

December 5, 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 December 5, 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, Administrator Schultz, Asst. Fire Chief Martin and Hanover Township Committeeman Cahill were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the November 7, 2019 Regular Meeting were reviewed.

Amendments to Previous Minutes: Commissioner O'Hare noted that he was listed as both present and absent from the meeting when he was in fact absent.

Commissioner DeNigris made a motion to table approving the minutes from the November 7, 2019 Regular Meeting. Commissioner O'Hare seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner DeNigris asked the Board for permission to make any 2019 Budget transfers that he feels are needed. Commissioner DeNigris reported that based on the November financial reports, there are one or two places that he would like to make a budget transfer. Commissioner DeNigris reported that the District will be fine in total and he does not feel that there will be any budget overrun. Commissioner DeNigris reported that the 2020 Budget package is here and it will be introduced later in the meeting. Commissioner O'Hare made a motion to allow Commissioner DeNigris to make 2019 Budget transfers between accounts as needed. Commissioner Callas seconded the motion. All were in favor.

Commissioner Callas read Resolution 19-12-05-92 introducing the 2020 Budget. All were in favor.

Commissioner DeNigris noted that while approval was given for \$270,000 in capital expenditures for a new ambulance, he has not received a firm number yet on the cost of the new ambulance. Commissioner Dugan clarified that the Board has allotted \$270,000 for the purchase but has not come up with a vendor or a price yet. Chief DiGiorgio reported that two price quotes have been received but that they are moot until the 2020 Budget is passed. Commissioner Dugan asked if any more price quotes would be gotten. Chief DiGiorgio reported that he would have to go back to the work group if more quotes were needed but his understanding was that more than one quote was required and two have been received. Commissioner Dugan indicated that he would like to see more than two quotes. Chief DiGiorgio said that regardless of how many quotes are gotten, the discussion on the purchase cannot be held until the budget passes in March. Commissioner Dugan reported that he would like to have at least three quotes in hand before the budget is passed so that the discussion can begin right after the budget is passed.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly Report on December 2, 2019. Commissioner Dugan asked if anyone had any questions on the report. Commissioner Dugan asked if Asst. Chief Martin could get a copy of Title 40A (Internal Affairs) to Chief DiGiorgio as it is still listed as an outstanding item on the Chief's report. Asst. Chief Martin asked for clarification on what he should provide to Chief DiGiorgio because anything to do with Internal Affairs would come from AG Guidelines. Commissioner Quirk reported that this had already been researched and determined that the Attorney Generals Guidelines would be used for anything Internal Affairs related. Asst. Chief Martin clarified that the Professional Standards would also come from the AG Guidelines. Asst. Chief Martin noted that Title 40 only has certain sections which are specific to fully, part paid departments but nothing specific to Internal Affairs. Commissioner Dugan asked if Asst. Chief Martin could look into the Attorney General Guidelines for the pertinent information. Asst. Chief Martin indicated that he may have a copy of the AG Guidelines. Chief DiGiorgio reported that the direction the District was trying to go in was asking: Where are we? What are our policies? How are we

going to investigate things? Chief DiGiorgio indicated that he was looking for direction on answering these questions. Commissioner Quirk reported that he is sure that past minutes will reflect that he was asked to look into this and that he spoke with Mr. Trimboli about it. Commissioner Quirk reported that Mr. Trimboli said that there was no Title 40 and to use the AG Guidelines. Commissioner Dugan indicated that Chief DiGiorgio is asking if the Department has an SOP on doing Internal Affairs investigations and who would be doing them.

