

## **April 2 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 April 2, 2020 in accordance with the Public Meeting Act of 1975, Chapter 231. This meeting was held on the Zoom.com platform.

The Board observed a moment of silence for all those who had passed due to COVID-19.

**ATTENDANCE:** Commissioners Robert Callas, Michael Dugan Sr., Michael Dugan Jr., Robert O'Hare, and Thomas Quirk were present.

Chief DiGiorgio, Administrator Schultz, and EMS Captain Thompson were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

### **APPROVAL OF PREVIOUS MINUTES:**

The minutes from the March 3, 2020 Reorganization Meeting and the March 5, 2020 Regular Meeting were reviewed.

**Amendments to Previous Minutes: None.**

**Commissioner O'Hare made a motion to approving the minutes from the March 3, 2020 Reorganization Meeting and the March 5, 2020 Regular Meeting. Commissioner Dugan Sr. seconded the motion. All were in favor.**

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. reported that as of now everything is okay but that given the current situation, the Board anticipates going over budget for the year. Commissioner Dugan Sr. reported that the Board attorney outlined a couple options available if the District goes over budget. Commissioner Dugan Sr. reported that the first option would be to go for an emergency appropriation of the 3% of budget allowed by law, which would give the District an additional \$50,000 if it was approved. Commissioner Dugan Sr. reported that the other option would be to include the budget overrun in the

2021 budget as an appropriation from the prior year. Commissioner Dugan Sr. reported that after speaking with the attorney and Administrator Schultz, it appears that the second option would be the safer and preferred way to go, given that the Board does not know how much the budget overrun will be or how long the additional costs will continue for.

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 said that he hoped everyone present and their families were doing well and enjoying their time home. Chief DiGiorgio reported that in the operational division, the members and staff have done an outstanding job over the past four weeks. Chief DiGiorgio noted that many have been working long days and nights putting in additional hours to serve our community. Chief DiGiorgio reported that the District has been working with our mutual aid partners and County OEM on various initiatives and things are working out well. Chief DiGiorgio gave a snapshot of some of the COVID-19 operations. Chief DiGiorgio reported that the COVID-19 operations over the past few weeks have been very creative and there has been a lot of out of the box thinking and action. Chief DiGiorgio noted that some people commented that there was overreaction but he felt that meant that the District was a week ahead of everyone else in preparing for the situation. Chief DiGiorgio gave kudos to everyone involved with the planning and the task force for keeping up with the ever-changing situation. Chief DiGiorgio reported that the COVID-19 operational period began on March 5, 2020 following Executive Order 103 being signed by Governor Murphy. Chief DiGiorgio noted that there have been 10 Executive Orders signed by the Governor since then and that a local declaration was also made. Chief DiGiorgio reported that in developing a business continuity plan at the District, a COVID-19 task force concept was developed and has been building off past plans for natural disaster plans. Chief DiGiorgio reported that many members have stepped up, including EMT Houser, EMT Mockler, Lt. Belott, Lt. McGuinness, EMT Sulpy, and Cpt. Thompson. Chief DiGiorgio reported that the District has been in constant contact with the Public Health Nurse, Kathy Whitehead, who has been extremely helpful. Chief DiGiorgio noted that Medical Director Dr. Gluckman has also helped with planning. Chief DiGiorgio reported that the PPE stock continues to be

a challenge but there is currently an adequate supply for the responders and more on order. Chief DiGiorgio reported that the District purchased an ultraviolet light for decontamination purposes and that it has been a tremendous asset because it reduces the amount of time that the ambulance is out of service at the hospital. Chief DiGiorgio gave kudos to EMT Houser for locating and procuring the piece of equipment. Chief DiGiorgio reported that the District purchased a second LUCAS CPR device last week and it was already utilized on a call today. Chief DiGiorgio reported that he sent out an updated staffing list yesterday and it showed that there are some members that are on personal isolation and chose to remain home and out of harms way. Chief DiGiorgio reported that there are currently 4 members on District mandated self isolation, two should be cleared by Dr. Gluckman tomorrow and two on day 3 of the 14-day isolation period. Chief DiGiorgio reported that on Monday, April 6, the career staff will begin a 24/48-hour shift schedule which means the career staff will report to work at 6 am and remain in the firehouse for 24 hours. Chief DiGiorgio explained that this will allow for continuity of service and the career staff will then have 48 hours with their family. Chief DiGiorgio reported that this schedule will run Monday through Saturday and they will coordinate with the volunteer members to pick up shifts on Sunday. Chief DiGiorgio reported that an enhanced volunteer incentive program for the Fire and EMS volunteers was instituted on March 31 and he hopes this will increase the number of volunteers responding to calls. Chief DiGiorgio thanked everyone who spent time working on the enhanced volunteer incentive program. Chief DiGiorgio reported that effective last Monday, lunch is being delivered at 1 P.M. for anyone in the station and commended the Board for providing it. Chief DiGiorgio noted that this means that the staff do not have to spend time in lines for takeout food at the local establishments. Chief DiGiorgio reported that he does not have the exact number of COVID-19 cases that have been transported but he will have it for the next report. Chief DiGiorgio reported that he sat in on a phone conference with the New Jersey Crew Chiefs Assn. that focused on NJ EMS grants and discussed some of the things with OEM Director Quirk so that a project could begin to be opened up. Chief DiGiorgio noted that the threshold is \$3,100 or \$3,300 to get started and the District is well over the threshold. Chief DiGiorgio reported that a Continuation of Operations Plan was returned at the request of Hanover OEM. Chief DiGiorgio reported that the District is very excited and appreciative of the donations that have come in

