

May 4, 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 May 4, 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, EMT Makar, EMT Perrone, and Fire Co. Member Harrington were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the April 20, 2023 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the April 20, 2023 Regular Meeting. Commissioner Dugan Jr. seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner Waldron reported that the District is operating within budget but there are a lot of anticipated expenditures coming. Commissioner Waldron noted that the annual employer pension payment was made in April.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Asst. Chief Martin submitted his Bi-Monthly report on May 3, 2023. Asst. Chief Martin had the following additions to his report.

Asst. Chief Martin reported that Custom Bandag was here today and Ambulance 39 got 4 rear tires replaced. Asst. Chief Martin reported that Ambulance 39 is scheduled to go down to International tomorrow. Asst. Chief Martin reported that Ambulance 32 got 4 of the 6 tires replaced and needs to have the other 2

replaced. Asst. Chief Martin reported that Engine 35 got the front driver tire replaced and noted that the tires will be rotated regularly because the steering box on the driver side causes the driver side tire to wear more quickly. Asst. Chief Martin reported that he sent out a spreadsheet that Lt. Belott prepared that highlights the apparatus items that need work and the items that are satisfactory. Asst. Chief Martin reported that F.I.S. found a DEF header for Ambulance 38 and it should be installed tomorrow. Asst. Chief Martin reported that he gave the Board a copy of a checklist from F.I.S. that list the priority of recommended apparatus maintenance and noted that there are 2 high priority items.

Asst. Chief Martin reported that he contacted our Truck 33 replacement representative about the cost of remounting Ambulance 39 as opposed to buying a new ambulance since the Board had discussed getting rid of Ambulance 39 and he is waiting to hear back.

Commissioner Keyser asked if anyone had any questions on the reports.

Commissioner Waldron asked Asst. Chief Martin if he had a copy of the quote for a new chainsaw. Asst. Chief Martin provided the quote and reported that the trigger housing on one of the cut off saws was damaged. Asst. Chief Martin reported that the saw may not be able to be fixed because it is old.

Commissioner Waldron asked what the difference was for the Continental Fire Service chainsaw quote versus buying it from home maintenance store. Asst. Chief Martin reported that the quoted chainsaw has a diamond blade chain which increases the cost. The Board approved the purchase of the chainsaw.

Asst. Chief Martin reported that Lt. Sulpy provided the call numbers which were in his report and the false alarm numbers were forwarded to Hanover Township Police Chief Look.

Asst. Chief Martin reported that he provided the Board with a copy of the Clean Air Company annual maintenance quote and agreement. The Board approved the maintenance agreement.

Asst. Chief Martin reported that the Trench Rescue training has been cut down to 1 day and therefore not all staff will be able to attend.

Asst. Chief Martin reported that SOPs are out for Narcan, aspirin, and CPAP.

Commissioner Keyser noted that some members from Fire District 2 attended the training conducted by Dr. Letizia and asked if District 2 requires a Medical

Director. Commissioner Waldron reported that Fire District 2 does not require a Medical Director because they are not licensed. Asst. Chief Martin reported that he does not know what, if anything, District 2 are allowed to administer. Commissioner Cornine reported that they would be allowed to assist.

Commissioner Keyser asked Asst. Chief Martin to get some quotes on poly vents for Ambulance 32.

Commissioner Waldron asked Asst. Chief Martin what he talked with Dr. Manis about. Asst. Chief Martin reported that he has not spoken to him recently.

Commissioner Keyser asked if there were any questions on the Fire Officials report. There were no questions.

EMS: Nothing to report.

BUDGET: Commissioner Waldron reported that everything is in order.

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

NEGOTIATIONS: Commissioner Keyser reported that he has been reviewing the District 3 and District 2 contracts in light of the anticipated shared service agreements and has been having difficulty reading District 2's contract. Commissioner Keyser felt that the Board should concentrate on negotiating this District's contract.

LIAISON TO THE VOLUNTEERS: Commissioner DeSimone reported that Cpt. Costello presented his plan 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.

BUILDINGS AND GROUNDS: Commissioner Dugan Jr. reported that he met with the structural engineer regarding the issues with the 3rd floor. Commissioner Dugan Jr. reported that he took some more pictures and measurements and will get a report back to us.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine reported that he received a call from Asst. Chief Martin when 2 ambulances were down and the 3rd was in limbo. Commissioner Cornine felt that the District should come up with a plan for the possibility of having all ambulances out of service. Asst. Chief Martin reported that when he learned about the potential for long term

down time with the ambulances he reached out to Director Paul from County OEM and he sent an ambulance here today while 32 was down. Asst. Chief Martin reported that he spoke to a representative from First Priority about a loaner which he waiting to hear back about. Commissioner Keyser reported that the Morris County Minutemen have a spare ambulance that the District may be able to borrow. Asst. Chief Martin noted that no one here is going to be insured to ride on the County ambulances so he is also looking at cancelling personnel shifts if the situation arises. Commissioner Keyser felt that our personnel would be insured.

Commissioner Cornine asked for clarification that there is a repair plan in place for the items on the apparatus maintenance spreadsheet. Asst. Chief Martin reported that Lt. Belott is working on a plan. Asst. Chief Martin reported that a schedule is also being worked on for the apparatus to be taken for a ride on a highway weekly to help solve DEF issues.

INSURANCE: Nothing to report.

BY-LAWS: Commissioner DeSimone reported that she sent the Board copies of the proposed changes to the By-Laws to review. Commissioner Keyser reported that it will be discussed in closed.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Dugan Jr. reported that the Joint Board had a Special Meeting on April 18 and decided to put the Consolidation on hold and concentrate on Shared Service Agreements. Commissioner Waldron reported that there have been no meetings since.

