

January 19, 2023 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 January 19, 2023 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. Fire Chief Martin, Mr. James Hark Jr., and Fire Co. Member Keyser were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner DeSimone reported that received a letter from the FMBA Local 109 which will be discussed in Executive Session.

Commissioner Cornine reported that the Board received an email from Hanover Township District 2 Commissioner Chair John Gethins to follow up with the Board on a date to meet next week. Commissioner O’Hare felt that the concept fell apart and that he would reach out to Commissioner Gethins.

Commissioner Cornine reported that the Board received a letter from Atlantic Health CONCERN offering the employees of the District participation in the CONCERN employee assistance program. Commissioner O’Hare asked Administrator Schultz to remind the employees that they are entitled to the program because it is a valuable tool if employees need it.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 5, 2023 Special Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the January 5, 2023 Special Meeting. Commissioner Dugan Jr. seconded the motion. All were in favor.

The minutes from the January 5, 2023 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the January 5, 2023 Regular Meeting. Commissioner Dugan Jr. seconded the motion. All were in favor.

REPORT OF THE TREASURER:

Commissioner Waldron reported that the bookkeeper has been out recently so he has no report.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief DiGiorgio submitted his Bi-Monthly report on January 18, 2023. Chief DiGiorgio had the following additions to his report.

Chief DiGiorgio reported that he met with Chief Perrello and Mr. Coppola who represented the VFW. Chief DiGiorgio reported that as reported at the last meeting the VFW would like to donate a piece of equipment and the District has asked for them to donate half the cost of a new Hurst battery operated cutter. Chief DiGiorgio reported that at the last Fire Co. meeting the Fire Co. approved donating the other half of the cost of the cutter. Chief DiGiorgio reported that the VFW would like to pay the vendor directly so he has forwarded a copy of the invoice to them.

Chief DiGiorgio reported that the Fire Prevention annual LEA report has been completed on his end and just needs the Chairperson to approve it.

Chief DiGiorgio reported that he and Lt. Sulpy have been working towards an SOG on a policy to make sure that everyone is on the same page regarding the Power Truck. Chief DiGiorgio reported that Lt. Sulpy has prepared rules, policies and procedures for the Power Truck. Chief DiGiorgio reported that he has asked anyone with questions or concerns about the rules or policies and procedures regarding the Power Truck to direct any comments to Lt. Sulpy so the rules can be updated if needed. Chief DiGiorgio reported that this past Monday there were multiple calls at once and the District was able to utilize the Power Truck to respond to the calls. Chief DiGiorgio reported that the reason that he asked Lt. Sulpy to create the SOG because all the Power Truck policies and procedures did not make it out to all the staff. Commissioner DeSimone reported that the SOG is temporary and that the SOG should state that no overtime will be paid to man the Power Truck and no additional staff will be hired. Commissioner DeSimone

additionally reported that if there are not 2 people to staff the Power Truck then the Truck will not be used. Commissioner Waldron reported that there is a requirement to give 24 hours notice if a shift is going to be cancelled and suggested that if someone on the Power Truck calls out that the other person scheduled on the Power Truck be paid for a call out. Chief DiGiorgio felt that this issue should be discussed further and all the policies should be written. Commissioner Waldron asked that the lieutenants also be made aware of any upcoming Power Truck shifts that are not fully staffed so they are able to cancel the shifts with 24-hour notice. Chief DiGiorgio noted that if a part-time employee has their Power Truck shift cancelled it may affect their ability to get their 24 hours a week hours in. Commissioner Waldron did not feel that this would be a problem with only 4 part-timers because they will be needed to fill the other shifts before they can go to the truck. Chief DiGiorgio reported that once the draft SOG is complete he will forward to the Board. Commissioner Cornine asked if Chief Perrello was aware of the Power Truck pilot program. Chief DiGiorgio reported that he spoke to Chief Perrello about the Power Truck pilot and the need to house the 3rd ambulance and asked him to share the information with his commissioners. Chief DiGiorgio reported that other staging areas have been identified in case the ambulance cannot be house in the District 2 firehouse.

Chief DiGiorgio concluded his report.

Commissioner DeSimone asked if there were any questions for Chief DiGiorgio. Commissioner Waldron reported that he thought that Chief DiGiorgio had Officers meetings every month but it has come to his attention that there were only 2-3 Officers Meetings in 2022. Commissioner Waldron reported that the Board is paying a stipend to officers to come to monthly meetings that are not being held. Chief DiGiorgio reported that there was usually an officers meeting before the monthly Fire Co. meeting but last year there was difficulty getting enough officers to attend each month. Chief DiGiorgio noted that his policy is that if he cannot be there that they should run the meeting themselves. Commissioner Waldron felt that this has to change.

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

EMS: Mr. James Hark Jr. reported that he and Administrator Schultz are reviewing the year-end reports from Coronis Health to identify any deficiencies in the billing process.

BUDGET: Nothing to report.

PERSONNEL: Commissioner DeSimone reported that the Board is going to go into executive session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Waldron reported that there are no problems at this point. Lt. Belott reported that the window panel for the bay door is in and he will contact the vendor to schedule a date to have it installed.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Commissioner O'Hare reported that at the last meeting there was discussion about reaching out to the GIF to get information on what they offer and asked if the District had received anything from them. Administrator Schultz reported that he forwarded the contact information for the GIF last week but he has not had a chance to contact them.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Cornine reported that there was nothing beyond replying to Commissioner Gethins.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Commissioner O'Hare reported that the District has received approval for the destruction requests from the State.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner DeSimone reported that the Board saw a presentation from Dr. Letizia from Trinitas Hospital about his medical director services and asked Administrator Schultz if he had received any information on costs for his medical director services. Administrator Schultz reported that he emailed Commissioners O'Hare and Waldron with information on the potential medical director and will defer to Commissioner Waldron on the current medical director payments. Commissioner DeSimone reported that the Board is withholding payment to Dr. Gluckman until he gets back to Lt. Sulpy with the answers on some questions. Commissioner Waldron reported that he asked Lt.

Sulpy to give him some information on what has been going on between him and Dr. Gluckman. Commissioner Waldron read a list of requests sent to Dr. Gluckman that he has not responded to that date back to 2021. Commissioner Waldron reported that there are 40 medical charts waiting for Dr. Gluckman to review and noted that these charts are not forwarded to Coronis for billing until they are reviewed. Commissioner O'Hare reported that back when he was Asst. Chief of EMS and Dr. Gluckman was first appointed medical director it took a year and a half of back and forth for Dr. Gluckman to review the District EMS policies and procedures. Commissioner O'Hare reported that in 2018 he and Chief DiGiorgio sat with Dr. Gluckman to see if the District could implement Narcan and it took years to get it implemented. Commissioner O'Hare reported that Chief DiGiorgio was also under the gun to get Dr. Gluckman to sign off on the District Medicare license. Commissioner O'Hare reported Dr. Gluckman has a long history of being nonresponsive to our needs and firmly believes the District needs to go in a different direction. Commissioner O'Hare felt that Dr. Letizia's presentation at the last meeting was superb and that he will meet our needs. Commissioner Cornine asked if Commissioner O'Hare could elaborate on the emailed contract information on Dr. Letizia. Commissioner O'Hare reported that after the last meeting he had Lt. Sulpy reach out to Dr. Letizia and received his boiler plate contract. Commissioner O'Hare reported that there is some language in there that needs to be changed to reflect the District policies and Administrator Schultz noted several things that the District would need to do such as run it by our counsel. Commissioner O'Hare felt that the District should have everything ironed out by the time that the Board makes appointments in March. Commissioner Waldron agreed. Commissioner Cornine suggested that if the Board was all in agreement to go in a different direction that the funds due to Dr. Gluckman be released so the Board can just be done with the issue and there is no failure to uphold their end of the contract. The Board agreed to both release the funds and pursue the new medical director.

