

## **June 4, 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 June 4, 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 have given their lives in service of their communities and nation, in particular Firefighter Frank McKenna passed away yesterday.

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

Chief DiGiorgio, Administrator Schultz, Lt. McGuinness, Captain Thompson, FF Gilson, EMT Mockler, FF Ujfalussy, and Volunteer FF Bergen were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** Administrator Schultz reported that the Board received a newsletter from the New Jersey Association of Fire Districts and it will be distributed to the Board members.

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

**The minutes from the May 21, 2020 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner O'Hare made a motion to approving the minutes from the May 21, 2020 Regular Meeting. Commissioner Callas seconded the motion. All were in favor.**

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. reported that not much has changed since last meeting and that a lot will hinge on the reopening schedule plan, the staffing levels and the money that will be needed to fund it.

### **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 staying safe. Chief DiGiorgio reported that he was saddened to announce the passing of longtime Exempt Firefighter Frank McKenna. Chief DiGiorgio reported that Frank passed away at his home on Wednesday and funeral arrangements are being planned by his family. Chief DiGiorgio noted that a full firefighters funeral service will be held. Chief DiGiorgio reported that additional details will follow but are tentatively looking at Friday, June 12. Chief DiGiorgio reported that the Whippany Fire Department has extended their condolences and placed a bunting on their fire house in a show of solidarity, just as District 3 did for the loss of their three brother firefighters. Chief DiGiorgio reported that he spoke with Chief Cortright to discuss the importance of coming together as one firefighting family and thanked him for his support on behalf of the McKenna family and District 3.

Chief DiGiorgio gave the following operational updates pertaining to the pandemic.

Chief DiGiorgio reported that over the last two weeks the District has seen a reduction on COVID calls however the District is continuing to see an upward trend in routine medical calls and fire calls. Chief DiGiorgio reported that this Monday the District answered 9 EMS calls, none of which were COVID.

Chief DiGiorgio reported that Phase 2 of the plan to reopen the District began on June 1, returning probationary EMTs back to their shifts along with a few non-essential EMS members. Chief DiGiorgio thanked the members that attended the mandatory COVID-19 training. Chief DiGiorgio thanked EMT Houser for conducting five training sessions to date. Chief DiGiorgio reported that at least one more session will be needed because not all members have attended the training yet. Chief DiGiorgio reported that Governor Murphy continues to sign executive orders and some of the new orders are relaxing some of the previous orders. Chief DiGiorgio reported that the Fire Prevention Bureau has received numerous calls and inquiries about tent permits and occupancy counts from facilities looking to provide outdoor events with correct social distancing. Chief DiGiorgio reported that he has reached out to Hanover OEM, PD, and Building Department to set up a meeting so that the three agencies can move forward together as health, building, police and fire agencies all need to be on the same page when the facilities look to reopen for outdoor events.

Chief DiGiorgio reported that the District continues to monitor member and staff temperatures at the beginning and end of their shifts.

Chief DiGiorgio reported that as part of the Phase 2 reopening, the use of the RAD safety car has been discontinued and the supplies have been placed on the primary ambulance. Chief DiGiorgio reported that crews have been trained on the use of the equipment and are responsible for decontamination themselves after each call.

Chief DiGiorgio reported that the Lieutenants Reports for May were emailed to the Board.

Chief DiGiorgio reported that due to the recent unrest and protests in our area, the Borough of Madison has requested a ladder truck be on standby during a protest that occurred yesterday. Chief DiGiorgio reported that Lt. Belott put together a crew of six on standby but thankfully they were not needed.

Chief DiGiorgio noted that last meeting there was a discussion on the draft Staffing Policy and reported that he will request the Board's approval later in the meeting.

Chief DiGiorgio apologized for not making to Board aware of the change in class rating because of being so busy during the COVID crisis. Chief DiGiorgio was pleased to announce that reported that the District received their report back from ISO about the District Fire Protection Capabilities and the District increased from a Class 4 to a Class 3 department by a total of 10 improvement points. Chief DiGiorgio noted that the District was only four points shy of a Class 2 rating and that he is going to reach out to the ISO with questions. Chief DiGiorgio reported that a Class 3 rating is very good for the District and thanked everyone involved with ensuring that the District records and reports were kept up to date. Chief DiGiorgio reported that the credit received for on duty and on call staffing helped increase the rating. Chief DiGiorgio reported that he will put together a letter announcing the new rating that can be posted on the website.

Chief DiGiorgio concluded his report.

Commissioner O'Hare asked what the financial impact of the ISO rating was and if business insurance would be less. Chief DiGiorgio reported that as of July 1, residents and businesses will be able to go back to their insurance carriers and

discuss their premiums due to the higher ISO rating. Chief DiGiorgio noted that there is not a published standard reduction for moving ISO classes but would be handled on a case by case basis by the insurance carriers. Chief DiGiorgio reported that the increased rating also highlights the direction that the department is moving in to all the residents and business owners.

Commissioner O'Hare asked for a status update on collecting an outstanding \$3300 Fire Prevention penalty from Foster. Chief DiGiorgio reported that the plan was to issue a certified letter advising them that they were delinquent and hopefully starting a conversation to avoid a municipal summons through the court system. Chief DiGiorgio reported that the process was put on hold due to the COVID crisis. Chief DiGiorgio reported that he has driven by the establishment on numerous occasions and there has not been any sign of anyone on the premises but will start the process again once there are signs that the business has reopened.

Commissioner O'Hare asked about Lt. McGuinness meeting with someone at the former Norman Gale site and asked if it was ultimately going to be a car dealership. Chief DiGiorgio reported that Lt. McGuinness saw some activity at the former Norman Gale site and that was the information he was provided with when he stopped by and the site has been established as an active GMC / Buick dealership.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**PERSONNEL:** Commissioner Quirk reported that there are a number of outstanding personnel matters that are currently being investigated or reviewed and as soon as they are completed there will be more information to report. Commissioner Quirk reported that he sent an email to the Commissioners today with a proposed procedure for notification. Commissioner Quirk reported that he and Commissioner Callas put some time in working on the proposal and indicated that the proposal outlines the way in which personnel matters should be handled going forward. Commissioner Quirk reported that Chief DiGiorgio and Administrator Schultz were also given a copy of the proposal and asked if anyone had any questions on it. Commissioner Dugan Sr. had no questions. Commissioner O'Hare commented that he had no problem with the processes laid

out but with all due respect did not believe that that the Administrator should be one of the people who did investigations or administered discipline.

Commissioner O'Hare noted that this would be for the current Administrator or anyone who holds the position down the line. Commissioner Quirk noted that the revised proposal eliminates the Administrator from these roles. Chief DiGiorgio reported that one of the bullet points in the proposal stated that any form of discipline would require a hearing and noted that discipline could be anywhere from a verbal to a written discipline. Chief DiGiorgio was not sure if the policy should be as broad as any form of discipline and felt that requiring a hearing for a verbal or written discipline was too many layers. Commissioner Quirk reported that Commissioner O'Hare had the same concern and that he and Commissioner Callas are looking into it further. Commissioner Quirk noted that the current District policy allows for hearing for discipline in general and might need to be offered for all discipline. Commissioner Quirk noted that the Policy could be changed. Commissioner O'Hare felt that discipline that rises to a certain level, such as suspension or termination, would definitely be entitled to a hearing but did not feel that the Board wanted to get bogged down with low level discipline. Commissioner Quirk agreed but wanted to be sure that the proposed processes did not violate a policy or the FMBA contract. Commissioner Dugan Sr. did not have a problem with the Personnel Committee being notified about all disciplinary actions because it kept the Committee in the loop but the Committee did not have to act every time someone was disciplined. Commissioner Dugan Sr. noted that this would allow the Committee to see trends in things that personnel were being disciplined for and inquire about it. Commissioner Quirk noted that the Committee is trying to establish continuity in the discipline procedure and apologized for not sending a copy of the proposal to Asst. Chief Martin.

Administrator Schultz forwarded the proposal to Asst. Chief Martin.

Commissioner Callas noted that the proposal is a step forward and that there are just a few things that need to be tweaked. Commissioner Quirk noted that there would not be a need for executive session tonight.

**NEGOTIATIONS:** Commissioner Callas reported that he and Commissioner Dugan Sr. met with the FMBA a few times since last meeting to discuss the new hours which will be outlined in Chief DiGiorgio's presentation later in the meeting.

Commissioner Callas reported that negotiations for the new contract should commence within a month or so.

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

**BUILDINGS AND GROUNDS:** Chief DiGiorgio reported that the invoice from Greenwood Tree for \$1485.00 was received and asked the Board if he should submit it for payment. Commissioner Dugan Sr. asked Chief DiGiorgio to hold the invoice until he looked into it. Commissioner Quirk asked what work was covered in the invoice. Commissioner Dugan Sr. reported that the invoice was for work on the trees along Mountain Ave.

Commissioner Dugan Jr. thanked EMT Waldron for cleaning out the tent. Administrator Schultz thanked EMT Mockler and FF Gilson for their help in cleaning out the tent.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that the brakes that were ordered for the ladder truck have been delivered to the mechanic and they are scheduled to be replaced next week.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Nothing to report.

**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 received a phone call from a representative of 7710 Insurance and they will hopefully provide the District with a Workers Comp Insurance quote by next meeting. Administrator Schultz reported that all the required information for the Workers Comp audit has been submitted and results should be available in a week or so.

Administrator Schultz reported that he was provided with a breakdown of COVID expenses that the District can expect to be reimbursed by FEMA for. The submission is on hold for now. Commissioner O'Hare asked when the District can start applying for the reimbursement and if there was any hope of receiving the reimbursement in this fiscal year. Administrator Schultz reported that the submission can be done at any time but cautioned that the District should wait until all the COVID expenses have been processed. Administrator Schultz reported that based on a conversation he had with Morris County Chief DiGirolamo; any reimbursement would not happen this fiscal year. Commissioner Quirk reported that historically what happens is that after the event or crisis is over, the reimbursement payments will start to be made. Commissioner Quirk reported that the one thing that the District has going for it is that it will not be considered a large project, which is in excess of \$100,000, because large projects typically are the last to be reimbursed because they require more documentation proofs. Commissioner Quirk noted that even if the District is part of the first reimbursements, it would probably not be until next year. Chief DiGiorgio asked if the Township has submitted anything for reimbursement yet. Commissioner Quirk reported that the Township has not submitted anything yet.

Commissioner Dugan Sr. asked for a status report on the hiring of a data entry person. Administrator Schultz reported that the job description and a sample job announcement for the papers has been sent to the Personnel Committee. Administrator Schultz reported that once the committee approves the it, he will have the announcement published in the papers. The committee approved both the job description and the sample announcement. Commissioner O'Hare asked what the hourly rate was set at. Administrator Schultz reported that the rate was \$20 /hr. Commissioner Dugan Sr. noted that the description limited the number of hours per week to be worked. Administrator Schultz agreed that the limit was 20 hours a week.

**NEW BUSINESS:** Administrator Schultz turned the floor over to Chief DiGiorgio for his presentation.

Chief DiGiorgio made the following presentation on staffing and scheduling accompanied by Power Point slides.

