

**January 5, 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 5, 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, Lt. Sulpy, Asst. Chief Martin, Cpt. Costello, FF Gilson, FF Martin, FF Ujfalussy, Mr. James Hark Jr., EMT Bergman, EMT Perrone, Fire Co. Member Keyser, and Mr. Dugan Sr. were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

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

**Amendments to Previous Minutes: None.**

**Commissioner Cornine made a motion to approve the minutes from the December 15, 2022 Regular Meeting. Commissioner Dugan Jr. seconded the motion. All were in favor.**

**REPORT OF THE TREASURER:**

Commissioner Waldron reported that the District spent all of its 2022 operating budget.

**DEPART FROM AGENDA:** The Board departed from the regular agenda to welcome Dr. Letizia to discuss the Medical Director position. Commissioner Cornine welcomed Dr. Letizia to the firehouse and reported that Lt. Sulpy gave a presentation at the last meeting discussing the services that you provide. Commissioner Cornine reported that based on the presentation the Board was interested in talking to him to get more information about what he does and determine if it is right for the District. Dr. Letizia reported that he is a full-tie

emergency room physician at Trinitas in Elizabeth and has been an ER doctor for 19 years. Dr. Letizia reported that about 10-12 years ago he became the Medical Director of the Union County EMT Training Program. Dr. Letizia reported that he liked being the Medical Director and as time went by this became more of a career for him and he only works part-time in the ER now and the rest of his career is as an EMS Physician where he is Medical Director for police, fire and EMS at 25 agencies throughout New Jersey. Dr. Letizia reported that he was EMS Physician of Year 4 years ago at the EMS convention in Atlantic City and this past year he was EMS Physician of the Year for the country. Dr. Letizia reported that he has done Trench Rescue, Ocean Rescue, CONTOMS (Counter Terrorism Narcotics program by the US Park Police), Medical Director for Mountain Creek water park and ski slope, Medical Director for Elizabeth, which has about 30,00 calls a year, works with SWAT teams, and gives lectures. Dr. Letizia reported that he spends the winter months reviewing articles and deciding on his presentation programs for the year and then goes around to his agencies doing the presentation the remainder of the year. Dr. Letizia reported that one of the presentations he did this year was sideline medicine which seems very appropriate given what has been in the news recently. Dr. Letizia reported that he also does a program called Mayday which is a 1-day symposium on the Jersey Shore in the ocean about the first 300 seconds of a drowning. Dr. Letizia reported that he felt it was important that a Medical Director ride in the back of an ambulance and at the end of an ER shift he sometimes hops on the back of a couple of ambulances to start teaching in the streets. Dr. Letizia reported that he has trained with the Elizabeth Fire Department because he feels that you cannot be a Medical Director if you have not ridden in the back of an ambulance or gone to a fire. Dr. Letizia reported that he has done trench rescue, live burns and confined spaces training. Dr. Letizia reported that he is very involved with his agencies and is not just a doctor who is going to say given him a call and he will sign whatever the State protocols are. Dr. Letizia reported that there is a difference between that doctor and someone who has made it his career to do medical direction for this. Dr. Letizia reported that if he was not so involved and did a good job at it he would not have been named Physician of the Year for the country. Commissioner Waldron asked how soon he would be able to certify our members in use of all the things that the State allows. Dr. Letizia reported that if he was appointed Medical Director he would come in assuming that the members knew nothing and he would go through the 5 items; epi-pen, Narcan, aspirin, C-Pap, and Nitro, so he would be able to put all of these items out in use for the fire