Asst. Chief Martin reported that he followed up with our representative regarding the Truck replacement and the spec update is almost complete. Asst. Chief Martin reported that the work group should have the final drawing from the engineers in the next couple weeks.

Mr. Hark Jr. reported that Sgt. Schauder reached out to let the District know that the purchase order has been sent for the camera that is going to be mounted on the firehouse and he will let us know when it will be installed.

Administrator Schultz reported that if the ambulance is going to be housed in the District 2 firehouse the Board will need to execute an additional MOA with the particulars on when and how it will be housed there. Chief DiGiorgio suggested that the 3rd ambulance be stored at the District 2 firehouse so it is not outside in the weather. Commissioner Waldron reported that this would prohibit the District 3 firefighters from being able to respond to a 3rd EMS call when the Power Truck was in use if the ambulance is at District 2 and this contradicts what was discussed at the last meeting. Commissioner Waldron noted that the ambulance stored at District 2 could be made the Power Truck to alleviate the issue. The Board agreed to pursue a MOA to house the ambulance and allow our personnel to stay at the District 2 firehouse during Power Truck hours. Fire Co. Member Keyser asked for clarification on how the staffing and ambulance placement would work when the Power Truck was being staffed. Commissioner Waldron reported that the 1st ambulance would be housed and staffed in Cedar Knolls for the full 24 hours, the Power Truck would be housed in Whippany and staffed by our personnel from 9 AM to 9 PM, and the 3rd ambulance would be housed in Cedar Knolls so the FF/EMTs could utilize it if needed. Mr. Keyser felt that sending the FF/EMTs out on an EMS call would leave the District without fire protection. Commissioner Waldron noted that the FF/EMTs go out on EMS calls prior to having a Power Truck but it would take a 3rd EMS call for that to happen.

NEW BUSINESS: Commissioner DeSimone asked Administrator Schultz if he had received any exit interview responses. Administrator Schultz reported that he had not received any.

Commissioner O'Hare asked Chief DiGiorgio if he had any updates on inquiries on volunteers. Mr. Hark Jr. reported that he and Lt. Sulpy have received 3 EMS requests. Mr. Hark Jr. reported that they have met with one of them who will have an answer for us next week. Mr. Hark Jr. reported that they are going back and forth on setting up a date to meet. Mr. Hark Jr. reported that Asst. Chief Martin has 1 fire candidate pending and another that they are waiting on a document.

Chief DiGiorgio asked for clarification on the Asst. Chief job description and the officer's meetings. Commissioner Waldron reported that it says that the Asst. Chief will attend monthly officer's meetings in the Asst. Chief's job description. Commissioner Waldron noted that he is not saying that the Asst. Chief is not

attending the monthly meeting but that monthly officer's meeting should be held and have been happening.

REMINDERS:

The Fire District Elections will be held on Saturday, February 18, 2023 from 2 P.M. to 9 P.M. at the firehouse.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, February 2, 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: None.

RESOLUTIONS:

Commissioner Cornine read Resolution 23-01-19-08 setting the salaries and rates of pay for certain employees. This resolution was tabled.

Commissioner Cornine read Resolution 23-01-19-09 appointing Per Diem EMT Rich.

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

EXECUTIVE SESSION: Commissioner Cornine read Resolution 23-01-19-10 to enter into executive session. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.

The Board went into closed session at 7:47 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:53 p.m.

RESOLUTIONS:

Commissioner Cornine read Resolution 23-01-19-08 setting the salaries and rates of pay for certain employees.

Commissioner Cornine made a motion to introduce the resolutions, seconded by Commissioner Waldron. All were in favor.

Commissioner Cornine read Resolution 23-01-19-11 appointing Lt. McGuinness as Fire Official for 2023.

Commissioner O'Hare made a motion to introduce the resolutions, seconded by Commissioner Cornine. All were in favor.

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 8:55 p.m.

Respectfully submitted by

Steven Cornine, Secretary