Chief DiGiorgio reported that he is using June 4 as the jump off point for Phase 2 of the District COVID reopening. Chief DiGiorgio reported that the District is in the business of protecting life and property and those objectives have not changed pre or post COVID. Chief DiGiorgio reported that the District residents have always enjoyed the advantage of a quick response. Chief DiGiorgio reported that staffing and scheduling has been looked at multiple times over the past few years – the fire protection study in 2004, an adequate staffing plan in 2005, an evaluation of both Township departments in 2012, and two ISO reviews in 2014 and 2020. Chief DiGiorgio reported as the District continues to move forward and evolve and the response community continues to grow, the District needs to continue to take steps to move forward. Chief DiGiorgio reported that the District operates as a Fire Division under Asst Chief Martin, an EMS Division under Asst. Chief DeSimone, a Career Division under Lt. Belott, and an Administrative Division under Administrator Schultz. Chief DiGiorgio reported that the Volunteer Fire Division currently has 18 interior qualified firefighters, five of whom are fire officers. Chief DiGiorgio reported that there are currently 3 exterior support firefighters for a total of 21 Volunteer Fire Division members. Chief DiGiorgio reported that the Volunteer EMS Division encompasses five EMTs, three of which are officers. Chief DiGiorgio noted that one is currently on an extended self isolation period. Chief DiGiorgio reported that there is one EMS Junior, two probationary EMTs in the department less than one year, two college leave EMTs, seven EMTs on extended COVID leave, totaling 17 EMS members. Chief DiGiorgio reported that the Career Fire Division currently has a Chief, 3 lieutenants, 2 FF / EMT/ Fire Inspectors, and one interim FF / EMT. Chief DiGiorgio reported that the Full Time, Part Time, Per Diem EMS Division has one Full Time EMT, one interim Full Time EMT, two Part Time EMTs, and six Per Diem EMTs. Chief DiGiorgio reported that on the Fire side, mutual aid / automatic aid partnerships are with Whippany, Morris Township, Madison, Morris Plains, and Mt. Tabor. Chief DiGiorgio reported that on the EMS side the District partners with Morris Minutemen, and Par Troy. Chief DiGiorgio reported that when ISO conducted their review, the District received a lot of points for automatic aid, which means there is a prearranged automatic response to all structure fires.

Chief DiGiorgio reported that from a shift coverage perspective, the EMS Division currently provides 24 hour a day coverage 365 days a year with a minimum of 2 EMTs as required. Chief DiGiorgio reported that the total coverage hours for EMS



is 17,520 hours per year. Chief DiGiorgio presented a slide which compared the 2017 coverage figures to the current figures. Chief DiGiorgio noted that currently on Monday thru Friday the Career Division FF / EMT acts as an EMT on the overnight shift, with Part Time and Per Diem filling in the evening and Sunday shifts. Chief DiGiorgio reported that the comparison shows the way this schedule fills in the gaps in coverage that existed in the 2017 schedule. Chief DiGiorgio reported that Fire Division comparison between 2017 and currently highlights that the Friday overnight coverage remains a challenge. Chief DiGiorgio reported that the ultimate goal is to enhance our ability as a District to attain and maintain 24 hour staffing utilizing our volunteer staff along with the compensated staff to ensure that our community has adequate protection from fire, receives EMS coverage, and all hazard requests from the tax payers are handled. Chief DiGiorgio recommended that Volunteer Fire and EMS members continue to be offered a standby shift benefit through the end of 2020. Chief DiGiorgio reported that there was a significant increase in the volunteer signups when this was implemented. Chief DiGiorgio recommended this in order to maintain our 2 non-probationary EMTs per shift 24 hours a day as was outlined in the staffing policy. Chief DiGiorgio recommended this from the Fire side in order to maintain 4 interior firefighters per shift 24 hours a day as outlined in the staffing policy. Chief DiGiorgio reported the Fire Division will continue to rotate on Saturday and Sunday rotations. Chief DiGiorgio recommended that the Career Fire Officers and FF /EMT / Inspectors continue with a 24/48 hour shift covering 6 days with the parameters outlined in the recently signed MOA with the FMBA. Chief DiGiorgio reported that this would need to continue with 3 officers and three FF / EMTs for a total of six personnel. Chief DiGiorgio recommended that the Career EMS Division extend the coverage to include 7 days per week from 6 AM to 6 PM with a minimum of 1 EMT on duty. Chief DiGiorgio reported that this would provide coverage on Sundays which has always been a problem. Chief DiGiorgio recommended modifying the schedule to an 84-hour work week to cover all 7 days. Chief DiGiorgio recommended going to a 96 hour pay period with no overtime being paid until 96 hours is reached like the career firefighters are doing. Chief DiGiorgio recommended continuing to recruit Per Diem EMTs to supplement the current volunteer and career staff. Chief DiGiorgio recommended enhancing the coverage of the EMS shifts with one additional fulltime EMT to cover the additional 40 hours that is currently left open. Chief DiGiorgio reported that the standby incentive is to enhance and increase the

volunteer firefighter response. Chief DiGiorgio reported that the 24 hour coverage by the career FF / EMTs have helped with call out coverage, EMT coverage, decreased response time, the safety of having a minimum of two members in the firehouse, the Friday night coverage problem, and overtime and holiday pay saving. Chief DiGiorgio asked if there were any questions.

