

February 1, 2024 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 February 1, 2024 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 Mary Lou DeSimone, Michael Dugan Jr., Gary Keyser, and Shawn Waldron were present. Commissioner Steven Cornine was absent.

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

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 18, 2024 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Waldron made a motion to approve the minutes from the January 18, 2024 Regular Meeting, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Cornine was absent.

The minutes from the January 4, 2024 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner DeSimone made a motion to approve the minutes from the January 4, 2024 Executive Session, seconded by Commissioner Waldron. All were in favor. Commissioner Cornine was absent.

REPORT OF THE TREASURER: Commissioner Waldron reported that the last of the 2023 invoices should have been received and the District is still within the 2023 budget. Commissioner Waldron reported that the District is operating on the temporary 2024 budget that the Board passed by resolution at the last meeting.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Asst. Chief Martin submitted his Bi-Monthly report on February 1, 2024.

Commissioner Keyser asked if the chart of personnel indicating who have not completed the mandatory training is up to date. Commissioner Waldron clarified that he thought that a few of the staff listed had indeed completed the mandates. Asst. Chief Martin reported that the list was updated through today so that would mean that some information was not entered into the system. Commissioner Waldron indicated that he was incorrectly interpreting the chart. Commissioner DeSimone reported that she felt there was still incorrect data on the chart and would discuss it with Asst. Chief Martin. Commissioner Waldron asked if personnel who are delinquent have been notified. Asst. Chief Martin reported that he just received the updated chart today and he will discuss notifications with Lt. Belott later this evening.

EMS: Nothing to report.

BUDGET: Commissioner Waldron reiterated that the District is operating on the temporary 2024 budget that the Board passed by resolution at the last meeting.

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

NEGOTIATIONS: Commissioner Keyser reported that the committee has a meeting scheduled with Local 109 on February 6.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Dugan Jr. reported that the lightbulbs in the 3rd floor bathroom have been replaced. Commissioner Dugan Jr. reported that cracks in the laundry room wall have been identified and the District will look into it further.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Keyser reported that a contractor worked on a foam issue with the Engine and after the work was complete the foam was still backing up into other systems. Commissioner Keyser reported that payment for the work will be held until the issue is rectified.

INSURANCE: Commissioner Waldron reported that the District needs to review any resolutions about eligibility for life insurance and edit the current list of insured to reflect only those who are eligible. Commissioner DeSimone suggested making continued insurance eligibility part of the off-boarding process.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Keyser reported that discussions about shared service agreements with District 2 are on hold until after the February 2024 elections. Commissioner Waldron noted that the potential for at least a couple of commissioners to change each year makes it difficult to work on projects that span a few years.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Keyser asked for the status of the Ambulance 32 repair. Lt. Belott reported that he was not told that the insurance check had been received and to move forward with scheduling the repair. Commissioner Keyser noted that the District needed to secure a rental ambulance and have it State certified. Asst. Chief Martin reported that everything is in place and he is waiting for the nod to move forward with getting the rental lettered and inspected.

Asst. Chief Martin reported that Lt. Sulpy met with a representative from Defender regarding looking at a demo ambulance. Commissioner Keyser asked if this was a different vendor than the District had previously spoken with. Asst. Chief Martin confirmed that it was a different vendor.

Commissioner Keyser reported that the District held a Special Meeting last week regarding the purchase of an Ambulance, and an Aerial Apparatus and the construction of a Fire Station. Commissioner Keyser reported that between 40 – 50 residents attended the meeting and there is a lot of feedback going back and forth.

NEW BUSINESS: Commissioner Keyser reported that there were a few members who missed qualifying for the 2023 Pay per Call because they did not have a live burn training. Commissioner Keyser reported that live burns were scheduled in 2023 but some were canceled. Commissioner Keyser questioned whether the District policy to require a live burn to qualify for Pay per Call was fair for something out of the District's control. Asst. Chief Martin reported that it is not the District policy but the NFPA who says that you need to have 1 live burn per year. Asst. Chief Martin reported that there are multiple live burns scheduled throughout the year in conjunction 3 other departments. Asst. Chief Martin

reported that there were also live burns available to members at the Life Safety Complex so there were more than 4 live burns available during the year for members to attend. Commissioner Keyser asked if it was possible to provide members with the dates of the live burns well in advance. Asst. Chief Martin reported that the live burn schedule is published annually.

Deputy Administrator Hark Jr. reported that the District has been advertising firehouse walkthroughs and currently it is set up that residents ask for a date and time and the District lets them know if it can be accommodated. Deputy Administrator Hark Jr. asked if the Board wanted to continue to handle the walkthroughs like this or if they would prefer a group walkthrough date/dates be scheduled. The Board felt that allowing residents to schedule their own walkthrough was best.

Asst. Chief Martin reported that he was invited to address the Rotary Club next Thursday at 7:30 a.m. at their meeting where they will present the Cedar Knolls Fire Department with a donation for the Dialer Program. Asst. Chief Martin reported that he was invited to accept the donation and to answer any questions that members of the Rotary have regarding the firehouse. Asst. Chief Martin reported that EMT Bergman, who administers the Dialer Program, and whoever he is scheduled with that day are also invited to attend. Commissioner Keyser reported that he is available to attend to help field questions.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, February 15, 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.

The next Joint Fire Prevention Board Meeting will be determined.

PUBLIC PARTICIPATION: Resident Deana Atkinson reported that Deputy Administrator Hark Jr. gave her an informative tour of the firehouse.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 24-02-01-09 to enter into executive session. Commissioner Waldron made a motion to

introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Cornine was absent.

The Board went into closed session at 7:26 p.m.

Commissioner Cornine joined the meeting at 7:30 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:18 p.m.

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

The meeting was adjourned at 8:20 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary