

August 1, 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 August 1, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

ATTENDANCE: Commissioners Robert Callas, Peter DeNigris, Michael Dugan, Robert O'Hare, and Thomas Quirk were present.

Chief DiGiorgio, Lt. Frank DeSimone, Lt. McGuinness, EMS Asst. Chief DeSimone, Asst. Fire Chief Martin, and FF Ujfalussy were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Dugan reported that a letter was received from a Whippany resident questioning why she was balance billed for EMS transport. Commissioner Dugan reported that the letter will be forwarded to the EMS Committee for a response.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the July 18, 2019 Regular Meeting were reviewed.

Amendments to Previous Minutes: The numbers on the resolutions were one off and needed to be adjusted.

Commissioner DeNigris made a motion to approve the minutes from the July 18, 2019 Regular Meeting. Commissioner O'Hare seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the 2018 Audit Report was received. Commissioner DeNigris reported that he was pleased with the audit but that there were a couple of things that he wanted to point out. Commissioner DeNigris reported that one of the recommendations that the accountant made was to maintain an adequate segregation of duties. Commissioner DeNigris explained that the bookkeeper both collects the money and disperses the money for the District. Commissioner DeNigris noted that this is normally not a good practice but that the organization is too small to warrant hiring two people to allow for the segregation of duties. Commissioner DeNigris

said that the accountant acknowledged that the District is too small to make this feasible. Commissioner DeNigris reported that the second item was that there were some purchase orders that were not approved prior to the receipt of the goods or services. Chief DiGiorgio reported that the District does not use purchase orders and that if the accountant is recommending that the District utilize a purchase order system, then it would have to be instituted.

Commissioner Quirk reported that the recommendation reads that there were several instances where invoices were dated prior to purchase order date. Chief DiGiorgio reported that this most likely occurred in December, when orders were paid for but the goods not received until January. Commissioner Dugan asked that someone follow up with the accountant. Commissioner DeNigris noted that he is not too concerned because it was not a regular occurrence. Commissioner DeNigris reported that the accountant also recommended that the collection agency issue a SOC1 Type 2 Report. Commissioner DeNigris noted that he was not sure what that report was. Commissioner Dugan felt that the accountant took issue with the fact that the collection agency was not audited and therefore could not verify how much money they in fact collected and how much they reported as collected to the District. Commissioner DeNigris reported that he had an informal discussion with Administrator Schultz about dropping the collection agency since they are not collecting significant amounts anyway. Commissioner DeNigris reported that the Board should review that audit and let him know if there were any questions. Commissioner O'Hare noted that on page 3 of the recommendations, the District was referred to as District 2 as opposed to District 3. Commissioner DeNigris reported that he would ask the accountant to make the correction.

Commissioner Dugan asked if there were any questions for the Treasurer. There were no questions. Commissioner Callas made a motion to accept the Treasurer's Report, seconded by Commissioner Quirk. 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 26, 2019. Commissioner Dugan asked Chief DiGiorgio if there were any additions to the report.

Chief DiGiorgio reported that he received Lt. Belott's report after his report was distributed because he was out last Friday. Chief DiGiorgio thanked FF/EMT Abdeljabbar for his assistance with the undercoating and repainting of the truck last week.

Chief DiGiorgio reported that interviews were conducted for the full time, part time and per diem EMS positions this past Monday night. Chief DiGiorgio thanked Asst. Chief of EMS DeSimone, Lt. DeSimone, Captain Thompson and Lt. Belott for their assistance during the panel interview. Chief DiGiorgio reported that he would discuss the interviews during the Personnel Committee report.

Commissioner Dugan asked if there were any questions for Chief DiGiorgio. Commissioner O'Hare asked about the pending Policies and Procedures manual item was still with Mr. Trimboli. Chief DiGiorgio reported that Administrator Schultz had indicated that there were other projects that took precedence over this item and that it will be continued at a later date. Commissioner O'Hare asked where we stand on the Workplace Conduct Training item. Chief DiGiorgio reported that Administrator Schultz was going to attempt to schedule one on sight training session with VFIS in addition to on line training options but he is not sure where he is with the scheduling. Commissioner O'Hare asked about Ambulance 38 being out because of the air conditioner and noted that Lt. DeSimone had called the vendor for an update. Lt. DeSimone reported that he had called several times because Lt. Belott was out. Commissioner O'Hare asked what they said during the calls. Lt. DeSimone reported that they were waiting for a cost estimate on the repair. Commissioner O'Hare asked if they gave a timeline for completion. Chief DiGiorgio reported that the air conditioning repair was completed on Friday and the other pending repairs were in the works and should be completed relatively soon. Chief DiGiorgio reported that the regular representative was on vacation and no one was responding to his voice mails. Commissioner Dugan asked for clarification that this was the new ambulance 38 and that it was the box air conditioner that needed repair. Chief DiGiorgio said that this was correct. Commissioner Dugan suggested that the New Ambulance Work Group might want to consider replacing the box along with the chassis on the next ambulance.

EMS: Commissioner O'Hare recommended that the Board seriously consider getting a different Medical Director. Commissioner O'Hare reported that the

current Medical Director was hired about a year and a half ago and at a meeting with EMS Officers he indicated that he wanted to sign off on all District SOP and SOGs. Commissioner O'Hare reported that the EMS Officers met with him again about two months ago and he gave a 30 day window during which he would sign off on the SOP and SOGs. Commissioner O'Hare noted that it is still not done. Commissioner O'Hare reported that the Medical Director has met at least twice with Lt. McGuinness to understand how Power DMS works and get access to it. Commissioner O'Hare noted that he still has not accessed this after a year and a half. Commissioner O'Hare reported that in addition to this, the EMS Division is dependent on him for Epi training and SMR training. Commissioner O'Hare noted that this training was supposed to occur during the spring but EMS Division has not heard back from him. Commissioner O'Hare reported that the District talked to him about the measles situation when it became an issue in the state and it took a lot of pushing and shoving to get him to give the District some guidance on this. Commissioner O'Hare reported that he finally produced a very generic plan. Commissioner O'Hare reported that the EMS Division has been talking about having Narcan on the ambulances because it is now a standard of care. Commissioner O'Hare noted that if the district was called to an overdose scene where the police need another dose of Narcan and we do not have it, we would not come off looking too good. Commissioner O'Hare reported that the Medical director has put off implementing Narcan training because he wants us to be competent at everything else. Commissioner O'Hare noted that there are other State approved interventions such as cpap, aspirin and albuterol that the EMS Division would like to do and he has stiff armed us on those things because they all involve him doing the training. Commissioner O'Hare feels he is too busy and cannot meet the District's needs. Commissioner O'Hare feels that he has not been responsive to what we need him to do for us. Commissioner O'Hare reported that the Medical Director talks about competencies and while Commissioner O'Hare agrees that the EMS Division needs to be competent, he feels that the EMS Division is very experienced. Commissioner O'Hare feels that the EMS Division has the ability to be trained on these interventions, to grasp them and to utilize them in the field. Commissioner O'Hare reiterated that he believes that the Medical Director is stiff arming the EMS Division on these things that are becoming the standard of care because he does not have the time to be involved in training the EMS Division. Commissioner O'Hare recommended that

the Board investigate getting a different Medical Director for the upcoming year. Commissioner O'Hare said he would yield the floor to Asst. Chief of EMS DeSimone and Chief DiGiorgio for their comments. Asst. Chief DeSimone confirmed that they did speak to the Medical Director about having training on these items in the spring of this year and have not heard back from him. Asst. Chief DeSimone reported that Lt. Miksch met with the Medical Director last Thursday about the training schedule for the rest of the year and the Medical Director did not have any training scheduled. Commissioner Callas asked if training on these items is required and Commissioner O'Hare indicated that it was. Commissioner O'Hare reported that he spoke with the Morristown Minute Men, who have the same medical director, about what they are doing about Epi training. The Minute Men indicated that the Medical director has delegated the training responsibility to instructors within their agency. Commissioner O'Hare acknowledged that each agency has different needs but felt that the Medical director is too busy to address the needs of our District. Commissioner Dugan agreed that if the Medical Director is not doing what the District is paying him to do, then the Board needs to look for someone else. Commissioner DeNigris recommended that the Board ask Administrator Schultz to look into other medical directors. Commissioner Dugan thought that Administrator Schultz could lead a group to research changing medical directors. Commissioner Quirk recommended using caution because the District needs a medical director to retain its license. Commissioner Quirk felt that the research should be done without getting into it with the current medical director so that he does not walk away and leave the District without a license. Commissioner DeNigris felt that the Board should ask Administrator Schultz to do some research and report back to the Board. Chief DiGiorgio reported that at a meeting with the Medical Director back in early May, he had put together an agenda outlining all the concerns that the District had. Chief DiGiorgio reported that Administrator Schultz was present at the meeting and took notes, reviewed the terms and conditions of the medical director contract, and distributed a report of some of the discussions at the meeting. Chief DiGiorgio reported that at the end of the meeting the Medical Director had indicated how he would address the concerns. Chief DiGiorgio reported that all of the guidelines and the way that the District operates are under the direction of the Medical Director so it is important that the SOP and SOGs be signed off on. Chief DiGiorgio noted that the Medical Director was asked

