

**September 19, 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 September 19, 2019 in accordance with the Public Meeting Act of 1975, Chapter 231.

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

Administrator Schultz, EMS Asst. Chief DeSimone and Lt. Belott were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** Commissioner Dugan read a letter that was received from Hanover Township Recreation thanking the District and Department for participating in and supporting Hanover Township Day.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the September 5, 2019 Regular Meeting were discussed.**

**Amendments to Previous Minutes: None.**

**Commissioner O'Hare made a motion to approve the minutes from the September 5, 2019 Regular Meeting. Commissioner O'Hare seconded the motion. All were in favor. Commissioner Quirk abstained. Commissioner Callas was absent.**

**REPORT OF THE TREASURER:** Commissioner DeNigris reported that he signed a letter informing our collection agency that the contract will be terminated if they do not produce the paperwork required by the Board's auditor.

Commissioner Quirk made a motion to accept the Treasurers Report, seconded by Commissioner O'Hare. All were in favor. Commissioner Callas was absent.

**Report of Fire Commissioner Board Committees and Chief of Department:**

**CHIEF'S REPORT:** Chief DiGiorgio distributed his Bi-Monthly Report on September 13, 2019. Commissioner Dugan asked if anyone had any comments on the report. There were no comments.

**EMS:** Nothing to report.

**BUDGET:** Commissioner DeNigris distributed copies of the August 2019 financial reports. Commissioner DeNigris reported that some accounts, like overtime, are still significantly over budget. Commissioner DeNigris noted that the 3<sup>rd</sup> quarter tax check was received and that the overall costs are running slightly under budget. Commissioner Quirk asked if the budgeted salary for an extra employee partially offset the overtime. Commissioner DeNigris reported that at this point in the year, the overtime is partially offset by the extra salary savings.

Commissioner Dugan noted that total salaries to date are 62% of budget with 67% of the year past. Commissioner DeNigris noted that there is still three months left in the year and that obviously overtime is more costly than straight salary, so the District needs to spend judiciously.

Commissioner DeNigris reported that he will ask the bookkeeper to look at the allocation of the tax income because he thinks too much was allocated to EMS vs Fire divisions.

Commissioner DeNigris reported that some of the doors that Chief DiGiorgio has requested be replaced are upgrades and that he would like to see capital funds be used for them. Administrator Schultz reported that Chief DiGiorgio would like to replace the ambulance bay door and the engine bay door. Administrator Schultz reported that the paneling was removed from the engine bay wall where the radios are and it was discovered that there was not dry wall behind it.

Administrator Schultz reported that the dry wall will need to be put up.

Administrator Schultz reported that the front bay will not be replaced but will have a window put in it. Administrator Schultz reported that there would be enough capital funds available. Commissioner Dugan made a motion to replace the engine bay and ambulance bay doors and to do the dry wall work, not to exceed \$6,500. Commissioner O'Hare seconded the motion. All were in favor. Commissioner Callas was absent. Commissioner Quirk abstained.

Commissioner Dugan asked when the 2020 budget process would begin.

Commissioner DeNigris reported that he would like to wait until the September 2019 results were in.

**PERSONNEL:** Commissioner DeNigris asked for a closed session.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner Quirk noted that the last meeting was cancelled and has not been rescheduled to date.

**BUILDINGS AND GROUNDS:** Administrator Schultz reported that the vendor for the electronic sign has not gotten back to him with the needed report for the insurance company since the last meeting. Administrator Schultz reported that if he has not heard from the vendor by tomorrow, he will look for someone else to do the work.

Commissioner Quirk asked for clarification on when the replaced bay floors can be occupied. Commissioner Dugan reported that the decision would be made after meeting with the contractor on Monday.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Dugan reported that the ladder truck is scheduled to go back down for repairs. Lt. Belott reported that a pump test is scheduled for Oct. 1 and that UL has suggested a whole new test on the ladder instead of a retest. Lt. Belott noted that this will then be valid for a calendar year. Commissioner Dugan asked if the ladder truck would fail the test if the rust was not completely repaired. Lt. Belott did not think the truck would fail. Lt. Belott reported that while there were areas of rust that were missed in the initial repair, the areas that were initially cited by UL had been taken care of.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Administrator Schultz reported that he would like to get back on track with meetings starting in the beginning of October. Administrator Schultz asked if meeting at 8 am was acceptable. Commissioners Dugan and Quirk indicated that this would work for them.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner DeNigris reported that Lowes is open and operational.

Commissioner DeNigris reported that the Township is getting some heat about affordable housing. Commissioner DeNigris indicated that the courts inform the Township of the number of affordable housing units required. Commissioner DeNigris noted that the Township does not have the infrastructure to transport people to work since most do not have cars. Commissioner DeNigris reported that the Township is working with the courts on finalizing the number.

Commissioner Quirk reported that there is a nuisance ordinance coming into effect which lists the Fire District as a recipient of some of the fees collected. Commissioner Quirk asked if the Board was consulted on this. The Board was not aware of the ordinance. Commissioner Quirk felt that the Board should be consulted. Commissioner Quirk felt that the ordinance was probably targeting specific locations but was concerned about the effect on other high volume locations that legitimately need the EMS services. Commissioner Quirk felt that the Board should follow up on this. Administrator Schultz reported that he would look into it.

**OLD BUSINESS:** Commissioner O'Hare reported that earlier in the summer the Board had discussed getting a new medical director and he has done some homework on it. Commissioner O'Hare reported that it might be in the District's best interest to look at St. Clare's or Atlantic Health both of which have medical directors and serve a lot of agencies. Commissioner O'Hare reported that both also have extensive training departments which will come out and fill us in on Narcan and Albuterol as well as other interventions that we do not currently do. Commissioner O'Hare felt that the Board should split our current medical director position and keep Dr. Gluckman as the Health and Safety Officer. Commissioner O'Hare recommended that Administrator Schultz and Asst. Chief DeSimone collaborate to investigate the cost and feasibility of this plan. Commissioner DeNigris asked what actual work each of the parties would be responsible for. Commissioner O'Hare reported that the agency would be responsible for patient care, including overseeing protocols, training etc., while the Health & Safety Officer would perform employee physicals and injury care. The Board agreed to investigate the cost and feasibility.

Commissioner O'Hare reported that last spring the Board identified the need for leadership and management training development. Commissioner O'Hare recommended that the Board ask Maryanne Spatola of C3 Talent Strategies to give a presentation on her training program at one of the upcoming meetings. Commissioner DeNigris felt that the Board had already addressed this. Administrator Schultz reported that the Board had a request for human resources proposal in the package tonight. Administrator Schultz reported that the proposal includes something for payroll, human resources and training. Commissioner O'Hare felt that human resources is a separate from leadership training but agreed that the District needs both. Administrator Schultz reported that he included that proposal so that the Board would have it as the 2020 Budget process is started and costs can be included in the upcoming budget to cover any option the Board chooses to go with. Administrator Schultz noted that Balance Point, our payroll company, would also like the opportunity to present their human resources/training component to the Board. Commissioner O'Hare suggested inviting both agencies to present. Administrator Schultz said that he would get the RFP to both C3 Talent Strategies and Balance Point. Administrator Schultz asked if the presentations should be scheduled for the October meetings. The Board agreed with the timing.

**NEW BUSINESS:** None.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, October 3, 2019 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Monday, November 11, 2019 at 6:30 P.M. at the Whippany Firehouse.

The Holiday Tree Lighting will be held on Saturday, November 30, 2019 at 6:15 P.M. Commissioner Dugan asked if there had been any meeting yet. Asst. Chief DeSimone reported that at least 2 meetings had been held. Commissioner Quirk asked if there was Board representation. Administrator Schultz reported that he would follow up. Commissioner Dugan felt that the Lighting should be kept simple and that the goal should not be to one up the previous year. Asst. Chief DeSimone felt that the plan was to do the same thing as last year. Commissioner Dugan said that the event can't continue to grow because there is no room.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** None.

**EXECUTIVE SESSION:** Commissioner Dugan read Resolution 19-09-19-78 to enter into closed session. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. Commissioner Callas was absent. The Board went into closed session at 7:43 P.M.

Personnel matters were discussed. Action will be taken.

**The Board came out of closed session at 8:42 P.M.**

**ADJOURN:** A motion was made by Commissioner O'Hare, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor. Commissioner Callas was absent. The meeting was adjourned at 8:45 p.m.

Respectfully submitted by

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Robert Callas, Secretary