

December 21, 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 December 21, 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., Gary Keyser, and Shawn Waldron were present.

Administrator Schultz, Deputy Administrator Hark Jr., Asst. Chief Martin, Lt. Belott, Lt. Sulpy, FF Colin, FF Ujfalussy, EMT Bergman, and EMT Perrone were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The amended minutes from the November 16, 2023 Regular Meeting were reviewed.

Commissioner Waldron made a motion to approve the amended minutes from the November 16, 2023 Regular Meeting, seconded by Commissioner Dugan Jr. All were in favor.

The minutes from the November 16, 2023 Executive Session were reviewed.
Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the November 16, 2023 Executive Session, seconded by Commissioner Dugan Jr. All were in favor.

The minutes from the December 7, 2023 Regular Meeting were reviewed.
Amendments to the Previous Minutes: None.

Commissioner Waldron made a motion to approve the minutes from the December 7, 2023 Regular Meeting, seconded by Commissioner Dugan Jr. All were in favor.

REPORT OF THE TREASURER: Commissioner Waldron reported that things are tight but the District is still operating within budget.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Asst. Chief Martin submitted his Bi-Monthly report on December 20, 2023.

Commissioner Keyser asked for a report on the purchase of a new ambulance. Commissioner DeSimone asked if it would be a new ambulance or a demo since it says that it is a 2021 ambulance. Asst. Chief Martin reported that the District was looking to purchase a demo ambulance but it would be a new ambulance just not a custom build. Lt. Sulpy clarified that the chassis is 2021 but the truck itself was built in 2022.

Commissioner Keyser asked what date Cpt. Sheridan's resignation was effective. Asst. Chief Martin reported that the resignation was effective at the end of his term in March.

EMS: Nothing to report.

BUDGET: Commissioner Waldron reported that the 2024 District Budget is all set. Commissioner Keyser asked if the Public Hearing on the 2024 Budget was set for January 4, 2023. Administrator Schultz reported that the Public Hearing on the 2024 Budget was on January 4, 2024 at 6:00 P.M. and January 24, 2024 s the Special Meeting on the new Fire Station.

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

Commissioner Keyser reported that there is a resolution before the Board tonight about a new Volunteer Firefighter.

NEGOTIATIONS: Commissioner Keyser reported that he and Commissioner Cornine met with FF Ujfalussy and FF Yen yesterday and negotiations are moving forward.

LIAISON TO THE VOLUNTEERS: Commissioner DeSimone reported that there was a discussion on the views of the new uniform patches at the last meeting and the volunteers now understand when the new patches are required to be worn.

BUILDINGS AND GROUNDS: Commissioner DeSimone asked why there were so many old lawnmowers and snowblowers out in the parking lot alongside the shed. Commissioner Waldron reported that they will be used for a training drill for removing appendages from the lawnmowers and snowblowers. Commissioner DeSimone asked if they could be contained in one area.

Commissioner Dugan Jr. reported that they could be moved into the tent if there is room.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine reported that Ladder 33 is out of service and will remain out of service indefinitely. Commissioner Cornine reported that there are a couple of new apparatus purchases that will go on the ballot in February asking for voter approval.

Commissioner Keyser asked Commissioner Cornine if he has been involved in the tires for Engine 34. Commissioner Cornine reported that he was not involved. Commissioner Keyser asked for a report because he heard that Engine 34 needs tires. Asst. Chief Martin reported that Engine 34 and Engine 35 need tires. Lt. Belott added that he reported on that a couple months ago and was waiting on emergency appropriation funds to be set aside for it. Commissioner Waldron felt that given a recent report from the mechanic Engine 34 needs to have new tires sooner rather than later. Commissioner Keyser asked if the District had the written report from the mechanic. Lt. Belott reported that he could get the written report. Deputy Administrator Hark Jr. reported that he and Administrator Schultz went through all the quotes today with Lt. Belott and the tires for Engine 34 have been approved.

INSURANCE: Commissioner Keyser reported that there is a resolution before the Board tonight to approve a 2-year contract with the life insurance provider.

Commissioner Keyser noted that Commissioner Cornine reported that Ladder 33 was out of service and asked if there are any insurance implications. Administrator Schultz reported that Ladder 33 will be insured but it cannot be touched or moved. Commissioner Keyser noted that Ladder 33 will have to be moved outside to be run so that it does not gum up. Commissioner Cornine reported that the insurance carrier was very specific in their letter that the keys had to be removed and it cannot be started or touched. Commissioner DeSimone asked Asst. Chief Martin if he was going to remove 33 from the run card. Asst. Chief Martin reported that there is a whole process to do that and he has to discuss it with the County.

BY-LAWS: Nothing to report.

WEBSITE: Up to date. Commissioner Keyser asked if our website is advertising the January 24, 2024 Special Meeting. Commissioner Waldron reported that the Meeting will be put on the website after the letter announcing the Special Meeting is approved.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Keyser reported that the proposed District 2024 Budget has been sent to Township Administrator Giorgio.

OLD BUSINESS: Commissioner Keyser asked for the status on the Ambulance 32 repair. Deputy Administrator Hark Jr. reported that the District has started the claim with the insurance company and are gathering the information that they requested.

Deputy Administrator Hark Jr. reported that the Board had a draft of a letter of intent to the dealership about purchasing a demo ambulance to replace A 39 and asked if the Board intended to move forward with it. Commissioner Keyser indicated that the Board intended to move forward with the letter of intention to purchase the ambulance. Commissioner Cornine made a motion that the Board send a letter of intent to purchase an ambulance to the dealership, seconded by Commissioner Waldron. All were in favor.

Asst. Chief Martin asked if the Board had decided on whether to purchase a demo aerial apparatus or a custom build. Asst. Chief Martin reported that if the Board decides to buy a demo, the District would be given a slot in line and could receive the demo in 6 months. Commissioner Keyser felt that the Board needs to wait to see if the taxpayers approve the purchase. Asst. Chief Martin reported that there are available slots throughout the year and if the voters approve the purchase he could call the salesman to get the District a slot as long as the Board decides to go with a demo. Commissioner Keyser asked if the demo would be something that is already built. Commissioner Cornine reported that a demo means it is a generic build not something that is already built that they have been showing. Asst. Chief Martin reported that in this case when a demo ladder is scheduled to be built the District would get the specifications to compare with the ones that the District had chosen when considering a custom build. Asst. Chief Martin reported that the District would be allowed to make some changes to the demo before it goes to build. Asst. Chief Martin reported that the apparatus would then be ready in about 6 months as opposed to almost 3 years for a custom build. Commissioner Keyser questioned how the District was going to be able to purchase a slot from the salesman when even if the voters approve the purchase it would still take

time to go out for bonding all of which could be 6-8 months from now. Asst. Chief Martin reported that there is already a schedule of how many slots for each type of apparatus are available each month so if the District is not ready for a slot in month A they will move to a slot in month B. Administrator Schultz reported that if the voters approve the purchase of an aerial apparatus then the District would start the bond process and once the bonding is approved the District would ask the salesman about the next available slot for an aerial. Administrator Schultz reported that the bond process includes going to the local finance board with a plan which would be that the District has already spoken to a couple of individuals who would be involved in writing the bond and the notes. Administrator Schultz felt the District could do something where they are paying interest on the primary notes only until the following year and there would not be a bond payment until 1-year after the completion of the project. Commissioner Keyser asked what happens if there are cost increases on the assembly line. Asst. Chief Martin reported that the salesman reported that the demo cost is good through April 2024 after which there could be an increase. Commissioner Waldron noted that if the price increases beyond the amount approved by the voters then the District would need to make cuts on what is put on the apparatus. Asst. Chief Martin reported that the District Aerial Spec is 75 pages long so he can guarantee that cuts will need to be made based on needs versus wants. Commissioner Cornine reported that it sounds like the District needs to get it approved and funded.

NEW BUSINESS: Commissioner Waldron reported that this District hosts EMS training at the firehouse on occasion which are opened up to other agencies to ensure minimum student levels. Commissioner Waldron asked if the District should be charging an administrative fee for allowing other agencies to come to the classes or continue to charge them just the fee for the class. Commissioner Waldron reported that each class normally has a setup fee of around \$200 and a per student fee. Commissioner DeSimone did not see a problem passing some of the set-up fee out to students from other agencies. Asst. Chief Martin reported that this District pays to send our people to training at other agencies. Commissioner Waldron reported that currently this District charges other agencies the per student fee but wants to know if we should charge an additional administrative fee and if so, how much. Commissioner DeSimone asked if the hosting agency is also serving refreshments. Commissioner Waldron reported that most of the time water is the only refreshment provided because classes are usually about 2 hours long. Deputy Administrator Hark Jr. reported that there is no continuity on providing refreshments for the occasional day long class and that

sometimes students go out to lunch on their own and sometimes lunch is provided on site. Commissioner Waldron asked for input on what the administrative fee should be. Asst. Chief Martin reported that FF Ujfalussy has already started to calculate what the fee would need to be charged to recoup the administrative fee. Commissioner Cornine reported that he is recusing himself from the discussion because he works for another agency. Commissioner Keyser felt that it was something to consider. Commissioner Waldron reported that he would try to come up with recommendations for next meeting. FF Ujfalussy distributed a list of the upcoming classes that the District is hosting and the cost associated with each class. Commissioner Waldron reported that he would check with some of the surrounding agencies to see how much administrative fee they are charging and report back next meeting.

Deputy Administrator Hark Jr. reported that the Board had a draft letter before it to the residents of District 3 outlining the reasons behind the District's intent to purchase an ambulance, an aerial apparatus, and a firehouse. Deputy Administrator Hark Jr. noted that the letter also invites the residents to attend a Special Meeting on January 24, 2024 at 6:30 P.M. to discuss these purchases and will include a QR code with a link to information on the purchases. Commissioner Waldron suggested a grammatical amendment to the letter. Commissioner Cornine made a motion to send the amended letter, seconded by Commissioner Waldron. All were in favor.

REMINDERS:

A Hearing on the 2024 Fire District Budget will be held on Thursday, January 4, 2024 at 6:00 P.M.

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, January 4, 2024 at 7:00 P.M.

The Annual Election will be held on Saturday, February 17, 2024 from 2:00 P.M. until 9:00 P.M. Voters will be asked to elect three commissioners and additionally to approve or disapprove the 2024 Budget, a Cap Referendum, the purchase of an Ambulance and an Aerial Apparatus and the construction of a Fire Station.

A Special Meeting of the Board of Fire Commissioners will be held on January 24, 2024 at 6:30 P.M. to inform the residents of the District's intent to purchase an ambulance, an aerial apparatus, and a firehouse.

The next Joint Fire Prevention Board Meeting will be determined.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner Desimone read Resolution 23-12-21-135 authorizing a COE for Volunteer Firefighter Kitch. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. Commissioner DeSimone noted that she checked where the firefighter lived and he lives within the specified distance of the firehouse. All were in favor.

Commissioner Desimone read Resolution 23-12-21-136 appointing a Life Insurance Provider. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.

Commissioner Desimone read Resolution 23-12-21-137 rescinding the \$50,000 Emergency Appropriation. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner Desimone read Resolution 23-12-21-138 authorizing 2023 Budget Transfers. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Waldron abstained.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 23-12-21-139 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 7:46 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:40 p.m.

ADJOURN: A motion was made by Commissioner Cornine, seconded by Commissioner Waldron, to adjourn the meeting. All were in favor.

The meeting was adjourned at 8:42 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary