

## **December 1, 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 December 1, 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, Asst. Chief Martin, FF Ujfalussy, Fire Co. President James Hark Jr., EMT Thompson, Fire Co. Member Keyser, and Mr. Dugan Sr. were also in attendance.

**PUBLIC PARTICIPATION:** Fire Co. Member Keyser reported that he understood asking the residents to approve capital money for command vehicles but asked what the other \$100,000 in capital would be used for. Administrator Schultz reported that the question is whether the District can move the money from general funds to capital funds for future purchases. Mr. Keyser asked for clarification that these were existing funds and would affect taxes. Administrator Schultz confirmed this.

EMT Thompson reported that he heard that the District is hiring another FF/EMT and asked if this person would be required to take the competencies that everyone is required to take before riding the ambulance. Commissioner DeSimone felt that if it is a requirement that all EMTs must take it then she would assume so. Commissioner Waldron felt that the Board has to see what Chief DiGiorgio has done with all the previous employees if it is required now or when the competencies roll around again. Commissioner Desimone reported that there was a new hire in September who took the competencies. Commissioner Waldron reported that the person was hired prior to when the competencies were held. Chief DiGiorgio reported that he could answer the question since it has been posed multiple times both officially and unofficially. Chief DiGiorgio reported that the District does competencies on an annual basis and it is under the Medical Director and at the discretion of the Medical Director and not of him as the Chief. Chief DiGiorgio reported that competencies are the Medical Director's rule not the Chief's rule. EMT Thompson reported that had he and

Commissioner DeSimone not taken the competencies a week ago they would have been suspended from riding the ambulance and asked if a week later the Medical Director would not require a new hire to take the competencies right away. Chief DiGiorgio reported that the Medical Director says that competencies need to be taken on an annual basis not upon appointment or employment. Commissioner DeSimone reported that the issue is that the timeframe for the competencies changes every year, moving from June to September sometimes. Chief DiGiorgio reported that he has update on this. Chief DiGiorgio reported that Lt. Sulpy and FF Ujfalussy have been working with EMP Training under the authority of the Medical Director to provide EMT competency training in house next year. Chief DiGiorgio reported that whatever training the Medical Director agrees to will be provided by EMP Training in house. Commissioner DeSimone asked that Chief DiGiorgio make sure that the Medical Director is given a timeframe by which the training documentation should be approved by. Chief DiGiorgio reported that he would notify Lt. Sulpy.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the November 17, 2022 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Dugan Jr. made a motion to approve the minutes from the November 17, 2022 Regular Meeting. Commissioner Waldron seconded the motion. All were in favor. Commissioner Cornine abstained.**

**REPORT OF THE TREASURER:**

Commissioner Waldron reported that the District is operating within budget.

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

**CHIEF'S REPORT:** Chief DiGiorgio submitted his Bi-Monthly report on November 28, 2022. Chief DiGiorgio had the following additions to his report.

Chief DiGiorgio reported that Ambulance 38 is in Montville getting some front-end work done and is anticipated to be back mid next week. Chief DiGiorgio reported that we are waiting on an alternator replacement for Ambulance 39 and it should be done early next week. Chief DiGiorgio reported that the retest on Truck 33 will be done by UL on December 15.

Chief DiGiorgio reported that all the exercise equipment along with an old BBQ grill have been removed from the premises.

Chief DiGiorgio reported that additional items were sent to the individuals who made volunteer inquiries, 4 EMTs and one firefighter. Chief DiGiorgio reported that the District will continue to follow up with them.

Chief DiGiorgio reported that the EMT competencies are now 100% complete and asked EMT Thompson if the District could anticipate that he would be back riding his normal Friday overnight crew. EMT Thompson reported that he would not be on Fridays but maybe Sundays although not until late January 2023.

Chief DiGiorgio reported that he received a resignation letter from EMT Garcia because he has moved. Commissioner DeSimone asked if the exit interview form will be launched by Administrator Schultz and will be returned to him. Chief DiGiorgio confirmed that is the process. Administrator Schultz reported that the form has already been sent out but has not been returned yet.

Chief DiGiorgio reported that he has his self-evaluation form for 2022 and will forward to the Board.

Commissioner DeSimone asked if there were any questions for Chief DiGiorgio. There were no questions.

**EMS:** Nothing to report.

**BUDGET:** Commissioner Waldron reported that the committee is still having meeting and that the 2023 Budget has been sent to the Board. Administrator Schultz asked the Board to review the budget and the Board will move to introduce and approve it at the December 15 meeting.

Chief DiGiorgio reported that he was not able to derive the Pay-per-Call figures since today is the 1<sup>st</sup> of December but he hopes to have it by early next week. Chief DiGiorgio reported that he would like to have the checks signed for the Operations Meeting on Dec 12.

**PERSONNEL:** Commissioner Waldron reported that there is a resolution for a resignation, a resolution for a new hire, and 2 resolutions making employees permanent.

**NEGOTIATIONS:** Nothing to report.

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

**BUILDINGS AND GROUNDS:** Commissioner Waldron reported that everything seems to be going well. Commissioner Waldron thanked President Hark Jr. and Auxiliary Jess Sainato for coordinating the Tree Lighting event. Commissioner Waldron reported that career staff, volunteers, auxiliary members, and family members helped with this year's event and he thinks it was a great success. Commissioner Waldron thanked everyone who was involved.

Commissioner DeSimone asked for a status on the bay door replacement. Lt. Belott reported that the vendor is trying to get a date from the manufacturer.

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

**INSURANCE:** Nothing to report.

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

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Dugan Jr. reported that the Consolidation Committee will meet on Tuesday of next week.

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

**RECORDS RETENTION:** Chief DiGiorgio reported that he and Lt. McGuinness brought about 28 boxes down from the storage room that are eligible for destruction. Chief DiGiorgio reported that once the boxes are cataloged the list will be forwarded to Administrator Schultz.

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

**OLD BUSINESS:** Commissioner DeSimone reported that a meeting with the DCA will be rescheduled.

Asst. Chief Martin submitted copies of the preliminary drawing for the replacement of the ladder truck to the Board. Asst. Chief Martin reported that he is trying to schedule a work group meeting to finalize everything. Asst. Chief Martin reported that once the work group gets approval from the Board they can bring the vendor in. Asst. Chief Martin reported that the truck is not over the top. Commissioner O'Hare asked for the timeframe from when you order the truck to when it is delivered. Asst. Chief Martin reported that the timeframe from order to delivery was 30 months and noted that the cost goes up annually. Commissioner Cornine asked if Asst. Chief Martin felt that the Township needed to have 2 ladder trucks. Asst. Chief Martin reported that District 2 is buying a

ladder truck and District 3 is buying a tower and there are different things that can be done with each one. The Board thanked Asst. Chief Martin.

Commissioner Cornine asked if the District has a standard on handling posting about hiring and whether to post internally first or go directly outside.

Commissioner Waldron reported that the hiring process is open to everyone from the get go. Commissioner Waldron reported that 2 posting ago the FF2 requirement netted only 2 candidates and the Board felt that this was not a big enough pool so the requirement was lowered to FF1 and this netted more candidates. Commissioner Cornine was concerned about valuing the volunteers and felt that posting internally would be a good way to recruit and maintain volunteers.

**NEW BUSINESS:** Commissioner Cornine asked that enough money be put in the 2023 Budget to allow for enough opportunities to take the EMT competencies since it seems to be a bone of contention. Commissioner Waldron noted that there were 5 opportunities this year but only 2 at night for people who worked during the day. Commissioner Waldron reported that this only affected a couple of individuals and there would still be multiple opportunities on multiple dates and times.

**REMINDERS:**

A Special Meeting will be held on December 15, 2022 from 6:00 P.M. until 9:00 P.M. at the Fire Station for the purposes of allowing voters to approve or disapprove two capital items.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, December 15, 2022 at 7:00 P.M at the firehouse.

The Joint Fire Prevention Board Meeting will be held on Monday, March 13, 2023 at the District 2 Fire House at 6:30 P.M.

**PUBLIC PARTICIPATION:** Mr. Keyser reported that a few months ago he asked about workers comp insurance and he gave some literature to Commissioner O'Hare. Mr. Keyser asked if the literature has been reviewed and if the insurance company has been questioned. Commissioner O'Hare reported that the insurance company said that active members are covered and the Board attorney said that the District has to adhere to what the insurance company says. Mr. Dugan Sr. asked if Santa riding on the truck is covered. Administrator Schultz clarified that any member appointed by the District is covered.

**RESOLUTIONS:** Commissioner Cornine asked if anyone had any objections to approving the following resolutions by consent agenda. There were no objections.

**Commissioner Cornine read Resolution 22-12-01-82 appointing Probationary FF/EMT J. Yen.**

**Commissioner Cornine read Resolution 22-12-01-83 accepting the resignation of EMT Garcia.**

**Commissioner Cornine read Resolution 22-12-01-84 making FF/EMT DiGiacomo a permanent employee.**

**Commissioner Cornine read Resolution 22-12-01-85 making FF/EMT Colin a permanent employee.**

**Commissioner Cornine read Resolution 22-12-01-86 approving a shared services agreement with Boonton Township.**

**Commissioner O'Hare made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.**

**EXECUTIVE SESSION:** Commissioner Cornine read Resolution 22-12-01-86 to enter into executive session. Commissioner O'Hare made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor.

**The Board went into closed session at 7:40 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 8:46 p.m.**

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

The meeting was adjourned at 8:48 p.m.

Respectfully submitted by

---

Steven Cornine, Secretary