

October 21, 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 October 21, 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 Mary Lou DeSimone, Michael Dugan Sr., Michael Dugan Jr., and Robert O'Hare were present. Commissioner Steven Cornine was absent.

Chief DiGiorgio, Administrator Schultz, FF Sulpy, EMT Perrone, EMT Thompson, and EMT Waldron were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Administrator Schultz reported that he received an email from Ms. Clark asking the District to post a message about Juvenile Diabetes Awareness Month on the electronic sign during November. The Board had no objection and Administrator Schultz reported that he would ask Craig Vagell to take care of it.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the October 7, 2021 Regular Meeting were reviewed.

Amendments to Previous Minutes: Commissioner DeSimone noted that the minutes incorrectly stated that she was in favor of the hiring resolutions voted on after the Executive session when she in fact had voted against them.

Commissioner Dugan Sr. made a motion to approve the amended minutes from the October 7, 2021 Regular Meeting. Commissioner Dugan Jr. seconded the motion. All were in favor. Commissioner Cornine was absent.

REPORT OF THE TREASURER:

Commissioner Dugan Sr. reported that the bookkeeper sent out the list of checks to be approved for payment prior to the meeting. Commissioner Dugan Sr. reported that the District is still operating within budget.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio distributed his Bi-Monthly report on October 15, 2021.

Chief DiGiorgio highlighted the following updates to his report.

Chief DiGiorgio reported that the monthly reports for EMS, Training, Apparatus Maintenance, Building Maintenance, and Fire Prevention were sent to the Board. Chief DiGiorgio thanked the staff for getting the reports to him so he could get them to the Board.

Chief DiGiorgio reported that EMT Bergman has taken over the Dialer Program and is doing an excellent job. Chief DiGiorgio reported that EMT Bergman has been able to meet with about 95% of the individuals who currently have dialers to service them or swap them out. Chief DiGiorgio reported that while doing this EMT Bergman ran into Carol Palk from the Rotary Club who used administer this program. Chief DiGiorgio reported that Ms. Palk was happy to see that the District was out servicing the dialers again and recommended that the Rotary Club make another \$500 donation. Chief DiGiorgio reported that EMT Bergman accepted the donation at the October 14 Rotary Club meeting. Chief DiGiorgio reported that the check was forwarded to the Fire Co. who agreed to match the donation and buy 10 new dialers. Chief DiGiorgio reported that this will allow the District to swap out some of the older dialers.

Chief DiGiorgio reported that he left a copy of the Hanover Township Employee Review form for the Board to look over. Commissioner DeSimone asked if this is what the Township is currently using. Chief DiGiorgio reported that he believes it is. Commissioner DeSimone noted that the form was revised in 2012 and asked if there was something more current. Chief DiGiorgio reported that he would check with them again.

Chief DiGiorgio reported that he spoke with Chief Perrello to schedule a meeting about the ambulance usage agreement but Chief Perrello indicated that based on a conversation with their workers' compensation carrier their District will not be

able to proceed. Chief DiGiorgio reported that Chief Perrello told him that the carrier felt that District 2 staff riding on our ambulance was a grey area and it is not recommended that they do so. Chief DiGiorgio felt that this meant that the carrier would not be providing any certificates of liability for the usage of the ambulance and he and Chief Perrello are therefore in a stalemate over them using the ambulance. Chief DiGiorgio noted that this does not really affect this District since we were only looking for storage of the ambulance and District 2 was the one interested in usage. Chief DiGiorgio reported that this should be a topic of conversation at the next Joint Board meeting or next Liaison meeting.

Chief DiGiorgio asked for a status report on the Internal Affairs document that Asst. Chief Martin put together for the Board to review. Commissioner DeSimone reported that she does not know whether the Board has had a chance to review the entire document because it is pretty intensive. Commissioner O'Hare reported that he has not gotten through the whole thing. Commissioner DeSimone felt that maybe it could be discussed at the next meeting.

Commissioner Dugan Sr. asked that the document be sent to him because he could not find the original. Chief DiGiorgio reported that he would resend it.

Chief DiGiorgio concluded his report. Commissioner O'Hare asked if anyone had any questions for Chief DiGiorgio.

Commissioner DeSimone asked Chief DiGiorgio if he could include monthly call volume numbers with a comparison to last year in his report. Chief DiGiorgio reported that he includes this information on the first report each month but does not repeat it on the second report of the month.

Commissioner DeSimone asked if Lt. Belott could remove some of the action items from his Officers Report after they have been completed. Commissioner DeSimone asked FF Sulpy if in his breakdown of calls he could include how many of the calls were mutual aid given calls in the monthly report. Chief DiGiorgio reported that this could be done and asked if there was something specific Commissioner DeSimone was looking for. Commissioner DeSimone reported that she was not looking for anything specific, just wanted to see the analytics.

Commissioner DeSimone asked to meet with Chief DiGiorgio to go over how he calculates the total calls on his monthly report because the numbers are not matching her calculations.

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

EMS: Nothing to report.

BUDGET: Commissioner Dugan Sr. reported that a draft of the 2022 budget was distributed to the Board. Commissioner Dugan Sr. reported that it has been hard working on the budget and that Administrator Schultz has put in a lot of work because it is going to be a very tight year. Commissioner Dugan Sr. felt that the District will be pretty good though and asked the Board to look over the draft. Commissioner Dugan Sr. reported that there are still a few more things to do but he would like to introduce the 2022 budget at the November 18th meeting. Commissioner Dugan Sr. noted that there will also have to be a Special Meeting to move Capital funds before the election. Administrator Schultz asked for a motion to hold a Special Meeting consistent with law and noted that it will be held the first week of December. Commissioner Dugan Sr. made a motion to hold a Special Meeting to discuss moving the Capital Funds. Commissioner O'Hare seconded the motion. All were in favor. Commissioner Cornine was absent. Commissioner O'Hare thanked everyone who worked on the 2022 budget for their efforts.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Administrator Schultz asked for a brief Executive Session.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Administrator Schultz asked the Board for approval to pay for 4 hours of manpower totaling about \$560 for reprogramming and recording on the phone system. The Board agreed. Commissioner DeSimone asked if it was going to be easier to dial in. Administrator Schultz reported that it will.

Commissioner Dugan Sr. asked if the estimate to fix the bay garage door was received. Chief DiGiorgio reported that he received the estimate to repair Ambulance 32 along with the estimate for the garage door and he believes that they will be forwarded to VFIS. Administrator Schultz reported that he just got the one estimate this afternoon but he has not seen an accident report yet. Administrator Schultz reported that it will all be sent to VFIS for consideration. Commissioner Dugan Sr. noted that it is a lot of money so we will see what the

insurance company says and then the Board will have to make a decision. Commissioner Dugan Sr. noted that part of the garage door estimate is to replace the panel and that the District has a spare panel in the shed. Chief DiGiorgio reported that the spare panel will be used to fix the garage door because it is a special order and takes 3-4 months to come in. Chief DiGiorgio noted that the new panel from the estimate will become the new spare.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that the District has received the estimate to repair the top of Ambulance 32 which will entail sanding it, stripping it, and repainting it. Chief DiGiorgio reported that this is all from the same accident as the garage door. Chief DiGiorgio reported that once the District gets approval the contactor will come get the ambulance and take it to their shop in Manchester for the repair and that it will take a week to ten days. Commissioner DeSimone asked if Ambulance 39 back here during the repair. Chief DiGiorgio confirmed that Ambulance 39 would be brought back here.

Chief DiGiorgio reported that Cummins is still waiting for parts to repair the ladder truck.

INSURANCE: Administrator Schultz reported that the District received their audit results for Workers' Compensation and there is a premium adjustment of about \$13,000. Administrator Schultz reported that the District will be disputing the results and will not pay the adjustment until after the dispute. Administrator Schultz noted that the District will have to find another carrier in the Spring because Benchmark is pulling out of New Jersey.

BY-LAWS: Commissioner DeSimone distributed copies of the by-laws with the recommended changes. Commissioner DeSimone reported that most of the recommended changes are minor but there are a couple of major changes. Commissioner DeSimone reported that one of the major changes will be collapsing the Consolidation Committee into the Planning Committee. Commissioner DeSimone reported that the other major change is adding the step of exit interviews to be part of the process when someone leaves the organization. Commissioner DeSimone noted that one correction was needed on page 17 – the words Fire Company needs to be changed to Fire District. Commissioner DeSimone reported that the rest of the recommended changes are

minor verbiage clarifying who is an appointed officer and who is an elected officer. Commissioner O'Hare asked if anyone had any questions. Chief DiGiorgio asked for clarification on who would be conducting the exit interviews.

Commissioner DeSimone reported that if the person leaving is a volunteer, the Fire Company President would conduct the interview. Commissioner DeSimone reported that if the person leaving is a compensated employee, Administrator Schultz would conduct the interview. Commissioner O'Hare noted that this constitutes the first reading of the recommended changes.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the District is hiring a structural engineer to evaluate the building so the Planning Committee will know what the options for modifying the building are. Commissioner Dugan Sr. reported that the committee is still trying to hold a "Town Hall" meeting with the Fire Co. so that they can provide input into their future needs.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

CONSOLIDATION: Nothing to report.

OLD BUSINESS: Commissioner DeSimone asked Administrator Schultz if he was able to get a copy of the employee review form from the Fire Academy. Administrator Schultz reported that he asked but has not heard back yet. Administrator Schultz reported that he will reach out to them again tonight.

Commissioner O'Hare asked Administrator Schultz for an update on the Impairment training. Administrator Schultz reported that he and Mr. Abrusci have been playing phone tag but he is still hoping to get it set up for December or January. Administrator Schultz noted that the training will have to be consistent with Mr. Trimboli's guidance on the specific things that need to be included.

Commissioner Dugan Sr. asked if the Board was going to give Chief DiGiorgio approval to move forward with the three COEs. Commissioner Dugan Sr. reported that even though the Board approved four offers at the last meeting, it looks like the District is not going to be able to make four offers at this time due

to budgetary constraints. Commissioner Dugan Sr. reported that the District will make three offers now with staggered start dates and hopefully make the fourth offer in July 2022. Commissioner DeSimone asked about the discussion about possibly modifying the work schedule of one or two individuals. Commissioner DeSimone reported that the bulk of the calls come in during the day and felt this was when the District needs additional staffing. Chief DiGiorgio reported that this has been addressed by utilizing the FF/EMT on the ambulance on overnights so staffing is not heavy on the overnights. Commissioner DeSimone asked for clarification that there would be three individuals on the overnight and that the third individual would be assisting the two people on the ambulance if needed. Chief DiGiorgio clarified that this would be at the discretion of the crew and/or officer should help be needed. Commissioner Dugan Sr. reported that whenever assistance is needed, the third person would go but they would not go automatically. Commissioner DeSimone asked if instead of four people on overnights there would be three. Commissioner Dugan Sr. reported that there would be four scheduled but a majority of the time it drops down to three. Chief DiGiorgio reported that there are still two EMTs on 16 hour shifts so there are at least 2 days where you have your 40-hour FLSA people. Chief DiGiorgio noted that it was the Boards request not to fully staff 2 ambulances on the overnight. Commissioner DeSimone noted that there are some nights when 4 people are here for the overnight. Chief DiGiorgio reported that on the nights when the District has no Fire crew are the nights when there are 4 people on the overnight. Chief DiGiorgio reported that on Thursday, Friday and Saturday nights there are no Fire Crews and that is where the District maintains 2 on the ambulance and 2 on fire. Chief DiGiorgio reported that it would go down to one on fire if someone is out on PTO. Commissioner DeSimone reported that she understood having the FF/EMT riding at night because they can go out on both fire and EMS calls. Commissioner DeSimone felt that a person who is just an EMS individual should be deployed where they are need most which she felt was during the day. Commissioner Dugan Sr. noted that if you take them off the overnight you would need to add someone to the three nights when there are no fire crews, Commissioner DeSimone reported that the 3 people that the District is bringing on will have a dual role. Commissioner Desimone reported that right now if an EMT is on the overnight they do not respond to fire calls. Chief DiGiorgio reported that EMS goes to fire calls. Commissioner DeSimone still felt that the

EMTs should be utilized during the day when more calls come in. Chief DiGiorgio reported that the District has addressed this by looking over the number of hours needed, how the District was going to staff, where the need was, and how to work within the budget. Chief DiGiorgio reported that scheduling 2 40 hour a week EMTs on Monday for 16 hours means that there are 4 hours on Monday night when the career staff can attend training. Chief DiGiorgio noted that no one can predict when an EMS call will come in. Commissioner Desimone noted that most of the training notices that FF Ujfalussy sends out are during the day. Chief DiGiorgio reported that the District is still trying to train with the volunteers and this week a career firefighter was able to go up to the Academy with some volunteers. Commissioner DeSimone still felt that most of the training opportunities are during the day and she will not take a day off work to attend training. Chief DiGiorgio noted that some of the training is not scheduled by the District but by the County. Commissioner Desimone felt that the District should look for training that is being held in the evenings or on weekends so the volunteers can attend. Commissioner Dugan Sr. recommended that EMS training be done at night whenever possible. Commissioner O'Hare asked the Board to address the original question of whether they are going to move forward with the 3 COEs. Commissioner Dugan Sr. felt that since the Board approved it last week and has worked out the budget figures, the District should move forward with the COEs. The Board gave Chief DiGiorgio the approval to move forward with the 3 COEs and will provide him with copies of the resolutions which include the names of the candidates.

Commissioner Desimone asked Chief DiGiorgio if he was able to locate cubes for the EMT bay to replace the plastic cabinet. Chief DiGiorgio reported that he thought that someone else here said that they were going to look into it so he did not write down a note to address it. Commissioner Dugan Sr. suggested moving some racks from the engine bay. Chief DiGiorgio reported that the racks are not moveable because they are bolted to the wall but the EMS volunteers can use the racks in the engine bay. Chief DiGiorgio noted that the individuals have to pass through the bay and that there is only one active EMS volunteer currently. Chief DiGiorgio reported that the rest of the bags should belong to career FF/EMTs and they can keep their bag with their turnout gear on the racks. Commissioner DeSimone reported that she and EMT Thompson are riding a shift in a couple weeks so the District does have other active EMS volunteers. Chief DiGiorgio

reported that he was unaware of that but said they would look into adding some shelves to some of the racks to store the bags.

Commissioner O'Hare asked if there was any other old business. There was none.

NEW BUSINESS: None.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, November 4, 2021 at 7:00 P.M at the firehouse.

A Special Meeting will be held on Thursday, November 11, 2021 at 6:30 P.M. for the purpose of discussing and allowing voting on certain capital measures.

The next Joint Fire Prevention Board Meeting will be determined.

The Holiday Tree Lighting is scheduled for Saturday, November 27, 2021 at 6:00 P.M. at the Cedar Knolls Fire Station.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner Dugan Jr. read Resolution 21-10-21-106 to enter into executive session. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Cornine was absent. The Board went into closed session at 7:45 p.m.

Personnel matters were discussed, action will be taken.

The Board came out of closed session at 8:26 p.m.

RESOLUTIONS:

Commissioner O'Hare read Resolution 21-10-21-107 authorizing a memorandum of agreement between the Fire District and FMBA Local 109.

Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Cornine was absent.

ADJOURN: A motion was made by Commissioner Dugan Sr., seconded by Commissioner Dugan Jr., to adjourn the meeting. All were in favor. Commissioner Cornine was absent. The meeting was adjourned at 8:27 p.m.

Respectfully submitted by

Steven Cornine, Secretary