

October 6, 2022 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 6, 2022 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, Mary Lou DeSimone, Michael Dugan Jr., Robert O'Hare, and Shawn Waldron were present.

Chief DiGiorgio, Administrator Schultz, Lt. Belott, FF Sulpy, FF Fire Co. President James Hark Jr., Fire Co. Member Keyser, and Michael Dugan Sr. were also in attendance.

DEPART FROM NORMAL AGENDA: Recognition of Eagle Scout David G. Farrell

The Board welcomed Eagle Scout David G. Farrell and his parents. Commissioner Cornine read the following resolution from the Board that was approved on September 15, 2022.

Whereas, the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, wish to recognize the attainment of high honors by our young citizens, and

Whereas, Andrew David G. Farrell has demonstrated strong leadership abilities and has also exhibited a strong sense of duty, honor and patriotism, along with community spirit making him a clear example of the best qualities of American youth, and

Whereas, Andrew David G. Farrell has completed the arduous and demanding requirements necessary to be awarded the rank of Eagle Scout for Troop 155; the highest honor given by the Boy Scouts of America,

Now therefore be it resolved, that the Board of Fire Commissioner, Hanover Township Fire District No. 3, recognize and congratulate Andrew David G. Farrell upon his attainment of the esteemed rank of Eagle Scout.

It is hereby certified that this Resolution was approved by the Board of Fire Commissioners this 15th day of September, 2022.

Commissioner O'Hare asked Mr. Farrell what he did for his Eagle Scout project. Mr. Farrell shared that he built 4 helmet and glove cubbies to be placed in the dugouts for the fields at Black Brook Park and showed photos of his work. The Board congratulated Mr. Farrell on his achievement. Mr. Farrell thanked the Board and left with his parents.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Cornine reported that the following email was received from Joe Giorgio regarding District 3s request to enter into a Shared Services Agreement for a Qualified Purchasing Agent.

I am sorry Brian and I did not respond sooner. Not having any idea as to how the workload would affect me or Silvio, and also taking into consideration that what we would do for District 3, we would have to do for District 2, the Township decided that it would not be in our best interest to pursue a Shared Service Agreement. In the same respect, District 3 was interested in obtaining the services of the Township's Human Resources Manager, Mary Sue D'Amore. Based on Mary Sue's workload during the past 15 months, we don't see that in the cards as well. She has taken on significant responsibilities not to mention the day-to-day "fires" that crop up. We are truly sorry that we cannot accommodate your needs.

APPROVAL OF PREVIOUS MINUTES:

The approval of the minutes from the August 8, 2022 Special Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Waldron made a motion to approve the minutes from the August 8, 2022 Special Meeting. Commissioner Dugan Jr. seconded the motion. All were in favor.

The minutes from the September 15, 2022 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner O'Hare made a motion to approve the minutes from the September 15, 2022 Regular Meeting. Commissioner Waldron seconded the motion. All were in favor.

REPORT OF THE TREASURER:

Commissioner Waldron distributed copies of the September 2022 financials and reported that the District is operating within the budget. Commissioner Waldron reported that the first 2023 budget meeting was held and more meetings are scheduled.

Commissioner Waldron asked Administrator Schultz if he had anything to report about finding a QPA since the Township has declined to enter into a Shared Service Agreement with the District. Administrator Schultz reported that he spoke with the CFO and QPA for Boonton Township about entering into a shared service agreement for QPA services. Administrator Schultz reported that the Boonton Township QPA will speak with the District 3 accountant and attorney to see if this arrangement would work. Administrator Schultz reported that if all parties are okay with the discussions then Boonton Township indicated they would consider entering into a Shared Service agreement for QPA services. Administrator Schultz reported that the nominal cost of having a QPA would boost our bidding threshold and eliminate the audit remark about exceeding the threshold. Administrator Schultz noted that he was extremely disappointed that the Township decided not to work with us on this without knowing what the workload will be. Commissioner Cornine asked if all QPAs were attached to a Town of if they could be hired directly by the District. Administrator Schultz reported that the District had looked into this previously and it was cost prohibitive.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio submitted his Bi-Monthly report on September 30, 2022 and submitted an update for call volumes on October 4, 2022. Chief DiGiorgio had the following additions to his report.

Chief DiGiorgio reported that the self-evaluation forms have been sent out to all of the employees and are due back to their respective officers next Friday. Chief DiGiorgio reported that once they are received he will have the Officers complete the employee evaluation forms for each employee. Chief DiGiorgio reported that he would like to have the evaluations completed by the end of October.

Chief DiGiorgio reported that there was discussion earlier in the year about where the exercise equipment that is currently in the tent will be put in the firehouse. Chief DiGiorgio noted that the plow needs to be accessed in the tent and asked what was going to be done about the exercise equipment. Commissioner

DeSimone felt that there was not enough room on the 2nd floor to put the exercise equipment. President Hark Jr. reported that he would bring it up at the Fire Co. meeting on Monday but also did not feel there was room on the 2nd floor. Chief DiGiorgio reported that the equipment will have to be pushed aside for the time being to provide access to the plow.

Commissioner DeSimone asked if the self-evaluations are due back to the Officers next Friday, when would the Officers prepare the evaluations. Chief DiGiorgio reported that the evaluations would be prepared between next Friday and the end of October. Commissioner DeSimone reported that before the evaluations are discussed with the employee they are to be reviewed by Chief DiGiorgio and the Personnel Committee to ensure that nothing needs to be updated or changed. Commissioner DeSimone asked what the timeframe for the evaluation reviews would be. Chief DiGiorgio reported that each lieutenant has 6 evaluations to complete and they would be done as quickly as possible. Commissioner DeSimone asked if December 15 would be a good target date to have this exercise completed by. Chief DiGiorgio and Commissioner Waldron felt it would be done before that. Commissioner DeSimone clarified that the exercise comprised having the evaluations reviewed by the Board and Chief DiGiorgio before going back to the lieutenants so they can discuss them with the employee. Chief DiGiorgio noted that this would deviate from the Board's policy in the Policies & Procedures Manual which lays out what the specific steps are for evaluations. Chief DiGiorgio asked if the Board plans to change the Policies & Procedures Manual. Commissioner DeSimone felt there should be a review of the performance appraisals because she said last year there was an issue with the performance appraisal of someone that should have been reviewed before it was addressed with the individual. Commissioner DeSimone reported that there should have been additional information added to the appraisal but it was done too late. Commissioner DeSimone felt that a second set of eyes should check the evaluations before they are given especially since this is the first time that the new evaluation form is being used. Commissioner DeSimone felt that the Board should review the evaluations also to ensure they are done properly. Chief DiGiorgio asked for clarification that the lieutenants will write the evaluations then they will go to him, then to the Personnel Committee, and then back to the employee. Commissioner DeSimone reported that Chief DiGiorgio would review the evaluations and then the Board would review them to ensure that nothing is missed or if there are comments that the Board would like added to the

evaluations before being given to the individual. Commissioner Waldron noted that even with as much time as he spends here he does not know everything that goes across the lieutenant's desks as it relates to his firefighters nor what goes across Chief DiGiorgio's desk as it relates to his lieutenants. Commissioner Waldron therefore did not know what benefit there would be to him or the Personnel Committee looking at the evaluations before being given to the employee. Commissioner DeSimone felt that since this was a new evaluation form that the Board should review the evaluations but if the rest of the Board feels that just having Chief DiGiorgio review the evaluations before they are issued... Commissioner Waldron asked for clarification that normally after Chief DiGiorgio reviews the evaluation that the lieutenant then sits with the employee to go over the evaluation and that if the employee has a problem with the evaluation they can come see Chief DiGiorgio. Chief DiGiorgio reported that the current procedure states that the supervisor meets with the employee first and when that is completed the evaluation comes to him. Chief DiGiorgio reported that he has the ability to add anything that he feels was missed prior to him signing off on the evaluation and forwarding it to the Board. Commissioner Waldron felt that Chief DiGiorgio should see the evaluation before the lieutenant sits with the employee and finalizes it. Commissioner O'Hare felt that this was the step that the Board preferred and discussed last year. Commissioner Waldron reported that having Chief DiGiorgio review the evaluation before the lieutenant sits with the employee would eliminate the need of the lieutenant having to go back to the employee with any changes or additions that are made by Chief DiGiorgio. Administrator Schultz read what the current policy states.

The officer will complete a written evaluation appraisal form for every employee to measure progress and to encourage self-improvement at least once a year. The evaluation will also record additional duties performed, educational courses completed, as well as a plan to correct any weak points using the employee counseling form. After completing the evaluation, the officer will review the results with the employee and return the form with a signed acknowledgement to the Chief. After review by the Chief, the forms are to be included in an employee's personnel file. As part of the evaluation, employees have the right to request a conference with the Chief.

Commissioner Waldron asked what happens if Chief DiGiorgio sees something that he disagrees with or has something he wants added. Commissioner DeSimone felt that Chief DiGiorgio should have a chance to add his comments to

the form. Commissioner Waldron felt that it saves a step if Chief DiGiorgio reviews the evaluation before the lieutenant talks to the employee and that the evaluation will go back to Chief DiGiorgio anyway so he can see that any changes he requested were made. Commissioner DeSimone reported that this were her take on the process also. Chief DiGiorgio noted that historically he has not had to make any changes to what the officers did. Commissioner Waldron asked if Chief DiGiorgio speaks with an employee after his evaluation if he feels that there should be something added to the evaluation prepared by the officer. Commissioner Cornine hoped that if Chief DiGiorgio had something he needed the employee to do, he would be addressing it currently and not waiting for a performance evaluation. Commissioner Cornine felt that a performance evaluation should be between the direct supervisor and the employee to report about this is where we see you and this is where we want to see you. Commissioner Cornine did not know how the evaluations coming to him or the Board would be helpful. Commissioner Waldron concurred. Commissioner DeSimone felt strongly that Chief DiGiorgio should review the evaluations just in case there is something that he wants to add prior to the officers sitting with the employee. Commissioner Cornine asked if Chief DiGiorgio met with the officers to share his observations prior to them completing the evaluations. Chief DiGiorgio reported that he has not historically done this but he could if the wants him to. Commissioner Cornine felt that he did not want to trample over the current policy but this might be a way to communicate any of your observations on employees to the officers so they can be included in the evaluation. Commissioner O'Hare was concerned about usurping the judgement of the first line supervisor and he would like to trust the process. Commissioner O'Hare reported that he is comfortable with the way things are. Mr. Dugan Sr. felt that the current policy seems good and the employee knows the policy and can request to see Chief DiGiorgio to discuss any changes he makes to their evaluation when he reviews it. Commissioner Cornine asked for clarification that there is no monetary value attached to the evaluations for the employees. Commissioner DeSimone confirmed that there is no monetary value attached to the evaluations. Commissioner Cornine felt that this was even more of a reason for the Board to stay away from the process. Commissioner DeSimone asked if Chief DiGiorgio was comfortable with the process. Chief DiGiorgio confirmed that he was comfortable using the current policy to handle the evaluation process. Commissioner DeSimone asked if the process would be complete by mid-December. Chief DiGiorgio hoped to done sooner than that.