Commissioner Dugan felt that Asst. Chief Martin had been assigned to perform Internal Affairs investigations. Asst. Chief Martin confirmed that he was assigned by the Board to perform Internal Affairs investigations. Asst. Chief Martin noted that the minutes from somewhere between March and May of this year should reflect this. Commissioner O'Hare recalled that but asked Chief DiGiorgio what he was looking for. Chief DiGiorgio reported that he is looking for the guidelines that outline the process for the Internal Affairs investigations. Chief DiGiorgio clarified that he would like to know at what point it goes from taking a complaint to sending it to the chief investigating officer and back to the Chief. Chief DiGiorgio noted that Asst. Chief Martin was appointed Chief Investigating Officer but wanted to know what procedures he will be following. Chief DiGiorgio reported that these procedures are what he would like to have a discussion about. Asst. Chief Martin felt that the responsibilities of the Chief Investigating Officer should be the first thing being discussed. Asst. Chief Martin indicated that he might be able to get a copy of the Chief Investigating Officer responsibilities from the Prosecutor's Office since they will mimic the AG version. Asst. Chief Martin felt that this would be the starting point for coming up with District specific procedures. Commissioner Dugan asked if Asst. Chief Martin would be willing to work on this. Asst. Chief Martin indicated that he would work with Chief DiGiorgio on it.

Commissioner Dugan asked for clarification on the Policies and Procedures Manual review by Mr. Trimboli that is listed as outstanding. Chief DiGiorgio reported that there were items that were identified in the current Policies and Procedures Manual that are inconsistent with the updated GIF Policies and Procedures Manual. Chief DiGiorgio noted that the District mirrored the GIF policies when writing the District manual. Chief DiGiorgio noted that the GIF updates are not reflected in the District manual and there were some suggested updates from the individual who conducted the District Workplace Conduct

Training. Commissioner O'Hare asked if Mr. Trimboli would be making the updates or if the District would make the updates and have them reviewed by Mr. Trimboli. Commissioner Dugan reported that Mr. Trimboli would review the updates and asked if the By-Laws Committee would be responsible for this. Administrator Schultz reported that he has a new document that he has started working on. Commissioner Dugan reported that the Board By-Laws Committee would work with the Chief and Administrator to get the document completed and sent to Mr. Trimboli for review. Commissioner Quirk reported that the GIF has recently updated their manual again. Commissioner O'Hare noted that he and Commissioner Dugan are on the By-Laws Committee.

Commissioner Dugan asked for a status on the VFIS Workplace Training. Administrator Schultz reported that he was waiting for dates from the Chief. Chief DiGiorgio asked if someone from VFIS was coming in to do the training. Commissioner O'Hare reported that VFIS had initially said that they would provide someone to hold one live session followed by online sessions for those who could not make the live session. Commissioner O'Hare reported that he had inquired about the status a while back and was told that there would be no live presentation and all training would be held online. Administrator Schultz reported that he would contact VFIS tomorrow for an update.

Commissioner Dugan asked for clarification on the outstanding Medical Director item in the report. Chief DiGiorgio reported that there were some pending items from the discussion between the Medical Director, the EMS Officers, Commissioner O'Hare, and himself. Chief DiGiorgio reported that the EMS Officers were asked to meet with Dr. Gluckman to determine the direction to proceed with the pending items. Chief DiGiorgio reported that the officers have met with Dr. Gluckman and Asst. Chief DeSimone reported to him that Dr. Gluckman was meeting the intent of what they were looking for and progress was being made. Chief DiGiorgio reported that competency training was being done this evening, which was a topic of discussion between Dr. Gluckman and the EMS Officers. Chief DiGiorgio reported that there are still some pending items but they are being worked on. Chief DiGiorgio reported that another check should be done at the beginning of the new year to make sure they are moving in the intended direction. Chief DiGiorgio reported that by the end of January the Board

should have a good idea on the direction they are going for appointments in March.

Commissioner Dugan asked for the status of the Review of Procedure for New Applicants and Conditional Offer of Volunteer Appointment item that is an Outstanding Item on the report. Chief DiGiorgio reported that the item is noted as being partially completed because it is not a written procedure but the District is following the procedures that Mr. Trimboli has suggested. Chief DiGiorgio noted that this topic could be discussed under Personnel so that the procedures can be written and formally adopted. Commissioner O'Hare asked if the Board could have the written procedures. Chief DiGiorgio reported that the application processes have started to be tightened up and a guide could be written to ensure that the steps are being followed.

