

**September 2, 2021 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 September 2, 2021 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., and Robert O'Hare were present. Commissioner Steven Cornine was absent.

Chief DiGiorgio, Administrator Schultz, Asst. Chief Martin, FF Gilson, EMT Thompson, and Michael Dugan Sr. were also in attendance.

**DEPART FROM REGULAR AGENDA:**

**Commissioner O'Hare read Resolution 21-09-02-90 accepting the resignation of Commissioner Davidson.**

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

Commissioner O'Hare reported that informally, the Board had discussion about appointing a new commissioner and the name of Michael Dugan Sr. came up as he is a former commissioner. Commissioner O'Hare reported that it was his understanding Mr. Dugan Sr. has graciously accepted filling the position. Mr. Dugan Sr. acknowledged that he will accept.

**Commissioner O'Hare read Resolution 21-09-02-91 appointing Michael Dugan Sr. as Commissioner for the Unexpired Term.**

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

**Administrator Schultz administered the Oath of Office to Commissioner Dugan Sr.**

The Board resumed the Regular Agenda.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** Commissioner O’Hare reported that the Board has received the minutes from the June 5, 2021 quarterly meeting of the New Jersey State Association of Fire Districts and copies are included in our meeting packet. Commissioner O’Hare asked Chief DiGiorgio if there was anything of note in the minutes. Chief DiGiorgio pointed out normally their one quarterly meeting is in Wildwood, on a Thursday morning or afternoon and this year, not only is it going to be held in person, but it's also going to be virtual. Chief DiGiorgio invited the Board to attend that meeting virtually. Chief DiGiorgio noted that he has attended for the past seven or eight years that he has been going to Wildwood and that usually Mr. Braslow speaks for anywhere from about 15 to 20 minutes on various topics related just to fire districts. Chief DiGiorgio reported that usually the in-person attendance, pre COVID, is anywhere from about 35 to 40 fire commissioners from various departments around the State and the Association usually brings in a couple of guest speakers. Chief DiGiorgio noted that one year they brought in the gentleman from ISO (Insurance Services Office) and he was able to have like some pretty good dialogue with him. Chief DiGiorgio reported that while most people don’t have a chance to make it to Wildwood, if you have the opportunity to sit down in on the virtual conference it would probably be worthwhile just to hear what's going on from a fire districts perspective and to keep abreast of what is going on at the State level for fire districts. Chief DiGiorgio noted that the link to the meeting is included in the June minutes.

**APPROVAL OF PREVIOUS MINUTES:**

**Approval of the minutes from the August 19, 2021 Regular Meeting was tabled until next meeting.**

**REPORT OF THE TREASURER:**

The report will be tabled until next meeting.

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

**CHIEF’S REPORT:** Chief DiGiorgio distributed his Bi-Monthly report on August 27, 2021.

Chief DiGiorgio had the following additions to his report.

Chief DiGiorgio reported that Ambulance 32 passed the state licensing inspection, which was conducted on Wednesday and we have begun to put the ambulance in service. Chief DiGiorgio reported that we are just waiting for the side mounted stickers, but there's a temporary registration for it inside.

Chief DiGiorgio reported that for last night's storm response, there was a crew here with some members staying in the firehouse and other members responding from home. Chief DiGiorgio reported that the District had approximately eight or nine people who were responding. Chief DiGiorgio reported that last evening, the crews removed two occupants from vehicles that were stranded in the floodwaters. Chief DiGiorgio reported that in the early morning the crews moved one individual from the campsite behind Walmart. Commissioner O'Hare asked if that was the person that was stuck in a trailer that was flooding. Chief DiGiorgio reported that this individual had like a one of those pop-up style trailers and when the floodwaters came, she had to retreat to the top of it. Chief DiGiorgio reported that she was removed with the help of Whippany's boat with the help of some of our members walking down the tracks. Chief DiGiorgio reported that nine members responded and gave credit to Lieutenant Costello who was the officer in charge last night and the incident commander at that incident. Chief DiGiorgio reported that otherwise everything else was basically uneventful. Chief DiGiorgio reported that the District did do some pump outs this morning as follow up, but felt that we dodged a bullet, if you will, especially when you look at what happened around the State.

Chief DiGiorgio reported that under Fire Prevention, Lieutenant McGuinness has been working diligently to collect some of our outstanding invoices. Chief DiGiorgio reported that he did not have the total collections but the most recent collection was about \$6700 in past due fees. Chief DiGiorgio gave Lt. McGuinness credit for his diligence in getting that together.

