

July 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 July 19, 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.

Chief DiGiorgio, Administrator Schultz, Hanover Township Committeeman Cahill, Asst. Chief O'Hare, Lieutenant McGuinness, FF Gilson, EMT Waldron, Fire Co. Member Gary Keyser and Fire Co. Member Craig Vagell were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Callas read a letter of thanks from the County of Morris for providing EMS vehicles for the Morris County Library Emergency Responders Day on June 28, 2018.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the June 21, 2018 Regular Meeting were reviewed. Commissioner Quirk noted that in the Public Commentary on Proposed Residency Policy it indicated that he would support the policy when it should have read that he would not support the policy. Commissioner DeNigris made a motion to approve of the amended minutes from the June 21, 2018 Regular Meeting. Commissioner Florio seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the Board received a letter from Travelers informing the Board of the new insurance rate which increased 8.6%. Commissioner DeNigris reported that the Board also received a request from VFIS to perform a risk survey. Commissioner Florio noted that the last survey was done in 2012. Chief DiGiorgio reported that he would schedule a time that was convenient for himself, Lieutenant Belott, Administrator Schultz and one member of the Board's Insurance Committee. Commissioner Quirk made a motion to accept the Treasurer's Report, seconded by Commissioner Callas. All were in favor.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on July 13 and updated it earlier today.

Chief DiGiorgio reported that he, Asst. Chief O'Hare, Administrator Schultz and EMT Golden met with Medical Director Dr. Gluckman to discuss various points of interest. Chief DiGiorgio indicated that there was a lot of follow up that needs to be done as there is a lot of moving parts relative to the Medical Director. Chief DiGiorgio reported that Dr. Gluckman would like to come out and meet the membership. Chief DiGiorgio indicated that he had Fire Co. approval to hold an Operations Meeting prior to the September meeting. Chief DiGiorgio reported that Dr. Gluckman is currently away but that a meeting would be scheduled to go over some of the moving parts including physicals, clearance for duty, EMS responsibilities, and signing off on charts.

Chief DiGiorgio reported that he has received an update from Pierce relative to the engine preconstruction meeting. The meeting was moved up almost 30 days and, with Commissioner Dugan and the Board's approval, three members of the work group will be going to Wisconsin on August 7-9. Commissioner Quirk asked for clarification that the three members were involved in the planning. Chief DiGiorgio indicated that attendance was taken at the work group meeting and the opportunity was presented to those members who were most involved. Chief DiGiorgio reported that Asst. Chief Martin recommended that Lieutenant Belott attend both this meeting and the next meeting to maintain some consistency.

EMS: Administrator Schultz reported that the discussion of collections will be tabled until next month to enable him to gather further information. Administrator Schultz indicated that the discussion is in response to the auditor's recommendation in the 2017 Audit.

Commissioner Florio asked about the memo that Administrator Schultz had sent to the Board concerning an EMS patient request to write off a small outstanding balance. Administrator Schultz indicated that the policy was to write off any balance under \$5 and therefore the Board does not need to take action. Commissioner Florio asked if the patient will be notified and Administrator Schultz indicated that he would take care of it.

BUDGET: Commissioner DeNigris reported that the June 2018 financial reports were distributed. Commissioner DeNigris reported that overall the District was within budget although some individual lines, such as legal, were over budget.

Commissioner DeNigris indicated that he will wait until the August or September actuals are available to begin the 2019 budget process. Commissioner DeNigris noted that he would like to have a wish list from everyone for anything outside the normal necessities before then. Commissioner Dugan asked when the budget was started last year. Commissioner DeNigris reported that the process was started around October. Commissioner Dugan indicated that he would like to start earlier this year since the Board ran into some timing issues last year. Commissioner DeNigris felt that if the process is started too early, there will not be a good cost base on which to project next years' needs.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioners Dugan and Florio reported that they were not able to attend the last volunteer meeting. Chief DiGiorgio reported that the only item that was discussed pertaining to the Board was the agreement that the Fire Co. is looking for before they spend money to renovate the 2nd floor. Fire Co. Member Craig Vagell reported that the Renovation Committee met and along with input from the Fire Co. Executive Board, came up with bullet points for the document that the Fire Co. will present to the Commissioners. Fire Co. Member Craig Vagell indicated that the Fire Co. would require a legal team draw up the document itself. The Renovation Committee asked the Fire Co. which lawyer they use but the Fire Co. does not currently have one. The Renovation Committee is waiting for written permission from the Fire Co. Executive Board to seek out a legal team and will most likely use someone that the Board has worked with or is currently working with. The Renovation Committee plans to have the legal team draft an agreement for the Board's consideration. Fire Co. Member Craig Vagell reported that it was important for the Renovation Committee to know what the Boards' 5 or 10 year plan for the building was so that it could be taken into account in the renovation plans. Fire Co. Member Craig Vagell reported that the Fire Co. has a company coming out to survey the tiles and adhesive by the bar area looking for asbestos. Fire Co. Member Craig Vagell

