

## **October 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 October 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, Gary Keyser, and Shawn Waldron were present. Commissioner Michael Dugan Jr. was absent.

Administrator Schultz, Deputy Administrator Hark Jr., Asst. Chief Martin, Hanover Township Committeeman Cahill, FF Martin, FF Ujfalussy, EMT Bergman, EMT Perrone, Mr. Dugan Sr., and Mr. DeSimone were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

### **APPROVAL OF PREVIOUS MINUTES:**

The minutes from the September 21, 2023 Regular Meeting were reviewed.

**Amendments to Previous Minutes:** Commissioner Keyser noted that the Correspondence report neglected to say that Mr. Shoudy's funeral was at Hildale Park Church across the street from the firehouse and that on duty members stood at attention during the funeral procession to honor Mr. Shoudy.

Commissioner DeSimone made a motion to approve the amended minutes from the September 21, 2023 Regular Meeting, seconded by Commissioner Cornine. All were in favor. Commissioner Dugan Jr. was absent.

The minutes from the September 7, 2023 Regular Meeting Executive Session were reviewed.

**Amendments to Previous Minutes:** None.

Commissioner Cornine made a motion to approve the minutes from the August 17, 2023 Regular Meeting Executive Session, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.

**REPORT OF THE TREASURER:** Commissioner Waldron reported that the District was operating within budget. Commissioner Waldron asked Administrator

Schultz to contact a vendor regarding itemizing his invoice because the District would not be able to pay without the detail.

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

**CHIEF'S REPORT:** Asst. Chief Martin submitted his Bi-Monthly report on October 4, 2023. Asst. Chief Martin had the following additions to his report.

Asst. Chief Martin reported that E34 is out of service waiting for ERG to come in for the turbo. Asst. Chief Martin reported that the front brakes have been replaced and the District is waiting to get the engine to FIS to address the rear brakes. Asst. Chief Martin reported that the discrepancy between the 2 vendor reports on the brakes has been cleared up and has been attributed to the differences in the brake terminology used by each vendor.

Asst. Chief Martin reported that A38 is out of service because the oxygen over pressure sensor blew and the District is waiting for a new order for one to come in. Asst. Chief Martin reported that the neighboring agencies were notified in the event that the District gets backed up. Asst. Chief Martin noted that the ambulance needs to remain out of service because the State requires that it have onboard oxygen to remain in service.

Asst. Chief Martin reported that there was a representative here today from E1 and he dropped off drawings and specs for the Truck Replacement committee. Asst. Chief Martin hopes to have a Truck Replacement committee meeting next week to go over the renderings as well as their proposal. Asst. Chief Martin reported that he is working on getting 2024 pricing for the replacement Truck. Asst. Chief Martin reported that Lt. Sulpy is working on getting 2024 pricing for new ambulances.

Asst. Chief Martin apologized for the EMS stats getting out late and explained that Lt. Sulpy got hung up with some other things. Asst. Chief Martin reported that he provided the Board with paper copies of the stats because he did not think that they would see an email before the meeting. Commissioner DeSimone asked for clarification that Lt. Sulpy also oversees training. Asst. Chief Martin reported that Lt. Belott oversees training. Commissioner DeSimone thought that Lt. Sulpy was given the responsibility when he was promoted to lieutenant. Asst. Chief Martin reported that Lt. Sulpy was in charge of EMS competencies but FF Ujfalussy oversees the rest of the training. Asst. Chief Martin thought that the competencies were scheduled for November but he will check with Lt. Sulpy. Commissioner DeSimone thought that Lt. Sulpy was appointed EMS Coordinator

when he was promoted and did not understand why he does not handle all the EMS training as well as the competencies. Asst. Chief Martin felt that it was a lot easier to funnel all the training through one source so there are fewer budgetary issues due to overscheduling of training. Commissioner DeSimone asked if EMP Training was doing the competencies. Asst. Chief Martin reported that originally EMP Training was going to do them but due to budgetary constraints other arrangements have to be made. Asst. Chief Martin reported that he would check with Lt. Sulpy but felt that our medical director may be doing them.

Commissioner Keyser asked about the EMT Refresher Course that the District received a bill for \$2200 for courses over 3 days. Commissioner Waldron asked if this invoice was for the February classes. FF Ujfalussy reported that Less Stress had recently notified him of the outstanding invoice which is \$200 setup for each of the 3 classes and \$80 per student for each class. Asst. Chief Martin reported that the February classes were Core classes and he attended them.

Commissioner Keyser asked for the status of Ambulance 32. Asst. Chief Martin reported that Lt. Belott reached out to Nielsen Auto Body Shop and was advised that the dealership representative decided that they were no longer going to be dealing with fixing the ambulance. Asst. Chief Martin reported that he was under the impression from a conversation with the dealership that they were in the process of ordering the replacement doors from First Priority. Asst. Chief Martin reported that when he spoke with the salesman he was informed that the dealership was done. Asst. Chief Martin reported that he told Deputy Administrator Hark Jr. that he felt it was time to turn it over our attorney. Asst. Chief Martin gave the Board a timeline of the incident with Ambulance 32. Administrator Schultz reported that a letter went out today to both Nielsen locations which included the same timeline that Asst. Chief Martin outlined along with notification that that the dealership failed to report damage to the ambulance over \$500. Administrator Schultz reported that this means that the District cannot file an insurance claim and the District will enter into litigation to seek to recoup all costs associated with repairing the ambulance. Commissioner Waldron asked if there was anything in the letter about future ambulance rentals, if needed. Administrator Schultz felt that this was included in the cost of repairing the ambulance and that if the District does not hear from Nielsen then it would be turned over to Mr. Braslow.

Commissioner Keyser asked for the status of the Truck 33 repairs and certification. Commissioner Cornine reported at the last meeting the Board

discussed having another vendor in to inspect the Truck 33 but a later brief conversation about the time it would take to schedule another vendor. Commissioner Cornine therefore felt that the best bet was to have the \$15500 work done since getting the funds would not be as difficult as he once thought. Commissioner Keyser asked if the District would go to emergency appropriation for the repairs. Administrator Schultz reported that the emergency appropriation would be encumbered from the 2024 budget and outlined the process. Administrator Schultz reported that if this is the way that the Board wants to go they can act on it via resolution as early as the Special Meeting on Tuesday, October 11. Administrator Schultz reported that if there are other repairs that are needed to the Truck they should all be included in the emergency appropriation because numbers need to be attached to the resolution. Commissioner Cornine made a motion to make an emergency appropriation for repairs on Truck 33, seconded by Commissioner DeSimone. All were in favor. Commissioner Dugan Jr. was absent. Asst. Chief Martin reported that he would get updated quotes for the repairs.

Commissioner Keyser asked if the District was going to try to purchase the new air bottles this year. Administrator Schultz reported that they should not be purchased this year due to budgetary constraints although the 2024 budget is tight.

Commissioner Keyser asked Asst. Chief Martin if the exhaust system for Engine 35 has the same problem that Engine 34 did because he heard that the exhaust had to be held up with wire on Sunday. Asst. Chief Martin reported that this was the first he is hearing about it. Commissioner Waldron reported that he heard that it was the same U bolt that rotted out on Engine 34 has not rotted on Engine 35. Commissioner Keyser felt that the District should check to see if it is under warranty. Asst. Chief Martin reported that he will look into it.

Commissioner Keyser asked if anyone had any more questions for Asst. Chief Martin. There were no questions.

**EMS:** Commissioner Cornine had nothing to report but asked if there are any updates about Madison EMS. Asst. Chief Martin reported that Madison Chief Wickman said that there was a budget meeting with the Town and a meeting with the EMS volunteers. Asst. Chief Martin reported that the volunteers are still on paper as an organization but have ceased operating and the County has agreed to cover Madison for 2-3 more days a week for the month of October until they get their situation straightened out. Asst. Chief Martin reported that he told Madison

