

## **February 4, 2021 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 February 4, 2021 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.

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

Chief DiGiorgio and Administrator Schultz were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

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

**Approval of the minutes from the January 21, 2021 Regular Meeting were tabled until the next meeting.**

**REPORT OF THE TREASURER:** No report.

### **Report of Fire Commissioner Board Committees and Chief of Department:**

**CHIEF’S REPORT:** Chief DiGiorgio submitted his Bi-Monthly on January 29, 2021 and did not have anything to add to the report. Chief DiGiorgio reported that the Career Division Lieutenants Reports and a Light Duty Report from EMT Mockler were submitted with his report.

Chief DiGiorgio reported that he had two items to discuss in Executive Session.

Commissioner O’Hare asked if the District had crews out clearing fire hydrants. Chief DiGiorgio reported that the hydrant clearing process began on Tuesday and continued through today. Chief DiGiorgio commended the crews for their efforts. Chief DiGiorgio reported that 85 – 90 % of the hydrants have been cleared and that he will need DPW assistance with the remaining hydrants because they are buried so deep. Commissioner Quirk reported that he spoke with DPW

Superintendent Foran and advised him that both Districts would need assistance clearing hydrants. Commissioner Quirk reported that the DPW was short staffed but would be able to provide assistance. Commissioner Quirk reported that he also asked the Township to update their website asking for the public to assist with clearing hydrants. Chief DiGiorgio reported that the DPW did a very good job clearing the blocked intersection near the fire house.

Commissioner O'Hare reported that he spoke with fire Co. President Hark Jr. who said that he has received comments from volunteer members who are concerned about coming to the firehouse due to a lack of personnel wearing masks in the firehouse. Commissioner O'Hare reported that he told President Hark Jr. that the Board would address this if it was the case. Commissioner O'Hare indicated that he would like to know if the volunteers are coming to the firehouse to hang out or if they are responding to calls. Commissioner O'Hare felt that the policy was that members were only allowed in the firehouse for official business or to go on calls although President Hark Jr. indicated he was not aware of that policy.

Commissioner O'Hare asked for clarification on the policy. Chief DiGiorgio reported that the policy is still in effect and was extended by the executive order to wear masks in public buildings, do health and safety checks and maintain social distancing. Chief DiGiorgio noted that the only exception to wearing masks was when eating or in a personal cubicle. Chief DiGiorgio reported that the dayroom and second floor of the firehouse have been marked for social distancing and had excess chairs removed. Chief DiGiorgio reported that volunteers should not be coming to the firehouse to hang out and if they come on official business should be wearing masks and maintaining social distancing. Chief DiGiorgio reported that if they come to the firehouse and see someone not wearing a mask, they should bring it up to the officer on duty or himself. Chief DiGiorgio noted that orange signs are up that masks are required and there is a sign to stop and take your temperature along with notices of not to come in the firehouse if you have signs of COVID-19 or came in contact with anyone who has COVID-19 or is awaiting test results. Commissioner O'Hare thanked Chief DiGiorgio for the clarification and noted that President Hark Jr. was not clear on why the volunteer members were in the firehouse. Chief DiGiorgio reported that he will put something out reminding everyone of the need to remain diligent in following the safety measures that are in place. Commissioner Quirk felt that both career and volunteer personnel should be reminded of the policies. Chief DiGiorgio reported

that he will put something out before he leaves tonight. Commissioner Quirk thanked him and noted that he could attest to the fact that COVID-19 is not something to mess with.

**EMS:** Chief DiGiorgio reported that he heard from Sue at Millennium who indicated that FEMA is now reimbursing 100% of eligible COVID-19 expenses. Chief DiGiorgio noted that he is not sure if the first reimbursement submission which is already in the que will qualify for the 100% reimbursement but felt that the next submission, which represents September through December 2020, should qualify. Commissioner Quirk reported that he heard the exact same thing from Sue at Millennium and noted that he has never seen FEMA reimbursement go this high.

Chief DiGiorgio reported that he sent the final details for the AFG to Jennifer at Millennium. Chief DiGiorgio noted the \$90,000 grant proposal is for SCBA upgrades and felt that Millennium did an excellent job writing the proposal.

**BUDGET:** No report.

**PERSONNEL:** Commissioner Quirk reported that need for a brief Executive Session.

**NEGOTIATIONS:** Nothing to report.

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

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

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Nothing to report.

**INSURANCE:** Administrator Schultz reported that he had something to discuss in Executive Session.

**COMMUNICATIONS:** Commissioner Quirk thanked whoever is posting the notices on the District Facebook page and noted that both the public and he, as OEM Director appreciated them. Chief DiGiorgio reported that he will pass the thanks along to FF Vagell.

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

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Administrator Schultz reported that the committee was supposed to meet on Tuesday of this week but the meeting did not occur for various reasons. Administrator Schultz reported that he did speak with Chief DiGiorgio and Commissioner Dugan Sr. and there is a resolution later tonight regarding an engineer to assist the committee.

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

**RECORDS RETENTION:** Administrator Schultz reported that Chief DiGiorgio informed him that the District is ready to move forward with the disposition of the records that Lt. McGuinness has been working on.

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

**OLD BUSINESS:** None.

**NEW BUSINESS:** Administrator Schultz reported that a new executive order states that the petition process for the upcoming election will go to electronic format. Administrator Schultz reported that once the Secretary of State puts out the electronic format, the District will put it on the website. Administrator Schultz spoke with Mr. Giorgio at the Township and asked the Board to reach out to District 2 about putting together a joint notice of all the changes with the upcoming election process. Administrator Schultz indicated that Mr. Giorgio will put the notice on the Township website and each District will also have the information on their respective websites. Administrator Schultz felt this was the best way to keep the residents informed. Commissioner O'Hare agreed that the more avenues that the residents have to get the information the better.

Commissioner Quirk noted that Commissioner Callas called him and said he is still trying to connect to the Zoom meeting. Administrator Schultz indicated that he just sent him another invite with the link.

Commissioner Quirk reported that during the snowstorm the DPW fell behind in cleanup because of short staff due to COVID-19 and vehicle breakdowns. Commissioner Quirk reported that one of the areas that was impacted was the police department and he thanked the District for helping plow a path for the police cars. Commissioner Quirk asked Chief DiGiorgio to thank whoever in the District helped out the police department. Chief DiGiorgio reported that Lt. Belott was working that day and he will pass along the thanks.

## **REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, February 18, 2021 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.

Fire District Elections will be held on Tuesday, April 30, 2021 from 2 P.M. until 9 P.M. Administrator Schultz noted that they are currently slated to be held in the fire station however there is still the possibility that there will be a complete mail in ballot.

**PUBLIC PARTICIPATION:** None.

## **RESOLUTIONS:**

**Administrator Schultz read Resolution 21-02-04-08 authorizing intergovernmental transfer of generator.** Chief DiGiorgio thanked Administrator Schultz for his work on this project and asked that a copy of the resolution be sent to District 2 since both Districts jointly owned the generator.

**Administrator Schultz read Resolution 21-02-04-09 appointing a special engineer to assist the Planning Committee.** Commissioner O'Hare felt that the resolution should be amended to include a maximum spending cap. Administrator Schultz asked if \$2,000 was enough to start with. Commissioner O'Hare agreed that was a good figure. Administrator Schultz reported that he would amend the resolution to include the cap. Commissioner Quirk noted that he wished that Commissioner Dugan Sr. was here to approve the figure but agreed it was a good idea.

**Administrator Schultz read Resolution 21-02-04-10 authorizing a conditional offer of volunteer employment be extended to L. Nilayan.**

**Administrator Schultz read Resolution 21-02-04-11 appointing P/T EMT Perrone.**

**Administrator Schultz read Resolution 21-02-04-12 amending the Meeting Schedule.**

**Administrator Schultz read Resolution 21-02-04-13 terminating a Per Diem EMT.**

**Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioners Callas and Dugan Sr. were absent.**

**EXECUTIVE SESSION: Administrator Schultz read Resolution 21-02-04-14 to enter into executive session. Commissioner Quirk made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioners Callas and Dugan Sr. were absent. The Board went into closed session at 7:33 p.m.**

Personnel matters were discussed. Action will not be taken.

**The Board came out of closed session at 7:50 p.m.**

**ADJOURN: A motion was made by Commissioner Quirk, seconded by Commissioner Dugan Jr., to adjourn the meeting. All were in favor. Commissioners Callas and Dugan Sr. were absent. The meeting was adjourned at 7:53 p.m.**

Respectfully submitted by

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Thomas Quirk, Secretary