

## **December 6, 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 December 6, 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, Asst. Chief O'Hare, Lieutenant McGuinness, FF Gilson, Fire Co. Member Craig Vagell, Fire Co. Member Shirley Bergen, Fire Co. Member Jessica Sainato and Fire Co. Member MaryLou DeSimone were also in attendance.

**PUBLIC PARTICIPATION:** Fire Co. Member Craig Vagell gave the following post-event summary report for the 4<sup>th</sup> Annual Tree Lighting held on November 24, 2018 at the firehouse.

Fire Co. Member Craig Vagell reported that 18 out of 70 members helped with the setup. There were 33 members present for the event and 23 members assisted with cleanup.

On November 24<sup>th</sup>, the Cedar Knolls Fire Department and Hanover Township Fire District 3 sponsored the 4<sup>th</sup> Annual Tree Lighting. The event was open to the public and approximately 175 people were in attendance. The event began with pre tree lighting festivities at 5 P.M. followed by the arrival of Santa in the bucket of Ladder 33 and Mrs. Claus via the Chief of Departments vehicle at 6:45 P.M. Upon Santa's arrival, he went to the top of the tree to officially begin the holiday season by lighting it. He was then lowered and escorted into the engine bay which had been transformed into a Winter Wonderland by Lounge It Up. Pictures with Santa began at 7:05 P.M.

During the pre-tree lighting event, attendees were able to tour the EMS and fire apparatus; win prizes that were donated by Member Jessica Bartelloni & distributed by WDHA / WMTR; listen to live entertainment performed by musicians from Whippany Park High School, Beth Vecchio & the choral group from Bright Star, and the Community Carolers. Music and announcements were

played throughout the event via a sound system that was provided and donated by Lounge It Up Décor. There were two rotating lights panning up and down the tree in a white wash prior to it being lit.

The event was streamed LIVE via the Cedar Knolls Fire Department Facebook page. The video to date has over 1,300 views. Some comments from the Facebook video included:

“Merry Christmas to all the Cedar Knolls Fire Department personnel. Thank you for doing this.”

“Just wonderful!! Thank you for this and everything you do for the community!!”

“I love our community! Great job, thank you all for making an awful day turn into a great night!”

“This is a great family holiday tradition for the community. Well done and thank you.”

“Thank you for a magical night! My kids had the best time!”

“Kids loved it thanks for doing this”

“Best Santa around”

It is important to note that there was no negative feedback received on Facebook.

Two Tricky Tray Baskets were raffled off as a fundraising effort to offset the cost of the event. The fundraising license was borrowed and used under the Whippany Fire Department license. This was due to the outdated license that the Fire Company thought they had. Tricky Tray tickets were available for purchase at a cost of \$10.00 for 3 raffle tickets. The Ways and Means Committee also had a table set up to sell supporter t-shirts. A total of \$240 was raised from the Tricky Tray and \$43 was collected in a boot set out near the hose cart. The money from the boot will be put toward the 100<sup>th</sup> Anniversary Event.

Food was distributed in the ambulance bay and each attendee was given 3 free tickets for their choice of food and beverages. The items included: Hot Chocolate, which was donated by ShopRite and distributed by ShopRite employee Jason Mongovi; Philly Pretzels were donated and distributed by the Morristown Philly Pretzel Factory; cookies, water and popcorn were purchased for free

distribution. The popcorn machine was donated by the Hanover Township Recreation Center.

Setup for the event began at 10:30 A.M. and concluded with 9 P.M. cleanup. Weather for the event was poor with a light drizzle beginning at 5:35 P.M. and becoming steadier as the event continued. The temperature was 45 degrees.

Mayor Franciolo along with Committeemen Cahill, Gallagher and Mihalko were in attendance.

Fire Co. Member Craig Vagell thanked the Board for their support and making sure the event was funded properly, especially Commissioners Quirk and Florio for the amount of time and dedication they had committed to the event.

Special thanks to Hanover OEM, Hanover Twp. Police Department, Hanover Crossing Guards, Whippany Fire Department for the use of their license, the Cedar Knolls membership, Chief DiGiorgio for his unwavering support, Tom Harrington for his role in bringing his talents, and to members of the committee who went above and beyond what was asked of them: Shirley Bergen, Patti Sainato, Tom Quirk, Maria Florio, Laszlo Csengeto, Jessica Bartelloni, and Jessica Sainato. Fire Co. Member Craig Vagell also thanked Hanover Township District 3 career staff and the P/T EMS personnel for doing any prep work that the committee asked of them.

At the conclusion of the event I compiled recommendations that will be addressed at a later date with the committee. I will also be asking members of the committee to bring both positive and negative feedback so we can continue to make this experience better. Thank you for your time and allowing me to brief you on this event.

Fire Co. Member Craig Vagell concluded his summary report.

The Board thanked everyone who participated in the planning and execution of the Tree Lighting. Commissioner Quirk noted that the Recreation Center was not able to donate the popcorn machine but that A Party Pleasing Rental donated one of their machines for the event. Fire Co. Member Craig Vagell reported that he will add them to list of Thank You letters to be sent. Commissioner Quirk asked that the school and Park Traffic Safety be sent thank you letters for the use of their sign boards. Fire Co. Member Craig Vagell said he would get the contact

information after the meeting. Commissioner Florio thanked Fire Co. Member Craig Vagell for his leadership on the committee that allowed working on the committee to be a fun experience. Commissioner Florio also thanked Fire Co. Member Craig Vagell for inviting the Board into the partnership on the event and gave kudos to everyone for a job well done.

EMT Shirley Bergen reported that she has some concerns about how the annual physicals are being run. EMT Shirley Bergen stated that while she is all for annual physicals, she is concerned because everyone is mandated to get their physical from Dr. Gluckman or the other approved entity. EMT Shirley Bergen said that this was fine for those who do not have a primary care physician. EMT Shirley Bergen felt that those who do have a primary physician and get an annual physical there should not have to repeat the diagnostic tests with Dr. Gluckman. EMT Shirley Bergen asked if an adjustment could be made so that Dr. Gluckman could accept the diagnostic test results from other physicians. EMT Shirley Bergen felt that repeating these tests was time consuming and a waste of taxpayer money since the test results were objective, not subjective. EMT Shirley Bergen also asked for the reason why EMTs needed to have a chest x-ray as part of their physical and stated that there is no medical reason for an EMT who is not at risk or has not had exposure to need a chest x-ray. EMT Shirley Bergen indicated that she feels very strongly about these two issues and their need to be addressed and maybe modified. EMT Shirley Bergen reiterated her support for annual physicals but wanted to know what the Board thought about these two issues. Commissioner DeNigris asked if the State required these items. Chief DiGiorgio reported that he has been receiving feedback from the last meeting which included both EMT Shirley Bergen's and MaryLou DeSimone's feedback. Chief DiGiorgio reported that he has sent all the feedback over to Dr. Gluckman for his review. Chief DiGiorgio indicated that he will schedule a meeting with Dr. Gluckman to go over the feedback and hopes that he will be able to help both the Board and himself to understand the reasoning behind the medical testing requirement. Commissioner DeNigris asked if the State has mandated a requirement in terms of a physical. Chief DiGiorgio reported that the State requires that an occupational physical be completed for their job performance and job functions. Chief DiGiorgio indicated that this was something that the Board had not mandated in the past and that with the appointment of the new medical director this was the direction the medical director was heading in.

Commissioner Quirk asked if this was Dr. Gluckman's mandate and not the States. Chief DiGiorgio said that the State's mandate through PEOSH (Public Employees Occupational Safety and Health) that firefighters and EMTs need to be fit to perform their job. Chief DiGiorgio indicated that it was up to the authority having jurisdiction, in this case the Board, to ensure that the District is following the PEOSH statements. The Board hired Dr. Gluckman as a medical director to ensure this. Commissioner Quirk asked if there was something in the State's mandate that says what is inclusive in a physical or is this Dr. Gluckman's recommendation. Chief DiGiorgio indicated that the State requires that people receive a Respiratory Clearance, which means they are cleared to wear a respirator. Commissioner Quirk indicated that he thought the Board had been following this procedure for years. Chief DiGiorgio reported that the procedure that the Board had been following was for new members are required to have the initial physical but that any subsequent physicals were voluntary. Commissioner Dugan stated that the physicals were always offered but that they were not mandatory. Chief DiGiorgio said that the State requires through PEOSH that firefighters and EMTs be cleared for duty to perform their job. EMT Shirley Bergen said she did not think there was a mandate that one doctor had to perform all the tests needed to clear an individual for duty. Commissioner Dugan reported that the issue is the liability Dr. Gluckman assumes by accepting test results from another physician. EMT Shirley Bergen felt that the results were the same regardless of who performs the test. Commissioner Dugan said that the Board needs to find out if this exposes Dr. Gluckman and the Board to any liability. EMT Shirley Bergen stated that she has never had an issue with other physicians accepting test results before and she is willing to sign a liability waiver. Commissioner Florio felt that if Dr. Gluckman were to accept anything he would most likely require your provider to certify that you are fit for duty and she is not sure that this would shield him from liability. Commissioner Florio felt that this is a sad situation because it was the Board's intention to provide a service and a benefit to the membership. It seems that some of the members feel the policy is a benefit while others feel that it is punitive in nature. Commissioner Florio stated that this policy was not intended to be punitive but in fairness to Dr. Gluckman, because he is on the line, the policy has to ensure that he is not exposed to liability. EMT Shirley Bergen reported that she has spoken to a lawyer who does a lot of municipal work and the lawyer said that this policy was unethical. Commissioner Florio begged to differ but stated

that the lawyer is entitled to their opinion. Commissioner DeNigris asked Chief DiGiorgio to discuss all these issues and questions with Dr. Gluckman when they meet. Chief DiGiorgio reported that he has already forwarded some of these questions to Dr. Gluckman and asked him to reach out to the members individually with a response to their questions. EMT Shirley Bergen indicated that she had Dr. Gluckman's response letter with her and it still does not make sense to her. EMT Shirley Bergen read the following from the response letter: *Thank you for your question. I know this is something new and seemingly arduous and I also understand your rationale, however for the sake of standardization and accountability, you will need to undergo the entire exam which will include a repeat of some of those tests. Because we are clearing you to work at Cedar Knolls, we need to be sure the test were all performed and interpreted to our standards and we need to maintain a record. Our exam and process is specifically designed with your Cedar Knolls job in mind and following AFPA standards which the hospital does not know about or utilize. Their process is specific for your work there and Atlantic Health's procedure. Again, I know it seems a bit silly to reproduce some of these tests but I hope that you will not find the process overbearing and too time consuming and understand the subtle yet important differences this exam process has over any other employer or PMD exam.* EMT Shirley Bergen stated that she knows that they do drug testing and she is perfectly willing to do that along with the Hep B testing and sleep apnea test but the hearing, EKG, and lab work should not need to be repeated. EMT Shirley Bergen stated that Dr. Gluckman does not require that you fast before the lab work and this makes the test worthless. This indicates that his standards are not better than another doctor. Commissioner Dugan reported that the Board did not make a statement that his standards were higher than anyone else. EMT Shirley Bergen felt that he is claiming they are. Commissioner Dugan said he was claiming that he wants his baseline for everyone to be done by his people so that he knows that it is done to his satisfaction. Commissioner Dugan asked Chief DiGiorgio if he would look into these questions with Dr. Gluckman. Chief DiGiorgio reported that he has the questions already and the answer was that Dr. Gluckman is trying to create a standardization of records and is creating his own baseline during this first year of the physical policy. EMT Shirley Bergen asked what fee Dr. Gluckman is receiving per physical. Chief DiGiorgio said that the fee is in line with what our previous provider charged but that there would most likely be an additional fee to

review the records sent from other providers. Commissioner Quirk indicated that he would like to see the rates. Commissioner Florio indicated that the Board received the fee schedule before appointing Dr. Gluckman. Commissioner DeNigris asked Chief DiGiorgio to check with Dr. Gluckman about liability waivers from members. Commissioner Dugan said that the question can be asked but like other waivers, it probably does not shield Dr. Gluckman from liability. EMT Shirley Bergen reported that another issue was that Dr. Gluckman reportedly performed a physical on a seventeen year old without parental approval. Chief DiGiorgio indicated that this was a new issue and he would look into it. EMT MaryLou DeSimone reported an issue involving complaints about the hearing test and suggested another provider that would do the test on premises. Commissioner Dugan reported that this would raise the issue of what the medical director will accept and that it does not make sense to farm out individual tests when the medical director was hired to perform them. Commissioner DeNigris reported that many corporations require employees to have an annual in house physical as part of the employment contract. Fire Co. Member Vagell reported that had a Captain Buscio test that was accepted by Dr. Gluckman. Chief DiGiorgio indicated that this was accepted because the standards are recognized to be more extensive than the required physical. The Board indicated that Chief DiGiorgio would inform the Board of the results of the meeting with Dr. Gluckman. The Board would pass the results on to the membership. EMT Shirley Bergen asked for clarification that any member who has not had the mandated physical by year end will not be able to ride if this policy is upheld. The Board indicated that this was correct.

**CORRESPONDENCE:** Chief DiGiorgio reported that he will address some correspondence in his Chief's Report.

**APPROVAL OF PREVIOUS MINUTES:**

**The review and approval of the minutes from the November 15, 2018 Regular Meeting was postponed until the next meeting.**

**REPORT OF THE TREASURER:** Commissioner DeNigris asked the Board to permit him to make 2018 Budget transfers as needed. Administrator Schultz noted that a resolution will be presented at the December 20, 2018 meeting if any of these transfers are between statutory lines, otherwise a resolution will not be needed.

Commissioner Florio made a motion to allow 2018 Budget transfers as needed, seconded by Commissioner Dugan. All were in favor.

Commissioner DeNigris reported that there is a slight change in the 2019 Budget because the State has requested that the \$75,000 in the 2019 Budget for Grants be removed. Commissioner DeNigris reported that there will be no net change in the budget because both the grant income and expense will be removed from the budget. Commissioner DeNigris noted that Administrator Schultz is working on making the change. Commissioner Dugan asked if the District will be able to spend the grant money if the District receives the grant. Administrator Schultz reported that there is a provision in the new Chapter 159 which will allow the Board to pass a resolution in 2019 bringing the grant money in and allowing the District to spend it. Commissioner DeNigris reported that the State will hopefully have approved the amended 2019 Budget by the December 20, 2018 meeting.

Commissioner Dugan asked if the Board had any questions about the Treasurers' Report. The Board had no questions. Commissioner Quirk made a motion to accept the Treasurer's Report. Commissioner Callas seconded the motion. 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 November 30, 2018 and sent out updates on December 5, 2018. Commissioner Dugan noted that some of the items listed as outstanding items on the report have been addressed by the Board. Commissioner Dugan reported that the Board has addressed the Residency Policy item on the list and stated that the Board decided not to limit membership to residents only. Commissioner Dugan asked if the Board has received anything from Mr. Trimboli regarding the Chief's Employee Manual. Commissioners Callas and Quirk reported that they had not seen anything. Commissioner Dugan asked that an email be sent to Mr. Trimboli requesting that this matter be wrapped up by the end of the year. Commissioner Dugan reported that the Board will have to address the other outstanding items at a later time. Commissioner Dugan noted that these outstanding items have been on the Chief's Report for some time and felt that the Board was being put on notice that Board action was required on these items. Commissioner Florio asked what Board action was needed regarding the Message Board Policy that is

listed as outstanding. Chief DiGiorgio reported that the Message Board Policy needed to be finalized. Commissioner Florio reported that the Board had made amendments based on the miscommunication with the outside entities. Administrator Schultz reported that he was told that the Board will decide on a case by case basis what could be put on the message board and displayed on the property. Commissioner Florio asked if these amendments have been included in the Message Board Policy. Administrator Schultz reported that they are not included in the policy. Commissioner Florio acknowledged that the policy itemizes types of information that can be posted and asked Administrator Schultz to include the amendment stating: Anything that does not fall within the above parameters shall be referred to the Board for ultimate determination. Commissioner Dugan reported that he brought these items to the Board's attention because they have been outstanding for a while and he wanted to get them wrapped up. Asst. Chief O'Hare asked for clarification on the residency requirement. It is his understanding that a member can be part of the department regardless of where they live. Commissioner Dugan responded that this is correct, as long as a member fulfills their obligation. Chief DiGiorgio reminded the Board that based on the outcome of October 2018 discussions on the residency policy; the Board had requested that Chief DiGiorgio form a workgroup to look into other parameters of the Residency Policy. Commissioner Dugan asked the status of the workgroup. Chief DiGiorgio reported that this item is on the Outstanding Items list because action is pending on his end, not the Board's end. Chief DiGiorgio clarified that the Outstanding Items on his report are not intended to put the Board on notice but should be viewed more as a To Do List. Chief DiGiorgio noted that the Pay Per Call Resolution is on the list, for instance, because it needs to be revisited and updated to reflect what the District is doing today as opposed to when it was developed in 1988. Commissioner Florio asked if Chief DiGiorgio was going to put together a proposed update to present to the Board. Chief DiGiorgio acknowledged that he would. Commissioner Florio clarified that on the Residency Requirement; the Board had determined that Junior members would only be accepted from this Town. Chief DiGiorgio agreed and also felt that the Board was against accepting people who were members of other departments. Commissioners Callas and Quirk noted that they were not against this. Chief DiGiorgio reported that he will revisit this with a workgroup and then present the results to the Board. Chief DiGiorgio asked the

Board how you could have dual role firefighters. Commissioner Dugan reported that there was a discussion about what happens if you have a dual member and you are going to that town as mutual aid. The Board determined that if the member is responding with us, then we cover them. Commissioner Dugan acknowledged that he was not sure that the Board ever voted on this issue. Chief DiGiorgio reported that he would address this with the workgroup.

Chief DiGiorgio reported that the District responded to a fire at the IHOP on the day after Thanksgiving. IHOP was very thankful for our timely response and follow up and hosted a dinner that was attended by 20 of our members. Chief DiGiorgio reported that mutual aid responders were also invited. Chief DiGiorgio commended all the members for their response that day. Chief DiGiorgio acknowledged that it could have been much more of a tragedy and the quick response helped minimize the damage and downtime at the restaurant. Commissioner Florio asked if a cause was determined. Chief DiGiorgio said that it was still under investigation but it was determined that it was an accidental fire. Commissioner DeNigris reported that he received a call thanking the department for their response. Chief DiGiorgio reported that he will extend thanks to the members at the next Fire Co. meeting.

Chief DiGiorgio reported that the Pay Per Call has been completed for this year.

Chief DiGiorgio reported that he signed a voucher from Hanover Township for \$1,230, for the reimbursement for the contaminated fuel back in March.

Chief DiGiorgio reported that the fire alarm vendor was in yesterday and finished up today. The entire fire alarm system has been upgraded.

Chief DiGiorgio thanked Lieutenant McGuinness and the members who went out and completed their inspections for this year. They completed the inspections in a ten months period with some re-inspections still pending. One goal this year was to ensure that all carbon monoxide alarms were completed as required by a new regulation. Chief DiGiorgio reported that the District is about 98% complete and the outstanding ones are waiting on installation. Chief DiGiorgio commended Lieutenant McGuinness for his role in completing this goal. Chief DiGiorgio reported that the District has well exceeded expectations in collecting registration fees this year. Commissioner DeNigris noted that the collections were practically doubled what was expected. Chief DiGiorgio commended Lieutenant McGuinness

for his diligence and hard work on this. Commissioner DeNigris reported that the District received a saw from the Marriott. Chief DiGiorgio noted that the Marriott donated a battery operated metal cutting saw that will be added to the new fire engine once it comes in. Chief DiGiorgio said he will thank the Marriott for the donation.

Chief DiGiorgio reported that he received a call from an employee of Bayer Healthcare who expressed his displeasure on an invoice that he received for transport to the hospital. Chief DiGiorgio note that the employee was at work, went into their infirmary and the nurse on staff decided that he needed to be transported. The employee received a bill in the \$900 range. The employee was displeased because he did not have the opportunity to choose a transport service and he received the bill because he had not met his insurance deductible. Chief DiGiorgio noted that the employee also asked about how fees were set and if there were maximum fees. Chief DiGiorgio requested that the employee send him and email outlining his concerns, but the employee declined because he did not want anything on record. Commissioner Florio noted that the employee did not identify himself but indicated that he was a Parsippany resident.

Commissioner DeNigris noted that we transported based on a call received by Bayer and that the employee could have refused transport. Commissioner Florio noted that this issue should be taken up with the employer but that she wanted to be sure that the Board was aware of it. Commissioner Florio reported that the billing issue should have been discussed between employer and employee prior to the transport.

**EMS:** Nothing to report.

**BUDGET:** Commissioner DeNigris reported that the October 2018 cost reports were distributed today because he was not at the last meeting. Commissioner DeNigris noted that legal costs are double the budgeted amount and questioned whether there was a policy requiring approval of the Board Chairman before calling the attorney on issues outside contract negotiations. Commissioner Dugan acknowledged that he has received and granted permission to contact the attorney. Commissioner Dugan noted that he felt that the need for attorney advice was going to continue at this rate in the future. Commissioner Quirk noted that there was a contract negotiation this year which increased legal costs. Commissioner Florio noted that the Board may want to consider increasing the

legal budget because two new state laws, one being the sick leave, will require employers to seek more legal guidance and counsel.

**PERSONNEL:** Commissioner Callas indicated the need for executive session.

**NEGOTIATIONS:** Commissioner Quirk reported that everything is complete.

**LIAISON TO THE VOLUNTEERS:** Commissioner Dugan reported that there is a meeting next Monday. Commissioner Quirk reported that the bill for the police officer at the Tree Lighting Event was received. Commissioner Quirk noted that the police waived the police car fee and only charged for the officer. Commissioner Quirk reported that the total costs for the Tree Lighting would be tabulated and split between the Fire Co. and the District. Commissioner DeNigris asked if the costs could be calculated before the end of the year. Commissioner Quirk said that he would speak with Fire Co. Member Vagell. Commissioner Quirk noted that he felt that the District should pay for the police officer because the District wanted the police presence. Commissioner Dugan agreed.

**BUILDINGS AND GROUNDS:** Administrator Schultz asked who was in charge of getting a quote on a new tent. Chief DiGiorgio reported that the tent top replacement would cost \$3,400. Commissioner DeNigris asked if insurance would cover a portion of the cost. Commissioner Dugan reported that it was not listed on the policy so it was not covered. Chief DiGiorgio asked if the structure was needed. Commissioner Dugan felt that it was. Commissioner Florio asked what would prevent the tent from being blown away again. Administrator Schultz noted that the old tent lasted 14 years and it would be insured now. The Board approved the purchase of the new tent cover.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that the District found a mechanic who specializes in fire pumps, which is difficult to find. Chief DiGiorgio reported that it has been difficult to get our current vendor, Fire & Safety, to come here to work on the pumps. The new mechanic was highly recommended by a couple of local fire chiefs and we have received all the necessary paperwork to allow us to utilize him. Chief DiGiorgio reported that the mechanic has diagnosed and ordered parts to repair a leak which has been an issue for about a month.

Chief DiGiorgio reported that we are starting to get weekly updates on the new engine and he has been distributing them as they come in so everyone is kept up to date. Chief DiGiorgio reported that the body and the cab are complete. Commissioner Quirk asked what the estimated time was. Chief DiGiorgio reported that the completion date is sometime in February. Commissioner Dugan asked if this was delivery. Chief DiGiorgio reported the work group should be able to go to Florida for a final inspection in mid-February with a delivery date in April. The engine will be driven from Florida so they can get the bugs out prior to delivery.

**INSURANCE:** Administrator Schultz reported that he received a letter from VESO indicating there would be an 8% rate increase next year.

Administrator Schultz reported that Commissioner DeNigris has signed the paperwork on the Blue Cross / Blue Shield Annual Reporting and he will send it to Mr. Siino tomorrow.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Administrator Schultz reported that the website is up to date.

**PLANNING COMMITTEE:** Nothing to report.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Administrator Schultz reported that all medical records were inventoried, sealed and ready to go.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner DeNigris reported that the Lowes project is moving along. Commissioner DeNigris reported that he has not heard anything new on the firehouse in Whippany. Commissioner Dugan asked if there was a target date for Lowes to open. Chief DiGiorgio reported that based on comments he heard that the slab with the steel will probably be up by Christmas and he could see them opening by mid-summer.

Commissioner Quirk reported that he received a call from Hanover Township Committeeman Cahill today apologizing for not being able to make tonight's meeting. Committeeman Cahill said that if there was anything that the Board needed before the end of the year, the Board could contact him.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Administrator Shultz reported that he received an email from Asst. Chief O'Hare indicating that FF Lynes was due his incentive for bringing on FF Ilaria, who has met all minimum requirements. The Board should be signing the check tonight.

Chief DiGiorgio reported that he was asked by a member who recently moved out of town if he could stay in the firehouse for eight hours on his crew nights. Chief DiGiorgio reported that the Board had previously approved staying in the firehouse after the decision from the construction official but that he run it past the Board one more time. This would be the second individual who would be utilizing the firehouse for an eight hour period after hours. The Board agreed that this was necessary given the policy to accept out of town members.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, December 20, 2018 at 7:00 P.M. Commissioner Quirk indicated that he will not be in attendance.

The 2019 Budget Hearing will be held at the firehouse on Thursday, December 20, 2018 at 6:00 P.M.

The Township Committee's Reorganization Meeting will be held on Thursday, January 3, 2019 at 6:00 P.M.

The Hanover Township Fire District 3 Annual Election will be held on February 16, 2019 from 2 P.M. to 9 P.M. Commissioner Florio asked if we needed two individuals to help with the elections in addition to the person who works the polls. The Board confirmed that two individuals would be needed. Commissioner Florio reported that she would start to reach out to secure two people to help.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Callas read Resolution 18-12-06-85 appointing permanent FF/EMT/Insp Ujfalussy. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor.

Commissioner Callas read Resolution 18-12-06-86 accepting the resignation of Per Diem EMT Mclvor. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 18-12-06-87 appointing Volunteer Member Dana Smith. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Florio. All were in favor. Asst. Chief O'Hare noted that Ms. Smith comes from out of town and came to us in July. She will probably not be able to get into the January EMT class because there is currently a wait list. She will most likely have to register for the June 2019 EMT class.

**EXECUTIVE SESSION: Commissioner Callas read Resolution 18-12-06-88 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor. The Board went into closed session at 8:15 p.m.**

The Christmas Luncheon will be on December 20, 2018 at noon.

**The Board came out of closed session at 11:04 p.m.**

**ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Quirk, to adjourn the meeting. All were in favor. The meeting was adjourned at 11:05 p.m.**

Respectfully submitted by

---

Robert Callas, Secretary