to do random checks on EMS charts and he preferred to have some sent to him. Commissioner DeNigris felt that this leaves the District vulnerable. Commissioner Dugan felt that it hinders the District from making EMS advancements. Asst. Chief DeSimone noted that Lt. Miksch is qualified to train on the use of Epi and Nitro but felt that training on these topics should be handled by the Medical Director. Chief DiGiorgio agreed.

Commissioner Dugan asked if there was anything under EMS. Commissioner O'Hare reported that the New Ambulance Workgroup did not meet this week due to scheduling problems with the vendor but they are still in good shape on the timeline and going forward. Lt. DeSimone reported that Road Rescue and the Deputy Chief from West Orange cancelled a meeting due to the accident. Lt. DeSimone reported that they brought the ambulance around yesterday and he and Lt. Belott took some pictures and were given some flyers.

BUDGET: Nothing to report.

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 reported that the Board has received a quote from Greik Bros. for the paving of the parking lot across the street. Commissioner O'Hare reported that the committee will meet with him tomorrow to get a timeline for proceeding in the hope of having the paving completed before September 7, 2019. Commissioner Dugan reported that Administrator Schultz attempted to contact additional contractors for quotes but that none responded to the request.

Commissioner O'Hare asked Chief DiGiorgio if Lt. Belott had any success with the water softener issue. Chief DiGiorgio reported that he spoke with Lt. Belott. Chief DiGiorgio reported that he identified the water softener device that he was interested in and asked Lt. Belott to find out if this was something that could be purchased through Webster Plumbing. Chief DiGiorgio reported that Webster Plumbing recommended a different device which he found the device at a supply

store down the shore. Chief DiGiorgio reported that the District is waiting for Webster Plumbing to get the device and then install it.

Commissioner O'Hare reported that the District is all set to go on the Bay Floor Project after the Board receives the signed contract from the contractor.

Commissioner O'Hare noted that the project is set to start sometime after September 9, 2019. Commissioner Dugan noted that the other contractor who bid on the project has been questioning why he was not awarded the contract since his bid was less. Commissioner Dugan reported that there has been back and forth between the contractor and the Board's attorney.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Truck 33 will be going down to Fire & Safety on August 26 to repair the rust spots on the ladder. Chief DiGiorgio reported that Truck 33 is scheduled for its Underwriters Laboratory retest sometime in October. Chief DiGiorgio reported that after the rust spots on the ladder are repaired, everything on the original UL test will have been addressed. Chief DiGiorgio felt that the truck should receive a favorable report in October.

Chief DiGiorgio reported that some concerns and issues were identified with old Engine 35. Chief DiGiorgio reported the mechanic who was on site for Truck 33 also looked at old Engine 35 and identified 4 valves that need to be rebuilt. Chief DiGiorgio reported that the mechanic gave him a quote on the valves and he approved their purchase. Chief DiGiorgio reported that under Old Business he would like to discuss utilizing the Morris Township mechanic to install the valves.