recently. Chief DiGiorgio reported that home made cookies, Girl Scout cookies, snacks, pizza, hand sanitizer, and Tyvek suits were delivered from local businesses and residents. Chief DiGiorgio reported that all the donations were greatly appreciated. Chief DiGiorgio reported that he modified that on duty sleeping policy to allow the on-duty staff and members to sleep on site. Chief DiGiorgio reported that a local resident purchased 2 new mattresses and box springs that help with the new sleeping policy. Chief DiGiorgio reported that a local hotel loaned the District 2 roll away beds and bedding that also help with sleeping arrangements. Chief DiGiorgio reported that NJ OEMS issued emergency waivers to allow certified first responders as part of a crew on our ambulances but unfortunately at this time the District only has one certified first responder. Chief DiGiorgio reported that the District has tried to keep up with the District Facebook page and notifications and requests have been going through there. Chief DiGiorgio thanked Hanover Township PBA and Police Dept for providing lunch this past week. Chief DiGiorgio reported that he has been working closely with Whippany Fire Dept. Chief Cortright to coordinate each district's plans. Chief DiGiorgio reported that cleaning schedules, twice a day and before meals, have been instituted to ensure that staff are safe while at the firehouse and that they are not bringing anything home to their families when they leave the firehouse.

Chief DiGiorgio asked if anyone had any questions. Commissioner O'Hare asked if Care One has put any undue burden on the District. Chief DiGiorgio reported that the District responded to the facility on the day that the patients were being moved to determine what the situation entailed as far as number of patients, but that there have been no other calls from the facility.

Commissioner O'Hare asked if the District received any feedback from the hospital about the outcome of patients that are transported there. Chief DiGiorgio reported that currently the only communication that the District receives is an update on COVID-19 positive cases and their location.

Administrator Schultz asked if anyone had any other questions for Chief DiGiorgio. There were no questions.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Nothing to report.

**BUILDINGS AND GROUNDS:** Commissioner O'Hare reported that the landscaper is up and running.

Chief DiGiorgio reported that the UV light has been used to sanitize all areas of the firehouse that the staff utilizes.

Chief DiGiorgio reported that a representative from Greenwood Tree is going to stop by tomorrow to discuss trimming some of the large trees on the property because some large branches fell over the winter.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that Fire & Safety was in to try to complete whatever outstanding projects they had so they could reduce their exposure in and out of firehouses. Chief DiGiorgio reported that F.I.S. has ordered parts for repairs but will wait until the all clear to come to the firehouse to make repairs.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Commissioner Dugan Sr. reported that meetings are on hold.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Nothing to report.

**OLD BUSINESS:** Administrator Schultz reported that he spoke with Commissioner Dugan Sr. and Commissioner O'Hare about workers' compensation insurance and it was decided to put the inquiry into other insurance carriers was put on hold until after the COVID-19 operation. Administrator Schultz reported

that the first payment has been made to Travelers to ensure that the District is covered.

**NEW BUSINESS:** Commissioner Quirk reported that he spoke with Chief DiGiorgio and Administrator Schultz about FEMA reimbursement and there was a question about whether the District would be eligible for reimbursement for temporary hiring. Commissioner Quirk reported that he received documents which indicate that the District would be covered for 75%. Commissioner Quirk emphasized the need to track all the District COVID-19 expenses. Commissioner Quirk noted that the District is only eligible for COVID-19 related overtime reimbursement for full time personnel. Commissioner Quirk reported that both regular salary and overtime are eligible for part time personnel. Commissioner Quirk reported that forms have been sent out to track COVID-19 related salary and overtime costs.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, April 16, 2020 at 7:00 P.M.

The Joint Fire Prevention Board Meeting on Monday, April 13, 2020 has been cancelled and will be rescheduled.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:**

**Administrator Schultz asked if the Board had any objections to approving the following resolutions by consent agenda. There were no objections.**

**Administrator Schultz read Resolution 20-04-02-38 appointing Provisional Firefighter / EMT David Sulpy.**

**Administrator Schultz read Resolution 20-04-02-39 appointing Interim Per Diem EMT Stefan Schuele.**

**Administrator Schultz read Resolution 20-04-02-40 rescinding Resolution 20-03-05-37.**

**Administrator Schultz read Resolution 20-04-02-41 accepting the resignation of Daniel Poulter.**

**Commissioner Dugan Sr. made a motion to introduce the resolutions, seconded by Commissioner Callas. All were in favor.**

**EXECUTIVE SESSION: None.**

**ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner O'Hare, to adjourn the meeting. All were in favor. The meeting was adjourned at 7:27 p.m.**

Respectfully submitted by

---

Thomas Quirk, Secretary