department and EMS squad. Dr. Letizia reported then he will know exactly what your members know because he will have told you. Dr. Letizia reported that if the District needs him to look over a chart they just need to ask. Dr. Letizia reported that he does not specify how many charts he will or needs to review in his contract nor how many lectures he will give at an agency because he believes if an agency needs him they should call him. Commissioner Waldron asked if Dr. Letizia runs all his agencies the same in training and allowing them to do all that the State allows. Dr. Letizia reported that he does and is even working to get his ocean rescue groups to carry all this because it makes sense not to delay treatment until an ambulance arrives. Dr. Letizia reported that he will give all his agencies the opportunity, if they want to purchase the equipment, to utilize all that the State allows. Commissioner DeSimone asked if most of the personnel that he has interacted with were career personnel or if he also interacts with volunteers. Dr. Letizia felt that he interacts almost 50/50 between career and volunteer personnel. Commissioner DeSimone asked if Dr. Letizia would park himself at a station when he reported that he likes to hop on an ambulance to ride with them. Dr. Letizia reported that he works at Trinitas and he is Medical director for many of the surrounding towns so when he finishes a shift he can ride on ambulances from the hospital. Dr. Letizia reiterated that he does not know how one can be a Medical Director if one has not been to a fire or responded to EMS calls. Dr. Letizia reported that he has also trained police, fire and EMS training together because there are a lot of times when all three will respond to a call. Commissioner O'Hare asked how it works when Dr. Letizia is responding to calls with BLS medics and you. Dr. Letizia responded that he comes with his own insurance which covers him in the field so he can give medical direction on scene and he can also take over a scene as an EMS physician. Commissioner Cornine asked if he does a full policy review when he starts at a new agency. Dr. Letizia reported that he needs to make sure that all policies are updated to what they need to be because they are constantly changing. Dr. Letizia reported that the State is not the most advanced but he will make sure that the policies are up to date with what the State will allow. Commissioner DeSimone asked how often Dr. Letizia finds himself interacting with the point of contact for his agencies. Dr. Letizia reported that he does not have a specified amount of times he interacts with each agency but that he checks in frequently and he is available whenever needed because each agency has his cell phone number. Commissioner DeSimone asked if Board had any other questions. There were no other questions. Commissioner DeSimone asked if there was anything else that Lt.

Sulpy wanted to add. Lt. Sulpy felt that Dr. Letizia has touched on everything that they had previously discussed and if the Board decides to move forward the District would be able to implement confined space and trench training. Chief DiGiorgio asked if Dr. Letizia would apply for CEUs for any training he provided. Dr. Letizia reported that as long as he has more than 30 days' notice he will apply for CEUs. Chief DiGiorgio asked if the State required competencies are something Dr. Letizia would require annually and if so does he consider these his annual competencies where he would sign off on the members competency. Dr. Letizia reported that some agencies want canned lectures but that he sometimes like to do something like a fireside chat where the agency picks 3-4 interesting charts and he and they spend the night picking the call apart. Dr. Letizia reported that he has a full-time job as well as others but he would be able to come to the firehouse once or twice a year for training. Dr. Letizia noted that he would rather split the initial training into 2 nights since it is a lot to go over in one night. Commissioner DeSimone thanked Dr. Letizia for coming in to speak with the Board and they will have further discussion and get back in touch with any questions. Commissioner Waldron was glad that some of the members turned out to listen to the discussion. Dr. Letizia asked the members if they had any questions for him. FF Ujfalussy asked if Dr. Letizia has any involvement with the Rescue Task Force. Dr. Letizia reported that BLS subcommittee for the State and on the EMS Task Force for the State. Dr. Letizia reported that anything that the agency wants to get involved he is more than happy to get involved with. Dr. Letizia reported that his job is to make the agency the best that it can be and also deliver the most quality care to the citizens and the patients that the agency shows up to take care of. EMT Bergman reported that he has found picking apart charts and case review to be very beneficial and asked if Dr. Letizia was affiliated with Atlantic Health and would be able to access any charts that would be reviewed in training. Dr. Letizia did not know if it matters because the agency is dealing with the pre-hospital setting and does not care what the outcome was because the personnel will not know the answer in the field. Commissioner DeSimone asked if there were any other questions for Dr. Letizia. There were no other questions. The Board thanked Dr. Letizia for coming and stated that Administrator Schultz would be in touch.

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

**CHIEF'S REPORT:** Chief DiGiorgio wished everyone a happy new year and commended all the officers both volunteer and career division lieutenants for a

job well done this past year. Chief DiGiorgio commended all the members and staff for all their hard work which was much appreciated. Chief DiGiorgio submitted his Bi-Monthly report on January 3, 2023 to ensure that all the updated call volume data could be included. Chief DiGiorgio had the following additions to his report.

Chief DiGiorgio reported that for the very first time the District has surpassed 2000 EMS calls in a year which is 20.5% higher than last year. Chief DiGiorgio reported that fire response numbers are up 17% from last year. Chief DiGiorgio felt that last year was comparable to the highest figures for both EMS and fire responses. Chief DiGiorgio reported that some of our Mutual Aid partners also had record years but did not have the same calls as our District.

Chief DiGiorgio reported that the year-end reports were included with his bi-monthly report. Chief DiGiorgio reported that the EMS report from Lt. Sulpy highlighted the call volume numbers and the search for a medical director. Chief DiGiorgio reported that Lt. Sulpy hit the ground running after his promotion and being doing an excellent job. Chief DiGiorgio reports that the final numbers highlighted in the Training Report from FF Ujfalussy highlight the fact that FF Ujfalussy is doing an excellent job with scheduling training, getting applications to the academies and working with our vendors. Chief DiGiorgio reported that Lt. Belott's Apparatus and Building Maintenance Report has been updated for the annual figures as well. Chief DiGiorgio reported that there were 10 vehicles that were in and out of service while being maintained at various vendors and commended Lt. Belott on his job. Chief DiGiorgio reported that Lt. Belott also does an excellent job with staff scheduling which is a very difficult job. Chief DiGiorgio reported that the annual Fire Prevention report has been submitted by Lt. McGuinness and reports that 967 inspections were done, 811 annual inspections and 156 re-inspections. Chief DiGiorgio gave Lt. McGuinness and all the inspectors that work with him a lot of credit for getting that many inspections completed. Chief DiGiorgio reported that FF Gilson has taken over the NIFFERS and yellow sheets and they are all up to date and thanked FF Gilson for that.

Chief DiGiorgio read the following letter from Mount Tabor Fire Chief Crawford.

*To our neighboring agencies,*

*On Tuesday, December 27<sup>th</sup>, 2022, we were requested to 52 Averell Drive on a reported kitchen fire with burn victims. Upon arrival, the fire was out but we were*

*met with a severe pediatric burn victim and a parent who also suffered burns to the hands. Both were quickly evaluated and transported to the hospital where they remain in stable condition.*

*These are not incidents that we respond to on a regular basis and yet all first responders on the scene acted as if they encountered this every single day. The professionalism and courage that your members exhibited is inspiring. We are lucky to be able to work alongside some of the best first responders in the County, if not the State. We are truly grateful for your response and assistance throughout the incident, and we commend your members for acting in a manner that positively reflects on your agency.*

*Thank you again for your efforts and for assisting our neighbors within the community.*

*With Great Thanks,*

*Bryan Crawford*

*Chief of Department*

*Mount Tabor Volunteer Fire Department*

*Parsippany-Troy Hills Fire District #1*

Chief DiGiorgio reported that E34 responded with Lt. McGuinness and FF DiGiacomo and arrived first on scene in Mt. Tabor. Chief DiGiorgio reported that once they identified that there was no fire they worked quickly to assist on the EMS side where they identified a 3<sup>rd</sup> degree juvenile who they moved out to a County ambulance to be transported along with the mother who had 2<sup>nd</sup> degree burns to a landing zone where the juvenile was flown to St. Barnabas. Chief DiGiorgio reported that Lt. McGuinness and FF DiGiacomo received commendations on scene and he will be putting together a commendation for each of them also.

Chief DiGiorgio reported that the Dialer Program is in full swing and EMT Bergman has taken lead on it with FF DiGiacomo working with him. Chief DiGiorgio reported that the District has given out all of the Dialers that we have. EMT Bergman reported that he reached out to Carol at the Rotary Club to ask if the Rotary would be willing to donate another \$500 for more Dialers. EMT Bergman reported that last year the District and Fire Co. matched the Rotary club donation which allowed the District to purchase 10 Dialers. EMT Bergman reported that Carol will get back to him after she brings up the donation at the next Rotary club

meeting. EMT Bergman reported that he hopes to be able to purchase 10 more dialers this year since he already has 1 person on a waiting list for one. Chief DiGiorgio reported that he hopes that the Board will continue the program as it is a great community outreach program and commended EMT Bergman on his work on the program. EMT Bergman reported that Carol is also the president of the Senior Club and he will be going to speak to the Senior Club about the program. Commissioner DeSimone asked how much a dialer cost. EMT Bergman reported that the cost was between \$105 and \$115.

Chief DiGiorgio reported that he received a phone call from former Township Committeeman George Coppola because the VFW is looking to donate a piece of equipment. Chief DiGiorgio reported that the District needs a new Hurst battery operated cutter since the District's 15-year-old one is out of service. Chief DiGiorgio reported that that the VFW is willing to donate up to \$5,000 and the new Hurst cutter would cost about \$11,000. Chief DiGiorgio reported that he is going to work on making a joint purchase between the VFW and the Fire Co.

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

**EMS:** Commissioner O'Hare reported that he has no report other than the fact that the District is looking into a new Medical Director.

**BUDGET:** Commissioner Waldron reported that the 2023 Budget has been available on the website for 2 weeks and the Board passed a resolution adopting the budget at the end of the Public Commentary meeting earlier this evening.

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

**NEGOTIATIONS:** Commissioner Cornine reported that the FMBA contract is expiring and negotiations on a new contract will start in August or September.

**LIAISON TO THE VOLUNTEERS:** Commissioner Waldron reported that there is a Fire Co. meeting on Monday, January 9, 2023.

**BUILDINGS AND GROUNDS:** Commissioner Waldron reported that the District is still waiting on the new window panels for the bay door.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Administrator Schultz reported that the District has been storing the 3<sup>rd</sup> ambulance outside and asked if it was going to go back to District 2 where it has been stored or if a new storage facility

needs to be found. Chief DiGiorgio reported that he and Lt. Sulpy will meet with District 2 about storing District 3's 3<sup>rd</sup> ambulance since the original MOA has expired and also to discuss the power truck trial.

**INSURANCE:** Nothing to report.

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

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Nothing to report.

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

**RECORDS RETENTION:** Administrator Schultz reported that the District has 2 records destruction requests in to the State.

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

**OLD BUSINESS:** Asst. Chief Martin reported that Truck 33 Replacement Work Group met with a rep from a potential supplier on December 28 for the first spec reading and some changes were made, one of which will result in cost savings. Asst. Chief Martin reported that the work group is aggressively trying to keep the cost down while satisfying the District's needs. Asst. Chief Martin reported that the work group should have a secondary drawing and spec update within the next 30 days. Asst. Chief Martin reported that at that time the work group will look to the Board for approval to move forward. Administrator Schultz reported that a capital purchase would need to be put before the voters and if approved would go into the 2024 budget. Administrator Schultz noted that in discussions with Commissioner Waldron about the fact that the District is also looking to either renovate or rebuild the firehouse it was felt that the new ladder truck and firehouse improvements should be combined so that the District does not have to go the voters with 2 big ticket items in a short period of time. Administrator Schultz outlined how the District would go about bonding the projects. Commissioner O'Hare asked if the merits of using the GIF had been explored. Administrator Schultz reported that he had not looked into it yet.

Commissioner DeSimone reported that the District is withholding payment to Dr. Gluckman until he gets back to the District on some questions that personnel have contacted him about. Lt. Sulpy reported that Dr. Gluckman has not gotten back to him yet. FF Ujfalussy reported that Dr. Gluckman has responded to his



requests. Commissioner DeSimone reported that the District will continue to withhold payment for this month as well.

**NEW BUSINESS:** Commissioner DeSimone reported that she understood that the District participates in the closest ambulance dispatch program but wondered if there was a limit to how far our District will travel for a call. Commissioner DeSimone reported that she asks because about a month ago there was a call in Boonton that one of our ambulances responded to and while they were out a call came in from one of our residents who had to be serviced by Parsippany-Troy Hills. Chief DiGiorgio reported that he sent out an email today to the director of the program asking for a benchmark from the beginning of the program and where it is now. Chief DiGiorgio reported that he asked that all the parties meet again to discuss the program because there does not seem to be consistency in the program.

**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, January 19, 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 asked if anyone had any objections to approving the following resolutions by consent agenda. There were no objections.

**Commissioner Cornine read Resolution 23-01-05-02 approving Commissioners 2023 salaries.**

**Commissioner Cornine read Resolution 23-01-05-03 changing EMT Kruse Job Title.**

**Commissioner Cornine read Resolution 23-01-05-04 changing EMT Kuzemczak Job Title.**

**Commissioner Cornine read Resolution 23-01-05-05 appointing an Auditor.**

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

**EXECUTIVE SESSION: Commissioner Cornine read Resolution 23-01-05-06 to enter into executive session. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor.**

**The Board went into closed session at 7:57 p.m.**

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

**The Board came out of closed session at 9:59 p.m.**

**RESOLUTIONS: Commissioner Cornine read Resolution 23-01-05-07 making FF/EMT Martin a Permanent Employee.**

**Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. 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 10:14 p.m.

Respectfully submitted by

---

Steven Cornine, Secretary