

December 3, 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 December 3, 2020 in accordance with the Public Meeting Act of 1975, Chapter 231. The Board observed a moment of silence for the passing of former Firefighter/Fire Officer Christopher Schneider and 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, EMS Captain Thompson, Lt. McGuinness, FF Ujfalussy, EMT Mockler, and EMT Waldron were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Administrator Schultz reported that he received the minutes from the NJ State Association of Fire Districts September 19, 2020 meeting and would forward them to the Board.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the November 19, 2020 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the November 19, 2020 Regular Meeting. Commissioner Callas seconded the motion. All were in favor. Commissioner Quirk abstained.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed November 2020 and preliminary December 2020 financial reports. Commissioner Dugan Sr. reported that things are looking okay but asked that everyone the District continue to keep their belts tight and keep the overtime down. Commissioner Dugan Sr. reported that if the District continues to make only essential purchases, the District should be able to finish out the year without going over budget. Commissioner Dugan Sr. reported that the lack of EMS income continues to hurt the District.

Commissioner Dugan Jr. made a motion to accept the Treasurers 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 December 1, 2020.

Chief DiGiorgio reported that he received notification of the passing of former Firefighter/ Fire Officer and Exempt Member Christopher Schneider on 11/28/2020. Chief DiGiorgio reported that the District is waiting to hear about the funeral arrangements and reported that Department members will be notified of the arrangements when they become available. Chief DiGiorgio noted that the announcement of Mr. Schneider's passing was added to the electronic sign board.

Chief DiGiorgio reported that the holiday tree has been lit and thanked Craig Vagell, Jess Sainato, and the rest of the crew that worked on the tree lighting. Chief DiGiorgio reported that the District has received a multitude of thanks and recognition for the tree. Chief DiGiorgio reported that a local resident said he refuses to drive to New York to see the tree there and that the firehouse tree looks better. Commissioner O'Hare extended the Board's thanks to Craig Vagell and his crew for the tree lights.

Chief DiGiorgio thanked Joseph N. Martin for rebuilding and refurbishing the bunting boards. Commissioner O'Hare noted that the boards were in disrepair and extended the Board's thanks to Mr. Martin.

Chief DiGiorgio reported that all the PPE supplies that were approved at the last meeting have been ordered and many have already come in. Chief DiGiorgio reported that the District has a new inventory and stocking system so there are no longer storage bins in the Commissioners Room or on the third floor. Chief DiGiorgio noted that the PPE supplies have all been stored in one place for both inventory and security purposes. Chief DiGiorgio thanked EMT Mockler for her work on this project.

Chief DiGiorgio reported that the Volunteer Incentive Program payments have been calculated and the checks are being signed tonight. Chief DiGiorgio reported

that 25 members qualified for the incentive program and this year the members received \$17.15 per call.

Chief DiGiorgio reported that the District was contacted about a donor that wanted to help out with COVID-19 supplies. Chief DiGiorgio reported that at first the donor was not announced but it was later announced that the the donor was Bayer. Chief DiGiorgio reported that he presented a concept that Bayer accepted and he was able to secure a \$25,000 grant. Chief DiGiorgio reported that Administrator Schultz helped figure out how we would be able to spend the money that was not budgeted for and there is a resolution before the Board tonight which will allow this. Chief DiGiorgio reported that he has a meeting tomorrow with 2 representatives from Whippany and Lt. Belott to go over how the District will use the funds to purchase a fit test machine, Chief DiGiorgio reported that the machine can also be used to fit test the firefighters' masks as well as the N95 masks for EMTs. Chief DiGiorgio thanked everyone who helped get the grant application prepared and thanked Bayer for offering and approving the grant. Commissioner O'Hare thanked Chief DiGiorgio and Administrator Schultz for their work that required a quick turn-around to capitalize on the opportunity.

Chief DiGiorgio asked if anyone had had any questions about his report. There were no questions.

EMS: Commissioner O'Hare asked Captain Thompson if he had anything to report on the ambulance purchase. Captain Thompson reported that he thought there was a resolution to be approved. Administrator Schultz reported that the resolution would be presented at the 12/17/2020 meeting. Administrator Schultz reported that it was published today as required by law because the District is using a recognized cooperative. Administrator Schultz reported that there will be two resolutions on 12/17/20, one to purchase the ambulance and one to purchase the stretcher, which is being purchased through another cooperative.