Chief DiGiorgio reported that we received the new stretcher for the new ambulance along with the new loading system and we did have two training sessions on it over the past two weeks. Chief DiGiorgio noted that they have created a train the trainers system. so that the individuals who have been trained, are able to train others on the use of the stretcher and the loading system.

Chief DiGiorgio concluded his report. Commissioner O'Hare asked if anyone had any questions for Chief DiGiorgio.

Commissioner DeSimone asked if Chief DiGiorgio if in addition to the current year figures, the last year total call volume for the month could be added to his report for comparison. Chief DiGiorgio reported that he could do that.

Commissioner DeSimone asked if there were agendas for the meetings that Chief DiGiorgio attends each month that could be submitted to the Board so they would know the topics discussed at the meetings. Chief DiGiorgio reported that some actually do agendas, others will do minutes, and some do both. Chief DiGiorgio reported that he can attach them to his monthly report.

Commissioner DeSimone asked Chief DiGiorgio about the job description attachments to his report. Commissioner DeSimone noted that one document titled Career Lieutenant job description and responsibilities had no date on it and she did not know if it was new or something that has been existence awhile.

Chief DiGiorgio reported that he removed that from the shared drive and that it was prepared and adopted by Board resolution in 2011. Chief DiGiorgio reported that if you go back to bullet point number six, under training responsibilities, you'll notice that that bullet point says any Lieutenant promoted after 12/31/2012, and each one of those bullet points were part of the job description for the lieutenants at the time. Chief DiGiorgio reported that the lieutenants at the time were himself, former Captain Lake and Lieutenant DeSimone. Chief DiGiorgio reported that this was the job description that was created for us as lieutenants and moving forward, the District has been working off of this.

Commissioner DeSimone asked if there any plans to update it or it still current. Chief DiGiorgio reported that he does not have any plans to personally update it and thinks it is very in depth for what the job description is for lieutenants. Chief DiGiorgio reported that it would be up to the Board's discretion if the Board felt the need to update it. Chief DiGiorgio noted that the job description was obviously something that he inherited as chief, however, it is also the job description that he was given as lieutenant. Chief DiGiorgio asked if the Board believed that it's necessary to update it. Commissioner DeSimone reported that she would put a date at the bottom, even though it says officers as of December 31 2012 embedded in the document. Commissioner DeSimone reported that if Chief DiGiorgio thinks that the lieutenant's responsibilities as written have not

changed and that's what the lieutenants are required to do, it can stay. Commissioner DeSimone felt that Chief DiGiorgio should date the document on the bottom. Chief DiGiorgio reported that he could definitely do that. Chief DiGiorgio noted that he had just printed the existing job descriptions out in response to the question at the last meeting about what's in people's job descriptions and what people are responsible for. Chief DiGiorgio reported that if there any modifications or anything like that, they would be based on the recommendations of the Board, followed by a first reading and second reading at a Board meeting because the descriptions because they would need to be adopted by resolution. Commissioner DeSimone felt that Chief DiGiorgio should just periodically review it.

Commissioner DeSimone noted that Career Lieutenants job description references, under item three, a Description for Career Firefighter/EMT document by the former Chief Davidson with a last revision date of June 6, 2002. Commissioner DeSimone asked if this document has this been looked at all, because she does not think we refer to EMTs and EMT DS anymore. Commissioner DeSimone thinks this document really needs to be looked at if the District is having it work concurrently with the Career Lieutenant job description. Chief DiGiorgio reported that these descriptions are the ones that he found currently on record as under resolution. Commissioner DeSimone felt that Chief DiGiorgio, as the immediate supervisor of the individuals here, would know best what you feel the role entails and the responsibilities and duties. Commissioner DeSimone felt the document definitely needs to have a review and update. Commissioner O'Hare noted that the document is almost 20 years old. Chief DiGiorgio reported that if the Board goes back further back in the attachment, there is a job description of the firefighter. Chief DiGiorgio noted that there is no date on this either but is what the Board approved. Chief DiGiorgio reported that the District should obviously review all of our job descriptions, which was a topic of conversation when we talked about the four EMTs that we have (full time EMT, part time EMT, Per Diem EMT, and Volunteer EMT) each with a separate job description. Chief DiGiorgio noted that this was a topic of conversation that that was going to get reviewed by the Board as well. Commissioner DeSimone felt that the job description for the EMTs should have the same general duties with the difference being the number of hours worked. Commissioner DeSimone felt that this job descriptions for a firefighter does not have to be considered because