noted that in previous conversations the Board indicated they may pay the remediation cost if needed. The Renovation Committee would like this to be part of any agreement. Commissioner Dugan clarified that the asbestos remediation was discussed some time ago and he indicated that at the time he said that he would bring the issue before the Board if asbestos was found. Commissioner Quirk felt that the Board and the Fire Co. should talk before sending any documents to attorneys. Commissioner Florio felt that in the interest of legal cost saving, the two parties should have discussions prior to involving the attorneys. Commissioner Florio suggested that the Fire Co. might consider using the Board Attorney, Mr. Braslow to further streamline the process. Fire Co. Member Craig Vagell indicated that he was in favor of the Renovation Committee meeting with Board representation prior to attorney involvement. EMT Waldron recommended that the Renovation Committee meet with the Board Planning Committee to discuss the 5 and 10 year plan before proceeding with anything else. EMT Waldron felt that the Fire Co. should have their own attorney draw up the agreement when the time came to ensure no conflict of interest. Commissioner Callas reported that he and Commissioner Dugan were on the Planning Committee and would contact Fire Co. Member Craig Vagell about setting up a meeting with the Renovation Committee.

Fire Co. Member Craig Vagell reported that he sent out an email announcing that the first meeting of the Tree Lighting Committee will be held Thursday, 7/26, at 7 pm.

BUILDINGS AND GROUNDS: Chief DiGiorgio reported that the two trees in the “Post Office” parking lot have been removed.

Chief DiGiorgio reported that to bring the fire house into compliance, carbon monoxide alarms have been placed throughout the fire house as indicated in the New Jersey Uniform Fire Code. This includes stairwells and areas of rest. Chief DiGiorgio reported that the career staff has come up with a fire safety checklist which will include weekly checks of the carbon monoxide alarms, smoke alarms, fire extinguishers and the soon to be posted egress plan. Commissioner Florio noted that these should be noted when VFIS come in for the risk survey.

Chief DiGiorgio reported that the firehouse modem and internet service was upgraded due to inefficient access.

Commissioner Dugan reported that Chief DiGiorgio, Administrator Schultz and Lieutenant Belott met with Bowman yesterday and they will start writing up a spec for the bay floors.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Ambulance 39 is back in service after air conditioning issues were fixed and everything is running fine.

Chief DiGiorgio reported that the SCBA annual flow testing was completed for all apparatus.

Chief DiGiorgio reported that Car 36, the new Emergency Response vehicle, has been delivered and all the lights and sirens have been installed. Car 36 has been assigned to Asst. Chief O'Hare and Car 32 has been brought back to the firehouse.

Chief DiGiorgio reported that Asst. Chief Martin coordinated a donation of three previously used defibrillators from Parsippany District 2 for the Bike Units.

Chief DiGiorgio reported that a leak in the pump piping on Engine 35 was identified and repaired.

INSURANCE: Nothing to report.

COMMUNICATIONS: Chief DiGiorgio reported that he spoke with Det./Sgt. Schauder of Hanover Township Police Department about upgrades to the police desk which are underway. Pager tones from old fire frequency have been removed along with siren interface. Commissioner Quirk asked if there was a problem with the radio because Chief Cortright attempted to contact the County several times yesterday and could not get through. Commissioner Quirk asked if there was a dead area. Chief DiGiorgio indicated that he was not aware of any problem and that he was able to call the County in this instance and the County keyed them right up and communicated with Chief Cortright. Chief DiGiorgio asked Commissioner Quirk to get him the specifics of any other radio issues and he would follow up on them.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Callas reported that a planned meeting was postponed due to fire activity. The meeting should be rescheduled within a week.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Administrator Schultz reported that he has started inventorying the medical records so they may be removed from the premises. Personnel records are being consolidated back to one central location.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Dugan reported that he will reach out to District 2 to see if they would like to schedule a meeting.

Chief DiGiorgio reported that there was a discussion at the last District meeting and the last Officers meeting to form a work group move forward on this policy proposal. Chief DiGiorgio reported that based on conversations with individuals who attended the District meeting, they were unaware that that the ideas had originated from a previous Officers meeting. Chief DiGiorgio reported that the issue would be revisited after summer was over. Chief DiGiorgio stressed the need for guidelines because there are currently two pending inquiries from out of town residents who would like to become members. Commissioner Dugan asked if there was a policy stating that we could not accept outside residents.

Administrator Schultz said that the Board could by resolution accept someone from out of the district. Commissioner Dugan felt that the individuals should be brought in to start the process of becoming a member. Chief DiGiorgio asked for clarification about bringing out of town junior members in. The Board decided to not allow out of town residents into the junior program. Chief DiGiorgio asked if the Board thought it would be a problem if an out of town resident wanted to become a member at multiple organizations. The Board indicated that as long as the individual was aware of the requirements and there was no conflict, then they should be allowed to become a member. Commissioner Dugan asked Chief DiGiorgio what his concern was in this area. Chief DiGiorgio reported that his concern was that there could be conflicts when running mutual aid if the individual was from a neighboring town and had to decide which town to respond with on mutual aid calls. Commissioner Callas asked Chief DiGiorgio to provide statistics on the number of potential conflicts. Commissioner Dugan felt that the

individual would respond to whichever district gets the first call. Chief DiGiorgio noted that Mr. Braslow had indicated that there could be insurance coverage issues with individuals who respond to calls from multiple organizations. Chief DiGiorgio asked for the opportunity to address these issues with a work group. The Board indicated that Chief DiGiorgio could create a work group to address the issues while moving forward with current membership inquiries.

Commissioner Dugan and Administrator Schultz reported that the Planning Committee would be looking into improvements to the facility for 2019. Commissioner DeNigris reminded the Board that at this moment the Board has \$335,000 in the bank and outstanding approved capital expenditures of \$218,000. The Board should keep in mind that this leaves roughly \$118,000 that is not committed. Commissioner Quirk asked what apparatus would need to be replaced next. Commissioner Dugan indicated that another ambulance would need to be replaced and then the ladder truck.

Chief DiGiorgio reported that Asst. Chief Martin had brought to the Boards attention that there are some fire division or fire related internal affairs guidelines contained in Title 40A and asked about the outcome of any discussions with Asst. Chief Martin. Commissioner Dugan said he would reach out to Asst. Chief Martin about the issue.

NEW BUSINESS:

Administrator Schultz reported that while going through the County Block Grant Applications, it came to his attention that there might be grant monies available for upgrades to buildings with a historical status. Administrator Schultz recommended that the Board look into designating the building to historical status but not a historical landmark. Administrator Schultz reported that the Board would need to determine how much funding they would be looking for in the near future for this to be eligible for 2019 grant money. Commissioner Quirk asked if there was something uncovered about the status of the building during the last consolidation talks. Administrator Schultz felt that there was talk about getting a designation as a historical site. During these talks it became evident that the historical site designation would be desirable over a historical landmark designation because renovations to a historical landmark must remain in the historical period style and renovations are therefore more costly and limited.

Administrator Schultz noted that since churches have been excluded from receiving these monies, the Board should consider taking advantage of the opportunity to receive between \$80,000 and \$130,000 towards building upgrades. Commissioner Florio asked for clarification on which year the Board would be applying for the grant. Administrator Schultz said that the grant applications would need to be in by the first week of December 2018 to receive grant money in 2019. Commissioner Florio noted that the Community Block Grants are different from the historical funds and felt that the District had a good likelihood with the Community Block Grant. The Board agreed that Administrator Schultz should look into these grant possibilities.

Administrator Schultz reported that he had distributed copies of the electronic sign board policy document with proposed changes highlighted. Administrator Schultz noted that these changes were the result of a discussion about specific requests to use the sign board at the last meeting. Administrator Schultz reported that after the Board had denied a sign usage request, a temporary wooden sign was placed in front of the firehouse. Commissioner Florio clarified that according to the minutes, the Board had approved the placement of the temporary sign after denying the electronic sign request because the message was deemed too lengthy. Commissioner Florio indicated that she had said that she hoped not to be sitting at the traffic light long enough to read information about the concert schedule scroll across the electronic sign. The Board felt that the information would be more easily communicated on a wooden sign board. Administrator Schultz indicated that he was referring to the Rotary Club putting a sign on the front lawn. Commissioner Florio asked what the Rotary club sign was advertising. Administrator Schultz said the Rotary Club was advertising the Duck Race. Commissioner Florio asked who had given permission for the sign because she could not remember the request coming before the Board. Administrator Schultz reported that Mr. Braslow had stressed that the Board needed to have specific policies regarding who and what would be allowed to report on the electronic sign board. Mr. Braslow had warned that if the Board allowed some organizations to use the sign, then the Board would need to allow all requests. Specific guidelines would make it clear to all what was allowed to be communicated on the sign. Administrator Schultz felt that the same thing would hold true if the Board allowed organizations to put wooden signs on the property. If the Board allowed organizations outside those specifically identified in the

guidelines to put up signs, then the Board would need to allow all organizations to put up signs. Commissioner DeNigris asked if the fact that the Board approved guidelines indicated that the Board would evaluate requests not specifically identified in the guidelines on an individual basis address Mr. Braslow's concern. Commissioner DeNigris reported that this was how the Recreation Department received permission to place a sign on the property. He did not know about the Rotary Club because no request had been brought to the Board. Commissioner Florio clarified that the guidelines should not become a litany of who can and who cannot utilize the sign because the right now the guidelines give the Board the ability to make a decision on requests. Commissioner Florio reported that the policy now states that the Board will allow anything that is beneficial for the community on the sign. Commissioner Florio indicated that in regards to the Recreation Concert Series, the board has not violated the policy. The Board determined that this request contained too much information to be put on the electronic sign and would not be beneficial to a person. The Board reverted to allowing the use of the hard sign. Administrator Schultz indicated that the policy was not violated with the Recreation Dept. sign but with the Rotary Club sign. Commissioner Florio noted that the Board had not approved or received a request from the Rotary Club and that if the sign just appeared on our property, it is incumbent on us to take it down. Administrator Schultz did not know who put up the sign and indicated that it was up right before the Duck Race and removed right after the event. Administrator Schultz pointed out that the original guidelines indicated that any organization within Hanover Township was allowed to communicate events on the sign. Administrator Schultz reported that this was not the intention of the Board and the guidelines should be changed to reflect any department or agency of the Township of Hanover would be permitted use. Commissioners DeNigris and Florio agreed that this should be clarified in the guidelines. Commissioner Quirk asked what the yellow highlighted portions of the document indicates. Commissioner Florio replies that the proposed changes to the guidelines are highlighted in yellow. Commissioner Florio felt that guidelines for portable sign should not be included and should continue to be left to the discretion of the Board because the Board is not anticipating having to many requests. Commissioner Dugan felt that there should not be any portable signs allowed. Commissioner Quirk clarified without the consent of the Board. Commissioner Dugan agreed. Commissioner DeNigris remembered denying a

request from the Knights of Columbus. Commissioners DeNigris and Florio questioned the need to include separate guidelines for portable signs if the guidelines already state that the Board will consider requests outside the outlined guidelines on a case by case basis. Administrator Schultz indicated that he will change the guidelines to reflect that no signs will be allowed on the property except as otherwise determined by the Board. Administrator Schultz said that he would rewrite the proposed changes and continue with the review process when he returned from vacation. Commissioner Florio indicated that the other proposed changes did clarify the Board's intentions regarding sign usage.

Administrator Schultz reported that documents that had been reviewed by Mr. Trimboli regarding Full Time and Part Time EMT had been distributed to the Board. A copy of the Mr. Trimboli's email indicating that the document can be put in the Policies and Procedures Manual was also distributed. Commissioner Dugan made a motion to adopt the changes into the Policies and Procedures Manual. Commissioner Quirk seconded the motion. All were in favor. Commissioner Florio asked if the Board members would receive a hard copy of the change for their binders. Chief DiGiorgio indicated that now that the policy changes have been approved, the changes will be loaded into Power DMS and all members will be required to sign off on receiving them. Commissioner Florio indicated that the Board members did not have access to Power DMS. Chief DiGiorgio said that he will print of hard copies form them.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, August 2, 2018 at 7:00 P.M.

The Joint Fire Prevention Board meeting will be held on Thursday, September 6, 2018 at 6:30 P.M. in Cedar Knolls.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Callas read Resolution 18-07-19-63 accepting the resignation of EMT Deniz Cayir. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 18-07-19-64 accepting the resignation of EMT Matthew Thompson. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor.

Commissioner Callas read Resolution 18-07-19-65 accepting the donation of Defibrillators from Parsippany Fire District 2. Commissioner Florio made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. Commissioner Florio noted that a Thank You letter should be sent. Administrator Schultz indicated that he would take care of it.

EXECUTIVE SESSION: Commissioner Callas read Resolution 18-07-19-66 to enter into executive session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. 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 10:05 p.m.

ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner Florio, to adjourn the meeting. All were in favor. The meeting was adjourned at 10:06 p.m.

Respectfully submitted by

Robert Callas, Secretary