Commissioner O'Hare asked for an update on the meetings that the Negotiations Committee had with the FMBA and if the outcome of the meeting was reflective of what Chief DiGiorgio just presented. Commissioner Callas reported that the meetings went well and will provide extra coverage and a financial benefit to the District. Commissioner Dugan Sr. noted that the Career FF / EMTs wanted the 24/48 schedule and have given up quite a bit for the Board to allow them to continue on that schedule. Commissioner Dugan Sr. felt it was a very good plan and extends coverage without cost. Commissioner Dugan Sr. did not see any reason not to continue on the 24/48 schedule. Commissioner O'Hare reported that this was his impression based on the Chief's presentation and is quite pleased with what he saw. Commissioner Quirk asked for clarification that this plan is based on six career FF / EMTs and the District only has 5 career FF / EMTs because it was his understanding that the sixth person was a temporary position. Commissioner Quirk wanted to know if the Board was hiring another fulltime FF / EMT. Commissioner Dugan Sr. verified that the sixth position was currently an interim position but felt that the Board could continue the interim position until at least the end of the year. Commissioner Quirk reported that he wanted clarification that the sixth person was an interim position or if the Board was permanently increasing the headcount. Commissioner Dugan Sr. agreed that the new schedule was predicated on having the sixth person but agreed that the Board needed to verify that the interim position could be utilized until the end of the year. Commissioner Callas felt that sixth person was going to be utilized as a floater to fill in where needed. Commissioner Dugan Sr. confirmed that this would be how the position was utilized as long as it did not create overtime for the sixth person. Commissioner O'Hare was in favor of the new schedule with the understanding that the sixth position would become permanent because even if the Board kicked the can down a little further, he felt that ultimately the Board would have to create the sixth position whether it was six, twelve or eighteen months from now. Commissioner Dugan Sr. agreed with Commissioner O'Hare because it was better for the public and all around. Commissioner Dugan Sr. noted that the money for a FF / EMT was

put in the budget for an April or May hire and felt that it would come down to it anyway. Chief DiGiorgio reported that the next slide in his presentation was for the approval that he needed to move forward with the staffing and scheduling plan effective June 15. Commissioner Dugan Sr. asked if the plan included adding a third fulltime EMT. Chief DiGiorgio reported that he needed approval for the following:

1. Approval of the 24 / 48 hour career schedule as negotiated with the FMBA.
2. Approval of the extension of the standby incentive for the volunteer FF / EMTs.
3. Approval of the fulltime EMT coverage, 7 days a week with the 84 hours of compensation.
4. Approval of the staffing policy and guidelines as it lays out and goes in sync with the MOA.
5. Approval to announce a Fulltime EMT position to increase to 3 fulltime EMTs.

Chief DiGiorgio reported that he needs Board approval in order for him to move forward with the scheduling, both fire career and EMS, and volunteer incentives. Commissioner Dugan Sr. reported that he was not sure about the fulltime EMT right now. Commissioner Callas noted that the Board still has to work within the budget. Commissioner O'Hare asked how adding the 3<sup>rd</sup> fulltime EMT affects the budget. Commissioner Dugan Sr. reported that the salary for the position was not budgeted for this year. Chief DiGiorgio reported that the money that is currently being paid to some part-time EMTs exceeds forty hours a week would now be used to pay the fulltime position. Commissioner Dugan Sr. asked for clarification that the District was also short on part-time EMTs. Chief DiGiorgio agreed. Commissioner Dugan Sr. pointed out that hiring more part-time EMTs would help out. Chief DiGiorgio allowed that it would give the District some leeway but that in the past the Board has allowed him to announce a position so that candidates can be in the que if they are needed. Commissioner Dugan Sr. did not have any problem with announcing the position. Commissioner Callas asked for clarification that the Board has always allowed positions to be announced in order to maintain lists. Commissioner Dugan Sr. agreed. Commissioner O'Hare verified that the slide that outlines the items for Board approval asks for the approval to announce the position. Commissioner O'Hare made a motion to approve the items on the slide unless any other Board members had other items they wished to discuss. Commissioner Dugan Sr.

noted that on the bottom of the slide it says to announce for 3 fulltime EMTs and he would like to see it say announce a fulltime EMT position to create a list. Commissioner Quirk felt that each of the items on the list should be voted on separately. Chief DiGiorgio noted that he was not looking for the Board to necessarily approve each item together. Chief DiGiorgio asked the Board for approval of the 24 / 48 hour career schedule as negotiated with the FMBA. Administrator Schultz reported that the procedure would be for the Board to make a motion on the item. Administrator Schultz noted that the MOA that was negotiated would need to be sent to Mr. Trimboli for review and then a resolution approving the MOA would be presented at the next meeting. Administrator Schultz reported that the Board already approved the creation of the interim FF /EMT position for the duration of the State of Emergency which was still in place as of this afternoon but this would not preclude the Board from creating the permanent FF /EMT position which was budgeted for. Administrator Schultz noted that the District is currently on budget for salaries and it needs to be kept an eye on. Administrator Schultz felt that if overtime could be curtailed, it would definitely help the District. Administrator Schultz agreed that each item on the list needed to be handled separately.

Commissioner Dugan Sr. made a motion that the Board go ahead with the MOA. Commissioner Callas asked for clarification that the 6<sup>th</sup> FF / EMT is being used as a floater. Administrator Schultz confirmed that the MOA reflects the 6<sup>th</sup> FF / EMT as a floater position. Commissioner Quirk asked for clarification on whether the floater position would have scheduled hours. Commissioner Dugan Sr. clarified that the floater would have three scheduled 24 hour shifts but if two people were out on a particular day, the floater could be rescheduled to cover the open shift. Commissioner Callas seconded the motion. All were in favor.

Administrator Schultz reported the second item on the list was approval of the extension of the standby incentive for the volunteer FF / EMTs. Commissioner Dugan Sr. asked Asst. Chief Martin what his staffing levels are. Asst. Chief Martin reported that the numbers in the Power Point presentation are a true depiction of the staffing levels. Asst. Chief Martin reported that most of the nights there are three people plus one officer except for Friday nights which has no crew. Asst. Chief Martin reported that the 24 / 48 hour schedule alleviates his worry about Friday nights plus eliminates the problem when every 5<sup>th</sup> weekend day the

Friday night crew rolls around and leaves him short crew for that shift. Asst. Chief Martin reported that the standby pay seems to be working out very well and more people have been coming out on the weekends. Commissioner Dugan Sr. reported that he would like to know what the to standby payout has been and what the projected payout for the remainder of the year would be. Administrator Schultz reported that there is money budgeted in the Standby Payments line and can be used to continue the incentive program. Administrator Schultz noted that even if the District overspends the Standby budget a little, it appears that the benefit would outweigh the additional cost. Commissioner Dugan Sr. made a motion to approve the extension of the standby incentive, seconded by Commissioner O'Hare. All were in favor.

Administrator Schultz reported that the third item on the list is approval of the fulltime EMT coverage, 7 days a week with the 84 hours of compensation. Commissioner O'Hare reported that the big benefit would be Sunday coverage which was always a difficult shift to fill. Administrator Schultz said that his only question was that the FMBA in the MOA has taken their 80hours of compensation and stretched it out over 96 hours which means they are taking less per hour and working more hours. Administrator Schultz reported that he assumes the same concept would happen here and that 80 hours of pay would be stretched over 84 hours of work. Administrator Schultz felt that paying the EMTs for the additional 4 hours would be cumbersome for our budget. Chief DiGiorgio reported that he ran the numbers and the increase would \$76 per EMT per paycheck. Commissioner Dugan Sr. asked if this setup included the 3<sup>rd</sup> EMT. Chief DiGiorgio reported that it did not, only the current one Fulltime EMT and one interim Fulltime EMT. Commissioner Dugan Sr. asked if the concept of an 84 hour pay period for 80 hours pay was discussed with them. Commissioner O'Hare said the simple thing was if the concept had been discussed with them. Chief DiGiorgio reported that he met with both EMTs and this is what they collectively came to a decision on and he thinks the \$76 for the Sunday coverage is a happy medium for both parties. Administrator Schultz noted that to move forward with this plan the Board would need to agree and the terms and conditions of employment would need to be updated. Administrator Schultz also stressed that it has to be emphasized that when someone is out, the vacancy will not be backfilled unless it means no one is here. Commissioner O'Hare made

a motion to approve fulltime EMT coverage, 7 days a week with the 84 hours of compensation, seconded by Commissioner Dugan Sr. All were in favor.

Administrator Schultz reported that the fourth item on the list was approval of the staffing policy and guidelines as it lays out and goes in sync with the MOA. Chief DiGiorgio staffing guideline plan was something that was proposed following some discussions about what would be our minimum staffing, how we would staff during volunteer hours and during career hours, how we would backfill, and how we would call in needed help. Chief DiGiorgio reported that he put together a staffing policy which was discussed at the stakeholders meeting and approved by all present at that meeting. Chief DiGiorgio asked for the Board to approve the policy which allow him to utilize the staff as needed. Commissioner Dugan Sr. felt that the policy should be reviewed by legal counsel before approval. Chief DiGiorgio asked if there was anything in the MOA that references minimum staffing or staffing levels. Administrator Schultz reported that the only thing that was discussed was that even though there would be two members on duty at all times, staffing allows for the level to go down to one member without being backfilled. Administrator Schultz noted that there was also no solid delineation as to whether a FF / EMT moved back and forth between duties during their shift. Chief DiGiorgio felt that his policy and what appears to be outlined in the MOA appear to be the same but maybe a more in-depth comparison could be made and the item revisited at the next meeting. Commissioner Dugan Sr. agreed.

Administrator Schultz reported that the 5<sup>th</sup> item was the approval to announce a fulltime EMT position to increase to 3 fulltime EMTs. Administrator Schultz reported that the most current posting for a fulltime EMT have yielded nothing but it can be re-announced. Commissioner O'Hare suggested announcing it through the Morris County EMS Captains Alliance Group. Administrator Schultz reported he would look into it. Commissioner Dugan Sr. felt that no motion was needed because the Chief always had the authority to maintain a list. The Board agreed.

Chief DiGiorgio thanked the Board for their time.

Commissioner Quirk reported that Mr. Gorgio put out a memorandum to the department heads that stating that executive orders prohibit indoor group meeting

of more than ten people. Commissioner Quirk cautioned the District about holding training sessions that violated the order. Chief DiGiorgio reported that the training session required signups and were limited to ten people and social distancing was upheld.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, June 18, 2020 at 7:00 P.M.

The Joint Fire Prevention Board Meeting will be rescheduled.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:**

**Administrator Schultz read Resolution 20-06-04-52 rescinding Resolution 20-04-16-43. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Quirk. Commissioners Callas, Dugan Sr., Dugan Jr., and Quirk were in favor. Commissioner O’Hare was against.**

**Administrator Schultz read Resolution 20-06-04-53 accepting the resignation of Per Diem EMT Fawcett. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Quirk. Commissioners Callas, Dugan Sr., Dugan Jr., and Quirk were in favor. Commissioner O’Hare was against.**

**Administrator Schultz read Resolution 20-06-04-54 accepting the resignation of EMT Bilyk. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. Administrator Schultz asked if the Board had any questions regarding the position. All were in favor.**

**EXECUTIVE SESSION:** None.

**ADJOURN:** A motion was made by Commissioner Dugan Sr., seconded by Commissioner Callas, to adjourn the meeting. All were in favor. The meeting was adjourned at 8:31 p.m.

Respectfully submitted by

---

Thomas Quirk, Secretary