Commissioner Dugan asked if Chief DiGiorgio felt that the scraping and undercoating performed by Lt. Belott and FF/EMT Abdeljabbar on Truck 33 was sufficient to pass the test. Chief DiGiorgio reported that any areas of concern that were identified by UL during the initial test were circled with an oil crayon. Chief DiGiorgio reported that this gave Lt. Belott and FF/EMT Abdeljabbar an idea of where to concentrate their efforts. Chief DiGiorgio reported that they also scraped and painted anything else they were able to reach.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner DeNigris reported that last Tuesday at the Planning Board meeting, the completion of Whippany Village was approved. Commissioner DeNigris reported that one of the things that had been holding up the completion was that the old Whippany firehouse is separate from the Whippany Village tract of land and has not been sold. Commissioner DeNigris reported that the Town wanted the entire Whippany Village and old Whippany firehouse to be serviced by one contractor for landscaping and snow removal. Commissioner DeNigris noted that this held everything up a bit. Commissioner DeNigris reported that the new developer assured the Planning Board that the new tenants of the Whippany firehouse would be joining the association. Commissioner DeNigris said that the plan is to have Starbucks be the new tenant of the old firehouse but that it has not been approved yet. Commissioner Quirk asked if the old firehouse space included the cell tower as well. Commissioner DeNigris reported that it was his understanding that the cell tower was going to be kept by the Fire District 2 because they need the revenue. Commissioner Quirk commented that the cell tower would be an island of its own almost. Commissioner DeNigris agreed.

Commissioner Dugan asked how the Lowes project was coming along. Commissioner DeNigris reported that they wanted to open in the beginning of August but he did not know if they would make that date.

Commissioner Dugan asked if the restaurants on Rt. 10 were moving along. Commissioner DeNigris reported that the Planning Board had approved the applications. Commissioner DeNigris reported that one of the restaurants, Seasons 52, is going to be in Hanover but the other restaurant will be in Parsippany and he does not know the status of that one. Commissioner Dugan reported that they were doing some site work already. Chief DiGiorgio reported that a letter was sent to Fire Prevention because in the planning recommendation the District had asked for a secondary emergency access road to come off Rt. 10

or just off the point of access of Dryden Way. Chief DiGiorgio reported that he and Lt. McGuinness had been going back and forth with Tom Golden, the attorney for Mack-Cali, about the access road. Chief DiGiorgio reported that Mack-Cali sent the access road request to the Dept. of Transportation and it was denied. Chief DiGiorgio reported that the DOT suggested an alternative that he and Mack-Cali were not in favor of. Chief DiGiorgio reported that since there was no other recourse, he decided to forgo putting the secondary access recommendation in the plan.

Chief DiGiorgio reported that he and Lt. McGuinness have been working with the developer that is starting their fact findings for the 1515 Rt. 10 project. Chief DiGiorgio reported that they were looking for the turning radius for the ladder truck and a couple of other fire prevention items.

Commissioner DeNigris reported that the Planning Board also declared an area on eastbound Rt. 10 just past the Jewish Community Center to be a development area. Commissioner DeNigris noted that this impacts the Nikko restaurant.

100th ANNIVERSARY: Asst. Chief Martin reported that there was a meeting last night and they are finalizing everything. Asst. Chief Martin reported that there was a hiccup with the t-shirts because it was discovered that the dye ran when the shirts were washed. Asst. Chief Martin reported that the vendor has agreed to replace the shirts. Asst. Chief Martin reported that a final site plan with the caterer is scheduled for two weeks out. Asst. Chief Martin reported that training for the street barricades is set for September 4 and a list has been put up for volunteers to fill any open positions. Asst. Chief Martin reported that the committee would like to ask Committeeman Cahill if an event announcement could be made at the August Township meeting. Commissioner DeNigris said that he would reach out to someone to see about announcing it. Commissioner Quirk noted that Hanover Township Day will also be announced at that meeting so they could be done in conjunction. Commissioner Quirk asked if the District will be participating in Hanover Township Day. Asst. Chief Martin reported that that will be discussed at the Officers Meeting on Monday night but that he could not personally handle that organizing any participation in a second event on the same day. Commissioner O'Hare asked if the issue with the beer supplier was resolved. Asst. Chief Martin reported that they are waiting for a copy of the permit so they can send it to the vendor, who will then send an invoice.