Chief DiGiorgio reported that the FEMA reimbursement should be addressed under EMS. Administrator Schultz reported that he was contacted yesterday by the State with questions about a couple of things in the grant and had some recommendations about rearranging some things so it would go more easily through FEMA. Administrator Schultz reported that the District needs to set up a

phone conference with Millennium to clarify what they are looking for. Administrator Schultz reported that the person that he spoke to from the State indicated that this would be easily rectified.

BUDGET: Commissioner Dugan Sr. reported that the District is going back and forth with the State to make sure everything is good with the 2021 budget. Administrator Schultz reported that there will be hearing on the 2021 budget on January 7, 2021.

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

NEGOTIATIONS: Commissioner Callas reported that the Board would need to go into Executive Session.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner O'Hare asked about the boilers failing inspection and asked if everything was okay now and how old the boilers were and their general condition. Chief DiGiorgio reported that the inspection identified three valves that needed replacing and that Lt. DeSimone contacted KCG to replace them. Chief DiGiorgio reported that it seems that every 3-4 years the State comes out with something that needs to be replaced or upgraded. Chief DiGiorgio reported that the boilers date back to about 1994. Commissioner Dugan Sr. asked if they were new then. Chief DiGiorgio reported that they were probably new since the three boilers are all matching. Chief DiGiorgio reported that the District will send the State a copy of the repair invoice and the State will send a certification. Commissioner O'Hare asked if Chief DiGiorgio had any idea of the life expectancy of the boilers. Chief DiGiorgio reported that he did not know. Chief DiGiorgio reported that the water heater in the firehouse was 30 years old and just stopped working. Chief DiGiorgio reported that Diamond Plumbing is scheduled to replace the water heater. Commissioner O'Hare recommended asking the person who replaces the valves on the boilers about the life expectancy. Chief DiGiorgio reported that there is pretty good preventative maintenance schedule on them and the valves are probably something new from the State. Chief DiGiorgio reported that all three boilers seem to be working with minor repairs and have been noted in Planning Committee meetings.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that the ladder truck was tested and it passed with only minor issues that are easily rectified. Chief DiGiorgio thanked the staff for coating the underside of the truck with gallons of paint and noted that the inspection did not report any rust problems. Chief DiGiorgio reported that all three pumps passed their inspection.

INSURANCE: Commissioner O'Hare reported that the discussion on the life insurance quote will be discussed at the 12/17/2020 meeting. Administrator Schultz noted that the District is good until 2/1/2021. Administrator Schultz noted that another quote was received that should be considered.

COMMUNICATIONS: Nothing to report.

BY-LAWS: Under review.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the committee was making progress.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Dugan Sr. reported that he would like to bring 30 back and sell it if the Town is willing to send it back to the District. Commissioner Dugan Sr. felt that the shortfall in EMS Income and COVID -19 expenditures illustrate why the District should not walk away from about \$5,000.

Commissioner Dugan Sr. felt that if the Town is willing to give it back, the District could sell it on GOVDEALS. Commissioner Dugan Sr. made a motion to get 30 back. Commissioner Dugan Sr. seconded the motion. Commissioner Quirk felt that the Town had already put 30 out to bid. Commissioner Dugan Sr, asked to be informed where the Township had put it out to bid. Commissioner Dugan Sr. reported that he would withdraw his motion until it was determined If the Township had put 30 out to bid.

Commissioner O'Hare reported that Ms. Amyot from EnformHR who made a presentation to the Board about a month ago, sent a proposal outlining some of the things they deal with and he indicated the items that Ms. Amyot could handle.

Commissioner O'Hare distributed copies of the proposal and noted that he highlighted the items that he felt it would be beneficial to the District to have Ms. Amyot handle. Commissioner O'Hare reported that he would like to schedule a meeting with Ms. Amyot in the next couple of weeks so that the Board could structure something so that Ms. Amyot would be up and running in January. Commissioner O'Hare felt that this would allow the Board to deal with a number of these issues more efficiently. Commissioner O'Hare reported that a main issue would be to identify exposure and gaps where the Board is at risk. Commissioner O'Hare asked for comments. Commissioner Dugan Sr. reported that he did not know how much she charges and noted that no money was put in the 2021 Budget for this. Commissioner O'Hare reported that she charges \$175/hour with a \$500 deposit due when the contract is signed. Commissioner O'Hare felt it was money well spent when the Board considers some of the issues that they have to deal with. Commissioner Quirk reported that he had no problem with it but was concerned that since it was a professional services agreement, it should be opened up to the public. Administrator Schultz reported that the ruling from our attorney is that this is not a professional service agreement. Administrator Schultz noted that the Board could only spend \$17,500 before going out to bid, which means Ms. Amyot could work for 100 hours for the District next year. Administrator Schultz noted that at \$175/hour, Ms. Amyot would be more expensive than both of the Board's attorneys. Commissioner O'Hare reported that Administrator Schultz forwarded him a list of about five other organizations that offer HR services. Commissioner O'Hare noted that all of the organizations offer much of the same services and charge approximately the same rate. Commissioner O'Hare felt that the service is something that the Board needs and has been putting off for some time. Commissioner Dugan Sr. felt that the Board should hear from some other agencies then give the amount of money involved. Commissioner O'Hare reported that the Board could look at other agencies but noted that most charge in the same ballpark as Ms. Amyot. Commissioner Dugan Sr. asked if either of the Board's attorneys offer HR services. Chief DiGiorgio reported that Mr. Trimboli recommended Ms. Amyot. Commissioner Quirk liked her presentation but felt that the Board should look at other agencies before deciding on one. Commissioner O'Hare reported that he would contact a couple of other agencies and bring them in. Chief DiGiorgio asked Captain Thompson if some of the services dealing with risk management in the proposal are done with

the GIF. Captain Thompson reported that the GIF will have things like a sample guidebook for personnel practices and offer some in person and online HR training courses. Captain Thompson felt that some of the services that Ms. Amyot offers the District would be able to get from the GIF but maybe not all. Commissioner O'Hare reported that he would arrange for two other agencies to come in.

Commissioner Dugan Sr. asked to revisit the Truck 30 motion. Commissioner Dugan Sr. felt that the Board should decide if they want the truck back tonight if the Township is willing to return it. Commissioner Dugan Sr. made a motion to ask the Town for Truck 30 back so that the Board could sell it on GovDeals. Commissioner Dugan Jr. seconded the motion. All were in favor.

NEW BUSINESS: None.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, December 17, 2020 at 7:00 P.M. Unless otherwise noted, meeting will be held on the ZOOM platform in recognition of the safety of the members of the District and the members of our community.

The next Joint Fire Prevention Board Meeting is to be determined.

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 20-12-03-111 requesting approval of items of revenue and appropriations NJSA 40A:14-78.5.

Commissioner O'Hare read Resolution 20-12-03-112 approving line-item transfers in the 2020 Budget.

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

EXECUTIVE SESSION: Commissioner O'Hare read Resolution 20-12-03-113 to enter into executive session. Commissioner Dugan Jr. made a motion to

introduce the resolution, seconded by Commissioner Callas. All were in favor. The Board went into closed session at 7:32 p.m.

Personnel matters were discussed. Action will be taken.

In the pending matter between the Board and the Chief, the Board reviewed the agreement drafted by their attorney, Mr. Trimboli, and the attorney for Chief DiGiorgio, Mr. Bell, and found it to be satisfactory. Commissioner Callas made a motion was made to accept the agreement, seconded by Commissioner Quirk. All were in favor. Chief DiGiorgio signed the agreement. Chairman O'Hare signed the agreement on behalf of the Board.

The Board came out of closed session at 9:56 p.m.

RESOLUTIONS:

Commissioner O'Hare read Resolution 20-12-03-114 approving F/T EMT Mockler as a permanent appointment contingent on a satisfactory evaluation.

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 Callas, seconded by Commissioner Dugan Sr., to adjourn the meeting. All were in favor. The meeting was adjourned at 10:01 p.m.

Respectfully submitted by

Thomas Quirk, Secretary