Commissioner Dugan asked if the Career Firefighter/EMT application/test process was also in the process of being written. Chief DiGiorgio reported that the majority of the draft is done but there were some points that should be discussed in Personnel.

Commissioner Dugan asked Administrator Schultz for the status of the RFP for third party billing. Administrator Schultz reported that the draft was completed and the Board can decide in March, when contracts are appointed, if they want to invoke the RFP. Administrator Schultz reported that the draft could be given to the EMS Committee for review. Administrator Schultz felt that it would be wise to look into other agencies because even though the cost of the current agency has been reduced, there are probably agencies that would cost even less.

Commissioner Dugan asked Administrator Schultz to start the process. Administrator Schultz reported that he would give the draft to the EMS Committee for review. Administrator Schultz reported that after they approve it, he will give it to Mr. Braslow for review since it requires a formal bidding process.

Commissioner Dugan asked if Chief DiGiorgio had anything to add to his report. Chief DiGiorgio reported that the monthly lieutenants' reports were attached to his report. Chief DiGiorgio reported that he sent a memo out on Monday regarding the Dinner Dance this Friday. Chief DiGiorgio reported that the District will be out of service on Friday at 5 p.m. so everyone can attend the dinner dance. Chief DiGiorgio reported that the Minute Men and Par-Troy will provide EMS

coverage from 5 p.m. Friday until 6 a.m. Saturday. Chief DiGiorgio reported that Whippany will provide fire coverage along with Morris Plains if needed. Chief DiGiorgio reported that he has the plaques for the awards and recognition portion of the dinner dance.

Chief DiGiorgio reported that he received a letter of thanks from the Whippany Fire Department for help with a recent brush fire. Chief DiGiorgio reported that he sent a letter to Whippany Fire Department asking for the use of their old Engine 81 for A. Quarasimo's funeral. Chief DiGiorgio reported that he also sent a letter of thanks to the East Hanover Fire Department for hanging a flag at the entrance to the funeral.

Chief DiGiorgio reported that the annual physical process has started. Chief DiGiorgio reported that Lt. Belott has posted the schedule on Power DMS so members can schedule their physical.

Chief DiGiorgio reported that earlier today there was a commercial structure fire at Notre Dame Church. Chief DiGiorgio commended the actions of the first arriving crews and everyone that was there. Chief DiGiorgio reported that the call came in as a fire alarm, not as a structure fire. Chief DiGiorgio reported that the call came in at 7:30 a.m. and the Truck arrived at 7:34 a.m. Chief DiGiorgio reported that Lt. McGuinness established command at 7:37 a.m. and identified it as a structure fire. Chief DiGiorgio reported that the first mutual aid arrived around 7:47 a.m. Chief DiGiorgio commended the firefighters for their action and said he will have a full report on the incident once all the information is compiled. Chief DiGiorgio reported that he, Asst. Chief Martin and Lt. McGuinness were at Notre Dame for much of the day and that they should be up and running by Friday. Commissioner DeNigris reported that Fr. Paddy, the pastor, appreciated the quick response to the fire call.

EMS: Administrator Schultz reported that he forwarded a mediation request from a Whippany resident on an EMS bill to the committee. Administrator Schultz reported that the mediation request should be forwarded to the EMS billing agency and that the agency will handle the mediation request. Administrator Schultz noted that the billing agency will notify the District if the mediation request becomes a hardship request and the Board can then make a determination on the matter. Administrator Schultz reported that the Whippany

resident asked to pay the EMS tax to the District so they would not be balance billed. Administrator Schultz noted that this would be a subscription service and could not be done.

BUDGET: Commissioner DeNigris asked Administrator Schultz if the Town gets a copy of the 2020 Budget that was introduced earlier. Administrator Schultz confirmed that the Town will get a copy.

