

January 16 2020 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 January 16, 2020 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 and Lt. McGuinness were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 2, 2020 Special Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner DeNigris made a motion to approve the minutes from the January 2, 2020 Special Meeting. Commissioner O'Hare seconded the motion. All were in favor.

The minutes from the January 2, 2020 Regular Meeting were reviewed.

Amendments to Previous Minutes: Commissioner Dugan noted that Resolution 20-01-02-04 incorrectly recognized Thomas Harrington for 50 Years of Service. The resolution should have recognized Gary Keyser for 50 Years of Service.

Commissioner O'Hare made a motion to approving the minutes from the January 2, 2020 Regular Meeting. Commissioner Callas seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the preliminary December 2019 YTD cost reports indicate that the District will stay within budget overall. Commissioner DeNigris indicated that some budget transfers were made to make the reports more appealing. Commissioner DeNigris noted that the final December 2019 YTD financial reports would be available at the next meeting and that the 2019 books will be closed next Friday.

Commissioner DeNigris reported that based on the preliminary reports, the YTD income will be about \$200,000. Commissioner DeNigris reported that he moved \$50,000 into the Management account. Commissioner DeNigris noted that the remainder will be used to carry the District until the first quarter 2020 tax check is received in March.

Commissioner Dugan asked if anyone had any questions for the Treasurer. There were no questions. Commissioner Quirk made a motion to accept the Treasurer's report, seconded by Commissioner O'Hare. 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 January 13, 2020 and updated it on January 16, 2020. Commissioner Dugan asked if Chief DiGiorgio had anything to add to his report. Chief DiGiorgio reported that the electronic sign has been updated recognizing former Chief Harrington and former Captain Keyser for 50 Years of service.

Chief DiGiorgio reported that the responder boards in each of the bays used to determine who is responding to the calls has been updated and reconnected. Chief DiGiorgio reported that every in the firehouse is currently working. Chief DiGiorgio gave credit and thanks to Craig Vagell for meeting with David, the District technology vendor, to work out the needed corrections in the responder board and electronic sign systems. Chief DiGiorgio also thanked David and Administrator Schultz.

Chief DiGiorgio reported that Engine 34 has been completed and is back in service as of yesterday afternoon. Chief DiGiorgio noted that everything seems to be working well and the report from Fire & Safety indicated a catastrophic failure of the gear box which cause the engine to stall and the pump to seize up. Chief DiGiorgio noted that the parts were covered by the pump manufacturer so the District only had to cover the cost of labor, pump testing and shipping. Chief DiGiorgio reported that he expects the invoice within the next week but will try to have them expedite it.

Chief DiGiorgio reported that "Old" Engine 35 has been returned to Morris Township for temporary storage. Chief DiGiorgio reported that he has heard that other departments might be interested in the old engine and he has some feelers

out to gauge the interest. Chief DiGiorgio reported that he will get together with Administrator Schultz and get the engine posted on GovDeals by early next week.

Chief DiGiorgio reported that the turnout gear that was approved for donation to the 9-1-1 fund has been picked up. Chief DiGiorgio noted that the 10 sets of gear will be donated to Argentina. Chief DiGiorgio reported that the last gear donation and the two firehouse sirens also went to Argentina. Chief DiGiorgio reported that the siren that was on top of the District firehouse has been mounted on a “firehouse” in Argentina and he received an audio file of the functioning siren. Chief DiGiorgio noted that it does not sound like it did here until it gets fully revved up probably because their electrical system is not as advanced as ours.

Chief DiGiorgio reported that the annual Fire Prevention Division of Fire Safety report has been completed and certified with the Division of Fire Safety. Chief DiGiorgio noted that the report will need Commissioner Dugan’s certification before January 30.

Chief DiGiorgio reported that the employee evaluation and supervisor training will be held on January 22 and January 29 at 9:30 a.m. Chief DiGiorgio reported that the first session will run approximately 2 hours and the second session will run 1 to 1 ½ hours. Chief DiGiorgio invited the commissioners to attend the sessions if they were available. Chief DiGiorgio noted that the goal was to have all of the employee evaluations in progress by January 29 so that any questions would be addressed at the training sessions.

Chief DiGiorgio reported that he and Lt. McGuinness worked to create a flow chart illustrating how Fire Prevention violation notices and penalty collection will work in 2020.

Chief DiGiorgio reported that he sent the Board an email about a request from a resident to do a photo shoot in the firehouse. Chief DiGiorgio noted that he had no issues with the request and asked how the Board felt. Commissioner Dugan indicated that he did not have any issues. Commissioner DeNigris asked if what the images were going to be used for and if the District would be mentioned in whatever the photos were used for. Chief DiGiorgio reported that the individual was starting a business selling fire garments to wear under fire gear and wanted to photograph some ads within the firehouse. The Board did not have any issues.

Chief DiGiorgio reported that Verizon reached out to see if the District had any issues with them installing a backup battery box in the right of way along the firehouse property. The Board did not have any issues.

Chief DiGiorgio reported that he had a request following some of the feedback sessions that the Asst. Chiefs held prior to the new year about some goals and objectives. Chief DiGiorgio reported that the request was related to the EMS pagers and second calls and encouraging members to answer second calls. Chief DiGiorgio reported that some programming on the pagers was required. Chief DiGiorgio reported that he spent about two hours at the communications center and the programming is complete on some of the pagers. Chief DiGiorgio reported that the members can swap out their pagers for the updated ones and their old ones will then be programmed. Chief DiGiorgio hoped that by the end of next week there will be some guidance as to how the primary crew will ensure that our members know that there is a second call going out especially on the overnights and the weekends. Chief DiGiorgio reported that this will give members a chance to respond to the second calls before the calls go to mutual aid. Chief DiGiorgio explained that there are a couple of measurable ways to track the progress of the pilot program and he will follow up with the Board. Commissioner Dugan asked if this was for all calls of just BLS. Chief DiGiorgio reported that he is still working on the guidelines. Chief DiGiorgio reported that when the County receives a call, they do EMD (Emergency Medical Dispatch) and they start asking questions. Chief DiGiorgio reported that when the answers hit certain parameters, the call is identified as an A call down to an E call. Chief DiGiorgio noted that an A, B, or C call is a BLS call and D or E calls are ALS calls. Chief DiGiorgio reported that his initial thought process is the A, B or C calls go as a general call to District members. Chief DiGiorgio reported that after six minutes the County will ask the first crew what they want to do if the second ambulance is not responding. Chief DiGiorgio reported that his order will be to send that call to mutual aid. Chief DiGiorgio reported that D or E ALS calls, which could be a shortness of breath call or cardiac, his suggestion is that the call goes to this District and mutual aid at the same time. Chief DiGiorgio explained that he did not want to wait six minutes before calling mutual aid in these instances. Commissioner DeNigris asked who would be in charge if two ambulances arrive at the same time. Chief DiGiorgio reported that the radio would need to be monitored to ensure that all parties

know who is responding and acknowledged that there will be have to be some decisions making.

Commissioner Dugan asked if anyone had any questions for the Chief. Commissioner Callas asked if Fire Prevention had completed 100% of the fire safety and life hazard inspections were completed. Chief DiGiorgio confirmed that 100% of the inspections were completed. Chief DiGiorgio reported that the DFS report contains a supplemental report that certifies that all the LHUs were completed.

Commissioner Callas asked how far out the requests for help with the Bound Brook fire went. Chief DiGiorgio reported that as soon as that call came in, resources were requested from Morris County. Chief DiGiorgio reported that the County Communications sent a text message to the Chiefs group asking for support from two engines and a ladder. Chief DiGiorgio sent out a message asking if anyone from the District wanted to go and got an immediate positive response. Chief DiGiorgio reported that he let County Coordinator know that the District had an engine and / or a truck if they are needed. Chief DiGiorgio reported that he heard back from the County Coordinator that he had two engines and a ladder from Morris County responding already. Chief DiGiorgio noted that County is broken up into four regions and the County Coordinator likes to take one piece of apparatus from each region. Commissioner Callas asked if Morris County was the only one asked to help. Chief DiGiorgio reported that Mercer, Hunterdon and, of course, Somerset also sent help. Commissioner Callas asked if the help was to participate or standby. Chief DiGiorgio reported that initially it is station coverage, which is what the Morris County apparatus did for this fire. Chief DiGiorgio reported that the standby is used as a move up as needed. Commissioner Callas asked if responding to these requests would leave the District without coverage. Chief DiGiorgio reported that in this instance, he had enough of a response to have six members cover Bound Brook and six members cover the District.

Commissioner O'Hare asked for a status on the Barclay's donation towards a LUCAS CPR device. Chief DiGiorgio reported that he received notification from Barclay's that they have collected \$11,000 towards the purchase of a LUCAS CPR device. Chief DiGiorgio reported that the money will be received in 2020 and should be able to be used in 2020 because there is money in the budget for

donations. Chief DiGiorgio reported that the on his report that additional discussion is needed refers to whether the Board thinks it is appropriate for the District to accept the donation. Commissioner DeNigris asked if the LUCAS CPR device will go in the new ambulance. Chief DiGiorgio reported that currently the one LUCAS CPR device is shared between the two ambulances and purchasing another would allow one to be permanently in each ambulance. Commissioner DeNigris asked the cost of the new LUCAS CPR device. Chief DiGiorgio reported that the device costs about \$17,000. Commissioner DeNigris felt that the donation should be accepted.

EMS: Chief DiGiorgio reported that he has requested a 2019 Summary from Revenue Guard. Chief DiGiorgio reported that the summary will show each call that was billed and the status of the billing. Commissioner Dugan noted that it would be nice to get an idea of what the District brings in for balance billing. Chief DiGiorgio reported that he is interested in seeing the statistics on how much is being written off on each call. Chief DiGiorgio noted that the summary will also help him gauge if the charting for the calls is being recorded correctly by looking into why certain claims were not paid. Commissioner DeNigris asked what format the summary will be in and how much detail it would contain. Chief DiGiorgio reported that he is going to ask for the report in Excel and that he would like the information by trip number. Chief DiGiorgio noted that Revenue Guard should be able to search for any information field that we ask for. Commissioner DeNigris reported that it would be interesting to see how much balance billing is done to District 2 residents. Commissioner DeNigris noted that if the amount is substantial, the information could be used in discussions about combining the two Districts EMS services. Chief DiGiorgio noted that the report would need to show the address of the call to allow for this determination.

BUDGET: Commissioner DeNigris reported that the State has approved the 2020 Budget but the final paperwork has not been received yet. Commissioner DeNigris reported that everything should be in order in time for the election.

PERSONNEL: Commissioner Quirk asked for a brief closed session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Chief DiGiorgio reported that last week's meeting was cancelled and he did not know if it had been rescheduled yet.

BUILDINGS AND GROUNDS: Commissioner O'Hare reported that the plumbing issue has been fixed and all of the water softeners are up and running. Commissioner O'Hare noted that we are still waiting for the parking lot light post to be welded.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Engine 34 is back in service. Chief DiGiorgio reported that Ambulance 39 went out for a multitude of repairs and is back in service. Chief DiGiorgio reported that Car 31 has been repainted. Commissioner Dugan asked what was happening with Car 32. Chief DiGiorgio reported that the car is still being utilized. Commissioner Dugan asked if the car had any mechanical problems. Commissioner O'Hare reported that he has used it for a while and has had no problems. Chief DiGiorgio noted that should the car start to have mechanical problems, the Board should discuss whether it is worth fixing the car. Commissioner DeNigris asked if perhaps it would be worth selling it now while it is still running. Chief DiGiorgio felt there were pros and cons to each option. Chief DiGiorgio noted that while it could be sold for more now, it also has value to the District because it is still in use.

INSURANCE: Nothing to report.

COMMUNICATIONS: Commissioner Quirk noted that while it was very much appreciated that FF Vagell updated the electronic sign, he felt that it was important that at least one other person get trained on how to update the sign. Chief DiGiorgio reported that he found out today that Administrator Schultz has access to update the sign. Chief DiGiorgio noted that FF Vagell is usually able to update the sign remotely but program that allows him remote access has not been working since the blip with the sign. Chief DiGiorgio reported that the District tech support identified an issue with the computer that was used to connect to update the sign, so Administrator Schultz has not been able make updates either. Chief DiGiorgio reported that these factors were prohibiting anyone from updating the sign. Commissioner Quirk stressed that he was not criticizing anyone but felt that a backup to the backup is needed. Commissioner Dugan felt that getting access and training for a third person was a good idea. Commissioner Quirk volunteered to be trained and the Board accepted.

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 the reorganization meeting was held and that Mr. Francioli is mayor and Mr. Ferramosca is deputy mayor.

OLD BUSINESS: Commissioner O'Hare asked Chief DiGiorgio if the date had been set for the workplace conduct training. Chief DiGiorgio reported that two things are happening with that. Chief DiGiorgio reported that he went onto the VFIS University section on the VFIS website and ordered two programs that were offered there. Chief DiGiorgio reported that he will forward the programs to the trainer so that the information can be incorporated into the training sessions. Chief DiGiorgio reported that the training will be two nights and consist of two manager / supervisor programs and two employee programs. Chief DiGiorgio reported that after these presentations he will make the VFIS programs available in Power DMS. Chief DiGiorgio reported that January and February are full of other training so his goal is to have the workplace training sessions in March.

Commissioner O'Hare asked Chief DiGiorgio about the Drivers' License Internal check that he indicated in his report is coming due. Chief DiGiorgio reported that he updated the District DMV account but that former Commissioner Vagell handled the check last spring. Chief DiGiorgio reported that Commissioner DeNigris also has online access to the system. Commissioner DeNigris felt that someone else should be given access because he will be stepping down soon. Chief DiGiorgio asked if he could revert back to Commissioner Quirk who previously had access. Commissioner Quirk noted that he would have to be set up again. Commissioner Dugan asked if Commissioner Quirk would be able to complete the check before the election in February or if it would be better to wait until after the election to assign someone access. The Board agreed to hold off until after the election.

NEW BUSINESS: Commissioner Dugan reported that the Board received an application from Mr. Waldron to utilize the 2nd floor room. Commissioner Dugan reported that all the necessary paperwork has been filled out and an insurance

rider has been presented. Commissioner Dugan noted that the Fire Co. has to approve the request also. Chief DiGiorgio thought that the request should be forwarded to Mr. Donofrio. Commissioner Quirk thought the process was that the initial request is made to the Board and if the Board agrees that all the conditions have been met, then the request is sent to the Fire Co. for approval. Commissioner Dugan made a motion to send the request to the Fire Co. with the Board's approval. Commissioner O'Hare seconded the motion. All were in favor.

Commissioner O'Hare reported that he noticed that the Chief's Report indicates that the YMCA has done away with free membership for Fire and EMS members. Chief DiGiorgio reported that he received some phone calls from members with concerns as to what direction the YMCA was going. Chief DiGiorgio reported that he met with the director and assistant director of the YMCA and found out that there was a gentleman's agreement about 25 years ago that the YMCA would provide complimentary membership to police and fire in Hanover Township, Morris Township, Morristown and Morris Plains. Chief DiGiorgio reported that the agreement called for the agencies utilizing the complimentary YMCA memberships would make donations to the YMCA scholarship fund for children who cannot afford to go the YMCA. Chief DiGiorgio reported that over the years the scholarship donations have ceased and the YMCA Board of Directors decided to offer police and fire members \$200 annual memberships. Chief DiGiorgio noted that the regular annual membership fee is currently \$680. Chief DiGiorgio reported that he spoke with Chief Cortright about the issue because some District 2 members had been turned away. Chief Cortright asked Chief DiGiorgio to speak with the YMCA director again. Chief DiGiorgio reported that he is going to ask if the District could purchase five \$200 memberships that could be used by any District member. Chief DiGiorgio reported that he has not had a chance to contact the YMCA about this proposal. Chief DiGiorgio noted that the Fire Co. has been donating annually to the YMCA without being aware of the gentleman's agreement. Chief DiGiorgio reported that the YMCA director acknowledged this but said that the Board of Trustees was concerned about the potential number of free memberships it might have to provide across all the agencies. Commissioner O'Hare noted that fitness is very important, especially for emergency responders, and thought maybe the Board and Fire Co. could each reimburse members who wish to join the YMCA for the \$200 membership fee. Chief DiGiorgio reported that the YMCA determined that there were about five District members who utilized the YMCA. Chief

DiGiorgio felt that if the Board decides to pursue this policy, there should be parameters set. Chief DiGiorgio noted that perhaps minimum usage parameters and also noted that while there are only a few members attending the YMCA currently, the financial exposure for the Board could increase significantly if more members decide to take join the YMCA. Commissioner DeNigris noted that commissioners are not eligible. Commissioner Callas felt that the reduced \$200 membership fee was incentive enough to join the YMCA. Commissioner O'Hare noted that there are members who go other fitness centers and questioned whether the Board would be asked to subsidize the cost of those memberships. Commissioner O'Hare and Chief DiGiorgio reported that they will work on a plan and present it to the Board at the next meeting.

Chief DiGiorgio asked if the hazard mitigation plan should be discussed. Commissioner Quirk reported that the hazard mitigation plan was developed in 2010, updated in 2015, and will be updated in 2020. Commissioner Quirk reported that in 2015 a hazardous mitigation project for the structure behind the shed on District 3 property was added to the list. Commissioner Quirk noted that the tent behind the shed was fairly new at the time but Commissioner Dugan had shown interest in replacing it with a metal structure there. Commissioner Quirk noted that it was his understanding that the hazardous mitigation plan meeting today would identify projects that were no longer a necessity and could be removed from the plan. Commissioner Quirk reported that it was decided not to remove projects if some type of work was done on them because the projects could always be improved upon. Commissioner Quirk reported that structure project will therefore remain on the list and that the Board just needed to outline what the District will using the structure to store. Commissioner Dugan noted that when the project was originally added to the list, the District had the old Ambulance 36 that was being housed in the structure. Commissioner Quirk noted that 30 was also housed there. Commissioner Dugan felt that if the project might be expanded to a structure that could house another vehicle now that there might be another ambulance on the premises. Commissioner Quirk noted that Hanover Township engineer, Gerry Maceira, indicated that the existing structure was not in compliance because it was a setback issue. Commissioner Dugan noted that Sean Donlon, Hanover Township construction official, had told him there was no setback issue. Commissioner Quirk reported that leaving the project on the list did not mean that the District would get any funding for the project. Commissioner Quirk reported that the project was

remaining on the list and the Board needed to define the intended use of the structure. Commissioner Quirk noted that the only projects that were removed from the list were those that had been completed. Chief DiGiorgio asked if any of the completed projects had received any type of outside funding. Commissioner Quirk reported that the DPW received a generator through a FEMA grant and the other completed projects did not receive outside funding. Chief DiGiorgio asked if there was a possibility of the structure project qualifying for outside funding. Commissioner Quirk felt that the project would qualify for outside funding but that the source of the outside funding would have to be found and he did not see that happening.

Commissioner Quirk reported that the Cert program has been dwindling and there are a number of junior cert members that the Districts and the police Department were kind enough to put through the Public Safety Academy. Commissioner Quirk reported that he met with OEM Deputy Director and Cert Leader, Paul Miller, and it was decided to open up Monroe Hall on Friday evenings to hold training sessions. Commissioner Quirk reported that the hope is that this will lead to increased interest in joining emergency services.

Commissioner Dugan asked if the Board had a chance to review the procedures for the opening of the petitions. Commissioner Quirk asked where the procedures came from and if there was a problem. Commissioner Dugan reported that because the two commissioner vacancies have different term lengths, he wanted clarification on how to avoid confusion over which vacancy a particular candidate would or could be elected to. Commissioner Dugan reported that the new procedures require a candidate to declare which term length vacancy they wish to run for. Commissioner Dugan reported that if a candidate puts in two petitions, the Board will make every effort to contact them to ask which vacancy they wish to run for. Commissioner Quirk asked if this was a District policy or something that the State was requiring. Commissioner Dugan reported that it was on the recommendation of the Board's counsel. Commissioner Callas noted that this was the first time that the Board has discussed this and that timing prohibits not acting on it immediately. Commissioner DeNigris reported that he spoke with Administrator Schultz about his conversation with Mr. Braslow. Commissioner Quirk noted that the Board has previously indicated that they should receive communications directly from Mr. Braslow and not second hand. Commissioner

O'Hare agreed that as the clerk he should have received Mr. Braslow's opinion directly. Commissioner Quirk remarked that the procedures are a good thing to have but that he is curious about whether they are based on opinion or requirement. Commissioner DeNigris reported that he got the impression that the procedures were based on Mr. Braslow's expertise. Commissioner O'Hare noted that in his experience, Mr. Braslow has probably encountered this situation before in other districts. The Board reviewed the petition packets. Commissioner Quirk reported that he questioned whether the petitions would be available 28 or 29 days prior to the election and that Administrator Schultz emailed Mr. Braslow this after to confirm that they are available 29 days before the election. Commissioner Dugan reported that he would reach out to Administrator Schultz tomorrow for clarification but felt sure that these procedures were the correct way to handle the situation. Commissioner Quirk felt that the procedures should be followed for this election but that Board should follow up on the issues that were brought up tonight. Commissioner Dugan made a motion to approve the procedures for the petitions for candidacy. Commissioner DeNigris questioned the need for a motion if the counsel outlined the procedures. After discussion, it was decided that there was no harm in doing a motion. The Board agreed. Commissioner Dugan made a motion to accept the procedures for the petitions for candidacy, seconded by Commissioner O'Hare. All were in favor.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, February 6, 2020 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 District Reorganization Meeting will be held on Tuesday, March 3, 2020 at 6:30 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 20-01-16-10 setting the salaries for certain employees for 2020. Commissioner DeNigris noted that he has not had a chance to verify the numbers in the proposed resolution. The Board declined to introduce the resolution.

EXECUTIVE SESSION: Commissioner Callas read Resolution 20-01-02-10 to enter into closed session. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor. The Board went into closed session at 8:20 P.M.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 9:14 P.M.

ADJOURN: A motion was made by Commissioner O'Hare, seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 9:16 p.m.

Respectfully submitted by

Robert Callas, Secretary