

December 20, 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 20, 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, Lieutenant Belott, FF Ujfalussy, Fire Co. Member Craig Vagell and EMT Shirley Bergen were also in attendance.

PUBLIC PARTICIPATION: Fire Co. Member Craig Vagell thanked the Board for the meal that they provided at the Operations Meeting the other night. Fire Co. Member Craig Vagell noted that the membership appreciated it.

EMT Shirley Bergen asked why the 2018 Budget included a line for Medical Director and the line was not included in the 2019 Budget. Commissioner DeNigris reported that in 2018 the Medical Director was an employee and needed to be shown separately while in 2019 the Medical Director function was contracted out and included in the operating expenses portion of the budget. Administrator Shultz noted that there are five statutory items that the State looks for in the budget. The over 100 accounts that comprise the District P&L are compressed into these five statutory lines for the State. Commissioner DeNigris reported that the District budgets about \$12,000 for the Medical Director. EMT Bergen asked what the District paid for fee for service. Administrator Schultz reported that the annual physicals run about \$500 per person. EMT Bergen asked about the cost for return to work physicals. Administrator Schultz reported that these were a matter of public record and he would provide a copy to EMT Bergen.

CORRESPONDENCE: Commissioner Callas reported that he received a 2019 membership request letter from the MCCPC for Chief DiGiorgio. Commissioner Callas reported that the membership fee would be \$1,100. Administrator Schultz reported that a resolution would be required if the Board chose to join the MCCPC. Administrator Schultz reported that the fee is not due until February 15, 2019. Administrator Schultz noted that he and Chief DiGiorgio will calculate the amount the membership saved the District during the last year to determine if it

would be beneficial to join again. Administrator Schultz felt that the District would probably not save more than the membership fee.

Commissioner Florio reported that she received an email with a public information request and that Administrator Schultz handled it.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the November 15, 2018 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Florio made a motion to approve the minutes from the November 15, 2018 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Quirk was absent. Commissioner DeNigris abstained.

The minutes from the December 6, 2018 Regular Meeting were reviewed.

Amendments to Previous Minutes: Commissioner Florio asked that the spelling of the name of the alternative physical listed on page 7 be corrected. The correct spelling should be Captain Buscio.

Commissioner Florio made a motion to approve the amended minutes from the December 6, 2018 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Quirk was absent.

REPORT OF THE TREASURER: Commissioner DeNigris reported that he made approximately \$100,000 of 2018 budget transfers. The transfers did not affect the bottom line. Commissioner DeNigris reported that the District will stay within the budget for year-end 2018.

Commissioner DeNigris distributed the November 2018 financial reports. Commissioner DeNigris reiterated that the District will stay within the budget for year-end 2018.

Commissioner DeNigris noted that the Board has at times been asked what the current Board has accomplished. Commissioner DeNigris reported that he made a list of some of the actions that the Board has taken over the 6-7 years that they have been together. The list includes: purchased all the fire equipment from the Fire Department, purchased a new engine in 2018, replaced the firehouse roof,

replaced the apron around the building, purchased a new pickup truck, purchased 2 new SUVs, purchased a new EMT car for the Asst. Chief, installed an electronic sign, updated the employee handbook, established a personnel committee to oversee personnel matters, never exceeded the State mandated 2% budget increase cap, the District has no long term debt, ran employee seminars on behavior in the workplace, hired a new fire chief, and extended the work hours until 10 p.m. Commissioner DeNigris reported that this is just a sample of what the current Board has done.

Commissioner Dugan asked if the Board had any questions about the Treasurers' Report. The Board had no questions. Commissioner Callas made a motion to accept the Treasurer's Report. Commissioner Florio seconded the motion. 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 on December 14, 2018 and sent out updates on December 20, 2018. Commissioner Dugan asked if anyone had any questions on the Chief's Report. There were no questions. Commissioner Dugan asked if Chief DiGiorgio had anything to add to his report. Chief DiGiorgio reported that he met with Asst. Chief Martin to discuss the training requirements and job descriptions for the volunteer officers. Chief DiGiorgio reported that he and Asst. Chief Martin are looking to develop a new position due to the fact that the State requirements have become much more stringent. Chief DiGiorgio reported that he would like to discuss changing the table of organization to accommodate these new positions in the New Year. Chief DiGiorgio reported that he discussed the Pay-Per-Call Resolution with Asst. Chief Martin, specifically how to enhance Pay-Per-Call in accordance with some of the officer positions. Chief DiGiorgio reported that once there is a final draft, he would like to open it up for discussion either prior to a Fire Co. meeting or on a separate night.

Chief DiGiorgio reported that there are 7 – 8 Interior Firefighters who are missing some drills. Chief DiGiorgio reported that both a daytime and evening drill are being planned for next Thursday or Friday to help these individuals get their needed training.

Chief DiGiorgio reported that he met with Dr. Gluckman to discuss the concerns on the physicals. Chief DiGiorgio reported that both the concerns discussed at the last meeting and any feedback that he received about the physicals was reviewed. Chief DiGiorgio reported that Dr. Gluckman was thankful for the feedback and has already made some modifications to his internal process. Chief DiGiorgio reported that Dr. Gluckman identified a couple of components that are missing from the Captain Buscio physical that three members have had. Chief DiGiorgio noted that the individuals will need to visit Dr. Gluckman to take care of the missing components. Chief DiGiorgio reported that he was cleared for full duty on the day he met with Dr. Gluckman. Chief DiGiorgio reported that he asked Dr. Gluckman about a statement made at the last meeting regarding a 17 year old Junior Member receiving a physical without parental consent. Chief DiGiorgio reported that Dr. Gluckman confirmed that the physical took place and that the individual was accompanied by his/her mother and that the mother remained in the waiting room the entire time. Chief DiGiorgio reported that FastER will not perform a physical on anyone under the age of 18 without parental consent. Chief DiGiorgio reported that for consistency, Dr. Gluckman will continue to move forward with the physical requirements previously agreed to by the Board. Chief DiGiorgio reported that there are 8 members who have to provide follow up information to Dr. Gluckman and a few college members that still need to have their physicals.

EMS: Nothing to report.

BUDGET: Commissioner DeNigris reported that 2019 Budget was open to the Public for Comment earlier this evening. Commissioner DeNigris noted that once the 2019 Budget is formally approved by the State, it will be put on the Ballot for residents to vote on it.

PERSONNEL: Commissioner Callas indicated the need for executive session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan reported that he attended the meeting last week during which they held elections. Commissioner Dugan reported that James Hark was elected president, MaryLou DeSimone was elected vice-president, Russ Dobson was elected treasurer, Fire Co. Member Wilson was elected recording secretary and Kaitlyn Williams was elected corresponding

secretary. Commissioner Dugan reported that committee appointments were also announced at the meeting.

BUILDINGS AND GROUNDS: Chief DiGiorgio reported that the fire alarm contractor completed the upgrade to the fire alarm system.

Chief DiGiorgio reported that a quote to replace the tent cover was pending. Lieutenant Belott reported that the cost to purchase and install the new tent cover would be about \$4,300. Commissioner Florio noted that the Board had approved \$3,400 at the last meeting. Lieutenant Belott said that the \$3,400 was for the tent purchase and did not include delivery and installation. Commissioner DeNigris reported that the Board should move forward with the purchase and that it could be expensed this year.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that two new sets of firefighter turnout have been received and issued to members.

Chief DiGiorgio reported that the pump for the snow plow had to be replaced due to failure.

Chief DiGiorgio reported that Underwriters Laboratories came in and performed the annual ladder test.

Chief DiGiorgio reported that the valves on Engine 34 have been repaired.

Chief DiGiorgio reported that the valves and primer motors have been ordered for Truck 33 and the repairs should be completed next week.

Chief DiGiorgio reported that two rear tires were replaced on Truck 33.

Asst. Chief O'Hare's vehicle has been sent for striping and lettering at VCI and the vehicle should be back tomorrow.

Chief DiGiorgio reported that Ambulance 38 is out of service to repair a brake line leak.

INSURANCE: Chief DiGiorgio reported that he filed a claim with VFIS in reference to the damage to the thermal imaging camera. Chief DiGiorgio reported that he is still going back and forth with the camera manufacturer about where to send the camera for analysis to determine if it can be repaired. The VFIS insurance settlement is on hold pending this determination. Commissioner Florio asked if

the District is now without a thermal imaging camera. Chief DiGiorgio reported that there is an older camera that will be upgraded and used, but the District is down one camera until this is resolved.

Administrator Schultz reported that all the employee FSA information is in the process of being updated. Administrator Shultz reported that VESO Life Insurance information is also in the process of being updated.

COMMUNICATIONS: Commissioner Dugan reported that the Board has just signed a contract and paid the bill for County Dispatch.

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: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Administrator Schultz reported that the Board has a copy of the final revision of the Sick Policy to review. Administrator Schultz reported that if there are no questions, the Sick Policy can be adopted at the Jan. 3, 2019 meeting and included in the Policies and Procedures Manual.

Administrator Schultz reported that he will meet with the Personnel Committee regarding a change to the terms and conditions of compensation of Emergency Medical Services Personnel. Administrator Schultz noted that something came up regarding pay cycle which indicated a little shortcoming that can be remedied with a change of three or four words.

NEW BUSINESS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, January 3, 2018 at 7:00 P.M. Commissioner DeNigris indicated that he will probably not be in attendance.

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 reported that she has secured one individual to help with the elections and is looking for another.

Commissioner Florio reported that she and Administrator Schultz attended a seminar on Monday regarding the new procedures for provisional ballots.

Commissioner Florio noted that provisional ballots have to go back that night in a specified orange bag and that Administrator Schultz has the bag. Administrator Schultz indicated that he intends to be on premises during the election in case any questions arise regarding provisional ballots. Commissioner Florio reported that if a residents name is on the mail in ballot list, they will have to cast a provisional ballot.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner Callas read Resolution 18-12-20-91 to enter into executive session. Commissioner Dugan 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 7:40 p.m.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 9:03 p.m.

ADJOURN: A motion was made by Commissioner Florio, seconded by Commissioner Callas, to adjourn the meeting. Commissioner Quirk was absent. All were in favor. The meeting was adjourned at 9:05 p.m.

Respectfully submitted by

Robert Callas, Secretary