PERSONNEL: Commissioner Dugan asked that Commissioner Callas have his name removed from the committee on the meeting agenda since he is not a member of the committee. Commissioner Quirk asked for a closed session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan reported that the next meeting is Monday night. Chief DiGiorgio reported that there will be an Operations Meeting starting at 6:45 p.m. on Monday, followed by the Company Meeting at 7:30 p.m. Chief DiGiorgio reported that the accomplishments of the previous year and the goals for the upcoming year will be discussed at the Operations Meeting. Chief DiGiorgio reported that he met with the Asst. Chiefs and Captain Thompson last Sunday to discuss the form and survey that the Fire Co. did about the operational concerns. Chief DiGiorgio reported that a plan to address some of the needs and concerns will be presented in the Operational Meeting.

BUILDINGS AND GROUNDS: Commissioner O'Hare reported that there have been some issues with the scheduling the plumber to install the water softener devices and work on the urinal. Chief DiGiorgio reported that Lt. Belott spoke with the plumber and he is scheduled to come to the fire house tomorrow.

Commissioner Quirk asked about the status of the repair for the door into the ambulance bay from the hallway. Chief DiGiorgio reported that he will look into the status of the repair.

Administrator Schultz reported that there was a meeting with representatives from Floor Coatings about the bay floors. Administrator Schultz reported that a proposed resolution is awaiting approval from Floor Coatings management. Administrator Schultz reported that the resolution was that both floors will be recoated in the spring when the weather is warmer.

Commissioner Dugan reported that the light pole in the back parking lot was struck and is now tied up to a tree until it can be welded back to the base.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Ambulance 30 was taken down to VCI for the On-Spot installation.

INSURANCE: Nothing to report.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Shultz reported that the website is up to date. Commissioner Quirk reported that a recent Fire Co. Facebook post about the election led to a discussion about the EMS billing procedures between District 3 and District 2 in the comments section of the post. Commissioner Quirk felt that these comments provided only half the information and also felt that some of the commenters should have exercised some restraint instead of stoking the fire. Commissioner Quirk asked if something could be put on the District website that explains the EMS billing procedures for each of the Districts so that the commenters could be directed to the website for clarification. Administrator Schultz reported that the EMS Billing procedures are explained on the website. Administrator Schultz felt that someone should be authorized to respond to the comments with a post directing people to the District website. Chief DiGiorgio reported that in this instance, the Fire Co. post about voting was shared and then the discussion was started on the EMS billing. Chief DiGiorgio reported that someone would have to post to the shared post and that a course he and Lt. McGuinness attended on this subject cautioned against entering into the conversation. Commissioner Quirk reported that he took an ICS class that recommended differently and that an organization needs to correct the misinformation. Chief DiGiorgio reported that he agrees that comments posted to the District social media sites can easily be directed to the website but that does not work as easily for shared posts. Commissioner Quirk agreed but felt that the District could respond to shared posts. Commissioner Dugan reported that someone from the District would need to recognize or see the comments, reach out to whoever has access to the District account and ask them to post a comment directing people to the District website. Commissioner Dugan felt that the delay might work to restarting any rant. Commissioner Quirk reported that

ICS recommends that any effort that can be done to correct the misinformation should be done. Commissioner Dugan reported that the Board would need figure out how and who would be able to post the corrections.

PLANNING COMMITTEE: Commissioner Dugan reported that there is a meeting scheduled for Tuesday morning.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Committeeman Cahill reported that the Township position on responding to misinformation on social media is that it is treated as an official statement. Committeeman Cahill reported that the big issue in the Township is affordable housing and that false information is in many cases unnecessarily alarming the residents. Committeeman Cahill reported that there is someone in the Township who monitors social media and when something comes up, Joe is told about it. Committeeman Cahill reported that some sort of response is crafted not for social media but to go onto the website as part of a rolling Q & A on the topic. Committeeman Cahill reported that the official Township statement is to please visit the website. Commissioner Dugan asked if the official statement could be automatically generated. Committeeman Cahill felt that it could not be automatically generated and that means that by the time the Township has posted a response on the website, it is too late to respond on social media. Committeeman Cahill pointed out that at least the correct information has been addressed in Q & A form on the website. Commissioner Quirk reported that the ICS course called the first media comments a flash and indicated that the next time the topic is brought up, the first commenters are still misinformed and the issue will fester. Commissioner Quirk reported that the ICS recommended correcting the misinformation immediately.

Committeeman Cahill reported that he has the proclamation from the Township Committee about the 100th Anniversary to be presented at the Dinner Dance. Committeeman Cahill reported that Joe also has a few 50th Anniversary certificates for some of the firefighters and will bring them to the Dinner Dance.

OLD BUSINESS: Commissioner Dugan reported that at the last meeting the Board declined to bring back the truck that was donated to OEM now that they no

longer want it. Commissioner Dugan reported that his recommendation had been to take it back and sell it. Commissioner Dugan asked the Board to reconsider taking the truck back. Commissioner Dugan noted that at the last meeting Commissioner O'Hare was absent and Commissioner Quirk abstained. Commissioner DeNigris asked what the estimated worth of the truck. Commissioner Dugan felt that the truck, after repaired, would bring in a minimum of \$5,000. Commissioner Callas felt that the Board had already made a decision and felt it should not be revisited. Commissioner Dugan said it was a Board decision and it would not be brought up again.

Commissioner Quirk reported that the Holiday Tree Lighting was very nicely done and that there was a very good turn out by both the residents and the membership. Commissioner Quirk recommended that the Board send a letter to the volunteers acknowledging their hard work and thanking them for everything that was done. The Board agreed. Commissioner Quirk reported that the Township was not able send two police officers to work the event and therefore two county officers were sent. Commissioner Quirk noted that the issue is that the county officers have a different rate so he will ask the County to invoice the District directly if the Township has not processed the original check.

NEW BUSINESS: Chief DiGiorgio reported that Lt. McGuinness identified that the DPW has incorrectly charged the District for some gasoline. Chief DiGiorgio reported that a key fob that was assigned to the District in the past was reissued to the police department without be reprogramed. Chief DiGiorgio reported that all the fuel associated with this key fob has been billed to the District instead of the police department. Chief DiGiorgio reported that the cost from June to November is about \$700 and that the bookkeeper is going back to January 2019 to see if there are any incorrect charges in those months. Chief DiGiorgio reported that the DPW is going to refund the District for the overpayment. Chief DiGiorgio gave kudos to Lt. McGuinness for finding the error.

REMINDERS:

A Special Meeting will be held on Thursday, December 12, 2019 at 7:00 P.M.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, December 19, 2019 at 7:00 P.M.

The Annual Fire District Election will be held on Saturday, February 15, 2020 from 2:00 P.M. until 9:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Monday, March 9, 2020 at 6:30 P.M. at the Whippany Firehouse.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner Callas read Resolution 19-12-05-93 accepting the resignation of EMT Allegrino. Commissioner O’Hare made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 19-12-05-94 accepting the resignation of EMT A. Davidson. Commissioner O’Hare made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.

Commissioner Callas read Resolution 19-12-05-95 appointing F/T EMT Mockler. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.

Commissioner Callas read Resolution 19-12-05-96 appointing Per Diem EMT Watkins. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 19-12-05-97 authorizing a conditional offer of employment to Volunteer Speck. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner O’Hare. All were in favor.

EXECUTIVE SESSION: Commissioner Callas read Resolution 19-12-05-98 to enter into closed session. Commissioner Dugan as made a motion to introduce the resolution, seconded by Commissioner O’Hare. All were in favor. The Board went into closed session at 8:00 P.M.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 9:43 P.M.

ADJOURN: A motion was made by Commissioner O’Hare, seconded by Commissioner DeNigris, to adjourn the meeting. All were in favor. The meeting was adjourned at 9:44 p.m.

Respectfully submitted by

Robert Callas, Secretary