

August 18, 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 August 18, 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 Robert O'Hare were present. Commissioner Shawn Waldron was absent.

Administrator Schultz, Asst. Chief Martin, former Chief Davidson, and Fire Co. President James Hark Jr. were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner DeSimone reported that she received an email regarding a call on Rt. 10 in Hanover and forwarded it to Commissioner Cornine. Commissioner Cornine read the following email.

Hi Mary Lou,

I was hoping you could help me out. My wife and I were the family that gave birth in Fire District 3 care on Rt. 10 in Hanover on Sunday morning, 8/7/22. I assume the Department was or is aware of this. I wanted to offer our sincerest thank you to your Department and EMTs. Mauro and Martin were the last names of the EMTs that assisted us that morning after she gave birth and my wife and I were hoping to do something nice for them. Hopefully we can stop by and introduce our son to them as well. Could you provide their names to me or even their schedules so we can stop in sometime in the near future. I appreciate your time and thank you again.

Commissioner DeSimone thought this was a very nice letter and responded to the gentleman to thank him for the email and that the District would make FF Martin and EMT Mauro aware of it. Commissioner DeSimone told the gentleman that Chief DiGiorgio would reach out to him to plan for the family come in when FF Martin and EMT Mauro were working.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the August 4, 2022 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the August 4, 2022 Regular Meeting. Commissioner Cornine seconded the motion. All were in favor. Commissioner Steven O'Hare abstained. Commissioner Waldron was absent.

REPORT OF THE TREASURER:

Commissioner Cornine reported that a request to split costs with the Fire Co. Fire Prevention / Schools materials. Commissioner DeSimone reported that this was discussed at the Operations Meeting. President Hark Jr. reported that each party would pay \$950 and that Commissioner Waldron was aware of the figure. Commissioner Dugan Jr. made a motion to pay \$950 to split the cost of the materials with the Fire Co., seconded by Commissioner Cornine. All were in favor. Commissioner Waldron was absent.

Administrator Schultz reported that the District has a \$17,500 purchase threshold for a single vendor each year and anything beyond that should go to bid. Administrator Schultz reported that the District has seen increasingly more issues with exceeding the threshold. Administrator Schultz reported that one way around it is to have an agreement with a Qualified Purchasing Agent and Hanover Township has one. Administrator Schultz reported that he spoke with Mr. Braslow who recommended we discuss it with them and try to employ their services. Administrator Schultz reported that this would raise the threshold to \$42,500. Administrator Schultz noted that right now the District is at the threshold with 2 vendors which is creating problems with getting repairs done. Administrator Schultz reported that he has corresponded with Mr. Giorgio and he will ask the Township Committee for their consent to do this. Commissioner DeSimone asked if this will be discussed again at the next meeting. Administrator Schultz confirmed that the discussion will be continued at the next meeting.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Commissioner Desimone reported that Chief DiGiorgio distributed his Bi-Monthly report on August 15, 2022. Commissioner Desimone reported that the only question that she has for Chief DiGiorgio regards the Leadership training courses over the next 3 months he mentions in his report. Commissioner DeSimone reported that she would like to know the cost of the

training since the District has been keeping an eye on spending. President Hark Jr. reported that the cost is \$125 to \$150 per person. Commissioner Cornine noted that Chief DiGiorgio has an approved training budget and as long as he is within budget it should be okay. Commissioner Desimone thought that the cost of the courses would be higher.

Commissioner DeSimone asked if there were any other questions on Chief DiGiorgio's report.

Asst. Chief Martin reported that he had asked that a couple of resolutions be prepared for membership and did not know if they had. Commissioner Cornine reported that there were 2 resolutions before the Board tonight, one appointing a new member and one rescinding a conditional offer of employment. Asst. Chief Martin confirmed that they were the ones that he was looking for.

EMS: Commissioner DeSimone reported that the agenda notes that the Board should review potential grant sources. Commissioner O'Hare thought that the Chief was referring to contacting DCA about possible grants relative to the consolidation. Commissioner DeSimone reported that Commissioner Waldron said that he left something about EMS grant money but that she did not see anything. Administrator Schultz reported that Chief DiGiorgio gave him the article too and he distributed copies. Commissioner O'Hare felt that the Board needed time to read the article. Commissioner DeSimone thought that Commissioner Waldron could elaborate further at the next meeting. Commissioner O'Hare reported that in the meantime he would look into it.

BUDGET: Administrator Schultz reported that in anticipation of an exceptionally complex budget next year and also meeting our statutory deadlines we will be meeting earlier than normal about the budget this year.

PERSONNEL: Administrator Schultz indicated that there was a need for closed session.

