

## **November 2, 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 November 2, 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, Gary Keyser, and Shawn Waldron were present. Commissioner Michael Dugan Jr. was absent.

Deputy Administrator Hark Jr., Asst. Chief Martin, Lt. McGuinness, Lt. Sulpy, FF DiGiacomo, FF Gilson, FF Ujfalussy, EMT Perrone, Mr. Desimone, and Mr. Dugan Sr. were also in attendance.

Commissioner Keyser reported that the Board would depart from the normal agenda to vote on a resolution that requires 2/3 of the Board to vote. Commissioner Keyser noted that commissioner Dugan Jr. is absent and Commissioner Cornine is on call so the Board would vote while 2/3 of the Board was present.

**RESOLUTIONS: Commissioner Desimone read Resolution 23-11-02-124 authorizing Emergency appropriations. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.**

Commissioner Keyser commended the Fire Crew on Saturday; FF DiGiacomo, FF Gilson, Cpt. Costello, EMT Grilli and EMT Villane for the rope rescue in Whippany getting someone having a cardiac issue off the roof. The Board commended the crew for a job well done.

**DEPART FROM NORMAL AGENDA:** The Board departed from the Normal Agenda to hear a presentation from Lt. Sulpy.

Lt. Sulpy reported that he and Asst. Chief Martin have been looking into Lexipol Policy Management Solutions software to replace the current Power DMS software that the District is utilizing. Lt. Sulpy reported that Lexipol will be more proactive because they have staff reviewing FMLA policies and make the District aware of the change. Lt. Sulpy reported that Lexipol gives the District the ability to do daily training bulletins to reinforce the District Policies and Procedures. Lt.

Sulpy reported that Lexipol has a partnership with EMS and Fire 1 Academy, an online training platform which has 240 classes approved by NJ OEMS that the District staff would have access to. Lt. Sulpy reported that the price is comparable to Power DMS but there would be increased cost the first year for implementation and training. Asst. Chief Martin noted that as Federal and State HR regulations change the software would update the District Policies and Procedures and notifies the District of the changes. Asst. Chief Martin reported that the SOPs and SOGs would need to be added by the District. Commissioner DeSimone felt that the Board legal counsel should still review any changes to the Policies and Procedures. Commissioner Desimone asked if the cost changed based on the number of users. Lt. Sulpy reported that the fee was not determined by the number of users. Commissioner Cornine reported that he is extremely familiar with Lexipol and he will give his opinion in private. Commissioner DeSimone asked if any other software was reviewed. Lt. Sulpy reported that Lexipol is the only company besides Power DMS that do policy management. Commissioner Keyser asked who in the District would administer the program. Lt. Sulpy reported that the District could appoint whoever they wanted as system administrators. Commissioner Keyser reported that the Board would discuss the software. The Board thanked Lt. Sulpy for his presentation.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the September 21, 2023 Executive Session were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Cornine made a motion to approve the minutes from the September 21, 2023 Executive Session, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.**

**The minutes from the October 5, 2023 Executive Session were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Waldron made a motion to approve the minutes from the October 5, 2023 Executive Session, seconded by Commissioner Cornine. All were in favor. Commissioner Dugan Jr. was absent.**

**The minutes from the October 19, 2023 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Waldron made a motion to approve the minutes from the October 19, 2023 Regular Meeting, seconded by Commissioner Cornine. All were in favor. Commissioner Dugan Jr. was absent.**

**REPORT OF THE TREASURER:** Nothing to report.

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

**CHIEF'S REPORT:** Asst. Chief Martin submitted his Bi-Monthly report on November 2, 2023.

Commissioner Keyser asked about the status of the A 32 repairs. Asst. Chief Martin reported that a letter was sent to Nielson Ford and there has been communications between Administrator Schultz and Nielson.

Commissioner Waldron reported that Lt. McGuinness has been working with Deputy Administrator Hark Jr. to recoup overdue Fire Prevention fees and thanked them both for their efforts.

Commissioner Keyser asked about the status of the Truck 33 brakes. Asst. Chief Martin reported that Truck 33 brakes were completed today and Lt. Belott will call F.I.S. to schedule E34 to get their rear brakes done.

Asst. Chief Martin reported that he spoke with the mechanic regarding the tires on Truck 33 and was informed that the front tires would probably last another year but the rear tires have to be replaced.

Asst. Chief Martin reported that Star Lo came out today to change some electrical outlets.

Asst. Chief Martin reported that the A32 Plymovent parts are on order. Asst. Chief Martin reported that the mechanic felt that the something hit and bent the track. Asst. Chief Martin felt that it could have been the exhaust hose itself that did not release properly and sprang back and hit the track.

Asst. Chief Martin reported that he sent the Board updated Truck prices from 2 vendors.

Commissioner Waldron asked if Power DMS signatures were required by all staff or just compensated staff. Asst Chief Martin reported that signatures are required by everyone but there is a timed deadline for compensated staff to sign. Asst. Chief Martin reported that there is no timeframe for volunteers to sign but if they are in violation they will be disciplined whether they signed or not.

Commissioner Keyser asked if anyone had any more questions for Asst. Chief Martin. There were no questions.

**EMS:** Nothing to report.

**BUDGET:** Commissioner Waldron reported that there is a 2024 budget meeting next week.

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

Deputy Administrator Hark Jr. reminded the Board that there was a personnel issue that was requested for public session and asked if the Board was going to discuss it now in public session or after executive session. Commissioner Waldron reported that the discussion would take some time and should be discussed after executive session.

**NEGOTIATIONS:** Commissioner Keyser reported that there is a lot going on and would be discussed in Executive Session tonight. Commissioner Keyser reported that once the Board agrees on proposed changes they will be discussed with Local 109.

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

**BUILDINGS AND GROUNDS:** Commissioner Keyser reported that a lot of electrical work has been done in the firehouse including getting extra circuits for the Holiday Tree lighting festivities.

Asst. Chief Martin asked if correspondence could be sent to the owners of the property next store regarding their garbage blowing onto the firehouse property on a daily basis. Asst. Chief Martin reported that cars have consistently parking on the yellow line along the fence. Lt. McGuinness reported that he could issue them a summons. Commissioner Keyser felt it was only fair to warn the tenants about parking there again before writing summons. Commissioner Keyser reported that he would reach out to the Health Department about the garbage.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Keyser reported the Truck 33 update was discussed under the Chief's report.

**INSURANCE:** Commissioner Keyser reported that he signed some documents regarding the Board having zero percent ownership of the District for workmen's Comp.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Asst. Chief Martin reported that he got a phone call that the District 2 Board Chairman contacted the County OEMS director inquiring about EMS services. Commissioner Cornine recommended that District 3 ask to meet with District 2 to get to the bottom of it.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Deputy Administrator Hark Jr. reported that it appears that the Township has started sending out emails regarding Fire Prevention fines.

**OLD BUSINESS:** Commissioner Keyser thought there was a discussion about conducting an internal Fire Prevention funds audit. Lt. McGuinness reported that the local Division of Fire Safety assistance representative is leaving in 3 months and will not be doing audits but recommended that the District perform an internal audit. Lt. McGuinness reported that he sent the Board a list of the required documents which he will provide to the Board for an internal audit

Board Investigator Thompson and Mr. Cohen, Board legal counsel, joined the meeting at 7:30 P.M.

**EXECUTIVE SESSION:** Commissioner DeSimone read Resolution 23-11-02-127 to enter into executive session. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.

**The Board went into closed session at 7:31 p.m.**

**Board Investigator Thompson left the meeting at 8:50 P.M.**

**Mr. Cohen left the meeting at 9:03 P.M.**

Personnel matters were discussed, and action will not be taken.

**The Board came out of closed session at 9:44 p.m.**

**NEW BUSINESS:** Deputy Administrator Hark Jr. reported that District 2 asked if District 3 wanted to share the cost for the legal posting for the upcoming elections like has been done in prior years. Commissioner Cornine made a motion to share the cost of the legal posting for the elections, seconded by Commissioner Desimone. All were in favor. Commissioner Dugan Jr. was absent.

## **REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, November 16, 2023 at 7:00 P.M.

A Special Meeting of the Board of Fire Commissioners will be held on Wednesday, December 13, 2023 from 2 P.M. until 9 P.M. for the purpose of voting on Capital Expenditures.

The Joint Fire Prevention Board Meeting will be held on Thursday, December 7, 2023 at the District 3 Fire House at 6:30 P.M.

The Annual Tree Lighting will be held on Saturday, November 25, 2023 at 6 P.M. at the Cedar Knolls Fire Station.

**PUBLIC PARTICIPATION:** None.

## **RESOLUTIONS:**

**Commissioner Desimone read Resolution 23-11-02-122 accepting the resignation of EMT Cobleigh. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.**

**Commissioner Desimone read Resolution 23-11-02-123 setting the 2024 Rate of Pay for the Board of Fire Commissioners. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner DeSimone. Commissioners Cornine, DeSimone and Keyser were in favor. Commissioner Waldron was opposed. Commissioner Dugan Jr. was absent.**

**Commissioner Desimone read Resolution 23-11-02-125 designating and authorizing destruction of surplus medical equipment. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.**

**Commissioner Desimone read Resolution 23-11-02-126 authorizing a Shared Service Agreement for a QPA services. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Dugan Jr. was absent.**

**Commissioner Desimone read Resolution 23-11-02-128 accepting Special Counsel's Report and recommendations for changes in Policies and Procedures. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor. Commissioner Dugan Jr. was absent.**

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

The meeting was adjourned at 9:50 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary