

February 6 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 February 6, 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, Asst. Chief of EMS DeSimone, and Hanover Township Committeeman Cahill were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Quirk reported that he found a letter on his desk today. Commissioner Callas read a letter from the family of the late Honorary Chief of the Cedar Knolls Fire Dept. Anthony Quaresimo. Mr. Joseph Quaresimo thanked the District for the showing at the funeral and asked about purchasing the old Engine 35 for \$5,000 in order to donate it to another department in his father’s honor. Commissioner Quirk reported that FF Harrington spoke to him about the potential purchase after Mr. Joseph Quaresimo had approached him about it. Commissioner Quirk reported that he told FF Harrington that he thought the engine was up for auction but was not aware if any bids had been received to date. Commissioner Quirk reported that he suggested to FF Harrington that Mr. Quaresimo write a letter to the Board. Commissioner Quirk reported that he is now aware that bids were received and would be discussed later in the meeting.

Chief DiGiorgio reported that he has a memo to the Board from Administrator Schultz in reference to old Engine 35 that is separate from the Resolution and asked if it should be read now. Commissioner Dugan reported that the Board had received copies of the memo and asked Chief DiGiorgio to read it now. Chief DiGiorgio read the memo dated February 6, 2020 from Administrator Schultz to the Board of Fire Commissioners in reference to Engine 35.

The sale of Engine 35 was approved and published in accordance with law. The auction was conducted through GovDeals as approved and consistent with the

publications. A reserve was set and not met. The highest responsible bidder was the City of East Orange, New Jersey at \$14,000. With consent of Mr. Braslow, having been provided with the aforementioned, the sale of the Engine to the City of East Orange can take place. The sale is contingent on the receipt of funds as outlined in the resolution before you. Any offline amounts that people were going to pay for the engine would have been outside of the bidding auction process and could not have been considered. None of the offline amounts that I was advised of were equal or greater than the amount through the sanctioned process. As was also opined by Mr. Braslow, the District accepting anything less than the highest bid would be subject to scrutiny.

Chief DiGiorgio reported that there were attachments to the memo showing the emails shared between Mr. Braslow and Administrator Schultz.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 16, 2020 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner DeNigris made a motion to approving the minutes from the January 16, 2020 Regular Meeting. Commissioner O’Hare seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner DeNigris reported that the final December 2019 YTD cost reports were distributed and indicated that the surplus would be used to pay the bills until the 1st quarter 2020 tax check is received in March. Commissioner DeNigris reported that the District spent \$1.8 million of the budgeted \$1.95 million and that the surplus was welcomed. Commissioner DeNigris reported that there was slightly over \$1 million in the bank at year end. Commissioner DeNigris indicated that the District has done well over the last several years as indicated by the fact that the Management bank account has \$624,000 in it, even after spending over \$1 million on equipment in the last three or four years. Commissioner DeNigris reported that he will ask the bookkeeper to send the 2019 paperwork to the auditor.

Commissioner DeNigris reported that this coming Monday he, Commissioner O’Hare and Administrator Schultz will meet with Mr. Siino to go over the proposed health insurance plans for the upcoming plan year. Commissioner

DeNigris said the meeting will be held in this room on Monday at 3:30 p.m. if anyone is interested in coming. Commissioner DeNigris noted he has no idea what the numbers will look like but that he received a revised contract for eyecare and that kind of stuff. Commissioner DeNigris reported that the new rates are up anywhere between 8% and 10%. Commissioner DeNigris reported that he and Commissioner O'Hare would present the results of the meeting to the Board at the next meeting.

Commissioner Dugan asked if anyone had any questions for the Treasurer. There were no questions. Commissioner O'Hare 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 January 31, 2020. Commissioner Dugan asked if Chief DiGiorgio had anything to add to his report.

Chief DiGiorgio reported that the January 2020 Lieutenants reports are attached to his report. Chief DiGiorgio noted that the reports provide good updates and keep track of what the Lieutenants are doing. Chief DiGiorgio reported that Employee Evaluation – Supervisor/Officer training was completed on January 22 and 29 with former commissioner MaryAnn Spatola of C3 Technologies. Chief DiGiorgio noted that he got a tremendous amount of positive feedback from the officers that attended. The officer reported that the training was informative, very helpful and got them to think about how their whole year transpired. Chief DiGiorgio reported that self evaluations were a requirement of the process and will be ready to be presented to the board on March 1. Chief DiGiorgio reported that copies of the power point training presentation as well as his self evaluation have been sent to the Board.

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

EMS: Chief DiGiorgio reported that Commissioner DeNigris signed a letter this evening terminating the contract with the District's 3rd party collection agency. Chief DiGiorgio noted that there were outstanding items that the collection agency was supposed to provide to the Board based on the last audit and the

items have not been received. Commissioner Dugan asked if the Board would be looking for another collection agency. Commissioner DeNigris reported that he has receive a recommendation from Revenue Guard that he will look into.

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. Commissioner DeNigris asked if there were people scheduled to work during the election. Commissioner O'Hare reported that he is working on it and that he is open to suggestions if anyone knows of someone willing to work.

PERSONNEL: Commissioner Quirk asked for a closed session. Chief DiGiorgio indicated that he would like to discuss something in closed session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Chief DiGiorgio reported that there was an email that was sent out over the weekend because the building had a soft security breach. Chief DiGiorgio reported that as a precaution the outer door will now be locked 24 hours a day, seven days a week. Chief DiGiorgio reported that a doorbell has been installed that reports to the day room and noted that he is looking into getting it connected to another point in the firehouse as well. Chief DiGiorgio reported that a phone box has also been installed outside that will connect to the building phone system. Chief DiGiorgio reported that Lt. DeSimone has contacted a contractor to install closers on a couple of bay doors. Commissioner Quirk reported that he spoke with the contractor today about a Recreation matter and the contractor indicated that some of the existing door closers are commercial grade closers and recommended that they be upgraded. Commissioner Quirk indicated that the contractor recommends an LNC door closer which cost about \$245 a piece. Commissioner Quirk noted that the Recreation Dept. had the same issue at the snack bar at the Brick Yard.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that Engine 34 is back in service.

INSURANCE: Commissioner DeNigris repeated that there will be a meeting on Monday afternoon regarding the new health insurance policy options and noted that the existing policy expires April 1, 2020.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Commissioner Quirk thanked FF Vagell for updating the electronic sign for the service awards for FF Harrington and FF Keyser and indicated that he has received numerous positive comments on it. Chief DiGiorgio reported that the message will change tomorrow to remind residents to vote in the upcoming election.

PLANNING COMMITTEE: Commissioner Quirk noted that his planning skills are rusty because he did not show up to the meeting the other morning. Commissioner Dugan asked if other Board members received a copy of the email from Administrator Schultz regarding the meeting. Commissioner Dugan indicated that Administrator Schultz would get hard copies of the email to the Board. Commissioner Dugan reported that part of planning is to look forward to see what might be needed. Commissioner Dugan reported that the committee is looking into the possibility of a new building or an addition to the existing building. Commissioner Dugan indicated that this was explored previously and had to be abandoned because the budget was voted down. Commissioner Dugan reported that the committee feels that sleeping quarters are important for any new building design because there are people from out of the area that have expressed an interest in joining but are unable to at this time. Commissioner Dugan reported that the committee asked him to inquire if the Board was alright with the committee looking into these types of planning recommendations. Commissioner Dugan noted that unless the Board buys into the idea, the planning committee would be doing the research for naught. Commissioner Dugan indicated that the planning committee is looking for representation from the career staff, the exempts and the volunteers to provide input. The Committee will use the input to put together a package to present to the Board. Commissioner Dugan reported that he would make sure that the Board received the email slide show from the last planning committee meeting outlining the proposed plans and the Board could discuss it at the next meeting. Commissioner

Dugan indicated that one of the first things that the committee wanted to do was reach out to the Fire Co. to have a Town Hall type meeting to present them with the potential future plans and ask them for their input on their wants and needs. Commissioner O'Hare felt that the committee should proceed with the Town Hall meeting no matter what because he felt it was important to get input from all the stakeholders. Commissioner DeNigris asked if the residents would be involved in the Town Hall meeting. Commissioner Dugan said that the residents would not be involved at this point but that they would be kept informed via the newsletters that Commissioner O'Hare proposed at the last meeting. Commissioner Dugan noted that the committee wants to have a plan in place before involving the residents because the committee wants to be prepared to answer any questions the residents may have about any proposed plan. Chief DiGiorgio noted that Committeeman Cahill as a representative from the Township should be involved in the planning process.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Committeeman Cahill reported that the Township held a budget meeting last Saturday and the budget had less than 2% increase. Committeeman Cahill reported that the Township is waiting to see how the schools and County come back. Commissioner DeNigris asked if it was true that District 2 budget came in less than District 3. Committeeman Cahill reported that he has not seen the District 2 budget yet. Commissioner DeNigris cautioned that generally when District 2 talks about higher or lower budgets, they are talking about the combined operating budget and capital items. Commissioner DeNigris thought it would be interesting to see what the tax rates will be now that District 2 is going ahead with the improvements. Committeeman Cahill said he would see what he could find out. Commissioner DeNigris noted that the District 3 budget does not have any debt.

Commissioner Dugan noted that Fire Co. member Keyser joined the meeting.

OLD BUSINESS: Chief DiGiorgio reported that the Board has copies of the draft announcement for Firefighter / EMT position. Chief DiGiorgio reported that the goal is to have the Board review the draft so that it can be discussed at the next meeting or prior to the next meeting. Chief DiGiorgio reported that after the

Board approves the announcement, dates can be set to make the official announcement for creating a list of potential candidates.

NEW BUSINESS: None.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, February 20, 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: Fire Co. Member Gary Keyser asked whose idea it was to put his and Tom Harrington's names on the electronic sign outside the firehouse. Commissioner Dugan said that Lt. DeSimone made the recommendation. Fire Co. Member Keyser thanked Lt. DeSimone and was glad that the Board agreed to the recommendation since the Board did not recognize either of them.

RESOLUTIONS:

Commissioner Callas read Resolution 20-02-06-11 authorizing a conditional offer of employment be extended to Per Diem Garcia. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner O'Hare. All were in favor.

Commissioner Callas read Resolution 20-02-06-12 appointing EMS Volunteer Alexandra Speck. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner DeNigris asked Chief DiGiorgio if these additions to staff put the District back where they were at the beginning of the year. Chief DiGiorgio the Per Diem hire is going to be a swap for a part timer, which is an upcoming resolution. Chief DiGiorgio reported that the EMS Volunteer is a junior member, so the answer is no.

Commissioner Callas read Resolution 20-02-06-13 accepting the resignation of Volunteer Craig Quinn. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor.

Commissioner Callas read Resolution 20-02-06-14 approving title change of EMT Fawcett to Per Diem EMT. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 20-02-06-15 appointing Per Diem EMT Abdeljabbar. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor.

Commissioner Callas read Resolution 20-02-06-16 terminating Volunteer Griffin Sharp. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 20-02-06-17 approving the sale of Engine 35, 1995 Pierce Pumper Apparatus to East Orange. Commissioner Quirk felt that the Board should discuss this since the bid did not meet the threshold set by the Board. Commissioner Callas noted that the resolution states that the bid did not meet the threshold. Commissioner DeNigris noted that the legal advice was that the Board can choose to sell under the threshold and felt that since no higher offers were received, that the Board should sell under the threshold. Commissioner Quirk felt that since there was a request from a former member to purchase the apparatus, the Board should make sure that the public knows why the Board chose this bid. Commissioner Quirk noted that the amount offered by the former member is significantly less than East Orange bid and the Board was already involved in an auction when the former member approached the Board. Commissioner Quirk felt that there will be discussions outside this room about why the former member did not get the truck. Commissioner O'Hare noted that the Board attorney addressed the issue. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner DeNigris. All were in favor.

Commissioner Callas read Resolution 20-02-06-18 terminating Emergency Medical Services Billing Collection Agency, National Bureau of Collection Corporation. Commissioner DeNigris made a motion to introduce the resolution, seconded by Commissioner Dugan. All were in favor.

EXECUTIVE SESSION: Commissioner Callas read Resolution 20-02-06-19 to enter into closed session. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Callas. All were in favor. The Board went into closed session at 7:42 P.M.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 10:12 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 10:14 p.m.

Respectfully submitted by

Robert Callas, Secretary