

## **April 6, 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 April 6, 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.

Asst. Fire Chief Martin, Administrator Schultz, Mr. James Hark Jr., Lt. Belott, Lt. McGuinness, Capt. Costello, FF Ujfalussy, EMT Makar, and Mr. Dugan Sr. were also in attendance.

**PUBLIC PARTICIPATION:** None.

**DEPART FROM AGENDA:** The Board departed from the regular agenda to hear a presentation by Cpt. Costello.

Cpt. Costello presented the Board with the culmination of his plan to utilize the 3 volunteer duty crews to cover Sundays instead of Monday, Tuesday and Wednesdays after getting feedback from all of the interested parties. Cpt. Costello went over his updated proposed duty crew plan and the incentives for the volunteers that would ensure adequate staffing. Cpt. Costello noted that if senior firefighters are exempt from shift coverage or any significant percentage of per call responses, he does not believe that the District can guarantee coverage. Cpt. Costello felt that having all eligible members qualify as firefighters, engine & truck drivers, and incident commanders is critical for a flexible and reliable response. Cpt. Costello outlined his plan for Sunday coverage but would also allow members to choose to respond to calls on Mondays, Tuesdays, and Wednesdays. Cpt. Costello discussed what would be considered an excused absence. Cpt. Costello presented what the scheduled shift coverage would look like but noted that there will be times that shifts are not covered. Cpt Costello reported that the reimbursement incentives should be aligned with the objectives that he laid out, response coverage, professional development, fire apparatus driver authorization, and leadership roles. Cpt. Costello reported that he got a lot of feedback on the response coverage objective and noted that we want to

incentive people to go on calls but also to cover shifts. Cpt. Costello reported that there would be more incentive to cover Sundays since that is the objective. Cpt. Costello reported that the next step would be for him to come up with an implementation plan, how the scheduling would be done. The Board thanked Cpt. Costello for all the time and effort he put into his presentation.

**CORRESPONDENCE:** Commissioner DeSimone read the following letter from the Director of Morris County Board of County Commissioners, Mr. Krickus, that was forwarded to the Board from the Township of Hanover.

*I am writing on behalf of the Morris County Board of County Commissioners to express our sincere gratitude for your efforts and those of your employees and volunteers in the township of Hanover. Your leadership after the fire at the Red Carpet Hotel in Hanover Township on Friday, March 17, 2023 enabled quick action in creating an emergency shelter at your Community Center for displaced individuals, families, and in many cases, pets.*

*We are grateful for the well-established partnership with the Township of Hanover. We realize that it is those pre-disaster efforts in coordination with our Office of Emergency Management Director Jeff Paul that enable successful responses to disasters like this one.*

*Please share our thanks with all the staff and volunteers of the Township of Hanover that made this mission a success.*

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the March 16, 2023 Regular Meeting were reviewed.**

**Amendments to Previous Minutes:** Commissioner Keyser noted that in the Liaison to Hanover Township report the minutes state that the Township is hiring a clerk when they should state that an assistant clerk is being hired.

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

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

Administrator Schultz reported that there is a check this evening going to the Joint Board to cover ½ the cost of the District 2 air trailer and it is his

understanding that the trailer is not PEOSH compliant as far as the fill stations go. Administrator Schultz explained that when you are filling high pressure cylinders you are required to have an over pressure chamber that the filling is done in. Administrator Schultz reported that he did not think that there was safety as far as the regulation of the air and that would mean that 6000 lbs. could be run into a 4500 lb. cylinder. The Board decided to hold the check until the safety of the air trailer was verified.

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

**CHIEF'S REPORT:** Asst. Chief Martin submitted his Bi-Monthly report had the following additions.

Asst. Chief Martin reported that there is a major issue with Truck 33 and he is working with the apparatus officer to get a couple of quotes on the cost of repairing it. Asst. Chief Martin felt that the Board needs to decide if they want to keep putting money into the truck.

Asst. Chief Martin reported that he sent out a change of uniform proposal and he has received some responses back that can be discussed in executive session.

Asst. Chief Martin reported that he sent out the proposal from Fire Optics and it can also be discussed in executive session.

Cpt. Costello reported on the call volume covered by the A, B, C shift volunteers for the 1<sup>st</sup> quarter 2023. Cpt. Costello reported that the 12 calls were covered on Monday, Tuesday and Wednesdays and 12 call were covered on Sundays. Cpt. Costello reported that there was one week where there were 4 fires in 1 week and everyone did an excellent job on all of them. Cpt. Costello reported that there were 170 individual responses by the volunteers for a total of 114 total hours on calls. Cpt. Costello reported that 13 volunteers completed 187 hours of training.

Commissioner DeSimone asked Asst. Chief Martin about what looked like a discrepancy in the number of out of town calls for March which indicated on one page that there were 7 and on the next it listed 24. Asst. Chief Martin reported that the figures showed a year to year comparison so one figure was for March 2023 and the other was for March 2022. Asst. Chief Martin reported that Lt. Sulpy will continue to track these figures and that the false alarm figures were sent to Chief Loock as requested.

**EMS:** Commissioner Cornine reported that in the last couple of weeks the Asst. Chief and lieutenants have submitted some concerns about staffing that will be discussed in executive session.

**BUDGET:** Commissioner Waldron reported that there are some concerns given the issues with the truck but nothing that needs to be addressed yet as we are still soliciting quotes for the repairs. Administrator Schultz reported that he spoke to a representative from the State and found out that the District does have an avenue to pay for the repairs that would not affect the 2023 budget if the Board decides to move forward on the repairs. Administrator Schultz reported that the expense could be pushed off to the 2024 budget. Commissioner Cornine noted that corrosion was part of the issue with the truck and asked if it had been evaluated for structural integrity. Administrator Schultz reported that it was not evaluated for structural integrity and felt it would be cost prohibitive to do so but he would look into it. Asst. Chief Martin noted that without the repairs UL will not certify the truck and he does not know how this will affect the ability to insure the truck. Administrator Schultz reported that the truck would be insured but not the aerial so the truck with its pumper capabilities could be utilized as long as the ladder is not used.

**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 Dugan Jr. reported that Commissioner Waldron was in touch with Crotty Electrical to get the oven hood installed on the 3<sup>rd</sup> floor.

Commissioner Dugan Jr. reported that Administrator Schultz sent an email about the exterior lights not working. Lt. Belott reported that there is a timing issue with the parking lot lights and it has been reset but still does not work. Commissioner Dugan Jr. reported that Crotty can replace the timer when he comes to install the hood.

Commissioner Waldron reported that a shelf needs to be put up on the 3<sup>rd</sup> floor to hang a fan on and Mr. Crotty will need to hardwire it. Asst. Chief Martin reported that the 3<sup>rd</sup> floor got up to 51% humidity today.

Commissioner Waldron reported that Commissioner Keyser brought to his attention that after the repairs to the A 32 bay door there is now a big gap at the top of the door. Commissioner Waldron reported that Allmark came back and was able to adjust the door in the framework and replace the weather stripping to get rid of the gap. Commissioner Waldron reported that he will review any bill that comes from them because he does not want to pay for readjusting the door but will pay for the weather stripping and labor to install it since this was a new item.

Commissioner Keyser reported that the Board has a resolution before it tonight for a landscaper proposal.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Cornine noted that there was nothing to report other than the Truck 33 issues which were already discussed.

**INSURANCE:** Nothing to report.

**BY-LAWS:** Administrator Schultz reported that he sent Commissioner Keyser some suggestions for amendments to the by-laws based on discussions from the last meeting. Commissioner Keyser reported that he and Commissioner DeSimone would review the suggestions.

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Waldron reported that there will be a Special Joint Fire Prevention Board meeting on April 18, 2023 at the Whippany firehouse to discuss the consolidation plan and progress. Commissioner Keyser reminded the Board to pick up and review their consolidation packet prior to the meeting.

Commissioner Waldron reported that H2M's initial proposal for knocking down the firehouse and rebuilding it came in about twice as much expected. Commissioner Waldron reported that the Planning Committee met with H2M to discuss a partial knockdown and rebuild plus refurbishment proposal which cost more than the initial proposal. Commissioner Waldron reported that the committee needs to meet to discuss what kind of money the District is going to need each year to fund a bond and what the impact will be to the taxpayer before entertaining any other proposals. Administrator Schultz reported that Ms. Lee could provide the committee with bonding figures. Administrator Schultz noted that at least now that the feasibility study has been done the District has shown

what the justifiable needs are for the firehouse and now the District has to research all the options to address these needs. Commissioner Keyser noted that the Board needs to send a letter to the Exempts about purchasing the parking lot from them as part of the planning for the firehouse. Commissioner Waldron noted that he and Commissioner Keyser would have a conflict dealing with the Exempts on this so it would be up to the other Board members to address this. Commissioner Cornine reported that he and Administrator Schultz would reach out to the Exempts. Commissioner Cornine noted that there has been a lot of talk on both the Federal and State level about grants for fire stations due to the decline of stations nationwide and them not being able to service the public's needs. Administrator Schultz reported that he will contact Millennium to see if they know of any grants coming down the pike.

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

**RECORDS RETENTION:** Nothing to report.

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

**OLD BUSINESS:** Mr. Hark Jr. reported that the HTPD has installed the camera on a pole adjacent to the firehouse and should be online as of today. Mr. Hark Jr. noted that the District has access to the feed if needed. Mr. Hark Jr. reported that the camera people will be coming back out to see what the District needs to do to tie into their system.

Administrator Schultz reported that the District incurred about \$1800 in extraordinary costs at Red Carpet Inn fire on March 17 that could be recouped and asked the Board for permission to send the owner a letter to recoup the extraordinary costs. The Board gave its approval.

Commissioner Keyser asked about the status of the Medical Provider search. Asst. Chief Martin reported that he already sent the Board the document from Access and he will set up a time to meet with the candidate. Commissioner Waldron reminded everyone that any candidate would need to store all medical records.

**NEW BUSINESS:** Commissioner Keyser reported that there was a structure fire in late March in the Academy Estates section and there were 2 residents that did a phenomenal job of getting the residents out. Commissioner Keyser reported that another resident used 4 fire extinguishers to knock the fire down before the fire department showed up. Commissioner Keyser reported that he would like to get

a civilian award out to the residents to recognize their efforts. Administrator Schultz recommended resolutions recognizing the extraordinary efforts of each individual. Asst. Chief Martin felt that the Township should be notified in case they want to recognize the individuals too.

Commissioner DeSimone reported that the Board should consider getting summer intern because it would help promote the Department in a positive way. Asst. Chief Martin reported that he and President Hark Jr. had talked about getting someone from the high school. Commissioner DeSimone noted that college interns earn college credit. The Board felt it was something to consider.

**REMINDERS:**

A Special Meeting will be held on Tuesday, April 18, 2023 at 7:00 P.M. at the District 2 Firehouse.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, April 20, 2023 at 7:00 P.M at the firehouse.

The Joint Fire Prevention Board Meeting will be held on Thursday, June 1, 2023 at the District 3 Fire House at 6:30 P.M.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** Commissioner DeSimone asked if anyone objected to approving the resolutions 40 – 44 by consent agenda. There were no objections.

**Commissioner DeSimone read Resolution 23-04-06-40 recognizing Eagle Scout Michael Hoppes.**

**Commissioner DeSimone read Resolution 23-04-06-41 recognizing Eagle Scout Ian W. McSorley.**

**Commissioner DeSimone read Resolution 23-04-06-42 recognizing Eagle Scout Michael R. Grogan.**

**Commissioner DeSimone read Resolution 23-04-06-43 recognizing Eagle Scout James Efrain Jeffers.**

**Commissioner DeSimone read Resolution 23-04-06-44 recognizing Eagle Scout Noah H. Kaplan.**

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

**Commissioner DeSimone read Resolution 23-04-06-45 approving a MOA with HTPD on RTF. Commissioner Keyser asked to hold this resolution until after Executive Session so it could be discussed first.**

**Commissioner DeSimone read Resolution 23-04-06-46 appointing Per Diem EMT William Villane. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. Commissioners Cornine, DeSimone, Dugan Jr., and Waldron were in favor. Commissioner Keyser was against and asked to discuss in executive session.**

**Commissioner DeSimone read Resolution 23-04-06-47 providing for Karr Landscaping Services. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.**

**EXECUTIVE SESSION: Commissioner DeSimone read Resolution 23-04-06-48 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 8:35 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 10:33 p.m.**

#### **RESOLUTIONS:**

**Commissioner DeSimone read Resolution 23-04-06-45 approving a MOA with HTPD on RTF. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.**

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

The meeting was adjourned at 10:36 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary