

July 18, 2019 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 18, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Peter DeNigris, Michael Dugan, and Robert O'Hare were present. Commissioner Craig Vagell was absent.

Chief DiGiorgio, Administrator Schultz, Lt. Frank DeSimone, Lt. McGuinness, Fire Co. President James Hark, Jr., EMS Asst. Chief DeSimone, Asst. Fire Chief Martin, FF Gilson, and Hanover Township Committeeman Cahill were also in attendance.

PUBLIC PARTICIPATION: Tom Quirk thanked the Board, Chief DiGiorgio and the staff for their participation in the Public Safety Academy. Mr. Quirk reported that today was day 9 of 10 for the Academy and that the kids are having a great time while learning a lot. Mr. Quirk reported that the Academy was at the Cedar Knolls Firehouse a couple of days and that Lt. McGuinness was great with the kids. Mr. Quirk noted that Lt. Belott, who was with the kids every day, was also fantastic. Mr. Quirk said that he appreciated both of their efforts.

Lt. DeSimone asked to address the Board in private. Commissioner Dugan asked him to submit the request in writing and it would be added to the agenda for the next meeting.

CORRESPONDENCE: Commissioner Dugan read a letter from Commissioner Craig Vagell, Jr. resigning from his Board of Fire Commissioner position as of July 1, 2019. Commissioner Vagell wrote that he has a new job opportunity in New York City which will prevent him from attending Board meetings on a regular basis as well as attending to the additional responsibilities that are part of the position of Fire Commissioner. Commissioner DeNigris made a motion to accept the resignation of Craig Vagell, Jr., seconded by Commissioner O'Hare.

The Board departed from the normal agenda for the following:

RESOLUTION: Commissioner O'Hare read Resolution 19-07-18-56 accepting the resignation of Commissioner Craig Vagell, Jr. Commissioner Dugan made a

motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. The Board thanked Craig Vagell, Jr. for his service.

NOMINATIONS FOR VACANT COMMISSIONER POSITION: Commissioner Dugan opened the floor for nominations for the vacant Board of Fire Commissioner position. Commissioner Dugan noted that the appointee would sit on the Board until the next annual election. At the annual election, a candidate will be elected to fill the remainder of the term.

Commissioner Callas nominated former Commissioner Tom Quirk, seconded by Commissioner DeNigris. All were in favor.

SWEARING IN: Commissioner O'Hare administered the oath of office to Commissioner Tom Quirk. Chief DiGiorgio and the Board welcomed Commissioner Quirk back.

The Board resumed the normal agenda.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the June 20, 2019 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner O'Hare made a motion to approve the minutes from the June 20, 2019 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioners Dugan and Quirk abstained.

REPORT OF THE TREASURER: Commissioner DeNigris reported that he and Administrator Schultz met with the attorney regarding the accident the District had a while back. Commissioner DeNigris reported that it was a fact finding meeting and he and Administrator Schultz answered the attorney's questions as best they could. Commissioner DeNigris reported that the case is in the discovery stage. Administrator Schultz reported that this was the written interrogatory portion and then the case will proceed to the deposition portion. Commissioner DeNigris reported that at this time the District is being sued, not any particular individual.

Commissioner Dugan asked that any reports about this case be approved by the attorney in the future.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on July 12, 2019. Commissioner Dugan asked Chief DiGiorgio if there were any additions to the report.

Chief DiGiorgio reported that it was a very busy month both operationally and administratively. Chief DiGiorgio reported that there was a small fire at UniFirst Uniform that was quickly extinguished by our crews along with our automatic aid that evening.

Chief DiGiorgio reported that the District had the unfortunate opportunity to assist in the Pequannock trench rescue. Chief DiGiorgio reported that our confined space trench rescue team along with the County Task Force responded to work with the five UASI strike teams to help free the victim. Chief DiGiorgio reported that the District was pretty much hands on during the incident working alongside all the other crews. Chief DiGiorgio reported that those who responded did a great job and did solid work with some of the bigger city crews. Chief DiGiorgio noted that Asst. Chief Martin led some of the crews.

Chief DiGiorgio reported that the Youth Public Safety Academy has been going well, as previously reported by Commissioner Quirk.

Chief DiGiorgio reported that Ambulance 38 is currently out of service and was sent to VCI due to air conditioning issues. Commissioner Dugan asked if the issue was in the rear compartment. Chief DiGiorgio reported that it was in the rear compartment.

Chief DiGiorgio reported that the monthly reports from the Lieutenants are attached to his report along with a copy of the monthly Fire Officer Meeting and the Fire Company Meeting reports.

Commissioner Dugan asked if anyone had any questions for Chief DiGiorgio. There were no questions.

EMS: Commissioner O'Hare reported that the New Ambulance Work Group is on target and progress is being made.

BUDGET: Commissioner DeNigris distributed the June 30, 2019 financial reports. Commissioner DeNigris reported that things have not gone any better but that

the District is keeping its head above water so far in this budget cycle. Commissioner DeNigris strongly urged everyone to be budget conscious and refrain from any excessive spending. Commissioner DeNigris noted that overtime and legal expenses are still extremely high. Commissioner DeNigris asked the Board to review the reports and contact him with any questions.

Commissioner DeNigris reported that the bids for the bay floors were received and the Board will need to spend roughly \$65,000 to replace both bay floors. Commissioner O'Hare asked if the parking lot across the street would be resurfaced also. Commissioner DeNigris said that the parking lot would be resurfaced as a separate job. Asst. Chief Martin asked what the timeline on the parking lot resurfacing was. Administrator Schultz reported that he was planning to ask the Board to approve an amount not exceeding \$14,000 so that the project could move forward without having to wait until August. Administrator Schultz reported that the Board already has one quote and has solicited two more quotes. Once there are three solid quotes, the job can be awarded and hopefully completed quickly as the parking lot is a slip/fall hazard currently. Commissioner Callas made a motion to approve up to \$14,000 for the resurfacing of the parking lot across the street, seconded by Commissioner O'Hare. All were in favor.

PERSONNEL: Commissioner Callas reported that closed session would be needed.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner O'Hare noted that the parking lot resurfacing was already covered. Commissioner O'Hare reported that there will be a resolution to award the bay floor contract tonight.

Commissioner O'Hare asked Chief DiGiorgio if Lt. Belott had any success with the water softener issue. Chief DiGiorgio reported that he will follow up with Lt. Belott. Chief DiGiorgio reported that Lt. Belott has been working with Webster Plumbing to get a quote for the two devices that were recommended. Chief DiGiorgio noted that these devices would enable the vehicles to be washed with soft water but total water softener was put off because there was no room for it.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that the quote to paint the undercarriage of Truck 33 was around \$22,000. Chief DiGiorgio reported that one of the mechanics from the DPW looked at the undercarriage and felt that the job be done in house. Chief DiGiorgio reported that the mechanic suggested the products that should be used and these products, including paint and grinders, have been ordered. Chief DiGiorgio reported that Lt. Belott will take on this project on his day off. Chief DiGiorgio reported that once this is done, UL will come back out to re-inspect and hopefully give the truck a clean bill. Chief DiGiorgio noted that the ladder still needs to be painted and he does not want to do that in house. Chief DiGiorgio noted that this needs to be done outside so will need to be scheduled before the weather breaks. Commissioner Dugan asked Chief DiGiorgio to reach out to Fire and Safety about the need to schedule the ladder job quickly.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Schultz reported that the website is up to date. Commissioner Quirk asked if there was any objection to putting some pictures from the Youth Public Safety Academy on the website. The Board approved putting the pictures on the website.

PLANNING COMMITTEE: Administrator Schultz reported that the planning committee met at the beginning of last week. Administrator Schultz reported there will be a Town Hall meeting with all involved parties to lay the ground work for where we want to go and what we want to do. Administrator Schultz reported that he spoke with Captain Thompson to make sure some Exempts are involved. Administrator Schultz reported that he is trying to solidify a date for the Town Hall and the committee will continue to meet each Tuesday of the week before a Regular Board Meeting. Commissioner O'Hare noted that everyone should be made aware that everything that they ask for may not be included in the final plan. Administrator Schultz reported that it will still be easier to get projects done if everyone has the chance to provide input. Administrator Schultz noted that people will have to understand that the Board cannot give everything that everyone asks for because it would not be financially prudent to do so.

Commissioner O'Hare felt that people should be reminded to have reasonable expectations going into this process. Commissioner Dugan reported that the Board will make sure that people are aware of the expectations.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Committeeman Cahill reported that Chief DiGiorgio had spoken to him about the potential of the Township Committee doing a presentation and resolution celebrating and recognizing the 100th anniversary of the Fire Co. along with two anniversaries that will be celebrate amongst the membership. Committeeman Cahill reported that he spoke with Mr. Giorgio and it was decided that September 13 would be the best day for the presentation.

Chief DiGiorgio thanked the Sewer Authority and the DPW for their cooperation in getting the VAC truck to Pequannock to assist with the removal of stone during the trench entrapment incident. Chief DiGiorgio reported that there will need to be some follow up discussions on deploying the truck. Chief DiGiorgio reported that the Sewer Authority workers who operated the truck were very knowledgeable about the truck's capabilities so everything worked out very well.

100th ANNIVERSARY: Asst. Chief Martin reported that as of the last meeting everything was moving along very nicely. Asst. Chief Martin reported that the glasses were ordered and the only pending item is the beverage truck. Commissioner DeNigris asked if the Town residents were being informed of the event. Asst. Chief Martin reported that as the event gets close it will be advertised on the Township websites and area churches will be making announcements. Commissioner Dugan noted that the advertising will not widespread because the target is the Township residents. Commissioner Quirk noted that any advertising should emphasize that the event is a 100th Anniversary Celebration and not a Wet Down. Commissioner Dugan reported that this is why the event is not being advertised to neighboring fire districts. Asst. Chief Martin noted that the Fire Co. is preparing a press release for local papers but he was not aware of the status.

OLD BUSINESS: None.

NEW BUSINESS: Commissioner Dugan reported that Committee Assignments would be reviewed and until then Commissioner Quirk would take former Commissioner Vagell's assignments.

Chief DiGiorgio reported that the resume period was closed on Friday, July 12 for the positions of full time EMT, per diem EMT, and part time EMT. Chief DiGiorgio reported that there were five applicants, three for the full time position and two per diem applicants. Chief DiGiorgio reported that the applications are being reviewed to determine if they are eligible applicants and if an interview is warranted. Chief DiGiorgio reported that there are a tremendous amount of shifts that are currently open and work has been done on scheduling to ensure coverage. Chief DiGiorgio reported that he hopes to have an answer on what direction the District will be going in by next meeting. Asst. Chief of EMS DeSimone recommended that the candidates be interviewed by a formal interview panel of at least three people. Commissioner Dugan and Chief DiGiorgio said that the three person panel was utilized in the past and would be used for this hiring process as well. Commissioner DeNigris asked if the panel was chosen yet. Commissioner Dugan reported that the panel had not been chosen yet.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, August 1, 2019 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Thursday, September 5, 2019 at 6:30 P.M. at the Cedar Knolls Fire Station.

The Fire Department's 100th Anniversary Celebration will be held on Saturday, September 7, 2019 at 6 P.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner O'Hare indicated that the resolutions would be by consent agenda.

Commissioner O'Hare read Resolution 19-07-18-57 awarding the Bay Floors Resurfacing Contract.

Commissioner O'Hare read Resolution 19-07-18-58 appointing Per Diem EMT A. Davidson.

Commissioner O'Hare read resolution 19-07-18-59 accepting the resignation of Volunteer Member I. Cortes.

Commissioner O'Hare read resolution 19-07-18-60 accepting the resignation of EMT C. Mills.

Commissioner O'Hare read resolution 19-07-18-61 accepting the resignation of Volunteer Member J. Bartelloni.

Commissioner Callas made a motion to introduce the resolutions by consent agenda. Administrator Schultz reported that two bids were received for the bay floor resurfacing contract, one of which was lower than the other. Administrator Schultz reported that the lower bid was not submitted in the proper format. The bid lacked seven different required items throughout including a corporate seals, signatures and identifying corporate officers. Administrator Schultz reported that Mr. Braslow reviewed the bid and noted that the Board had the right to reject it because it was not a good bid. Administrator Schultz reported that the Board has two avenues it can pursue. The first is to hold a hearing on the bid and the second is to dismiss the first bid with just cause and go with the second bid. Administrator Schultz reported that he met with both Commissioners O'Hare and DeNigris to discuss the bids. Administrator Schultz reported that the resolution awarding the contract to the second bid would be to a company that has done a lot of major projects and had an extensive reference list. Commissioner DeNigris felt that if the lower bidder could not fill out the paperwork properly, it might be an indication of the type of work they do. Commissioner DeNigris noted that if the Board decided to hold a hearing, the name of the successful bidder would become public and he did not want to do that. Commissioner Dugan noted that the Board knows how difficult it is to find a true contractor in this day and age. Commissioner Dugan felt that as good as everyone seems to be, there always seems to be issues, so to start off with issues is never a good thing.

Commissioner O'Hare asked for the record to vote on the resolutions. All were in favor. Commissioner Quirk abstained from voting on Resolution 19-07-18-57.

Asst. Chief of EMS DeSimone noted that a Per Diem EMT was appointed tonight and felt that all EMT candidates should go through the interview process in the future. Chief DiGiorgio reported that due to the number of shifts that need to be filled and the fact that the individual is a current member of the Fire Division and a former EMT, he made that appointment. Commissioner Dugan asked if Asst. Chief DeSimone had an issue with this appointment or wanted the interview process for future appointments. Asst. Chief DeSimone felt that all paid EMTs should go through a formal interview process. Both Commissioner Dugan and Asst. Chief DeSimone agreed that this was a special circumstance and that in normal circumstances the candidates should go through a formal interview process.

EXECUTIVE SESSION: Commissioner O’Hare read Resolution 19-07-18-62 to enter into executive session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. The Board went into closed session at 7:45 p.m.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 9:05 p.m.

ADJOURN: A motion was made by Commissioner DeNigris, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 9:06 p.m.

Respectfully submitted by

Tom Quirk, Secretary