

**August 20, 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 August 20, 2020 in accordance with the Public Meeting Act of 1975, Chapter 231. The Board observed a moment of silence for all those who have given their lives in service of their communities and nation.

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

Chief DiGiorgio, Asst. Chief of EMS DeSimone, Captain Thompson and EMT Waldron were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the July 30, 2020 Special Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Dugan Sr. made a motion to approve the minutes from the July 30, 2020 Special Meeting. Commissioner Callas seconded the motion. All were in favor.**

**The minutes from the August 6, 2020 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Dugan Sr. made a motion to approve the minutes from the August 6, 2020 Special Meeting. Commissioner O'Hare seconded the motion. All were in favor. Commissioner Quirk abstained.**

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. reported that the preliminary August 2020 YTD financial reports were distributed to the Board. Commissioner Dugan Sr. reported that the EMS income is below budget but hopefully will pick up. Commissioner Dugan Sr. reported that expenses are creeping up a little bit but that is to be expected.

Commissioner Callas 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 and outlined the following items:

Chief DiGiorgio reported that the District responded to some mutual aid recently including a structure fire in Florham Park and a confined space recovery in Randolph. Chief DiGiorgio commended the responding member of this District and the other members of the Technical Rescue Team who responded for working well together during the unfortunate circumstances in Randolph. Commissioner Callas asked who made the recovery. Chief DiGiorgio reported that FF Ujfalussy made the recovery and due to the fact that it was a recovery, only one member was required to respond. Commissioner Dugan Sr. reported that he was at the scene and heard only praise for the job that was done. Commissioner Callas noted that Commissioner Dugan Jr. was also on site. Commissioner Dugan Jr. noted that he drove the apparatus.

Chief DiGiorgio reported that he had a meeting with Chief Cortright and DSgt. Schauder to determine their needs for the generator at Fieldstone. Chief DiGiorgio reported that they visited the site to get the stats of the generator. Chief DiGiorgio reported that a radio communications representative also visited the site along with a representative who will be putting the whole system together and an electrician. Chief DiGiorgio reported that the team showed some interest in the generator and moving it over to the Bayer Place water tower after building pads to place the generator and propane tank on. Chief DiGiorgio noted that they also talked about moving it to Hanover Ave. Chief DiGiorgio reported that he is waiting to hear back from Dsgt. Schauder about which direction they wish to go.

Chief DiGiorgio reported that the Whippany Firehouse is looking to install a card access and camera security system in the firehouse with the police department and Hanover Township hosting the server for the swipe system and the cameras. Chief DiGiorgio reported that Dsgt. Schauder and a representative from the camera company came to look at the District 3 swipe system and camera system. Chief DiGiorgio reported that after looking at the current system, Dsgt. And the

camera representative reported that District 3 would be able to do something similar where all the components would be at the police station or town hall and maintenance being performed on a monthly basis. Chief DiGiorgio noted that the District pay over \$800 a month for the current system and is not sure what is covered in that fee. Chief DiGiorgio reported that there is a Windows 7 computer that is running our current system and since Windows 7 is no longer supported, it leaves the District vulnerable to someone outside accessing the cameras. Chief DiGiorgio reported that the District should consider getting a new PC to run the current system. Chief DiGiorgio reported that the camera representative took pictures of every door, swipes, locking mechanisms and wiring. Chief DiGiorgio noted that they discussed placing additional cameras at the fire house, the cost of which would be picked up by the police department. Chief DiGiorgio reported that cameras could be placed on the front of the firehouse to monitor the intersection and would be monitored by the police department. Chief DiGiorgio noted that the cameras would be analog cameras, not digital cameras. Chief DiGiorgio reported that the police department and security company would get back to him with quotes on a new system and how it would all function regarding monitoring and maintenance fees. Chief DiGiorgio noted that the police department would like to move quickly on the project. Commissioner Dugan Sr. asked if the police department or Township would be paying to install the system as part of hosting it. Chief DiGiorgio felt that any of the infrastructure parts needed would be a cost to the District as well a portion of the monthly maintenance fee but that service or contract issues would be handled by the Township. Chief DiGiorgio reported that the District would still have access to all the firehouse security system along with the police department and it would also serve as an additional backup for the system. Chief DiGiorgio noted that the police would not be able to access our cameras and the District would not be able to access their cameras. Commissioner O'Hare asked for clarification on the police department being able to access the firehouse cameras. Chief DiGiorgio reported that the District could grant the police department access to monitor the cameras but they would not be able to access without permission. Commissioner Dugan Sr. asked if access could be granted by camera so that the police could have access to the cameras outside the building but not have access to cameras inside the building. Chief DiGiorgio thought that access could be granted to individual cameras. Commissioner Dugan Sr. felt that the District would have a