NEGOTIATIONS: Commissioner Cornine reported that he was reviewing the FMBA contract and it references a career liaison and he was not aware of any group assignment. Commissioner Cornine asked if anyone could elaborate on what that meant. Commissioner DeSimone asked if this was for career employees. Commissioner Cornine reported that in the contract certain things need to go to the career liaison and he had trouble figuring out what that meant. Administrator Schultz felt it always goes to the Negotiations Committee.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner O'Hare reported that the Board has a quote of \$675 to repair the 3rd floor kitchen ceiling. Commissioner O'Hare made a motion to accept the vendor sheet rocking and getting the walls ready to painting which would be done by separate entity. Commissioner Dugan Jr asked if we asked if any of the members would be willing to do that. Commissioner O'Hare reported the Board elected to not do that for a variety of reasons. Commissioner Dugan Jr. asked what the reasons were. Commissioner O'Hare reported that the committee felt that hiring a professional would be more expeditious but would be asking the members to do the painting after the repairs are complete.

Commissioner Dugan Jr. felt that having the ceiling professionally repaired while looking into replacing the building did not make much sense. Commissioner Cornine asked how big the ceiling area was. Commissioner Dugan Jr. reported that the area was 4x6 feet at most. Commissioner Cornine reported that he could probably fix it quickly but did not feel he could find the time to do it so he does not have a problem hiring a contractor. Commissioner O'Hare reported that this repair is in response to the survey results that asked that the building be kept up. Commissioner Cornine felt that Commissioner Dugan Jr. should be given the chance to find volunteers and make the repairs in the next 2 weeks but a contractor should be used if the repairs still need to be made after that time. Commissioner Cornine made a motion to hire the contractor for the ceiling repairs if volunteers do not make the repairs in 2 weeks. Commissioner Desimone seconded the motion. Commissioners Cornine, DeSimone, and Dugan Jr. were in favor. Commissioner O'Hare was opposed. Commissioner Waldron was absent.

APPARATUS/EQUIPMENT AND MAINTENANCE: Asst. Chief Martin reported that the new ladder truck work group met with a representative and he hopes to have a drawing showing the modification that the work group requested in 2-3 weeks and showed the Board a stock drawing of the truck. Asst. Chief Martin reported that he will have more information for the Board in about a month. Commissioner DeSimone asked if this was different from the demo that he had spoken about previously. Asst. Chief Martin reported that the time frame to get a demo from this manufacturer is the same as getting a customized truck so the work group decided to get the customized truck.

INSURANCE: Commissioner O'Hare reported that the new workers comp insurance policy is in place. Administrator Schultz reported that Liberty Mutual

did a virtual tour of the building today and the District provided them with all the information that they asked for including a revised roster.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Administrator Schultz reported that the District received the proposal for the feasibility study from the architects late this afternoon. Administrator Schultz reported that the Planning committee will meet early next week to review the proposal so they can then make recommendations to the Board as to how to proceed with the feasibility study. Administrator Schultz reported that some of the cost would be paid from the 2022 budget and some would carry over into 2023 because the District will pay as progress is made on the various parts of the study. Commissioner O'Hare asked for a ballpark cost number. Administrator Schultz reported that the total cost would be about \$50,000.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Commissioner O'Hare thanked Administrator Schultz and President Hark Jr. for their patience and persistence on something that has dragged on since last June. Commissioner O'Hare reported that the auditor was finally able to sign off on the records destruction and the shredding service will come next week.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner DeSimone reported that Commissioner Waldron asked her to bring up the issue with the Buscio physicals. Commissioner DeSimone reported that he asked that the Board speak with Dr. Gluckman to codify acceptance of the Buscio physical if the check list of items that Dr. Gluckman requested are performed during the Buscio physical. Administrator Schultz reported that a new legal concern has arisen regarding this. Administrator Schultz reported that there is a legal concern about someone signing a document stating that an individual is capable of running into a building and putting out a fire when they did not perform half of the tests required to make this statement. Administrator Schultz felt that the Board and Dr. Gluckman should determine any legal liability involved with accepting the Buscio physical before moving forward. Commissioner DeSimone asked if this was something that Administrator Schultz was doing further research on. Administrator Schultz confirmed that he was

researching this. Commissioner Dugan Jr. asked which doctor the District used before Dr. Gluckman. Former Chief Davidson reported that the District used various doctors over the years with the last being Dr. Manis. Former Chief Davidson reported that in the past the Board has accepted the liability because they approved the physicals but now has Dr. Gluckman approving physicals. Former Chief Davidson felt that the Board is just looking for a 3rd party to sign off that a person is fit to fight fires and that the Board could pass a resolution to accept both Dr. Gluckman and Buscio signing off. Commissioner O'Hare did not remember seeing the verbiage that a person is healthy enough to fight fires. Former Chief Davidson admitted that PEOSH only states that an employer has to ensure that an employee is physically capable to do the job that they are assigned to do. Former Chief Davidson reported that most fire departments do not require an annual physical. Commissioner O'Hare questioned how an employer could ensure that an employee is physically capable to do the job then. Commissioner Cornine reported that they probably require a physical when hiring and rely on the employee to inform them about changes in their health. Commissioner Cornine felt that other departments would consider it negligent if an employee does not inform the employer about changes in their physical capability. Former Chief Davidson reported that a lot of places use the respiratory clearance form. Administrator Schultz reported that the Buscio program will not issue a fit for duty certification which is something that Dr. Gluckman provides. Administrator Schultz reported because Dr. Gluckman is issuing this certificate he does not want to rely on another doctor's test results because of the legal liability concerns. Commissioner Cornine felt that the Board should consider changing the mandate requiring annual physicals to requiring a physical every 2 years but offering one every year. Commissioner DeSimone felt the annual physicals were needed but wanted to be able to use someone other than Dr. Gluckman. Administrator Schultz reported that he will continue researching options. Commissioner DeSimone reported that the Board will wait for Commissioner Waldron to return and continue the discussion.

Commissioner O'Hare reported that Commissioner Waldron and Lt. Belott attended a meeting on shared services for apparatus maintenance where there were preliminary discussions but nothing definitive came out yet.

NEW BUSINESS: Commissioner DeSimone asked if there was an issue with a flyer that was posted on social media. Administrator Schultz reported that there was a question about the patch used on the flyer that has been clarified.

Administrator Schultz reported that he spoke with former Chief Davidson about the age because our announcements through 2018 required that you be 20 years of age to be employed here. Former Chief Davidson reported that the requirement came about because the District wanted to ensure that anyone driving the apparatus was mature enough and trained. Former Chief Davidson explained that you could become a member at 18, formally started the driving process at 19, and at age 20 you could then be in-house certified to drive both ambulances and fire trucks. Former Chief Davidson noted that in the State of New Jersey you can drive a fire truck at age 18 if your employer allows you to. Administrator Schultz noted that our insurance company said the same thing and that the requirement is no longer on the announcements. Administrator Schultz reported that if a person is aggressive enough with training they could have completed FF1 as a junior firefighter and complete FF2 when they are 18. Commissioner Cornine asked if the District is following the same hiring process as last time. Administrator Schultz confirmed that the process will be the same but not necessarily the same players.

Commissioner DeSimone asked if the dumpster on the side of the building is for the Fire Co. President Hark Jr. confirmed that it was.

President Hark Jr. reported that he received an email from Chief DiGiorgio that there is a Hanover Township Committee meeting about Hanover Township Day on 9/1/22 at 10 am.

Administrator Schultz reported that Mr. Coppola stopped in today to remind us about the 200 Club event that is being held on 9/24 from 11 am to 5 pm at Whippany Park High School and asked if our ambulances were going to be on standby for the event. Administrator Schultz reported that he will transfer the request to Chief DiGiorgio. Administrator Schultz reported that it is the first time that the 200 Club is doing a recognition of emergency service providers event and he will make sure that everyone knows about it in addition to putting it on the electronic sign.

President Hark Jr. reported that Board that the Fire Co. Finger Food Fundraiser is August 27 from 4 pm to 8 pm and asked if there will be a stationary ambulance for the event. Commissioner O'Hare asked President Hark Jr. to coordinate that with Chief DiGiorgio.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, September 1, 2022 at 7:00 P.M at the firehouse.

The Joint Fire Prevention Board Meeting will be held on Monday, September 12, 2022 at the District 2 Fire House at 6:30 P.M.

PUBLIC PARTICIPATION: None.

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

Commissioner Cornine read Resolution 22-08-18-60 rescinding a COE to Cuevas.

Commissioner Cornine read Resolution 22-08-18-61 appointing Volunteer EMT Bromley.

Commissioner Dugan Jr. made a motion to introduce the resolutions, seconded by Commissioner O'Hare. All were in favor. Commissioner Waldron was absent.

EXECUTIVE SESSION: Commissioner Cornine read Resolution 22-08-18-62 to enter into executive session. Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner O'Hare. All were in favor. Commissioner Waldron was absent. The Board went into closed session at 8:05 p.m.

Personnel matters were discussed, and action will not be taken.

The Board came out of closed session at 8:58 p.m.

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

The meeting was adjourned at 10:06 p.m.

Respectfully submitted by

Steven Cornine, Secretary