Chief DiGiorgio concluded his report. Commissioner DeSimone noted that she noticed that mutual aid given numbers are increasing per FF Sulpy's report. Chief DiGiorgio asked if this was a problem. Commissioner DeSimone reported it was just a comment. Chief DiGiorgio reported that last month the District only had request Mutual Aid 6 times out of 161 calls and this shows that the District is able to cover its calls. Chief DiGiorgio noted that covering our calls and being able to cover some Mutual Aid calls helps with EMS revenue. Commissioner DeSimone was concerned about the number of in town calls that the District could not respond to because they were on Mutual Aid Calls. Chief DiGiorgio felt that receiving Mutual Aid 6 times while giving Mutual Aid 27 times in a month was acceptable.

EMS: Nothing to report.

BUDGET: Commissioner Waldron reported that he and Administrator Schultz met with the auditor to get guidance and direction on how to proceed on some of our projects. Administrator Schultz reported that he followed up with Mr. Braslow about how to move forward with the 2023 budget to reflect what the District would like to do regarding a couple of capital items and some longer-range projects. Administrator Schultz felt that speaking with the auditor helped the District understand a couple of things and that speaking with Mr. Braslow clarified some things. Administrator Schultz felt that the District has much clearer guidance moving forward with what it wants to do. Administrator Schultz reported that the Board will probably see the first preliminary 2023 Budget because the Board will have to have a Special Meeting in mid-November and the District needs to publish a notice ahead of time.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Waldron reported that there will be a meeting on Monday.

BUILDINGS AND GROUNDS: Administrator Schultz reported that he spoke to Lt. Belott about the replacement bay door and it looks like the door will done in 2 weeks. Administrator Schultz noted that the hose cart is currently in the bay and will need to be removed before the new bay door can be installed.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief DiGiorgio reported that F.I.S. will be here next week to repair the hydraulic cylinder on Truck 33 so it will be out of service for 2-3 days.

INSURANCE: Commissioner O'Hare reported that Coronis now has electronic forms which should expedite EMS payments to the District. Administrator Schultz clarified that the District signing off on the insurance company clearing houses allows Coronis to transmit monies more quickly.

Administrator Schultz reported that the District received notice from 7710, our old workers comp carrier, requesting information for last year's workers comp audit.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Dugan Jr. reported that the Consolidation Committee met on Tuesday and the Committee would like to meet with Mr. Braslow soon. Chief DiGiorgio reported that the tone of the meeting was to try to capture some feedback and talking points. Chief DiGiorgio reported that the Board representatives were going to go back to their respective Boards to see if there was any feedback, talking points or questions that would prohibit the committee from moving forward. Chief DiGiorgio reported that only one or two comments were received, one from each District. Chief DiGiorgio reported that the lack of comments could mean that no one has any questions and the consolidation should be able to be done quickly. Chief DiGiorgio reported that obviously this is unrealistic and felt that people are just not bringing questions forward which is not helpful for Chief Perrello and himself. Chief DiGiorgio felt that he and Chief Perrello would need to create the talking points so that everyone has a little more in depth understanding of what is happening with the process. Chief DiGiorgio reported that there are a couple of things that he and Chief Perrello are looking for, one of which is a level of confidence of support from both Boards to continue the feasibility study. Chief DiGiorgio reported that he and Chief Perrello are at a juncture right now where they need to get down to the nitty gritty and do some evaluations of benefits to the volunteers and career staff, insurance costs, and other budget items. Chief DiGiorgio reported that he and Chief Perrello have no problem doing this as long as they can be assured by both Boards that they support continuing the process. Chief DiGiorgio reported

that the next Joint Board meeting will be in December and have not been conducive to generating discussion for the past year. Chief DiGiorgio reported that the discussion at the last Consolidation Committee meeting was to go back to determine if there is still support for the consolidation feasibility study, identifying talking points, and reaching out to the different stakeholders because it has gotten quiet and the Consolidation Committee needs to know the reasons for this. Chief DiGiorgio reported that the Committee agreed that he and Chief Perrello set up a meeting with the representative of the fire service from the DCA and they are trying to settle on a date. Chief DiGiorgio reported that there have been a lot of questions on how to do certain things and the timeline of a consolidation and he hopes that the DCA will be able to answer these questions. Chief DiGiorgio reported that after he and Chief Perrello get the answers to these questions they will be able to come up with talking points for both Boards. Chief DiGiorgio asked that if anyone had any questions, thoughts, theories, anything that has been heard on the streets as to how the consolidation process is going to work to please get them to himself and Chief Perrello so they can be brought up with DCA. Commissioner Cornine reported that his opinion at the September committee meeting was that there are a lot of services that the 2 Districts could be doing right now and that he asked Mr. Braslow what was stopping us from entering into shared service agreements on some of these items. Commissioner Cornine reported that he is adamantly opposed to voting on consolidation and just letting someone figure out how to make it happen. Commissioner Cornine reported that he did not know who that someone would be and that he thinks an implementation plan was sent out but he has not reviewed it yet. Commissioner Cornine felt that there are so many things that the 2 Boards could do to facilitate a consolidation and it would go a long way towards the end goal of consolidating into one District. Commissioner Cornine reported that his opinion is that we should come up with the items that are most important, that everyone wants to get right, and we get those ironed out. Commissioner Cornine felt that after the important items are ironed out it will be a simple vote on the smaller items such as the name change and patches. Commissioner Cornine felt that getting the big-ticket items get ironed out until they are flawless would benefit the Districts and the community the most. Commissioner DeSimone felt that the committee needs to do its due diligence in looking at everything from both departments. Commissioner Cornine reported that both Chiefs do a great job of doing their homework and sometimes spin their wheels waiting for the Committee to give them guidance. Commissioner Cornine noted that the Board representation on

the Committee is just 2 of 5 from both Boards and there is not enough time during the Joint Board meetings to discuss consolidation. Commissioner Cornine felt that Special Joint Meetings were needed for the consolidation discussions and he would like to see some of the Joint Boards move forward on squaring away some of the big-ticket items which would be a good way to show that consolidation is worthwhile. Chief DiGiorgio agreed with Commissioner Cornine and added that the Committee needs to know what the big-ticket items are so that they can be addressed. Commissioner Cornine asked everyone to get him their big-ticket items so he can bring them back to the Consolidation Committee. Administrator Schultz asked what the DCAs involvement do to the consolidation process because it was his understanding that once the DCA gets involved they will start moving the process. Administrator Schultz reported that he did not remember the Board saying that they were moving this process to the DCA level. Commissioner Cornine felt that the DCA was being used as a consultant that will give advice. Administrator Schultz reported that the DCA wrote the Hamilton dissolution report which is exactly the report that was given to the Board with Hamilton replaced with Hanover Township. Administrator Schultz reported that Mr. Braslow pointed out at the beginning of the Special Meeting that the Districts are talking about consolidation and the report so far is dissolution. Administrator Schultz agreed with Commissioner Cornine that taking little bites of the apple is better than shoving the whole apple down your throat and felt that bringing DCA in may be accelerating the process beyond where the Boards are comfortable. Administrator Schultz reported that there are too many outstanding questions and the Districts have a responsibility to the employees and the Board's constituents to make sure that this is done properly. Administrator Schultz noted that the Consolidation Committee is 11 months into the process but that it took Hamilton 7 years to complete the process. Administrator Schultz reported that at the Special Meeting it was also noted that there are a lot of things to be done and a lot of time to expended in doing this. Administrator Schultz felt that we can't rush it at the expense of our employees and our District. Commissioner DeSimone reported that she always got the sense that the process was being rushed and it was brought to her attention that someone felt that it had to be done by the end of the year. Commissioner DeSimone reported that the process is going to take some time and did not want to rush to decide without doing the proper due diligence. Commissioner O'Hare felt that Hamilton Township took a long time because it is a much more complex and bigger project then here. Commissioner O'Hare reported that this does not mean that it has to be done by

the end of the year but the process has stalled because there are no talking points and neither Board is asking questions. Commissioner O'Hare felt that people either do not know what they need or do not know where to go and that having the DCA sit with the Chiefs will allow them to get information on the decisions that the Boards need to make. Commissioner O'Hare reported that the Boards are not bound by the DCA, they are just consulting. Commissioner O'Hare reported that in the formal process if a plan is submitted then the Boards are bound by them. Commissioner O'Hare reported that we are just consulting DCA to say we need to look at these big-ticket items and the 2 Boards will need to decide what to do about the items. Commissioner DeSimone asked if the DCA would meet with just Chief DiGiorgio and Chief Perrello. Chief DiGiorgio confirmed that he and Chief Perrello are planning to meet with the DCA but that this is not a full press from the DCA. Chief DiGiorgio reported that the DCA is not sending a team to the meeting but just a couple consultants. Chief DiGiorgio reported that there are a lot of questions asked Consolidation Committee meetings that no one is able to answer. Chief DiGiorgio reported that most of these questions can be answered by the DCA representatives and it will be less expensive than having Mr. Braslow sit in on every consolidation meeting. Chief DiGiorgio gave an example of a question about how the FMBA contract is handled; do the 2 individual Boards negotiate the new contract or does the new consolidated Board negotiate the new contract. Chief DiGiorgio listed some of the other questions that no one on the Committee can answer.

If there is a contract between the District 2 Board and the Whippany Fire Co., should there be a contract between the District 3 Board and the Cedar Knolls Fire Co.?

At the stroke of midnight on which date does the new Board take over?

When do you have the election for the new Board?

Who writes the consolidation plan?

Chief DiGiorgio reported that the Committee keeps going in circles with these questions and the only people that can answer them are the experts. Chief DiGiorgio asked anyone with questions to get them to him or Chief Perrello so that they could get answers from DCA. Commissioner DeSimone felt that the Consolidation Committee should be present at the meeting with the DCA. Commissioner Cornine reported that one of the big questions that keeps being

asked is how to guarantee anything beyond the new Board, how will the implementation process be laid out and how can we guarantee certain things. Commissioner Cornine reported that the Committee is looking to guarantee that the new Board does not decide to use the new Whippany Firehouse and not use this building. Chief DiGiorgio reported that this was discussed at the last Consolidation Committee meeting and the thought was that everything needs to be in the form of a contract. Chief DiGiorgio gave the example of the District 3 Board having a contract with the Fire Co. for the use of the 2nd floor then if the new consolidated Board says that the Fire Co. cannot use the 2nd floor they would be in breach of contract. Commissioner Waldron pointed out that the contract would not be with the consolidated Board. Chief DiGiorgio reported that these are the issues and questions that the DCA representatives would be asked just like with the union contract. Commissioner O'Hare felt that one commissioner from each District should also be at the meeting with the DCA. Commissioner Dugan Jr. felt that it would be pointless if all the Consolidation was not present. Commissioner O'Hare felt this might not be logistically possible. Commissioner Dugan Jr. reported that the Consolidation Committee should be available on the scheduled meeting night each month. Chief DiGiorgio felt that the consensus at the last Consolidation meeting was that the 2 Chiefs meet with DCA. Commissioner DeSimone thought there should at least be a representative from each Board at the meeting. Commissioner O'Hare agreed. Mr. Dugan Sr. felt that if you get DCA involved they will hound you to get it done. Mr. Dugan Sr. noted that Mr. Braslow said that DCA doesn't care what happens once the consolidation is done, that they just want to get it done. Mr. Dugan Sr. felt that the Consolidation Committee should ask Mr. Braslow when he felt that the DCA should be brought in and if there is any benefit to bringing in the DCA now or will it hinder the process. Commissioner Waldron did not think the DCA could push us forward but that they could push for a decision and if they pushed him for a decision he would vote to shut it down. Mr. Dugan Sr. reported that this is going to be a 2-3-year process according to Mr. Braslow and he agreed with Commissioner Cornine about looking into things that can be done now as a shared service agreement. Mr. Dugan Sr. felt that shared service agreements would highlight what works and what does not work. Mr. Dugan Sr. felt that the Committee should start getting questions so that they could address them and look for answers. Mr. Dugan Sr. felt that everything has to be spelled out so that the new Board has a plan to work with from the start. Commissioner O'Hare agreed that an implementation plan has to be in place but the question is how do

you get to that and the Consolidation Committee needs some guidance on how to proceed with the process which the DCA can provide. Commissioner O'Hare reported that he is not concerned that the DCA can force a consolidation and that if they try to push for one the Boards can shut them down. Commissioner O'Hare felt that the Consolidation Committee needs guidance and they should not be afraid to ask DCA to provide it. Fire Co. Member Keyser agreed with Administrator Schultz and Mr. Dugan Sr. that the Joint Board should attend any meeting with DCA. Commissioner Cornine felt that if the Consolidation Committee could get answers to some of its questions then that is a viable next step. Mr. Dugan Sr. felt that the Consolidation Committee should ask DCA how to put some shared services agreements in place to use as a test to see if the potential consolidation will work. Mr. Dugan Sr. felt that testing various shared services will allow the ones that work to be included in the consolidation plan and the ones that don't work to either be adjusted or discarded and replaced with something different. Fire Co. Member Keyser felt that the Joint Board should put a shared service contract in place and if it works then the Joint Board could vote to move forward with the next step in the consolidation and if it does not work then that would be the end of it. Mr. Dugan Sr. felt that Mr. Braslow would be able to answer many of the questions that the Consolidation Committee has instead of bringing in the DCA. Chief DiGiorgio reported that there is a \$250,000 LEAP grant available to help with the costs of the consolidation process and noted that the DCA helps process the LEAP grant. Chief DiGiorgio reported that the fact that 2 DCA representatives were invited to talk to the Joint Board in 2011 about consolidation and did not take over should alleviate the current concern that once the DCA is brought in they will take over. Chief DiGiorgio reported that shared services agreements are not going to change the tax rate or the imbalance in the tax revenue. Commissioner Cornine reported that he has no concerns over bringing in the DCA and that if Board members were available they could attend. Commissioner DeSimone asked if Mr. Braslow should be present. Commissioner Cornine felt there was no need to pay Mr. Braslow to attend. Commissioner DeSimone felt that both Boards should have representation at the DCA meeting. Chief DiGiorgio reported that when the meeting is set he will put it out and anyone that is available can be there.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner DeSimone asked about the maintenance shared services that was previously talked about. Chief DiGiorgio reported that he will reach out to Chief Nunn because those discussions seem to died on the vine.

Commissioner O'Hare asked to circle back to the gym equipment. Commissioner O'Hare reported that he is concerned that the hose cart may be damaged if both the cart and the gym equipment are pushed to the back of the tent and felt that the District needs to get rid of the equipment. Commissioner O'Hare did not feel that the District would find a place to set up the gym equipment and that while it was a good idea it is time to look at donating it. Commissioner Cornine felt it was a shame that the District could not find the space to set up the equipment when physical fitness is a requirement for the job. Commissioner Cornine reported that it would be great if the Fire Co. could find space to set up the equipment but if they cannot then we should get rid of it because it is not doing anyone any good in the tent.