hard time getting on board for this year but perhaps next year. Chief DiGiorgio thought that the system would be built with the capability to carry the three agencies at a minimum and it should not be an issue for this District to upgrade to the system in the future. Commissioner Dugan Sr. recalled that the District had looked at upgrading in the past because the District is paying \$800 a month for people to swipe in but that nothing came of it. Chief DiGiorgio reported that the monthly fee on the new system would be about the same but the District would have to invest in the infrastructure at about \$20,000 - \$25,000 cost to get on the new system. Chief DiGiorgio noted that the Board needs to discuss what it wants a new security system to do and how long it would take to recoup the cost of a new system. Commissioner Dugan Sr. felt that the District should discuss splitting the cost with Mr. Giorgio since the system will benefit the police department. Chief DiGiorgio noted that the project is in the preliminary stage and that the security company will be putting together a quote for the project. Commissioner Quirk felt that the District had time to decide because there were more components to the project than were noted here. Chief DiGiorgio hoped that the quote would be available in time to possibly include money in the 2021 budget but felt that the District should look at replacing the old computer that is running the current system. The Board agreed that the computer should be replaced with a Windows 10 computer and noted that it could always be used elsewhere if and when the District migrated to the new security system.

Chief DiGiorgio asked if there was any movement on the MOA and discussion on the 24-hour Career Shift rule. Commissioner O'Hare reported that Administrator Schultz was going to look into amending the MOA but was not sure of the status. Commissioner Dugan Sr. reported that the Board agreed that the intent of the MOA was that career personnel were not scheduled for more than 24-hour shifts. Chief DiGiorgio reported that he would follow up with Administrator Schultz.

Chief DiGiorgio reported that late last week, with input from various individuals, he put together Staff Travel & Return Guidelines. Chief DiGiorgio noted that the District currently has two individuals who returned from states that were listed as quarantine states. Chief DiGiorgio asked for direction from Dr. Gluckman and Captain Whitehead. Chief DiGiorgio reported that Dr. Gluckman directed him to follow CDC guidelines and that is what the District is doing. Chief DiGiorgio asked if the Board had any questions concerning this. Commissioner Dugan Sr. noted

that the District needs to follow whatever guidelines are applicable and is why tonight's meeting is being held outdoors. Commissioner Quirk felt that Dr. Gluckman should be more involved. Commissioner Dugan Sr. agreed and felt that Dr. Gluckman should be outlining the CDC guidelines for the District as opposed to making the District research the guidelines. Chief DiGiorgio noted that Dr. Gluckman is the medical director and occupational health physician but public health is not part of his realm. Commissioner Dugan Sr. asked if the Board had a contract with Dr. Gluckman. Chief DiGiorgio reported that the District had a contract with Dr. Gluckman and a job description for his position. Commissioner Dugan Sr. thought the Board should consult the contract and job description. Chief DiGiorgio reported that since the District does not have someone who knew all the CDC guidelines, he has utilized Kathy Whitehead as a resource since she works with public health for the Township. The Board felt that this made sense. Commissioner O'Hare noted that public health is a specialty within the medical field. Chief DiGiorgio reported that Ms. Whitehead sent him the policies that the Township is using regarding travel and return policy which follow the CDC guidelines. Chief DiGiorgio noted that the guidelines outline which staff are considered essential and can return to work with stipulations after traveling and which staff are non-essential and must quarantine after traveling to quarantine states.

Chief DiGiorgio concluded his report.

**EMS:** Commissioner O'Hare reported that the committee met yesterday with Millennium to kick off the FEMA reimbursement process. Commissioner O'Hare noted that Chief DiGiorgio, the bookkeeper, and Administrator Schultz felt that all the information and documentation that Millennium asked for would be available from the District. Commissioner O'Hare reported that this should save the District some money because District staff would be doing much of the legwork. The bookkeeper reported that a sample expense data file for reimbursement was put on the Google drive so that Millennium could approve the level of detail and format. Commissioner O'Hare hoped that getting a head start on the process would mean that the District would be reimbursed quickly.

**BUDGET:** Nothing to report.

**PERSONNEL:** Commissioner Quirk reported that a brief closed session was needed.

**NEGOTIATIONS:** Commissioner Callas reported that the committee had their first meeting with the FMBA last week and he will discuss progress in closed session.

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

**BUILDINGS AND GROUNDS:** Nothing to report.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Chief DiGiorgio reported that Ambulance was out of service due to the OnSpots dragging. Chief DiGiorgio reported that the OnSpots was removed due to a broken bracket and a new bracket was ordered.

Chief DiGiorgio reported that four new rear tires were installed on Ambulance 38.

Chief DiGiorgio reported that he is looking at upgrading the air compressor on the ladder truck because the air brakes are leaking down over time and it is taking a long time to bring the air pressure back up. Chief DiGiorgio noted that new trucks come with the air compressor.

**INSURANCE:** Nothing to report.

**COMMUNICATIONS:** Nothing to report.

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

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Commissioner Dugan Sr. reported that there has not been another meeting since the last one where some immediate needs due to COVID-19 were identified. Commissioner Dugan Sr. reported that the immediate need was for bunking for the 24 hour and overnight shifts.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Chief DiGiorgio reported that the District sent condolences to Committeeman Cahill on the passing of his father.

**OLD BUSINESS:** Commissioner Dugan Sr. reported that the trailer sold but was not sure if it had been picked up yet.

Commissioner Quirk asked if the Board had representation on the Fire Co. Tree Lighting Committee because he thought that they have started holding meetings. Commissioner O'Hare reported that he was not aware that anyone from the Board was appointed to sit on the Tree Lighting Committee.

Chief DiGiorgio reported that he sent out an internal email to members about the availability of Part Time EMT positions and some members expressed interest. Chief DiGiorgio reported that he met with Lt. Belott and asked him to outline where the open shifts are that would be available to any new Part Time EMTs. Chief DiGiorgio reported that he wanted to be able to make applicants aware that the shifts might be Thursday overnights or Sundays as opposed to day shifts. Commissioner Dugan Sr. asked how often during the day a firefighter has had to ride on an ambulance. Chief DiGiorgio reported that the firefighters are riding on the ambulance almost every day. Commissioner Dugan Sr. felt that if there is a pattern that shows a shift where the firefighter is constantly riding the ambulance, the District should consider putting one of the new part time EMTs on that shift. Chief DiGiorgio hoped that a couple of the new Part time EMTs would be starting right after Labor Day.

**NEW BUSINESS:** Commissioner Dugan Sr. asked if all the members had their pictures taken in their Class A uniforms for the yearbook. Asst. Chief of EMS DeSimone reported that President Hark was handing it and she was not aware of the status. Commissioner Dugan Sr. reported that it was brought up a while ago that the District should have a file photo for members. Commissioner O'Hare felt that President Hark had gotten pretty far in the project but was not complete yet. Asst. Chief of EMS DeSimone reported that his original deadline was the Dinner Dance. Commissioner Dugan Sr. reported that he would reach out to President Hark.

Commissioner Dugan Sr. asked Chief DiGiorgio if he could come up with a recruitment message to be posted on the sign board. Chief DiGiorgio reported that Craig Vagell had templates of recruitment messages. Commissioner O'Hare reported that he would reach out to Craig Vagell to update the sign.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, September 3, 2020 at 7:00 P.M.

The Joint Fire Prevention Board Meeting will tentatively be held on Thursday, September 17, 2020 at 6:30 P.M. at the Cedar Knolls Fire Station.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:**

Commissioner O'Hare asked if everyone had a chance to review the RFP for the EMS Billing Services and if there were any questions on it. There were no questions.

Commissioner O'Hare asked if anyone had any objections to voting by consent agenda for the following resolutions. There were no objections.

**Commissioner O'Hare read Resolution 20-08-20-81 appointing Part Time EMT Danielson.**

**Commissioner O'Hare read Resolution 20-08-20-82 approving publication of the RFP for EMS Billing.**

**Commissioner O'Hare read Resolution 20-08-20-83 appointing Volunteer Fire Member Urciuoli.**

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

**EXECUTIVE SESSION: Commissioner O'Hare read Resolution 20-08-20-84 to enter into executive session. Commissioner Callas made a motion to introduce the resolution, seconded by Commissioner Quirk. All were in favor. The Board went into closed session at 7:50 p.m.**

Personnel matters were discussed. Action will not be taken.

**The Board came out of closed session at 9:20 p.m.**

**ADJOURN: A motion was made by Commissioner Callas, seconded by Commissioner Dugan Jr., to adjourn the meeting. All were in favor. The meeting was adjourned at 9:21 p.m.**

Respectfully submitted by

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Thomas Quirk, Secretary