all career staff are firefighter / EMT. Chief DiGiorgio reported that there is job description for firefighter because back in 2019, the Board adopted a job description for strictly firefighter that was passed. Chief DiGiorgio noted that if you look at the formatting for each one of these job descriptions, each format is different. Chief DiGiorgio felt that if the job description headings are put it in a style similar to the one that we use today, and the dates of when the documents were originally published and revised are added, it will give us a better idea of what of what we have. Commissioner DeSimone felt that the format is similar to what ISO certified companies use because they have to maintain tracking of dates and changes made, so that may be why this template was used. Commissioner DeSimone agreed that there should be a template that should be consistent on all job descriptions. Chief DiGiorgio reported that the template that we've been using in the past is the one that we use now in Power DMS. Chief DiGiorgio reported that he uses that template for everything, whether it's a guideline, a job description, or anything like that. Chief DiGiorgio noted that it has a similar style to ISO certifications. Chief DiGiorgio reported that he would take whatever suggestions the Board has about what direction they think we should go. Commissioner DeSimone felt that the template on Power DMS is fine but it was difficult to tell what job description is the most current. Commissioner DeSimone felt that the 2002 document needs to be looked over, at least reviewed and redated that it was looked at. Chief DiGiorgio reported that he could do that since he would just be cutting and pasting them into the new template. Chief DiGiorgio did not see the job descriptions changing, especially the lieutenant's job description since it is very in depth and it covers a multitude of various responsibilities. Chief DiGiorgio noted that the lieutenant's job description includes duties that they currently are doing and specific things that they may be called on to do, such as electrical work and woodworking. Chief DiGiorgio reported that those two specific things were in there so that if he was changing a light fixture outside, it was in my job description, or if former Captain Lake went home to cut something on a lathe or something like that and he chopped his finger off, it was in his job description and he was covered. Commissioner DeSimone asked if those clauses are still in the job description. Chief DiGiorgio confirmed that both items were still in the job description. Commissioner DeSimone felt that the District should be careful about that. Commissioner Dugan Sr. reported that these items were added to the job description because it was

common practice to have career staff performs these instead of the Board hiring someone else to do them. Commissioner Desimone reiterated that the Board should be careful allowing the career staff to do these things, especially electrical work. Commissioner DeSimone felt that it was one thing to change a light bulb but another to do true electrical work. Commissioner Dugan Sr. felt the job description could be changed to a more general maintenance responsibility. Commissioner DeSimone noted that these were just some of her observations. Chief DiGiorgio reported that he could move all the job descriptions over into that format. Chief DiGiorgio reported that working on the full-time, part-time, and Per Diem EMT job descriptions is an the to do list of my report because there was some conversation about what are the responsibilities of the EMTs. Chief DiGiorgio reported that he found that there were four separate job descriptions on four separate dates. Chief DiGiorgio reported that if the Board wanted to merge them, it would need to be done by resolution because each standalone job description was created by resolution. Commissioner DeSimone reported that she could see that they probably were created at a time when you needed that particular job title. Chief DiGiorgio felt that was correct. Commissioner DeSimone felt the need to look at the job descriptions again now. Commissioner Dugan Sr. reported that years ago, the Board wanted job descriptions for almost every possible position so that if they did decide to go that route, They didn't have to stop, wait, and create a job description. Commissioner DeSimone felt that going that route was fine but that we just need to periodically look at it right. Commissioner O'Hare felt that the job description that's almost 20 years old, should be looked at, so that the Board can say it's been reviewed, nothing's changed, and that it has been updated as of this date. Chief DiGiorgio reported that with the Boards direction, he would put the existing job descriptions into the new format, I will submit them back to the Board for review. Chief DiGiorgio reported that if there are no comments, The Board can make them the new job descriptions since he felt that they pretty much encompass what the staff does. Commissioner Desimone asked if the general responsibilities for the career staff that was recently updated for each individual, that's the duties that they will be doing. That's the duties. Chief DiGiorgio confirmed that yes, that's the duties that they do. Commissioner DeSimone asked if FF Ujfalussy was going to take on training, and if it was listed under his duties there. Commissioner Desimone asked if this is going to be what they're responsible for as their daily activities.

Chief DiGiorgio confirmed that this was correct. Chief DiGiorgio noted that if you go to the second page of that responsibility sheet, you can see that it dates back to 2017, 2018, and 2019 and you can see all the revisions, each time for their responsibilities were revised. Chief DiGiorgio reported that you can also see that there's a vacant Lieutenant position and some of those job responsibilities have been temporarily reassigned to other individuals until future discussion on refilling that vacant position.

Commissioner O'Hare asked if anyone had any other questions for Chief DiGiorgio. There were no other questions.

**EMS:** Nothing to report.

**BUDGET:** Commissioner Dugan Sr. reported that he hopes to have a 2022 budget meeting next week.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Nothing to report.

**BUILDINGS AND GROUNDS:** Nothing to report.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner O'Hare asked if there was any update on the Truck. Chief DiGiorgio reported that the electrical issue has been completed and they believe that they have satisfied all of the necessary repairs and that the truck is functional. Chief DiGiorgio noted that when they went to start the truck, it had been blowing black smoke, which is an indicator that an injector or injectors are bad. Chief DiGiorgio reported that they had scheduled Fire and Safety to take a look at it yesterday, but with the impending storm, they had to cancel that appointment. Chief DiGiorgio reported that they hoped to reschedule for today and they are going to keep us posted as to the situation with the engine and the bad injectors. Commissioner Dugan Sr. asked if a separate vendor would do any work. Chief DiGiorgio confirmed this.

Chief DiGiorgio reported that Ambulance 39 is currently out of service and they are waiting on a computer for that, which is probably about two weeks out. Chief DiGiorgio asked for confirmation on the date for the bay floor refinishing.



Administrator Schultz reported that the contractor is coming on the 13<sup>th</sup>. Chief DiGiorgio hoped that we would not have to tow Ambulance 39 out of the bay.

Commissioner Dugan Sr. asked how long the ladder truck has been out of service. Chief DiGiorgio reported that the ladder truck has been out of service since February but noted that it did not go down to Fire & Safety until late April. Chief DiGiorgio reported that Fire & Safety did not want to tell us we can use it because they were they were unsure whether it was going to come out of the cradle when it needed to. Chief DiGiorgio reported that the truck was able to be used to fix a flag over in Whippany and to fix a sign in front of Town Hall. Chief DiGiorgio reported that we were able to use it but that Fire & Safety didn't want to give us the nod that it was okay for fire service use. Commissioner Dugan Sr. asked if we can request a detailed report on exactly everything that was wrong. Chief DiGiorgio reported that we are going to get a parts list and repair list from the vendor. Commissioner Dugan Sr. felt he would like an explanation as to what happened. Chief DiGiorgio reported that Fire & Safety usually provides an excerpt as to what happened and felt that in this case, it would be a detailed report. Commissioner Dugan Sr. wondered if it would be detailed enough. Chief DiGiorgio felt that if the initial report is not adequate, the District could request more detail.

Chief DiGiorgio reported that he spoke with Assistant Chief Martin about the status of the Truck Workgroup and he had agreed to come to tonight's meeting to give the Board an update. Asst. Chief Martin reported that between the end of July and August, the workgroup met with three different representatives from the different manufacturers, which included Pierce, Sutphen, and E1. Asst. Chief Martin reported that the workgroup has not gotten the whole presentation and basically, it was just a show and tell. Asst. Chief Martin reported that Morris Plains came down and showed us their rig, we saw a rig from Woodbridge, and had a demo from Sutphen. Asst. Chief Martin reported that at this time the general consensus seems to be Sutphen. Asst. Chief Martin reported that since the fate of 33 is unknown, the workgroup has decided that we really need to move forward rather quickly with getting this specked out. Asst. Chief Martin reported that it's going to be incumbent upon the Board to decide, number one, how fast they might want to move forward with this and how quickly you want to decide on a budget year. Commissioner O'Hare asked how old Truck 33 is. Asst.

Chief Martin reported that Truck 33 is going to be 20 years old and get a lot more wear and tear than the engines. Asst. Chief Martin reported that when Sutphen gave the demo they workgroup was very impressed with it and noted that it has a lot of safety features on it. Asst. Chief Martin reported that there are only a couple things that the workgroup said they will change. Asst. Chief Martin reported that his estimate for the cost of the new truck would be between \$1.3 million and \$1.5 million. Commissioner O'Hare asked what the cost of 34 and 35 was. Asst. Chief Martin reported that 34 cost between \$500,000 and \$550,000 and 35 cost about \$420,000 but noted that this was a stripped-down engine. Chief DiGiorgio noted that the Engine 35 Workgroup did an excellent job of delivering what the District needed as opposed to what was wanted. Asst. Chief Martin reported that there is about a 30% increase in the cost of the engine each year. Commissioner Dugan Sr. asked what style of truck the workgroup was looking at. Asst. Chief Martin reported that it's going to be 100-foot tower, dual axle. Asst. Chief Martin reported that the difference between Sutphen and the other two was it has shorter frame rails, no torque box, and the space that the torque box will take up was turning to compartment space. Asst. Chief Martin reported that the body is a little bit shorter than what we have now and the way that it's designed when you make turns, the rear end doesn't kick out like it does with 33. Asst. Chief Martin reported that the workgroup was impressed with the handling during the test drives. Commissioner DeSimone asked if the workgroup has talked to other fire companies that had equipment from Sutphen. Asst. Chief Martin reported that the only one that has a Sutphen tower is Netcong which they purchased maybe a year ago, and they absolutely loved it. Asst. Chief Martin reported that the workgroup has also talked about going down to Jersey City, Passaic, and Elizabeth to take a look and see what towers they have. Chief DiGiorgio reported that if the Board decides now that the District needs a new ladder truck, the truck receipt would be two years out and because of the cost, the District would be looking at a lease purchase or finance. Chief DiGiorgio reported that the District would need DCA approval and would need to go down to DCA to get the financing approved. Chief DiGiorgio reported that it would also need to get on the ballot and be approved. Chief DiGiorgio reported that that if the Board decided tonight to start the process, the truck would not be delivered until late 2022 or 2023. Chief DiGiorgio reminded the Board that if they

decide not to act during this budget cycle, they will have to wait another year. The Board thanked Asst. Chief Martin for his report.

**INSURANCE:** Commissioner O'Hare reported that we are currently going through the annual Workers Compensation audit. Administrator Schultz reported that all the requested documentation should be handed over by next week.

Commissioner O'Hare asked if the results of the audit would determine our rate for the next policy year. Administrator Schultz explained that the insurance company determines the rate for the upcoming policy year based on the information that the District provides them and the past history of payouts. Administrator Schultz explained that the insurance company then performs an audit to compare the estimate to the actual numbers. Administrator Schultz reported that in the past the District's rate has either remained static or realized savings.

**BY-LAWS:** Commissioner DeSimone reported that she wants to meet with Commissioner Dugan Sr. to work on some changes that she and former Commissioner Davidson were going to propose.

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Dugan Jr. reported that the committee will be meeting again shortly.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner O'Hare had no report but noted that Chief DiGiorgio forwarded a memo from Committeeman Cahill regarding the HR question. Chief DiGiorgio confirmed that the memo was forwarded to the Board. Chief DiGiorgio reported that he spoke to Mr. Cahill as a follow up about the conversation they had with the Township Committee. Chief DiGiorgio reported that it was suggested that Mr. Giorgio meet with Mary Sue to see if she would be interested in assisting and working with the District. Chief DiGiorgio reported that Mary Sue felt that she wants to get her feet wet with the Township for the time being. Chief DiGiorgio reported that the Township Committee would like to revisit this in 6-9 months.

**CONSOLIDATION:** Commissioner Dugan Jr. reported that he hopes to schedule a meeting when the Joint Board meets later this month.

**OLD BUSINESS:** Commissioner O'Hare asked about the status of the FF/EMT hiring process. Chief DiGiorgio reported that the Board has a memo giving everybody an update on the timeline and where we are in the process. Chief DiGiorgio reported that we rescheduled another distribution of the applications for the 11th of September between the hours of 10am and 1pm. Commissioner DeSimone asked if we still want to go with the requirement of having Firefighter 2. Chief DiGiorgio reported that when we initially announced the position, we had candidates for it and the only reason that we extended the days is because we had a clerical error on the website relative to the announcement. Chief DiGiorgio reported that the job announcement board was pulled and it was suggested that we suspend it, which we did. Chief DiGiorgio reported that the position was then re-announced it and given another day. Chief DiGiorgio reported that it's been publicized, it's been posted and that's where we stand. Chief DiGiorgio gave some background to Commissioner Dugan Sr. Chief DiGiorgio reported that we recently filed for our AFG, which we did receive a \$68,000 grant, one of the questions on the application was what the District will do to bring all of our firefighters up to Firefighter 2 standards. Chief DiGiorgio reported that he answered the question by stating that any new officers will have Firefighter 2 and anyone new to the District because our job descriptions require it. Commissioner Dugan Sr. asked where the District was in the process and how many people would be hired. Chief DiGiorgio reported that he had been working with former Commissioner Davidson on this and that Administrator Schultz had calculated costs for different options. Chief DiGiorgio reported that the question would need to be revisited following the resignation of Commissioner Davidson since the Board has only approved the hiring process. Commissioner Dugan Sr. asked who the application is open for. Chief DiGiorgio reported that the application process is open to anyone in the State of New Jersey. Commissioner Dugan Sr. asked how much the hiring process is costing the District. Chief DiGiorgio reported that to date the only cost has been for the Career Chiefs to be on site for the original application date. Chief DiGiorgio reported that there will be costs for the Career Chiefs to be here for the new application date, for the Career Chiefs to administer the written test, and for the Career Chiefs to conduct the interview process. Commissioner Dugan Jr. asked how many candidates were

there in the first process. Chief DiGiorgio reported that there were four candidates. Chief DiGiorgio reported that if the Academy decides that they will give the written test, then the Career Chiefs will return all the exam books. Commissioner Dugan Jr. asked why the District was going through this process and if they did not know people who want the job. Chief DiGiorgio reported that it was the unanimous opinion of the Board that the District would not have any involvement in this process to make sure that there was no indication of impropriety. Chief DiGiorgio reported that a past application process had 4 applicants that did not meet the requirements so it was decided to look outside for candidates. Commissioner Dugan Jr. asked if the four applicants were from our department. Chief DiGiorgio confirmed that there were two compensated employees and two volunteers but none passed the testing process. Commissioner Dugan Sr. felt that this new application process has gone too far and that the Board should be able to pick from a list of names. Chief DiGiorgio pointed out that they both have been through hiring processes like that that have created tension in the department and this new process will hopefully change that. Chief DiGiorgio noted that if any of the original four applicants had passed the testing process, he would have recommended hiring them. Chief DiGiorgio reported that since none of them passed the test the Board decided on the current hiring process. Commissioner Dugan Sr. asked if the current announcement states that the Board will hire in a specific order and can hire from wherever they want. Chief DiGiorgio reported that the Board is required to offer the top candidate any existing position and that Commissioner Cornine was very adamant about it. Commissioner DeSimone reported that it was posted in house first along with the requirements for the position. Commissioner DeSimone reported that none of the qualified candidates passed the written exam. Commissioner O'Hare reported that in order to make the process completely objective the Board decided to go with the current route. Commissioner Dugan Sr. felt that the hiring process is just taking too long.

Commissioner O'Hare reported that the Ambulance Bay Floor refinishing is scheduled for September 13, 2021.

Commissioner O'Hare asked if there was any other old business. There was none.

**NEW BUSINESS:** Administrator Schultz reported that he has received a request from a resident for the District to waive the balance on an EMS bill.

Commissioner Dugan Jr. made a motion to waive the balance, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Cornine was absent.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, September 16, 2021 at 7:00 P.M at the firehouse.

The next Joint Fire Prevention Board Meeting will be held on September 13, 2021 at 6:30 P.M. at the Whippany Firehouse.

The Holiday Tree Lighting is scheduled for Saturday, November 27, 2021 at 6:00 P.M. at the Cedar Knolls Fire Station.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** None.

**EXECUTIVE SESSION:** Commissioner O'Hare read Resolution 21-09-02-92 to enter into executive session. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Cornine was absent. The Board went into closed session at 7:55 p.m.

Personnel matters were discussed, action will not be taken.

**The Board came out of closed session at 8:38 p.m.**

**ADJOURN:** A motion was made by Commissioner DeSimone, seconded by Commissioner Dugan Jr., to adjourn the meeting. All were in favor. Commissioner Cornine was absent. The meeting was adjourned at 8:40 p.m.

Respectfully submitted by

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Steven Cornine, Secretary