorgio reported that the Countrywood siren pole has been removed by JCP&L and the project is complete.

Chief DiGiorgio reported that after meeting with Lieutenant Mary Lou De Simone about conducting Workplace Ethics training for the District, a professional conflict was discovered and she will not be able to conduct the training. Chief DiGiorgio reported that he will contact Mr. Braslow with dates for him to conduct the Workplace Ethics training. The potential dates are May 15, 16 or 17.

Chief DiGiorgio reported that the DRAFT Junior Auxiliary Policy was submitted to the EMS Officers and Board for review. The DRAFT was not complete as of the Fire Officers meeting but will be sent to them for review.

Chief DiGiorgio reported that the Fire Division Officers have approved the implementation of the Fire Division Duty Crew Manual and it has been distributed to the membership.

Commissioner Quirk asked for clarification about a meeting with Communications that was mentioned in the Chief's Report. Chief DiGiorgio reported that he

attended a Radio Communications user group sub - committee meeting of the County Chief's Association. The Association appointed five people to the user group. Each one of those people represents the four regions of the County by fire region. Chief DiGiorgio reported that the Fire Region Mutual Aid Presidents were appointed to the committee and he is the president of Region 1 – Black Meadows. The committee met prior to the County Chief's Meeting and it seems like the Fire Academy is going to take the lead on training. The majority of the issues and concerns were relative to the training, use and operations of the radio system.

Chief DiGiorgio reported that he had a meeting today with Asst. Chief Martin. At the last Fire Co. meeting, the EMS and Fire Bicycle Team was revived. The guidelines were redistributed and there is a training schedule for the first week of May. Chief DiGiorgio reported that 11 Fire Co. members were interested in participating. These members approached the Fire Co. for equipment; a bicycle, uniforms, etc. and the Fire Co. agreed to make a \$2,500 investment in the program. Asst. Chief Martin is looking for an additional \$800 from the Board to purchase an additional bicycle. These purchases will bring the squad up to five bicycles. Chief DiGiorgio reported that he, Asst. Chief Martin and Lieutenant Belott discussed the budgeted equipment purchases for the year and felt that there would be funds available for the bicycle. Chief DiGiorgio noted that there are various community events, such as the 5K races, when the bicycles would make it easier to address medical issues on the courses. Commissioner Callas made a motion to purchase the bicycle for the Bicycle Team, seconded by Commissioner Quirk. All were in favor. Commissioners DeNigris and Florio were absent.

EMS: Nothing to report.

BUDGET: Nothing to report.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Commissioner Quirk reported that there were things to discuss in closed session.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan reported that he went to their meeting last week. The subject of the bicycle was already addressed in the Chief's report.

Commissioner Dugan reported that the Fire Co. has agreed to continue to supply beverages for Inspection Night.

Commissioner Dugan reported that he would get back to the volunteers, hopefully by June, with an update on the concerns and issues discussed at meetings he hosted with the Fire Co.

BUILDINGS AND GROUNDS: Administrator Schultz reported that the tree on the back side of the lot adjacent to the post office was examined because it was damaged in the storm. It was determined that the tree trunk is rotted. A determination has to be made as to whose property the tree is on because the tree needs to be removed. The District solicited three prices on the removal and received one response from Greenwood Tree for \$4702.16. Administrator Schultz spoke with Mr. Meola who originally marked out the lot 15 – 20 years ago. He was able to find two of the markings but was unable to locate the other two. Attempts will be made to locate the last two markings with a metal detector. There would be no charge if the marking can be located but there will be a \$450 fee if the area needs to be remarked. Administrator Schultz noted that he spoke with Pam Brown about whether the tree removal would be covered by insurance but it is not covered. Administrator Schultz noted that the tree is large and spans three properties so the issue should be addressed quickly. Commissioner Quirk recommended that if the lot needs to be remarked, the District should have the back lot marked also in case the District wants to put up a structure to replace the tent that was damaged by a storm recently. Commissioner Quirk then suggested that all five lots be remarked. Commissioner Dugan felt that marking out the two lots behind the Fire House and the one across the street would be sufficient. Administrator Schultz asked the Board to approve \$2,000 for the mark outs and monies not to exceed \$5,000 for the tree removal. Commissioner Quirk made a motion to approve the monies, seconded by Commissioner Callas. All were in favor. Commissioners DeNigris and Florio were absent.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that the Emergency Response Vehicle has been ordered and should be ready in six weeks. Commissioner Quirk noted that Commissioner Florio found record of the vehicle being allocated to Chief O'Hare in previous meeting minutes. Chief DiGiorgio noted that the minutes stated that Commissioner Dugan recommended that the vehicle be allocated to Chief O'Hare but that the motion did not specify

who the vehicle was being allocated to. Commissioner Quirk stated that he voted for the capital budget for the vehicle because it was recommended that he the vehicle was going to Chief O'Hare and he believes the other commissioner felt the same way. Commissioner Dugan felt that the motion was to include the Response Vehicle in the capital budget but if the Board wants to it can specify that it is to replace Chief O'Hare's car. Commissioner Callas asked that the minutes be read back again. Chief DiGiorgio read a portion of the minutes back again. Commissioner Dugan asked what the problem would be with allocating the new Response Vehicle to Chief O'Hare and using the older car for the on call response program. Chief DiGiorgio said that it would not be a problem.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Shultz reported that the District website is up to date. Administrator Schultz reported that he has received a quote on updating the home page to include run data that was approved at the last meeting.

Administrator Schultz reported that he and Commissioner Florio will talk with the Township to see if it would be cost effective to piggy back onto the Township platform upgrade in order to become compliant with Section 508.

PLANNING COMMITTEE: Commissioner Dugan reported that investigative work into a new shed is ongoing. The shed that is being considered is 24' x 36' shed with a poured concrete pad. The price of the shed would be \$5545 delivered and installed. The Board needs to prices for the concrete pad.

LIASON TO EXEMPTS: Commissioner Quirk reported that he will let the Exempts know what the District is planning in the parking lot and the need for the lot to be remarked.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

MEMORIAL DAY SERVICES: Commissioner Callas reported that the tables will be rented from County Rentals.

OLD BUSINESS: Administrator Schultz reported that he will get someone from the Township to come out to look at the proposed area for the new shed and get his recommendation what can be put there.

Commissioner Quirk reported that he was unable to attend the Everbridge communication system meeting on Thursday but Ryan Williams from the Police Department was in attendance. The County has elected to move from the Everbridge system to a new system called Rave. Commissioner Quirk reported that information from the old system will be imported into the new system during transition but there is a rumor that everyone will need to sign up again.

Commissioner Quirk reported that this is not entirely true. Commissioner Quirk clarified that about 6 months after the transition, everyone on the Rave system will receive a message from Rave asking for confirmation that they still want to be part of the communication system. If you do not confirm that you wish to remain on the system, you will be removed. Commissioner Quirk asked that everyone spread the word on this clarification. Commissioner Quirk reported that the information from Everbridge has been imported into Rave and he is in the process of verifying that the two systems contain identical data. The verification process will be complete before May 1. The Rave system will go live by May 15.

Commissioner Quirk reported that on May 8 & 9 there will be training sessions for input people and he suggested that someone from District 3 attend the training. Chief DiGiorgio asked whether it was one or two day training. Commissioner Quirk said he would get clarification on the training and get back to him. Chief DiGiorgio reported that he would then schedule someone to attend.

Chief DiGiorgio provided a follow up on the discussion on the boat ordinance for Bee Meadow from the last meeting. Chief DiGiorgio reported that he sent an email to Committeeman Mihalko, Committeeman Cahill and the Superintendent of Recreation indicating that the District supports the update on the Bee Meadow boat ordinance. There were some volunteer members who had expressed an interest in utilizing the pond for boating and Chief DiGiorgio asked that the registration fee be waived for these members, who are trained in water rescue, to encourage them to be out on the water. Chief DiGiorgio reported that the idea was going to be presented at the next Recreation Department meeting.

Commissioner Quirk confirmed that the idea was presented at the meeting and indicated that the Recreation would make the recommendation that the fee be

waived for all Emergency Services Volunteers to the Township Committee. Hanover Township District #2 Commissioner Derrick Shearer noted that District #2 has about a half dozen additional people who are interested in swift water rescue training and will be going to the YMCA to get the prerequisite swim tests. Commissioner Quirk noted that the boat ordinance will initially cover only the one pond until there is strong enough emergency access to the other two ponds. Commissioner Quirk reported that there was also discussion about utilizing the boat in the pool shed to as a quick response until Whippany can respond.

NEW BUSINESS:

Administrator Schultz reminded the Board that he had sent them an email about allowing District #2 use of this meeting room during their transitional period as there is no conflict in the meeting schedules. Hanover Township District #2 Commissioner Derrick Shearer indicated that District #2 is not sure if this is necessary but there is a possibility they may be operating out of a trailer that is not ADA compliant. If this happens, then District #2 would need an ADA compliant meeting place. Commissioner Quirk made a motion to extend District #2 an invitation to use the District #3 meeting room for their Commissioner's meetings during their transition to the new fire house. Commissioner Callas seconded the motion. All were in favor. Commissioners DeNigris and Florio were absent.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, May 3, 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: Hanover Township District #2 Commissioner Derrick Shearer reported that District #2 is in the process of hiring two FF/EMTs. Hanover Township District #2 Commissioner Derrick Shearer reported that District #2 is moving forward with the purchase of their new apparatus. Former Commissioner Mihalko was their purchasing agent and they are now looking for a new agent. After they get a new purchasing agent, they will apply to join the Houston Galveston Co Op so they can go out to bid for financing. Hanover Township District #2 Commissioner Derrick Shearer reported that he and a couple other members participated in Hydrogen Fuel Cell Electric Vehicle Training that was

conducted by the company that is looking to install a hydrogen fuel cell station in town. Commissioner Shearer said that it was interesting to see the safety measures involved with this type of fuel. Hanover Township District #2 Commissioner Derrick Shearer noted that Transcaer Train Car training is also scheduled at the railway museum. Hanover Township District #2 Commissioner Derrick Shearer noted that Committeeman Cahill offered District #2 the same possibility of piggy backing onto the Township's new website platform. Commissioner Shearer reported that District #2 is going to reach out to the high school or maybe CCM to inquire if there are any computer science students could do the job less expensively. Commissioner Shearer recommended that District #3 consider this alternative.

RESOLUTIONS: Commissioner Callas read Resolution 18-04-19-40 adopting a wage schedule for compensated Emergency Medical Technicians.

Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. Commissioners DeNigris and Florio were absent.

Commissioner Callas read Resolution 18-04-19-41 accepting the resignation of Volunteer Member Manis. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor.

Commissioners DeNigris and Florio were absent.

Commissioner Callas read Resolution 18-04-19-42 accepting the resignation of Volunteer Member DiMontova. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor.

Commissioners DeNigris and Florio were absent.

Commissioner Callas read Resolution 18-04-19-43 authorizing a conditional offer of employment as a Full Time EMT be made to Deborah Golden. Chief DiGiorgio reported that three interviews were conducted last night for the positions of Full Time EMT by a panel consisting of current EMS Officers and current Career Officers. At the conclusion of the interviews, the group chose the two names that the Board has before them. Chief DiGiorgio thanked everyone for assisting in the interview process. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. Commissioners DeNigris and Florio were absent.

Commissioner Callas read Resolution 18-04-19-44 authorizing a conditional offer of employment as a Full Time EMT be made to David Sulpy. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. Commissioners DeNigris and Florio were absent.

EXECUTIVE SESSION: Commissioner Callas read Resolution 18-04-19-45 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. Commissioners DeNigris and Florio were absent.

The Board went into closed session at 8:00 p.m.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 9:00 p.m.

ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. Commissioners DeNigris and Florio were absent. The meeting was adjourned at 9:03 p.m.

Respectfully submitted by

Robert Callas, Secretary