that they were not going to get anything straightened out in 30 days because there is a lot of things that they need to get done. Asst. Chief Martin reported that he told Madison that just hiring EMTs would take more than a month. Asst. Chief Martin reported that he would touch base with Chief Wickman next week to get updates. Commissioner Cornine reported that he received a phone call from Chief Wickman the day after our last BFC meeting and discussed the Madison EMS situation at length. Commissioner Cornine clarified that Madison is not looking for 24/7 coverage as stated in the minutes but are looking for a few days and some overnights. Commissioner Cornine reported that he and Chief Wickman discussed budgets and what it would take to have District 3 help them out. Commissioner Cornine reported that if Madison is willing to cover the EMT salaries there would be no cost to the District. Commissioner Cornine reported that he also discussed District 3's need for another ambulance with Chief Wickman and whether the volunteer organization would be willing to part with one to facilitate District 3 helping Madison out. Commissioner Cornine reported that it was a conversation for another day but there is the potential that District 3 could acquire another ambulance if we help Madison out. Commissioner Cornine reported that he briefed Asst. Chief Martin on the conversation and asked Chief Wickman to work on providing us with an operational window of when they truly need coverage. Commissioner DeSimone asked if Madison was in the process of hiring Per Diem EMTs. Asst. Chief Martin reported that they are not doing anything right now which is why they got the County to agree to cover them a couple of more days a week until the end of October because even the County cannot facilitate helping them on an ongoing basis. Commissioner DeSimone asked if Madison has any plans to recruit or hire EMTs. Asst. Chief Martin reported that they are on board with hiring Per Diem EMTs after they get up and going and District 3 told them everything that they need to do to get up and running. Commissioner Cornine felt that HTFD3 should keep an open mind and noted that if we decide we cannot help Madison and their calls go to mutual aid, we may end up going down there anyway. Commissioner Cornine felt this outcome would do a disservice to District 3 residents and Madison residents.

**BUDGET:** Commissioner Waldron reiterated that the District was operating within budget and reported that the 2024 budget was being worked on.

**PERSONNEL:** Commissioner DeSimone reported that the Board would need to go into Executive Session.

**NEGOTIATIONS:** Commissioner Keyser reported that the Board would discuss the negotiation process during the Special Meeting on October 10.

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

**BUILDINGS AND GROUNDS:** Commissioner Keyser reported that Greenwood Tree was out to trim the large pine tree and will be back to decorate it at the beginning of November.

Commissioner Keyser asked for a status on the 2<sup>nd</sup> floor toilet repair.

Commissioner Waldron reported that the repair still needs to be done.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Cornine reported that this was handled in the Chief's Report.

**INSURANCE:** Commissioner Keyser reported that the boiler inspection indicated that the relief valves need to be replaced.

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

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Waldron reported that there is a resolution before the Board tonight reaffirming the authorization of the formation of a Consolidation Committee to look into consolidation or shared services with District 2.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner Keyser asked if the Township was ready to look into the Fire Prevention fines that District 3 has been forwarding each month. Committeeman Cahill reported that he would follow up with the new hire.

**OLD BUSINESS:** Commissioner DeSimone asked if there was an update on a safety shoe vendor. Asst. Chief Martin reported that he found a company called Black Diamond that one of our vendors sells within the price frame that the Board suggested. Asst. Chief Martin reported that a pair has been ordered for a wear test and the District is waiting for them to come in. Asst. Chief Martin reported that if they wear well the District would save \$75 per pair over the current shoes that are used.

Commissioner Waldron reported that there is a meeting with the architect tomorrow about the fire station.

Commissioner Keyser asked if there was any other Old Business. There was none.

**NEW BUSINESS:** Commissioner Keyser felt that the District should review the policy about how to handle a Per Diem shift that gets cancelled on short notice and whether they need to use PTO if they want to get paid for the shift.

Commissioner Waldron reported that there is a policy which states how far in advance the District is required to notify EMTs of a cancelled shift. Asst. Chief Martin reported that Per Diem EMTs do not get PTO, only Part Time and Fulltime. Commissioner Keyser felt that the District should review the policy.

**REMINDERS:**

There will be a Special Meeting of the Board of Fire Commissioners on Tuesday, October 10, 2023 at 7:00 P.M.

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, October 19, 2023 at 7:00 P.M.

The Joint Fire Prevention Board Meeting will be held on Thursday, December 7, 2023 at the District 3 Fire House at 6:30 P.M.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner Desimone read Resolution 23-10-05-114 authorizing the destruction of surplus. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.

Commissioner Desimone read Resolution 23-10-05-115 authorizing the sale of certain surplus. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.

Commissioner Desimone read Resolution 23-10-05-116 authorizing the formation of Consolidation Research Committee. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. Commissioners Cornine, Keyser, and Waldron were in favor. Commissioner DeSimone was opposed. Commissioner Dugan Jr. was absent.

**EXECUTIVE SESSION:** Commissioner DeSimone read Resolution 23-10-05-117 to enter into executive session. Commissioner Waldron made a motion to

**introduce the resolution, seconded by Commissioner Cornine. All were in favor. Commissioner Dugan Jr. was absent.**

**The Board went into closed session at 7:54 p.m.**

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

**The Board came out of closed session at 9:05 p.m.**

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

The meeting was adjourned at 9:06 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary