

November 5, 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 November 5, 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, Administrator Schultz, Hanover Township Committeeman Cahill, and Cristina Amyot from EnformHR were also in attendance.

PUBLIC PARTICIPATION: None.

DEPART FROM NORMAL AGENDA: Commissioner O'Hare introduced Ms. Amyot from EnformHR to the Board and asked her to discuss the merits of having an HR consultant. Ms. Amyot reported that she has been working in human resources for about 25 years and her company is 12 ½ years old. Ms. Amyot reported that her company does HR consulting for companies, non-profits, and entities that predominantly do not have human resources in house. Ms. Amyot reported that the few clients that do have HR departments use her company to handle pet projects that the client wants outsourced, like an investigation. Ms. Amyot reported that the companies that do not have HR in house utilize her company for guidance on how to handle HR issues, training employees on HR protocols, help with underperforming employees, etc. Ms. Amyot reported that some of her clients use her company on an ad hoc basis while other clients utilize her company as their full time HR department on a part time basis. Ms. Amyot reported that her company can process payroll through the clients' payroll company. Ms. Amyot reported that her company can be the point of contact for employees that have HR concerns. Ms. Amyot noted that if an employee contacted her with a concern, she would hear the complaint then report to her client what is going on and propose suggestions on how to handle it. Ms. Amyot noted that the difference is that she would not be an employee or work full time for a specific client. Ms. Amyot reported that most of her clients have an idea of

some items that they want handled right off the bat and have questions about limiting exposure. Commissioner O'Hare asked if anyone had any questions for Ms. Amyot. Commissioner Dugan Sr. asked who at her firm would handle investigations. Ms. Amyot reported that either she or one of her HR business partners. Ms. Amyot noted that clients are assigned an HR business partner and the client can choose to have the business partner conduct the investigation or to have someone else from the team do the interviews then present the findings to the business partner, who in turn will inform the client. Ms. Amyot noted that she could discuss the protocol for these situations but emphasized that her company would conduct the investigation and present the findings to the client. Commissioner Dugan Sr. asked what type of training she and her employees had in conducting investigations. Ms. Amyot reported that she holds a Masters in HR and has her Senior Certification from The Society of Human Resources Management and that everyone on her team has at least 10 years of HR experience and are certified. Ms. Amyot noted that for something like an investigation where there is a lot of exposure for the client, she would have eyes on it even if she was not conducting the investigation herself. Ms. Amyot reported that if she was doing the investigation, there would still be someone else reviewing it because any report that is produced would be discoverable if anything happened. Commissioner Dugan Sr. asked if during an investigation her company would just be gathering information or if the company would be interrogating people. Ms. Amyot felt that you have to be careful with interrogating someone because you do not want to lead the witness and stressed that a botched investigation is almost worse than no investigation at all. Ms. Amyot reported that you do not want to force the results and you want to try to get corroborating data. Ms. Amyot reported that during an investigation you want to let the witness talk and just probe for clarification and supporting data. Ms. Amyot discussed the type of questions that she would ask during an investigation into one employee saying something about another employee illustrating how she would start with general questions and ending with more specific questions if needed. Ms. Amyot discussed how she would most often deal with a true "he said, she said" situation with no corroborating data. Chief DiGiorgio asked Ms. Amyot if her company reviewed existing Policies and Procedures Manuals and recommended changes and/or updates to clients. Ms. Amyot reported that she would be able to make any updates to the manual and

then have Mr. Trimboli review it. Ms. Amyot reported that her firm would be the ones to notify the District of any needed changes or new protocols to be put in place. Chief DiGiorgio asked if her company would be able to provide updated new employee forms such as applications and fingerprinting forms. Ms. Amyot confirmed that she could provide those in addition to emergency contact forms. Ms. Amyot stressed that her firm could do as little or as much as the client wants in auditing and completing employee forms. Ms. Amyot advised that that the District not use her firm for HR tasks that require a lot of administrative effort on a regular basis because it would not be cost effective. Commissioner Dugan Sr. asks what hourly rate her firm charged. Ms. Amyot reported that her rate was \$175/hour in quarter hour increments. Commissioner O'Hare asked if her firm has a template for developing drug policies and random drug testing. Ms. Amyot reported that her firm has plans for drug testing as part of the employment process and for random drug testing. Commissioner O'Hare asked if anyone else had any questions. There were no other questions. Commissioner O'Hare thanked Ms. Amyot for coming and told her the Board would be in touch. Ms. Amyot left the meeting.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the October 15, 2020 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the October 15, 2020 Regular Meeting. Commissioner Callas seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the October 2020 financial reports. Commissioner Dugan Sr. reported that the overall expenses were running at budget.

Commissioner Callas made a motion to accept the Treasurer's Report, seconded by Commissioner Dugan Jr. 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 November 4, 2020. Chief DiGiorgio reported that Executive Order 192 went into effect at 6 A.M. this morning. Chief DiGiorgio reported that there is now a sign on the firehouse entrance stating masks are required, some chairs have been removed from the dayroom, some chairs have been taped off in the Commissioners Room, and tables and chairs have been moved upstairs to comply with social distancing. Chief DiGiorgio reported that the Executive Order also requires temperature taking which the District has been doing all along. Chief DiGiorgio reported that masks and hand sanitizer are also available to staff. Commissioner Dugan Jr. asked if masks needed to be worn on the apparatus. Chief DiGiorgio reported that there is a stipulation in the Executive Order that if the mask is going to affect your operation, you do not need to wear the mask however he would encourage people to keep a mask on as much as possible.

Commissioner O'Hare asked if anyone had any questions on his submitted report. There were no questions.

EMS: Commissioner O'Hare reported that the committee is still waiting on the specs on the new ambulance. Chief DiGiorgio reported that Captain Thompson did get an update that the dealer is waiting on documents from the factory so the dealer can get a final price quote to him. Chief DiGiorgio noted that Captain Thompson did indicate at the last meeting that it would take some time to get the final quote but that it should be soon.

Chief DiGiorgio thanked Administrator Schultz for all his work in helping Millennium get all the District identification numbers that they need to submit the applications for the FEMA reimbursement and the AFG. Chief DiGiorgio thanked the bookkeeper for forwarding all the financial information for the FEMA reimbursement application to Millennium. Chief DiGiorgio reported that he sent a list of equipment totaling about \$29,000 to Millennium for the AFG application and noted that there are a few other things that need to be sent. Chief DiGiorgio reported that all the call data and statistics has been sent over to Millennium and they are working on the narratives for the applications. Chief DiGiorgio reported that the information is all uploaded to shared Google drives. Chief DiGiorgio reported that the AFG is supposed to close November 16 so the process should be winding down. Commissioner Quirk thanked Chief DiGiorgio for finding Millennium to help with the application process.

BUDGET: Commissioner Dugan Sr. reported that copies of the preliminary 2021 Budget were distributed to the Board. Commissioner Dugan Sr. asked the Board to review the Budget and get back to him with any questions. Commissioner Dugan Sr. felt that the budget process went fairly easily and that a little over \$60,000 from savings will be needed to balance the budget. Commissioner O'Hare thanked everyone for their work on the 2021 budget process.

PERSONNEL: Commissioner Quirk reported that the Board would need to go into Executive Session.

NEGOTIATIONS: Commissioner Callas reported that the committee met for a second time with FMBA and made some progress but not doing too much on the budget issues yet. Commissioner Callas reported that he met with Administrator Schultz to discuss some budget issues. Commissioner Callas reported that there is another meeting with the FMBA scheduled for next week and he would report more in closed session.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner O'Hare reported that Fire Co. President Hark called him to let him know that the Holiday Tree Lighting Ceremony which was going to be virtual, has been cancelled out of an abundance of caution. Commissioner O'Hare reported that the tree will still be lit at some point but with no event or publicity.

Commissioner Dugan Sr. reported that Anthony from Bowman came over today to go over the bay floors again and recommend remedies since the Board was unsure how to proceed. Commissioner Dugan Sr. reported that Anthony recommended that the white lines be redone in this bay but that the floors in the ambulance bay should be redone because there were stains and the floor is two different colors. Commissioner Dugan Sr. reported that he and Commissioner O'Hare discussed it with Bowman and decided to go with Anthony's recommendation. Commissioner Dugan Sr. recommends that the Board send a letter to the contractor and set up a date in the Spring to have the work done. The Board agreed and asked Administrator Schultz to draft the letter.

Chief DiGiorgio reminded the Board that the rabies clinic is scheduled for this Saturday in the ladder bay at the firehouse. Chief DiGiorgio reported that the old

light bulbs were replaced in the bay and the bay was cleaned. Chief DiGiorgio reported that he spoke with the Health Dept. to find out how they planned to maintain social distancing and get assurance that no member of the public would enter the building. Chief DiGiorgio reported that the Health Dept. would take measures to ensure that there were not too many people in the bay at one time and that no one went into the building.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that normal maintenance was done on the apparatus and the annual SCBA maintenance and flow test was completed. Chief DiGiorgio reported that the ladder testing and pump testing are scheduled for this month.

Chief DiGiorgio reported that he spoke with a representative from Southeast Morris Water and they are interested in taking over ownership of the generator at the Fieldstone site. Chief DiGiorgio reported that he hoped that this Board would agree to this and discuss it with District 2 at the Fire Prevention meeting on Monday since the generator is jointly owned. Chief DiGiorgio felt that either an MOU or transfer of ownership was all that was needed. Commissioner O'Hare hoped that it could be resolved Monday night.

INSURANCE: Commissioner Dugan Sr. distributed copies of the comparison sheet for the prospective life insurance carriers which outlines the plans that each carrier offers. Commissioner Dugan Sr. noted that nothing would be decided tonight because final quotes have not been received from one of the carriers. Commissioner Dugan Sr. asked the Board to review that sheet and get back to him with any questions. Administrator Schultz reported that he, Commissioner Dugan Sr., Commissioner O'Hare and Chief DiGiorgio were on a conference call on Tuesday with Mr. Siino and a representative from our current carries, VESO. Administrator Schultz reported that VESO has proposed some significant changes to how they conduct business so the District asked VFIS to give us a quote. Administrator Schultz hoped to have the quote from VESO for next meeting but the information that they are requesting to provide the quote is extensive and requires going back through former member files. Administrator Schultz noted that VFIS was able to provide a quote using only basic information.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Commissioner Dugan Sr. reported that the by-laws may need to be reviewed to ensure that they can actually be followed.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that they have not met. Administrator Schultz reported that the proposed 2021 budget includes funding for a planner and/or architect.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Chief DiGiorgio reported that Lt. McGuinness took the lead on reviewing Fire Prevention records to see what can be disposed of. Chief DiGiorgio reported that the project is about $\frac{3}{4}$ complete. Chief DiGiorgio noted that the bookkeeper identified some financial records that can be disposed of. Commissioner Quirk noted that there is an upcoming shred event at the Community Center. Chief DiGiorgio reported that the District will not be ready for that event and noted that the records need to be shredded by an approved shredder for local government records.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Committeeman Cahill had no report.

Commissioner Dugan Sr. asked if the District would be able to get reimbursed for some COVID-19 expenses from the money that the Township was allotted by the State. Committeeman Cahill felt that the chances were about zero because the Township has identified their own COVID-19 expenses for the total amount that the Township was allotted. Administrator Schultz asked if the Township and Fire District could prioritize the COVID expenses to allow the Fire District to get some of their expenses in the reimbursement submission. Committeeman Cahill noted that the propriety of the Township reimbursing an autonomous organization would need to be addressed. Administrator Schultz noted that anything that the District asked for reimbursement for would not be something that the District had applied for from FEMA or the AFG. The expenses that the District is hoping to file for with the Township are expenses that Millennium felt would not qualify for FEMA or AFG submission. Committeeman Cahill asked Administrator Schultz to send him some information about the items that the District would like reimbursement for. Administrator Schultz reported that he would send it in the

morning. Committeeman Cahill noted that District 2 has not requested any reimbursement requests but will probably do so if District 3 gets some reimbursement. Administrator Schultz reported that the Township passed an ordinance saying they would help District 2 on a pretty major project and this District 3 reimbursement would be very small in comparison. Administrator Schultz noted that District 3 is the primary EMS provider for the Township and has incurred all these expenses ensuring that two ambulances were kept on the road and everyone was taken care of. Administrator Schultz reported that the District is looking for about a \$11,000 reimbursement for equipment. Chief DiGiorgio clarified that the equipment expense was not carved out of the other reimbursements applications but did not qualify for the FEMA or AFG according to Millennium. Committeeman Cahill asked what types of equipment were purchased. Chief DiGiorgio reported that a UV light to sanitize the ambulances after every call. Commissioner O'Hare noted that if the District did not have the UV light, the ambulance would be stuck at the hospital for a couple of hours until a UV light could be borrowed. Chief DiGiorgio reported that the second piece of equipment is a second CPR device because the District noticed that more people were going into cardiac arrest. Chief DiGiorgio asked if the Township was planning to seek reimbursement of all their expenses from this \$163,000 or if some could be submitted for FEMA reimbursement. Committeeman Cahill felt that this money was due to the lack of funding through CARES. Committeeman Cahill reiterated that he would see what he could do but noted that he could not make any promises. Commissioner Quirk thought that the Township expenses that were being submitted for "CARES" reimbursement were not eligible through FEMA.

OLD BUSINESS: None.

NEW BUSINESS: None.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, November 19, 2020 at 7:00 P.M.

The Joint Fire Prevention Board Meeting is scheduled for Monday, November 9, 2020 at 6:30 P.M. at the Whippany Firehouse.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: 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 20-11-05-100 extending a COE to Alexa Canella.

Commissioner O'Hare read Resolution 20-11-05-101 accepting the resignation of Volunteer Member Urciuoli.

Commissioner O'Hare read Resolution 20-11-05-102 withdrawing a COE made to George Isler.

Commissioner O'Hare read Resolution 20-11-05-103 changing the job title of EMT Garcia.

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

EXECUTIVE SESSION: Commissioner O'Hare read Resolution 20-11-05-104 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 8:06 p.m.

Personnel matters were discussed. Action will be taken.

The Board came out of closed session at 8:58 p.m.

RESOLUTIONS:

Commissioner O'Hare read Resolution 20-11-05-105 setting compensation for certain employees. Commissioner Callas made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor.

ADJOURN: A motion was made by Commissioner Dugan Sr., seconded by Commissioner Dugan Jr., to adjourn the meeting. All were in favor. The meeting was adjourned at 9:01 p.m.

Respectfully submitted by

Thomas Quirk, Secretary