

August 19, 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 August 19, 2021 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 Steven Cornine, James Davidson, Mary Lou DeSimone, Michael Dugan Jr., and Robert O'Hare were present.

Chief DiGiorgio and Administrator Schultz were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the August 5, 2021 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Davidson made a motion to approve the amended minutes from the August 5, 2021 Regular Meeting. Commissioner Cornine seconded the motion. All were in favor. Commissioner Dugan Jr. abstained.

REPORT OF THE TREASURER:

Commissioner Davidson reported that the Board will be signing checks 12402 through 12420, totaling \$22,764.45. Commissioner Davidson reported that Chief DiGiorgio has asked for two additional checks made out to NJ MVC be signed without the amount entered for the title and registration for Ambulance 32. Chief Davidson noted that these checks will be 12421 and 12422.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly report on August 18, 2021.

Chief DiGiorgio highlighted the following items from his report.

Chief DiGiorgio reported that the District has had a relatively busy month with both Fire and EMS call volume indicators starting to increase along with the severity of some of the calls as well. Chief DiGiorgio reported that the District responded this week to Madison to assist with a structure fire. Chief DiGiorgio reported that our crews worked with them as they satisfactorily rescued a victim from the house. Chief DiGiorgio reported that our members also worked to remove some of the firefighters from the same window that same day and they did an excellent job. Chief DiGiorgio reported that Firefighters Belott and Sulpy were pretty quick to get there since they were already out on the road at Park Avenue and Whippany Road so he received a lot of accolades from Madison Fire Department for that.

Chief DiGiorgio was happy to announce that the District was awarded an AFG (Assistance to Firefighters Grant) for \$69,925, which is a 95% grant of our purchase price for the upgrades of our air packs, new regulators and new masks. Chief DiGiorgio noted that each firefighter will now have their own mask and regulator. Chief DiGiorgio reported that the District is also upgrading some of our ski packs which we use for confined space since some of them were dated back to the mid-1990s. Chief DiGiorgio reported that the District is so thankful to the Federal Government for assisting us with that. Chief DiGiorgio reported that the Board has resolutions before it tonight to accept the Grant and approve the purchase of the equipment.

Chief DiGiorgio reported that FEMA approved our second round of COVID expense reimbursement for \$13,000 and change. Chief DiGiorgio reported that the bookkeeper will be able to see if the reimbursement was direct deposited into our bank account when she returns from vacation.

Chief DiGiorgio reported that he had a conversation earlier today with Administrator Schultz relative to the drug and alcohol policy and asked him to update the Board. Administrator Schultz reported that he spoke to **Joe Brucei**, drug recognition expert and drug recognition training expert in the State of NJ, earlier today and that he is going to send a proposal to the District for a broad spectrum recognition class which will cost about \$400 for 20 people. Administrator Schultz noted that it will be a 4 hour class and that it can be broken up over weekends, days, and nights so that we can cover as many people as possible. Administrator Schultz reported that by the next meeting, he will have

the proposal and the Board can talk about the merits. Administrator Schultz reported that he had some conversations with Mr. Trimboli this afternoon and he stressed that the District is going to have to make sure that we hit all the points that are going to be necessitated by law under the new cannabis legislation.

Chief DiGiorgio reported that District 2 signed the storage agreement for the ambulance and also passed a resolution subsequent to our meeting. Chief DiGiorgio reported that he is waiting for a signed original copy from Chief Perrello. Chief DiGiorgio reported that he will be meeting with Chief Perrello soon to review some of the bullet points that were brought up during our original discussion and hopefully, we can move forward to the next step.

Commissioner DeSimone asked Chief DiGiorgio about the mention in his report that FF Ujfalussy is picking up training responsibilities and wondered if Lt. Belott is picking up other duties. Chief DiGiorgio reported that Lt. Belott's scheduling duties and responsibilities have increased since the apparatus maintenance items, which were formerly held by Lt. DeSimone have now been transitioned to Lt. Belott. Chief DiGiorgio reported that Lt. Belott is taking on building maintenance, apparatus maintenance, and scheduling and moving the training function over to FF Ujfalussy. Commissioner DeSimone asked if Lt. Belott's job description was changing. Chief DiGiorgio felt that our job descriptions are very generic in that nature that it's not specific, and felt that Lt. Belott's job description of detail training coordinator did not need to be updated. Chief DiGiorgio reported that the job description could be reviewed if the Board felt that it was needed.

Commissioner Davidson felt that Chief DiGiorgio needed to come up with a job description for a training coordinator, scheduling coordinator, etc. Chief DiGiorgio reported that he will be working on those job descriptions.

Commissioner Davidson felt that all these tasks that are described in the Chief's Report should be spelled out from a position standpoint, and then as personnel are assigned to a position, they have a clear understanding of what's expected of them. Chief DiGiorgio reported that the intent is to do just that, basically set a SOG for the position of training coordinator, so that as the duties transition from him being the training coordinator to Lt. Belott to now, FF Ujfalussy we are sure that we're not missing any of the expectations of the position. Chief DiGiorgio reported that he has a template and it will get done it has not been a top priority, unfortunately, at this point. Commissioner DeSimone reported that it is fine but it

looks like there are questions on what the role is supposed to be and what duties are supposed to be.

Commissioner O'Hare asked if anyone had any other questions for Chief DiGiorgio. There were no other questions.

EMS: Commissioner O'Hare reported that the District is pursuing getting the title and registration on the new ambulance. Chief DiGiorgio reported that the radios were installed on Ambulance 32 and we were waiting on the certificate of origin to come from the manufacturer, which came in yesterday. Chief DiGiorgio reported that we had to make an appointment with the DMV and since Lt. Belott is on duty tomorrow, that's when the appointment is set. Chief DiGiorgio reported that once we get the title switched over, we'll be able to get license plates, register the vehicle, and then we can take the registration number and the license plate number and enter it into NGOEMS. Chief DiGiorgio reported that the District then has to wait to get our license inspection which may either be in Trenton, Jersey City, or some are saying that they're coming right here. Chief DiGiorgio reported that there's been word that it takes anywhere from 30 to 45 days until we can get inspected by the State. Chief DiGiorgio reported that in the meantime we're progressing, things are getting installed and equipment is being loaded, so we're not really losing progress.

BUDGET: Commissioner Davidson reported that work is continuing and work will be ramping up after Labor Day.

PERSONNEL: Commissioner O'Hare reported that the Board had items to discuss in Executive Session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner O'Hare reported that the landscaper finally dealt with the issue and we are going to release the check. Commissioner DeSimone felt that the check should be released if the Board thinks the work he did was adequate, but felt the landscaper did what he had to do, but he didn't clean up after himself. Commissioner DeSimone reported that it was fine if the Board want to release the check. Commissioner DeSimone reported that the landscaper didn't clean up debris in the corner, near the fencing area and felt he

could have done a nicer job, but that's the landscaper that you have.
Commissioner O'Hare reported that the Board will release the check as he made a good faith effort even if he did not do a great job.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine reported that Chief DiGiorgio noted in this report that the ladder truck is still a work in progress with no return the service date, but parts are in hand and ready to go in.

INSURANCE: Nothing to report.

BY-LAWS: Commissioner DeSimone reported that she needs to meet with Commissioner Davidson to discuss some proposed changes.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Dugan Jr. reported that the committee met a couple of weeks ago to discuss what we are going to do about our sleeping arrangement and have made some forward progress on that and had some good plans for in here.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Commissioner Davidson reported that the process continues but the District is waiting on the State. Chief DiGiorgio asked if there was an answer on whether the District could get rid of the yellow sheets

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS:

NEW BUSINESS: None.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, July 15, 2021 at 7:00 P.M at the firehouse.

The next Joint Fire Prevention Board Meeting will be held on September 13, 2021 at 6:30 P.M. at the Whippany Firehouse.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner Cornine read Resolution 21-07-01-67 accepting the resignation of EMT Kelly.

Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Davidson. All were in favor.

EXECUTIVE SESSION: Commissioner Cornine read Resolution 21-07-01-68 to enter into executive session. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Davidson. All were in favor. The Board went into closed session at 7:52 p.m.

Personnel matters were discussed. Action will be taken. Commissioners Davidson and DeSimone excused themselves from the meeting.

The Board came out of closed session at 9:45 p.m.

ADJOURN: A motion was made by Commissioner Dugan Jr., seconded by Commissioner Cornine, to adjourn the meeting. All were in favor.

Commissioners Davidson and DeSimone were absent. The meeting was adjourned at 9:47 p.m.

Respectfully submitted by

Steven Cornine, Secretary