OLD BUSINESS: Chief DiGiorgio reported that he and Administrator Schultz met with Morris Township Fire Chief Kaar. Chief DiGiorgio reported that their Administrator looked over the Engine 35 Shared Services Agreement and made some suggestions. Chief DiGiorgio reported that both he and Administrator Schultz agreed with the suggestions and they have been added to the final shared services agreement. Chief DiGiorgio reported that if the Board approves and signs the agreement, it will then go to Morris Township for their approval and signature. Commissioner Dugan asked if everyone had a chance to look at the agreement. Commissioner Quirk noted that he had not received the agreement. Commissioner Dugan asked if there was any urgency for the agreement to be approved tonight. Chief DiGiorgio reported that there were two time sensitive items. Chief DiGiorgio reported that Morris Township would like to start utilizing the engine and none of the previously discussed repairs can be made without the agreement. Chief DiGiorgio noted that Morris Township would like to start training their personnel on the engine as soon as possible. Commissioner Dugan asked if any of the four Board members had any problem with the agreement. Commissioner DeNigris said that he did not know what the new changes were, but that he did not have a problem with the draft. Commissioner Callas felt that the Board needed to know what the changes were before approving it. Chief DiGiorgio reported that the document was still labelled as a draft but that the highlighted areas were the most recent changes. Chief DiGiorgio noted that one of the changes allowed District 3 to bring the engine back immediately if we became down an engine. Commissioner O'Hare had seen and agreed with the changes. Commissioner Callas was not comfortable moving forward without knowing if this was the final document. Commissioner DeNigris made a motion to table the item until next meeting, seconded by Commissioner Callas. All were in favor. Chief DiGiorgio reported that he would ask Administrator Schultz to send the Board a final copy of the agreement.

NEW BUSINESS: Commissioner Dugan reported that Committee Assignments were sent to Commissioner Quirk.

Commissioner Quirk reported that he was asked by the Recreation Dept. to ask about District 3 participation in Hanover Township Day. Commissioner Quirk noted that he will touch base with the volunteers after their Officers Meeting. Commissioner Quirk asked if the Board was going to sponsor the Fire Truck train

again this year. Commissioner Dugan asked if anyone remembered the cost of the train. Commissioner Quirk felt it was between \$500 and \$600. Commissioner O'Hare made a motion to sponsor the ride on Fire Truck train at Hanover Township Day, seconded by Commissioner Dugan. All were in favor. Commissioner Quirk noted that this will give the District a presence at the event even if the Fire Dept. is not able to attend.

Commissioner Quirk reported that the Charity Classic softball game between Bayer and Wegmans is next week and asked if the District was participating in any way. Chief DiGiorgio reported that he will speak to the Assistant Chiefs of the Fire & EMS Divisions to see if the District could send some members. Chief DiGiorgio reported that it was on the events calendar. Commissioner Quirk reported that there will be a charity softball game to benefit the Interfaith Food Pantry followed by a concert. Commissioner Quirk noted that the event has been moved to Malapardis Park. Chief DiGiorgio reported that he had not been informed of the move to Malapardis Park or of the concert following the game. Asst. Chief Martin asked what time the game and concert were scheduled. Commissioner Quirk thought the game was starting at 1pm but would verify the exact times. Chief DiGiorgio noted that Malapardis Park did not have lights, so the game would be over before dark. Chief DiGiorgio reported that it would also take time to set up the concert stage on the field after the game. Commissioner Quirk reported that the concert stage was being set up in the parking lot.

Commissioner Quirk reported that the Hanover Township Youth Public Safety Academy graduation is August 8, 2019 and the Board is invited to attend. Commissioner Quirk noted that there were 12 graduates and 10 will be at the ceremony. Commissioner Quirk reported that there will be a 7pm graduation at the Community Center and they will go to the Township Committee Meeting at 8pm.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, August 15, 2019 at 7:00 P.M. Commissioner Dugan noted that he will not be able to attend.

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 Callas read Resolution 19-08-01-62 adopting the 2018 Audit. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner O'Hare. All were in favor.

Commissioner Callas read Resolution 19-08-01-63 appointing Junior Volunteer Member Fasano. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor.

EXECUTIVE SESSION: Commissioner Callas read Resolution 19-08-01-64 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 8:05 p.m.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 10:35 p.m.

ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor. The meeting was adjourned at 10:38 p.m.

Respectfully submitted by

Tom Quirk, Secretary