Commissioner DeSimone asked Administrator Schultz about the status of the recruitment and retention seminar at the County Fire Academy. Administrator Schultz did not know the status but he will bring it up at the Chiefs Meeting on Wednesday night. Administrator Schultz reported that he will forward information about a recruitment webinar to the Board. Administrator Schultz reported that it is a minimal cost to attend and no limit to the number of people who can attend.

Commissioner DeSimone asked Chief DiGiorgio if the meet and greet with the newborn and the 2 FF/EMTs happened. Chief DiGiorgio reported that he reached out to the family with the date that both individuals were working but it did not work for them. Chief DiGiorgio reported that the family said that they would get back to him. Commissioner Desimone asked Chief DiGiorgio to let Fire Co. Member Donofrio know when the family is coming so that he can put something in the Hanover Eagle.

Commissioner Waldron reported that he, Administrator Schultz and President Hark Jr. met with Dr. Gluckman and he is willing to work with the District on physicals. Commissioner Waldron reported that Dr. Gluckman will continue to perform the initial physicals and return to duty physicals. Commissioner Waldron reported that after the initial physical you may choose to go to another physician

you may but you will do so with the same forms that he uses. Commissioner Waldron reported that as long as the physician fills out the forms, checks off everything that needs to be checked off and does all the required testing Dr. Gluckman will review them with the disclaimer that he is reviewing someone else's work and is not responsible for the any mistakes. Commissioner Waldron reported that if Dr. Gluckman finds something that he doesn't like the employee will have to go to Dr. Gluckman or another specialist for follow-up. Commissioner Waldron reported that Dr. Gluckman will maintain the medical records for the District and there will be a nominal fee for his services. Commissioner Waldron reported that the paperwork from Dr. Gluckman should be here within 2 weeks. Commissioner Waldron reported that part of the paperwork will be a document that explains the 14 essential functions of a firefighter as they are written in NFPA 1582 and the doctor doing the physical will have to sign that he understands the essential functions before declaring an employee fit to be a firefighter. Commissioner O'Hare felt that some doctors may not be willing to sign off. Commissioner Waldron agreed and said that the employee would then either need to find another physician or go to Dr. Gluckman for the physical. Commissioner DeSimone felt this was good progress.

Commissioner O'Hare reported that the Professional Standards Policy has been pending for a long time. Commissioner O'Hare reported that he sent out the attorney reviewed draft to the Board in June for review but does not think everyone read it so he resent it last week. Commissioner O'Hare assumed everyone read it and is comfortable with it. Commissioner O'Hare spoke to Asst. Chief Martin who agreed to continue as Chief Investigator and he spoke to EMT Thompson who agreed to be the backup Investigator. Commissioner O'Hare made a motion to formally adopt the Professional Standards Policy. Commissioner DeSimone reported that as she has previously mentioned that once this policy gets adopted it changes how investigations will be handled and she had questions that Asst. Chief Martin addressed. Commissioner Waldron seconded the motion. Chief DiGiorgio reported that there was one thing under the General Investigation Procedures that states that *If a member or employee subject to an administrative investigation has good faith reasons to question the impartiality or independence of the investigation they report their concerns to the Board. The Board of Fire Commissioners Personnel Committee may within their discretion conduct their own review of the Internal Affairs investigation and determine if any further action is warranted including potential reassignment of*

the investigation. Commissioner Cornine felt it sounds like checks and balances and would potentially happened during an appeal. Chief DiGiorgio reported that he just wanted to make sure because the statement is in the General Investigation Procedures section of the policy. Commissioner O'Hare felt that this has to do with an appeal also. Chief DiGiorgio reported that the policy also states that there will be a locked cabinet for the investigators to keep the investigative files in. Chief DiGiorgio noted that the District would need to get a cabinet. Chief DiGiorgio asked Administrator Schultz if a resolution was needed stating who the investigators were. Administrator Schultz felt that the Board does not need to appoint anyone because there is no investigator job description but the Board may want to spell out what qualifies someone to do an investigation. Administrator Schultz felt that the 2 individuals currently doing investigations have an extensive background doing them and that they want to grow some other people to be able to do them. Commissioner O'Hare reported that when he spoke to Asst. Chief Martin about this it was his suggestion that front-line supervisors get some kind of training on this so they can handle the lesser infractions and everything does not have to go to him. Administrator Schultz felt that having a bigger pool of investigators was good in case there are times that neither of the 2 current investigators can do a particular investigation. Commissioner Cornine felt that the Policies & Procedures Manual and the Professional Standards Policy need to be reviewed for conflicts in procedure before the Professional Standards Policy is fully adopted. Commissioner DeSimone asked if the Board could not say that as an addendum to the current policy that this would be the way we would handle investigations and when the new Policies & Procedures Manual is rewritten the Professional Standards Policy is included in it. Administrator Schultz reported that the 2 documents work together in concert but there are some areas where they do conflict each other. Administrator Schultz felt that the Board should adopt the Professional Standards Policy and then review the Policies & Procedures Manual to remove the conflicts. Administrator Schultz noted that the entire Policies & Procedures Manual needs to be reviewed. Commissioner O'Hare reported that the Board adopting the draft Professional Standards Policy will send it back to the attorney for a final review and then the attorney will send back the final copy along with the template forms for the investigations. The Board approved the motion to adopt the draft Professional Standards Policy.

NEW BUSINESS: Commissioner Waldron reported that the Board is going to read a resolution for a lieutenant and the swearing in was scheduled for November 3 but the individual has a conflict that night with an EMS meeting that he has to attend. Commissioner Waldron asked if the Board would like to do the swearing in at the October 20th Board meeting. The Board approved the swearing in on October 20.

Commissioner DeSimone reported that she would like to discuss a letter that to her that the Board was copied on and a question that she posed to Chief DiGiorgio regarding the EMS Competency Training scheduled dates.

Commissioner DeSimone reported that she has received a letter that she has been operationally suspended. Commissioner DeSimone reported that she had questioned the dates of availability and the times. Commissioner DeSimone reported that there were 2 dates that were open for her, September 6 and 15. Commissioner Waldron asked Commissioner Desimone to hold off for a second. Commissioner Waldron reported that he has spoken to Chief DiGiorgio and he has emailed Chief Snook who is looking into scheduling EMS competency training next week but has not received a response yet. Commissioner Waldron reported that he wanted Commissioner DeSimone to be aware of that. Commissioner Waldron reported that his understanding was that one member only had 2 dates available to attend the required EMS competency training and one of those was already committed to a meeting in this building. Commissioner Waldron reported that it did not leave choices, it was the one night or nothing. Commissioner DeSimone reported that unlike some people she has a fulltime job and does not have the luxury of leaving her job during the day. Commissioner DeSimone asked if she were to leave her job during the day if the Board would compensate her for lost time. Commissioner DeSimone reported that she thought it was unfair that the availability of dates was not more convenient for the people and that was what her email to Chief DiGiorgio pointed out and asked if other dates would be available. Commissioner DeSimone reported that she was on vacation when the one week's notice that the training was coming up she did not sign up for the training on the one time she was free because she hoped that more dates would be added. Commissioner Desimone reported that she does not get home from work until 6-6:30 and she thought it was unfair to send a letter that she was suspended because she felt that Chief DiGiorgio should have a least try to have reached out to her to ask what dates she has availability. Commissioner DeSimone reported that she could have looked at her work schedule to see where

she had gaps and openings but that Chief DiGiorgio did not reach out. Commissioner Desimone thought it was interesting how she was asked to cover an EMS shift on a Saturday, which she did, and she was asked to cover another Saturday which unfortunately she couldn't do it because she was suspended. Commissioner DeSimone noted that the District had to pay someone to cover the shift. Commissioner DeSimone thought that when Chief DiGiorgio sends out these kinds of notifications especially to someone with tenure that a conversation should be had. Commissioner Desimone felt that Par-Troy did not work with District 3 to ensure that the training dates were available for other people here, especially the volunteers that work a fulltime job. Commissioner DeSimone appreciated Commissioner Waldron looking into it even though it was not something that should have been done by a commissioner. Commissioner Waldron reported that he knew from the dates that Commissioner DeSimone didn't have choices. Commissioner DeSimone felt that in the future the District should look to hold the EMS competency training in house especially now that we are going to have an EMS Coordinator that can possibly do the competencies here with the approval of Dr. Gluckman. Commissioner DeSimone noted that we currently sign off on new EMTs that come on board by the duty crew lieutenant so obviously he is clearing their competencies before they are riding normal schedules. Commissioner DeSimone reported that she knew that Chief DiGiorgio did not want to competencies but she felt that the District should really look into it because there will be a lieutenant whose primary role is EMS. Commissioner DeSimone felt it would be beneficial to our members. Chief DiGiorgio asked Commissioner DeSimone to go back and read his email because he did not say that he does not want to hold competency training in house. Commissioner DeSimone felt that Chief DiGiorgio pushed back when the topic was brought up in July. Chief DiGiorgio asked Commissioner DeSimone to read the email where he addressed her request. Commissioner DeSimone reported that the email said the Chief DiGiorgio would develop and prepare a proposal to include cost, time and how we can run this in house. Commissioner DeSimone did not understand why Chief DiGiorgio had to prepare a proposal for the competency of our people to be done by someone that Chief DiGiorgio feels is certified to do it. Commissioner DeSimone did not understand why Dr. Gluckman could not work with someone here that he feels has the competency to run the training. Chief DiGiorgio reported that his response to Commissioner DeSimone said that if it is the intent of the Board to perform EMS competency training in house he will prepare a proposal so that the Board can explore the possibility and felt that the response

was much different from that he did not want to do it. Chief DiGiorgio reported that it is not that he does not want to and acknowledged that if the Board wants to explore holding the training in house that he did not have a choice to not do it. Commissioner DeSimone understood but she wrote the letter to Chief DiGiorgio with another individual copied. Commissioner DeSimone reported that if she wanted to address it to the entire Board and make it a Board topic she would have done so but she was reaching out to Chief DiGiorgio to make a note that she and another member were not able to attend the competency training and pose a question. Commissioner DeSimone felt that Chief DiGiorgio chose to take it another way, a different avenue, addressing it to the Board and spinning it the way he is spinning it now. Commissioner DeSimone reported that she is just asking that Chief DiGiorgio look into it to see why Dr. Gluckman will not let us do the competencies in house and why we have to go to Par-Troy. Commissioner DeSimone felt that while Par-Troy has capable trainers she is sure that District 3 has capable people here if we are already doing it now for new EMTs. Commissioner DeSimone did not understand why if people here are certifying the skill level of newly trained EMTs that they cannot also do the competencies of the personnel here. Chief DiGiorgio reported that the question is exactly why he will explore that and submit a proposal. Commissioner DeSimone stated that until Par-Troy comes back with when they are available or Chief DiGiorgio submits a proposal she is operationally suspended. Commissioner DeSimone felt this was a great way to unwelcome volunteers. Commissioner Waldron reported that he is getting the sense that since Commissioner DeSimone had conflicts with the training as well as the other individual who may have had conflicts or wanted to attend the training with Commissioner DeSimone that she would like the Board to ask Chief DiGiorgio to delay or rescind the suspension until other training dates become available. Commissioner DeSimone reported that she is not asking for anything. Commissioner Waldron noted that he cannot say whether any other training dates will be available. Commissioner DeSimone reported that she remains in this status until Par-Troy decides. Commissioner DeSimone reiterated that she was asked to ride a crew, which she did, and she is looking to come back and ride again but she guesses that she and the other individual will remain in this limbo stage. Commissioner Waldron felt that Commissioner DeSimone attempted to make a point with Chief DiGiorgio which he felt she did very well and that Chief DiGiorgio understands that there was only 1 date available to you and that the Board took precedent on that day. Commissioner DeSimone felt that Chief DiGiorgio should have looked at that way before the letter was sent.

Commissioner Waldron reported that this is an operational matter so maybe Commissioner DeSimone could approach Chief DiGiorgio after the meeting to see if the suspension could be put on hold until such time as the District knows if Par-Troy can or cannot do the training. Commissioner Cornine reported that he has faith in the system and if there was a standard that was not met then it was not met and there are things that have to happen. Commissioner Cornine asked if it was an annual competency that was not done. Commissioner DeSimone confirmed that it was required every year and that she did not have a problem with it other than that more dates should be available for the training. Commissioner Cornine asked if Commissioner DeSimone was past the 1-year mark for taking the competencies and if there are opportunities to take the training at other times during the year. Commissioner DeSimone reported that she went to the training when it was offered last year but that this year the time availability was not there for her. Commissioner Cornine felt that maybe the District could try and make the training a little more available. Commissioner DeSimone reported that this was her point and that it not an issue of the time of year that the training is offered as much as an issue about the availability to offer evening training for the volunteers that work fulltime. Commissioner DeSimone said that she will leave it up to Chief DiGiorgio. Chief DiGiorgio reported that this year there were 26 EMTs required to go to the training and 24 EMTs made accommodations to attend. Commissioner Cornine asked if the 2 individuals who did not attend will be afforded the opportunity as soon as possible. Chief DiGiorgio reported that he will know as soon as Par-Troy gets back to him. Commissioner DeSimone noted that the other individual also works fulltime. Commissioner DeSimone reported that it was stated that accommodations needed to be made and asked if the Board would compensate her if she were to leave her job to accommodate the training schedule. Commissioner DeSimone felt that the Board would not and she would have to check her work schedule to see if she could leave anyway. Commissioner DeSimone stated that we will have to wait for Par-Troy.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, October 20, 2022 at 7:00 P.M at the firehouse.

The Joint Fire Prevention Board Meeting will be held on Thursday, December 1, 2022 at the District 3 Fire House at 6:30 P.M.

The Annual Tree Lighting will be held on Saturday, November 26, 2022 at 6:00 P.M. at the Cedar Knolls Fire Station.

PUBLIC PARTICIPATION: Fire Co. Member Keyser felt that it was embarrassing earlier when Eagle Scout Farrell was trying to speak and the speaker was blasting out calls. Mr. Keyser asked that in the future the speaker be turned down during meetings. Commissioner Waldron felt that the hallway speaker can be adjusted.

RESOLUTIONS:

Commissioner Cornine read Resolution 22-10-06-71 accepting the resignation of EMT John Miksch. Commissioner O’Hare made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner Cornine read Resolution 22-10-06-72 accepting the resignation of EMT Jamie Bergen. Commissioner O’Hare made a motion to introduce the resolutions, seconded by Commissioner DeSimone. All were in favor.

Commissioner Cornine read Resolution 22-10-06-73 appointing Career Lieutenant David Sulpy. Commissioner O’Hare made a motion to introduce the resolutions, seconded by Commissioner Cornine. All were in favor. Commissioner DeSimone abstained.

Commissioner Cornine read Resolution 22-10-06-74 authorizing approval of Interlocal Agreement with the Township of Hanover for fuel. Commissioner O’Hare made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor. Administrator Schultz reported that he will be contacting the County to see what their fuel price is compared to Hanover Township.

EXECUTIVE SESSION: Commissioner Cornine read Resolution 22-10-06-75 to enter into executive session. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner O’Hare. All were in favor. The Board went into closed session at 8:50 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 9:50 p.m.

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

The meeting was adjourned at 9:51 p.m.

Respectfully submitted by

Steven Cornine, Secretary