

December 15, 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 15, 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., and Shawn Waldron were present. Commissioner Robert O'Hare was absent.

Chief DiGiorgio, Asst. Chief Martin, Lt. Sulpy, FF Gilson, FF Ujfalussy, James Hark Jr., EMT Thompson, Fire Co. Member Keyser, and Mr. Dugan Sr. were also in attendance.

DEPART FROM AGENDA: The Board departed from the agenda for the swearing in of Probationary FF/EMT Justin Yen. Chief DiGiorgio administered the oath of office to FF/EMT Justin Yen. The Board congratulated FF/EMT Yen and resumed the regular agenda.

PUBLIC PARTICIPATION: Fire Co. Member Keyser asked if 2 of the 3 District ambulances are out of service does the remaining ambulance respond to out of District calls or Mutual Aid calls. Chief DiGiorgio reported that it was possible that the ambulance could respond to Mutual Aid calls and explained that the District participates in the CUD (Closest Unit Dispatch) system so if our ambulances are moved up other ambulances would cover us as well. Mr. Keyser asked if the Board had ever considered getting out of that system and keeping the ambulance for Cedar Knolls residents. Commissioner Waldron reported that the District is part of the Mutual Aid agreement so that Districts can back each other up.

CORRESPONDENCE: Commissioner Cornine reported that the Board received a donation and a thank you card from IT Radix.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the December 1, 2022 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the December 1, 2022 Regular Meeting. Commissioner Cornine seconded the motion. All were in favor. Commissioner O’Hare was absent.

REPORT OF THE TREASURER:

Commissioner Waldron reported that the District is operating within budget but we are curtailing spending for the rest of the year since we are right on the line.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF’S REPORT: Chief DiGiorgio submitted his Bi-Monthly report on December 8, 2022. Chief DiGiorgio reported that Lt. Sulpy’s report was forwarded to the Board on December 11, 2022 and he had no additions to his report.

Commissioner DeSimone asked Lt. Sulpy if Dr. Gluckman has responded to the two inquiries that are noted in his report. Lt. Sulpy reported that he has not received a response. Commissioner DeSimone asked FF Ujfalussy if Dr. Gluckman has been corresponding with him about scheduling the 2023 EMT competencies in house. FF Ujfalussy reported that he spoke with EMP Training about performing EMT competency training at the firehouse and that EMP Training got in touch with Dr. Gluckman directly to discuss the training. FF Ujfalussy reported that EMP Training told him that Dr. Gluckman had no issue with the District utilizing EMP Training to perform the EMT competencies under his supervision. FF Ujfalussy reported that he has had no direct communication with Dr. Gluckman.

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

EMS: Nothing to report.

BUDGET: Nothing to report.

PERSONNEL: Commissioner Waldron reported that there are 2 resolutions tonight extending COEs to potential Per Diem EMTs.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Waldron reported that everything seems to be going well.

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 met and discussed ways to get past the slow down on moving forward. Commissioner DeSimone reported that she believed that Commissioner O'Hare has requested a Joint Board meeting next month to decide on whether or not to pursue consolidation process. Commissioner Waldron reported that he spoke to Commissioner O'Hare and Commissioner O'Hare wants to move forward with the process and that 4 of the 5 District 2 Commissioners have indicated that they would also like to move forward. Commissioner Waldron reported that Commissioner O'Hare would like to hear from the District 3 Commissioners regarding their opinion on moving forward with the consolidation process before the January Joint Board meeting.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Chief DiGiorgio reported that 30 boxes have been cataloged and the report sent to Administrator Schultz. Mr. Hark Jr. reported that he and Administrator Schultz have started loading the record details in Artemis.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Waldron reported that a meeting with the DCA has not been rescheduled and he does not anticipate meeting until next year. Chief DiGiorgio reported that his understanding is that the DCA is working on answering the questions submitted by Administrator Schultz and that a meeting date will be scheduled after the questions are answered.

NEW BUSINESS: Commissioner Cornine reported that the Board has received an application for Facility usage from Fire Co. Member MacPhee who has provided all the required documentation. Commissioner Dugan Jr. made a motion to approve the use of the Facility, seconded by Commissioner Waldron. All were in favor. Commissioner O'Hare was absent.

Commissioner DeSimone reported that she questioned staff earlier in this meeting about Dr. Gluckman's failure to respond to our inquiries or requests on a

timely basis. Commissioner DeSimone reported that there is a payment scheduled to go out to Dr. Gluckman for the month of December and made a motion that the Board withhold that payment until he responds to any and all questions that have been asked of him. Commissioner Dugan Jr. seconded the motion. All were in favor. Commissioner O'Hare was absent.

Lt. Sulpy reported that when he and Lt. McGuinness were at the EMS Conference in Atlantic City he spoke with professional contacts about who they use for a Medical Director and Dr. Letizia out of Trinitas Regional Medical Center in Elizabeth was highly recommended by many people. Lt. Sulpy reported that Dr. Letizia works with 26 agencies throughout the State as his full-time job. Lt. Sulpy reported that Dr. Letizia likes to visit the agencies he deals with and ride the ambulance to see what the patient demographics are like and get a feel for what the agency can improve on. Lt. Sulpy reported that Dr. Letizia also likes to come out and train EMTs on everything that EMTs are capable of doing in New Jersey. Lt. Sulpy reported that he had a phone conference with Dr. Letizia about a month ago and he is very interested in meeting with the District to discuss options. Lt. Sulpy reported that Dr. Letizia will also train firefighters in special operations about what they need to look for in trench or confined space rescues.

Commissioner DeSimone asked if Lt. Sulpy knew of any agencies that currently use Dr. Letizia as their Medical Director. Lt. Sulpy reported that Elizabeth and Union City use him but there are no agencies in Morris County that currently use him. Commissioner Waldron reported that from what he has heard Dr. Letizia treats all his agencies the same in providing training and allowing them to use certain medications. Commissioner Cornine suggested that the Board ask Administrator Schultz to get more information and invite Dr. Letizia to a Board meeting to present his services to the Board.

Lt. Sulpy reported that he and Chief DiGiorgio have been working for close to 5 years looking at daytime staffing for EMS and where the gaps are. Lt. Sulpy reported that the work was put on hold once COVID hit but as things are starting to ramp back up they have noticed 2 days, Mondays and Thursdays between 9 AM and 9 PM, where the call volume is extremely heavy. Lt. Sulpy reported that he worked with Administrator Schultz on a budget for what he is calling a Power Truck to staff a second ambulance on the days and times where the greatest need is seen. Lt. Sulpy reported that as of the last report he ran mid-November, the District would have brought in an additional \$10,200 based off having the additional ambulance in service. Lt. Sulpy noted that the breakeven point on

staffing the ambulance was calculated at \$13,000 annually and the District would certainly have exceeded that by now. Lt. Sulpy reported that he has been given the green light budget-wise from Administrator Schultz and asked the Board for permission to staff a 2nd ambulance on Mondays and Thursdays from 9 AM until 9 PM. Commissioner DeSimone asked who would staff the 2nd ambulance. Lt. Sulpy reported that it would be staffed by Part-time or Per Diem EMTs and it would not create overtime or be filled with overtime. Commissioner DeSimone asked if the staff would just sit here and wait for calls. Lt. Sulpy reported that the ambulance would be sit in the District 2 side of Town. Commissioner DeSimone asked if they would be patrolling. Lt. Sulpy reported that the ambulance could patrol or be stationary and is something that once the truck is up and running could be figured out. Commissioner Cornine asked how many 2nd calls went to Mutual Aid this year through mid-November. Lt. Sulpy reported that 30 calls had patients that were treated and transport during that time frame. Chief DiGiorgio noted that this would allow the firefighters who can currently be utilized to staff the 2nd ambulance to be available to answer fire calls during these high EMS call volume times. Chief DiGiorgio noted that this year is the first year that the District has exceeded 2,000 EMS calls. Chief DiGiorgio reported that the District could also look at a Shared Services agreement with District 2 as part of the Consolidation process to have District 2 staff man the ambulance. The Board agreed to give the Power Truck a 3-month trial under the condition that it does not generate any overtime and that if 2 Part-time or Per Diem EMTs do not sign up to ride on particular day that the truck does not go out. Mr. Dugan Sr. reported that he remembered Chief DiGiorgio bringing this topic to the Board at least 5 years ago. Commissioner Waldron asked if 3 ambulances are available and a 3rd medical call came in would the 2 firefighters take the medical call. Chief DiGiorgio reported that he has always worked under the premise of life before property so yes the 3rd ambulance would go out. Asst. Chief Martin asked how many of the over 2000 calls were Mutual Aid given calls and how many were Mutual Aid received calls. Asst. Chief Martin also asked what the District was responding to that resulted in 30 cancellations and 26 refusals for November 2022. Lt. Sulpy reported that a lot of those are 903 and 905 cancellations and is being addressed. Commissioner Waldron gave examples of the type of call that results in a refusal to transport. Asst. Chief Martin asked what is being done with public education to avoid refusals. Chief DiGiorgio reported that 50% of the charts that were written were transports with 28 of those Mutual Aid given. Chief DiGiorgio reported that he will have to run the Mutual Aid received report. Chief

DiGiorgio reported that he has been working with Lt. Carpenter, the police department, the Township of Hanover, and the staff at 903 Rt. 10 to raise public awareness about false medical alarms. Chief DiGiorgio reported that the Township does not want to send fines for false alarms. Commissioner DeSimone asked when Lt. Sulpy would like to do the trial of this program. Lt. Sulpy reported that the trial would take place January 2023 through March 2023. Commissioner Waldron and Dugan Jr. felt the Board should go ahead with the trial. Commissioner DeSimone agreed with the condition that the trial does not require overtime or additional hiring of staff. Mr. Dugan Sr. noted that there was no cap on the number of Per Diems that the Chief can hire. Chief DiGiorgio reported that the policy specifies 5 Part Time EMTs and 5 Per Diem EMTs based on the scheduled hours.

REMINDERS:

A Special Meeting for the purpose of conducting a Public Hearing on the 2023 Budget will be held on January 5, 2023 from 6:00 P.M.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, January 5, 2023 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 asked when the 2023 Budget will be available to the public before the January 5, 2023 meeting. Mr. Hark Jr. reported that pending the outcome of the voting tonight, the 2023 Budget will be available on the District website.

Mr. Keyser asked what the application for Facility Usage agreement was all about. Commissioner DeSimone reported that the agreement is for the use of the 2nd floor room. Mr. Keyser noted that the second floor belongs to the Fire Co. Mr. Hark Jr. reported that the building is owned by the Board and therefore the Board has to approve requests for usage. Mr. Keyser reported that he was confused as to why the Board was approving use of the Fire Co. room. Mr. Hark Jr. clarified that the use of the room was requested by a Fire Co. member. Mr. Keyser reported that he was not aware that the individual was a member of the Fire Co.

RESOLUTIONS:

Commissioner Cornine read Resolution 22-12-15-88 approving Disposal of Surplus Equipment. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner O'Hare was absent.

Commissioner Cornine read Resolution 22-12-15-90 authorizing a Personnel Agreement. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor. Commissioner O'Hare was absent. Mr. Keyser questioned why the agreement was not attached to the resolution. Commissioner Cornine reported that the resolution is authorizing the Chairperson to sign the Personnel Agreement after it has been finalized so the agreement does not need to be disclosed here.

Commissioner Cornine read Resolution 22-12-15-91 authorizing a COE for Per Diem Compensated EMT. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner O'Hare was absent.

Commissioner Cornine read Resolution 22-12-15-92 authorizing a COE for Per Diem Compensated EMT. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner O'Hare was absent.

Commissioner Cornine read Resolution 22-12-15-93 approving budget transfers. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner O'Hare was absent.

EXECUTIVE SESSION: Commissioner Cornine read Resolution 22-12-15-94 to enter into executive session. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor. Commissioner O'Hare was absent.

The Board went into closed session at 8:00 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 9:43 p.m.

RESOLUTIONS:

Commissioner Cornine read Resolution 22-12-15-89 approving / introducing the 2023 Budget. Commissioner Dugan Jr. made a motion to introduce the

**resolution, seconded by Commissioner Waldron. All were in favor.
Commissioner O'Hare was absent.**

**ADJOURN: A motion was made by Commissioner Waldron, seconded by
Commissioner Dugan Jr., to adjourn the meeting. All were in favor.
Commissioner O'Hare was absent.**

The meeting was adjourned at 9:45 p.m.

Respectfully submitted by

Steven Cornine, Secretary