LIASON TO EXEMPTS: Commissioner Cornine reported that he has reached out to the EMT Thompson to discuss the potential of selling the back-parking lot to the District.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Asst. Chief Martin reported that he is waiting on 2 additional quotes for the new uniforms.

Administrator Schultz reported that he should have an engineering report on the necessary repairs for the 3rd floor for the next meeting.

Commissioner Keyser asked if guidelines for physicals is being worked on. Commissioner Waldron reported that Asst. Chief Martin put something together initially and then the two of them worked on it together. Commissioner Waldron reported that the completed document has been sent to the attorney to review. Administrator Schultz reported that the document has not been sent to the attorney yet and that there are other documents which interface with the guidelines document that should be reviewed first. Commissioner Keyser felt that the Board should have a copy to review before discussing. The discussion will take place at the next meeting.

Commissioner Keyser asked if the Board had received and reviewed the EMS Terms and Conditions for Employment document because there is a resolution to accept them before the Board tonight. Commissioner Waldron asked for clarification that the changes that he discussed with Administrator Schultz were incorporated in the document before the Board. Administrator Schultz confirmed that the changes were made and a revised document was sent out to the Board last night.

Commissioner Waldron reminded Commissioner Keyser that he wanted an answer on whether or not to pursue a mid-mount tower. Commissioner Keyser reported that the Board received a quote of \$1.9 million for a mid-mount tower and asked if anyone had any questions on it. Commissioner Waldron asked Asst. Chief Martin to give his opinion since he is in charge of operations at the moment. Asst. Chief Martin acknowledged that the Board has many different options but felt there was a use for an elevated platform because there are things you can do with an elevated platform that cannot be done with a rear mount or mid-mount stick. Asst. Chief Martin asked what the Board was looking to spend because the topic first came up in the summer of 2020 and the price has gone up considerably since then. Asst. Chief Martin felt that the Board had 3 choices; look into downsizing, look into running Truck 33 into the ground, or do not replace it. Commissioner Keyser questioned the need to have an aerial since District 2 is getting one and there are other departments in the area that also have them. Commissioner Waldron noted that all but one of the other departments have a stick ladder and that a career agency gets on the road quicker than a volunteer agency so if a tower was needed for a situation the Board needs to be aware that it might be delayed. Commissioner Waldron reported that the Board could say that historically the District has not needed a tower in 25 years and for the number of house fires in this Town the Board could also say that a Fire

Department is not needed and services could be contracted out. Commissioner Waldron felt that the Board should not put people's lives at risk because of dollars and cents. Asst. Chief Martin felt that the Board should entertain looking into a smaller boom, single axle because most of the fires are house fires as opposed to commercial which have a sprinkler system to keep the fire in check until the Department get there. Asst. Chief Martin felt that he would rather go with a smaller boom and have a ladder truck than not have it at all. Commissioner DeSimone asked if there were any tall building being built on this side of Town. Asst. Chief Martin reported that a planned 3 story building got knocked down to 2 stories but anticipated more tall building being planned. Commissioner Cornine felt that every department runs short staffed and that it was important for our District to pull up with everything it needs and a truck with a ladder on top is important. Commissioner Cornine reported that he called a couple of sales reps to get an idea of what is out there and gave a few examples. Commissioner Cornine found a \$1.7 million 95-foot mid-mount and a \$1.5 million 100-foot rear mount both with 24-26-month lead times. Commissioner Cornine reported that if the Board would settle for a \$1.3 million 100-foot stick single axle, the District could have it by summer. Commissioner Cornine reported that there are a lot of options out there and if the Board is going to consider a purchase the Truck workgroup has to narrow down the options based on speed of delivery, needs and cost. Commissioner Keyser reported that the Board is not going to decide tonight and that Commissioner Cornine and Asst. Chief Martin can get together and see what option is suitable for the District. Commissioner DeSimone felt that the District should have a ladder but she will defer to the experts on the size. Commissioner Waldron asked for clarification on whether the Board is pursuing buying a ladder truck. Commissioner Keyser confirmed that the Board is pursuing it.

NEW BUSINESS: Commissioner Keyser asked if the police camera was done being worked on. Mr. Hark Jr. reported that the police camera is all tied in but the other cameras are still being worked on.

Commissioner Keyser asked if the Board was going to pass a resolution to advertise for the position of Fire Chief. Administrator Schultz noted that a resolution was not needed, only a motion was required. Commissioner Keyser asked the Board if everyone had read the advertisement. The Board approved the advertisement. Commissioner Waldron made a motion to advertise for the position of Fire Chief, seconded by Commissioner DeSimone. All were in favor.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, May 18, 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 read Resolution 23-05-04-51 accepting the revised EMS Terms and Conditions. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner DeSimone asked if anyone had an objection to approving Resolutions 55 – 57 by consent agenda. There were no objections.

Commissioner DeSimone read Resolution 23-05-04-55 authorizing a COE for Per Diem EMT Tyler Shay.

Commissioner DeSimone read Resolution 23-05-04-56 authorizing a COE for Per Diem EMT Matthew Spirko.

Commissioner DeSimone read Resolution 23-05-04-57 authorizing a COE for Per Diem EMT Jonathan Prackhauser.

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

Commissioner DeSimone read Resolution 23-05-04-58 withdrawing the COE for EMT Thomas O'Reilly without prejudice. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.

Commissioner DeSimone read Resolution 23-05-04-59 authorizing the sale of surplus equipment. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 23-05-04-60 to enter into executive session. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. 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 8:55 p.m.

Commissioner Waldron made a motion to accept the proposed changes to the Bylaws, seconded by Commissioner Cornine. All were in favor.

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

The meeting was adjourned at 9:00 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary