

June 15, 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 June 15, 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., FF Ujfalussy, FF Martin, EMT Bergman, EMT Harrington, EMT Perrone, Fire Co. Member Harrington, and Mr. Dugan Sr. were also in attendance.

PUBLIC PARTICIPATION: None.

Commissioner Keyser made a statement that the Board of Fire Commissioners is the top of the chain of command line and there are committees that report back to the Board regarding business the committee has been involved with.

Commissioner Keyser hoped that in the future each of the committees can make a presentation to the Board about what happened at committee meetings.

Commissioner Keyser reported that he got caught in something the other day that he had no idea about because the committee did not report back to the Board.

Commissioner Keyser reported that there will be a temporary freeze of our budget except for our monthly bills. Commissioner Keyser reported that the freeze is needed because the District needs to go over the budget to find monies for other purchases that the District needs to make. Commissioner Keyser reported that the one exception to the freeze is fixing the air conditioner in the day room. Commissioner Waldron asked if Commissioner Keyser ran this decision past the Budget Committee and the Board Treasurer. Commissioner Keyser reported that he made the decision by himself and that the board could discuss it later on under Personnel. Commissioner Keyser reported that he is the Chairman of the Board and is responsible for everything that goes on. Commissioner Waldron reminded Commissioner Keyser that he is not the only vote though.

CORRESPONDENCE: Commissioner DeSimone read a letter from JCP&L informing the District that they are replacing an existing cable or installing an additional

cable on our power lines and will need to access the right of way on or near our property in the next few weeks.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the June 1, 2023 Regular Meeting were reviewed.

Amendments to Previous Minutes: Commissioner Keyser noted that in the Liaison to the Exempts Committee report that S. Thompson should be referred to as President of the Exempt Association Thompson not EMT Thompson. Commissioner Keyser also noted that the Exempt meeting was held on June 12, not June 11 as indicated in the minutes.

Commissioner Cornine made a motion to approve the amended minutes from the June 1, 2023 Regular Meeting. Commissioner Waldron seconded the motion. All were in favor. Commissioner DeSimone abstained.

REPORT OF THE TREASURER: Commissioner Waldron reported that the District is 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 June 14, 2023. Asst. Chief Martin had the following additions to his report.

Commissioner DeSimone asked Asst. Chief Martin who is handling the orientation for the new volunteer EMTs. Asst. Chief Martin reported that Lt. Sulpy will be handling it because there is no volunteer EMS officer. Commissioner Waldron reported that the lieutenant on shift will assign someone to help the new volunteer EMT and go through their orientation book with them. Commissioner DeSimone asked if the new volunteer EMTs will be assigned an evening shift. Asst. Chief Martin reported that none of the volunteer EMTs have been approved by the Board yet. Asst. Chief Martin reported that there was an officers meeting on Tuesday and one of the things that came up was the lack of communication amongst people being scheduled and the officer of the day not being notified and people just showing up here at 6:30 in the morning. Asst. Chief Martin reported that Lt. Belott will send an email letting the officer of the day know that a new employee will be starting on their shift and he reported that their 1st day in the firehouse they are not to leave so they can complete all their mandatories and paperwork. Commissioner Desimone asked that Asst. Chief Martin be made

aware of when each new EMT was starting. Asst. Chief Martin reported that all the officers would be aware of the new EMT start dates.

Commissioner Keyser asked for clarification that there was still 1 person who had their EEO training pending. Asst. Chief Martin reported that FF Ujfalussy has confirmed that the person has completed the EEO training.

Commissioner Keyser asked for clarification on the Uniform Policy that is pending approval on Asst. Chief Martin's report. Asst. Chief Martin reported that he spent a lot of time on the Uniform Policy because he wanted to make sure that all avenues were covered. Commissioner Keyser felt that the Board needed more time to review the new Uniform Policy. Asst. Chief Martin reported that he had no intention of discussing the Uniform Policy tonight. Asst. Chief Martin reported that he sent out a draft today of changes he would like to make to the Policies & Procedures regarding appearance. Asst. Chief Martin reported that he would like to discuss both the policy changes in July.

Asst. Chief Martin reported that he put an order out a few weeks back about low flying helicopters that will be in the area for about a week to assist with JCP&L examine their transmission lines. Asst. Chief Martin reported that if any resident asks about the helicopters, the District will have an answer.

Asst. Chief Martin reported that he also sent out a proposed table of organization to be discussed in July.

Asst. Chief Martin reported that he sent the Board a memo from FF Ujfalussy who will explain about transmissions based off of the out of town fire that the District responded to a week ago last Tuesday under Old Business.

Commissioner Keyser reported that Lieutenant McGuinness reported that he still requires another inspector in the Fire Prevention report. Commissioner Keyser asked if there is a reason that the lieutenants are not doing fire inspections because they are being paid to do fire inspections. Asst. Chief Martin reported that it is all about time management and currently one lieutenant inspector is dedicated to dealing with EMS which takes up a lot his time. Asst. Chief Martin reported that another lieutenant is taking care of vehicles and the building. Asst. Chief Martin reported that there have been major problems with vehicles recently and has been helping write SOPs in Power DMS which were previously memos. Asst. Chief Martin felt that maybe Lt. McGuinness could increase the number of fire inspections that he is giving to his firefighters. Commissioner

Keyser felt that there were not a lot of inspections in the District and that if the other lieutenants did even one inspection it would help. Asst. Chief Martin agreed that there are not a lot of inspections and did not understand why there is an issue. Commissioner Keyser reported that the issue was that the lieutenants were being paid to do inspections and were not doing them. Commissioner Cornine did not know if that was an accurate statement or not. Commissioner Cornine reported that the lieutenants can do inspections but the Board also expects them to do officer work and he is sure that the work load is substantial. Commissioner DeSimone asked if there was a certain number of inspections that were to be done by week or month. Asst. Chief Martin believed that there were a number of inspections that were to be completed each month. Asst. Chief Martin reported that he discussed with Lt. McGuinness that each FF/Inspector works 8 days a month and they should be required to complete so many inspections each day that they are here and by the end of the month all the inspections will get done. Commissioner Cornine reported that Lt. McGuinness brought the issue to the Board months ago and there has to be Personnel committee discussions about it or the Board should speak with Lt. McGuinness again. Commissioner Waldron felt that because Lt. McGuinness only has 2 FFs helping him out who only work 8 days a month each that even if each FF worked 5 hours a shift on inspections he questioned how much they could really do. Asst. Chief Martin felt that he would like to see how many inspections that need to be done every year and he will speak to Lt. McGuinness tomorrow when he is in. Commissioner Cornine noted that there are certain buildings that have 18-20 inspections per building so there needs to be a comprehensive review of it and the work load and time need to be looked at. Commissioner Waldron noted that there is nothing in the lieutenant job description about fire inspections. Commissioner Keyser thought that doing fire inspections was part of their job descriptions. Commissioner Cornine noted that the Board could agree that each lieutenant is able to do fire inspections but that it is about prioritizing.

EMS: Nothing to report.

BUDGET: Commissioner Waldron reported that the draft audit has been received there are a couple of corrective action items and our QPA is drafting something to help the District get beyond those items. Commissioner Keyser reported that there a couple of items on the audit report that he needs to see Administrator Schultz about one of which is that Commissioner Waldron's name is spelled incorrectly in a couple of places. Commissioner Waldron noted that Mr. Hark Jr.

has that on his to do list. Mr. Hark Jr. reported that the corrective action plan will be ready for the next meeting. Commissioner Keyser reported that there were a few other items that he would discuss with Administrator Schultz and Mr. Hark Jr.

Commissioner Cornine asked if the unilateral freeze on the budget that Commissioner Keyser implemented at the beginning of the meeting could be discussed. Commissioner Keyser reported that the topic would be discussed in Executive session because there will be something that the Board needs to discuss notifying the DCA about because otherwise the District will be strapped.

PERSONNEL: Commissioner Keyser indicated that the Board would need to go into Executive Session.

NEGOTIATIONS: Commissioner Keyser reported that the negotiations will start with a meeting between the committee, Lt. Belott, and FF Ujfalussy on June 27.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Keyser reported that the Board has received a letter of denial from VFIS for the insurance claim about covering the expense of alternate work spaces if the building needed to have work done.

Commissioner Dugan Jr. reported that the parking lot lights are on a new timer and thanked Commissioner Keyser for getting the new timer.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine reported that he had nothing to add to the updates in the Asst. Chief's report.

Commissioner Keyser asked Asst. Chief Martin for an update on Truck 33. Asst. Chief Martin reported that he is waiting to discuss the issue with Lt. Belott who had to go home sick today but will get another quote next week after he talks with Lt. Belott. Commissioner Cornine asked Asst. Chief Martin to share the UL report about the issue with the ladder with him. Asst. Chief Martin reported that he will get the report to him.

INSURANCE: Nothing to report.

BY-LAWS: Commissioner Keyser reported that there was a resolution before the Board to adopt the amended by-laws.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Waldron reported that the Board has received a report today from the engineer along with a denial of claim letter that VFIS sent but that he has not had a chance to read it.

LIASON TO EXEMPTS: Commissioner Cornine reported President of the Exempt Association Thompson invited him to the Exempts meeting but unfortunately, he was unable to attend. Commissioner Cornine reported that President Thompson proposed that they meet and they are going to schedule a meeting.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Keyser reported that the Board needed to have a discussion with F.I.S. about some of the maintenance claims on the apparatus due to the fact that another mechanic did not find the same problems. Commissioner Keyser reported that Fire Co. Member Harrington saved the District a lot of money by suggesting that the District take the apparatus to J&J Auto. Commissioner Keyser asked for clarification that the Board and Asst. Chief Martin wanted to pursue this issue. Asst. Chief Martin reported that he was definitely interested in getting an answer from F.I.S. and he has already spoken to Lt Belott who will ask the F.I.S. representative to come in.

Mr. Hark Jr. reported that there was a meeting last week with H2M to review some changes in the project and at this point the District is meeting with them every other week.

Commissioner Keyser reported that he spoke to Lt. Belott about annual physicals and he is going to be scheduling the physicals with FastER. Commissioner Keyser reported that the Board had a copy of the physical waiver form in their meeting packet. Commissioner Keyser noted that the form should be made applicable to both firefighters and EMS volunteers. Commissioner Waldron did not feel that any titles were needed on the waiver form, only that the person was from Fire District No. 3. Commissioner Waldron felt that the Board needed to have a fit for duty document that a member takes to their doctor if they choose to go their own physician instead of FastER. Commissioner Keyser and Asst. Chief Martin felt that the form was the Respiratory Clearance Form. Commissioner Waldron reported that the Respiratory Clearance Form was from OSHA and the member also needed the Medical Clearance Form that was agreed to by Dr. Gluckman from FastER. Commissioner Waldron reported that the District needs to make a

form that encompasses every item that FastER covers in their physicals so that a private physician checks everything that FastER checks. Commissioner Cornine asked for clarification that the District form would not go back to FastER for their approval after a private physician fills it out. Commissioner Waldron reported that the form would not go back for approval but would be returned to FastER for filing and record keeping.

Commissioner Keyser asked if Ambulance 39 was posted on GovDeals. Mr. Hark Jr. reported that it had not been posted because he is waiting on some information on all the things that are wrong with it, which he received from Asst. Chief Martin today. Mr. Hark Jr. reported that the draft posting is up for review by GovDeals and should be live by the weekend. Commissioner Waldron asked if the tablet on the apparatus was removed. Mr. Hark Jr. reported that it had already been repurposed.

Asst. Chief Martin reported that after a conversation with the local union representative he has worked out a deal so there is enough money to get the firefighters outfitted for the summer and get the new EMTs coming in uniforms. Asst. Chief Martin indicated that he will need another \$5000 for winter uniforms this year. Asst. Chief Martin reported that the Board should consider putting money in next years budget to purchase extra uniforms in various sizes so that the District is able to issue uniforms to any new hires. Asst. Chief Martin noted that the new uniforms will not have names embroidered on them since staff will now carry ID cards.

NEW BUSINESS: Mr. Hark Jr. reported that each Board member had a copy of the proposed Fire / EMS fee schedule in their packet. Commissioner Keyser noted that there will need to be a resolution accepting this at the next Regular Meeting.

Commissioner Keyser asked what the agenda item about accepting credit cards for certain fees pertained to. Mr. Hark Jr. reported that it regarded accepting credit card payments for the fire inspections but the Administrator needed more time to look into it and weigh the options.

Asst. Chief Martin reported that FF Ujfalussy would like to explain one of the pages included in the Board's meeting packet regarding the radio transmission nightmare responding to a Mutual Aid fire a week and a half ago. FF Ujfalussy reported that since the County changed over to new channels all the old fixed channels are obsolete and the radios are able to utilize dynamic programming

which allows programming on the fly. FF Ujfalussy reported that previously any radio being used was able to use the fixed 16 channels that were programmed in it but since the County conversion there is no consistency between the radios as far as what channels each are programmed in to. FF Ujfalussy reported that the District can bring in Northeast Communications to program a bank of channels it would allow every radio to be identical. FF Ujfalussy reported that he has identified which channels should be included in the programming. Asst. Chief Martin reported that at the recent Mutual Aid fire the County told everyone to switch to Fire 7 channel but that was not a channel that was in the District 3 primary bank of channels. Asst. Chief Martin reported that FF Ujfalussy is trying to simplify this and put all of the primary District 3 channels in one bank. Commissioner Cornine reported that Madison was brought in Northeast and all the local agencies, including District 3, to reprogram everyone's radios to put all the channels in a custom bank so they could be pulled into a dynamic bank to be used as needed. Commissioner Cornine reported that Madison was supposed to pay for this. Commissioner Waldron reported that on the day the County switched over someone from this Department went to every in-house radio and built a dynamic bank out similar to what FF Ujfalussy has indicated on his printout. Commissioner Waldron reported that the only problem with dynamic bank programming is that someone who does not know what they are doing could possibly screw up the bank because it is not locked out. Asst. Chief Martin reported that the issue he has is that when an EMS team takes a radio it may not be programmed so that the dispatcher will know who is potentially pushing a panic button if they get into trouble because they do not have an EMS radio because the team has taken a radio that is not an EMS radio. Asst. Chief Martin reported that when an EMS team keys up their radio he wants it to come up on the screen as the apparatus number and channel so the dispatcher knows whose panic button went off and help can be sent. Asst. Chief Martin reported that this was another part that Northeast would program the identifiers into the radios. Commissioner Waldron asked if the County was asked if they would do this free of charge or that the District could change the identifiers. FF Ujfalussy reported that the County did not offer this service and the District cannot change the identifiers. Commissioner Waldron reported that phase 1 of the programming would be setting all the radios up the same in a bank that cannot be adjusted by anyone here and phase 2 would be to have all radios with identifiers. FF Ujfalussy reported that the quote for the reprogramming was \$818. The Board agreed that

this is an operations issue and if the Asst. Chief would like to have Northeast come in and program the radios he should do it.

REMINDERS:

There will be a Special Meeting of the Board of Fire Commissioners held on Thursday, June 22, 2023 at 7:00 P.M.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, July 6, 2023 at 7:00 P.M at the firehouse.

The Joint Fire Prevention Board Meeting will be held on Monday, September 11, 2023 at the District 2 Fire House at 6:30 P.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner DeSimone read Resolution 23-06-15-76 adopting the amended by-laws. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner DeSimone read Resolution 23-06-15-77 appointing Per Diem EMT Burd. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.

Commissioner DeSimone read Resolution 23-06-15-78 appointing Per Diem EMT Rapa. Commissioner Cornine made a motion to introduce the resolution pending a positive doctor report, seconded by Commissioner Waldron. All were in favor.

Commissioner DeSimone read Resolution 23-06-15-79 appointing Volunteer Firefighter Villane. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner DeSimone read Resolution 23-06-15-80 authorizing destruction of surplus. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner DeSimone read Resolution 23-06-15-81 authorizing a COE be extended to Junior EMT Lima. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 23-06-15-82 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 8:10 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 9:40 p.m.

Commissioner Waldron made a motion to authorize a \$15,000 3-month stipend covering February, March and April for Asst. Chief Martin, seconded by Commissioner Cornine. 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 9:42 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary