

## **February 16, 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 February 16, 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, and Shawn Waldron were present. Commissioners Michael Dugan Jr. and Robert O'Hare were absent. Commissioner DeSimone noted that Commissioner Dugan Jr. will miss a few meetings in the next 6 weeks due to the rescheduling of a class he is taking.

Asst. Fire Chief Martin, Administrator Schultz, Lt. Belott, Lt. McGuinness, Lt. Sulpy, FF Ujfalussy, Hanover Township Committeeman Cahill, Cpt. Costello, Former Chief Davidson, Fire Co. Member Keyser, Mr. Frank DeSimone and Mr. Dugan Sr. were also in attendance.

**PUBLIC PARTICIPATION:** Mr. Keyser thanked Administrator Schultz and Mr. Hark Jr. for their handling of the life insurance beneficiary issue with the former volunteer firemen James Morris.

**CORRESPONDENCE:** Commissioner Cornine reported that the Commissioner O'Hare received a letter from Dr. Gluckman which the Board will discuss in Executive Session.

### **APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the February 2, 2023 Regular Meeting were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner Waldron made a motion to approve the minutes from the February 2, 2023 Regular Meeting. Commissioner Cornine seconded the motion. All were in favor. Commissioners Dugan Jr. and O'Hare were absent.**

**REPORT OF THE TREASURER:** Commissioner Waldron reported that the District was doing good so far and he has a request to spend some money later in the meeting.

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

**CHIEF'S REPORT:** Asst. Chief Martin submitted his Bi-Monthly report and had the following additions.

Asst. Chief Martin reported he attended the Building Construction Train the Trainer course in Middlesex County on Saturday. Asst. Chief Martin reported that the program will be rolled out to members soon.

Asst. Chief Martin reported that he received a phone call from Chief Nunn and it appears Madison is upgrading their radio system. Asst. Chief Martin reported that he and Lt. Belott will attend a meeting on the upgrade next Thursday.

Commissioner DeSimone asked if there were any questions for Asst. Chief Martin. There were no questions.

Commissioner DeSimone asked Lt. Sulpy to continue reporting the monthly call numbers with the current year and the previous year calls.

Commissioner Cornine noted that Lt. Belott's reports reference hiring but do not indicate what positions and how many positions and asked Lt. Belott to clarify this in future reports.

Asst. Chief Martin reported that on Tuesday night the District received 3 calls simultaneously one of which was a dumpster fire that Lt. Belott and FF Ujfalussy identified as arson. Asst. Chief Martin reported that the police were notified and he understands that an arrest was made.

**EMS:** Commissioner Waldron reported that Asst. Chief Martin sent a draft copy of the Power Truck SOG to the Board for review. Asst. Chief Martin reported that he answered Commissioner Cornine's question this afternoon. Asst. Chief Martin indicated that the easy fix for having to worry about part-time hours is not to allow part-time employees on the Power Truck. Commissioner Cornine reported he will yield to Asst. Chief Martin's decision.

Administrator Schultz reported that he will have the proposed EMS Fee Schedule to the Board so that they can discuss it at the March 2, 2023 meeting.

**BUDGET:** Commissioner Waldron reported that everything is in place for the February 18<sup>th</sup> 2023 Budget vote.

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

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner Waldron reported that the Fire Co. meeting has been postponed.

**BUILDINGS AND GROUNDS:** Commissioner Waldron reported that Allmark was here to install the new windowed bay door panel and left the District with the panel that they owed us.

Commissioner Waldron reported that a representative from an air quality service was at the firehouse last week and he is waiting for the full report. Commissioner Waldron reported that the representative did not find evidence of mold on the 3<sup>rd</sup> floor but did note that there is a lot of dust due to a lot of old dried out cardboard boxes and paper. Commissioner Waldron reported that the representative was not sure what caused the discoloration of the carpet but is supposed to get back to the District on what he would like to test for, if anything. Commissioner Waldron reported that the representative felt that part of the problem as to why staff are waking up dried out is that some staff sleep with the window open and a fan on to draw in outside air. Commissioner Waldron reported that he met with an air duct cleaning service this morning to get a price on cleaning the air ducts on the 2<sup>nd</sup> and 3<sup>rd</sup> floor since they have not been cleaned since they were installed in the 1990s. Commissioner Waldron reported that the cleaning service quote came in at \$3,500. Commissioner Waldron reported that the air quality representative also recommended that the District install a thermometer that gives you temperature as well as humidity and he bought and installed the thermometers on the 2<sup>nd</sup> and 3<sup>rd</sup> floors today. Commissioner Waldron reported that the humidity on each floor is holding steady at the low end of comfortable humidity in the low 30%. Commissioner Waldron noted that he explained to the air quality representative that the 2<sup>nd</sup> floor needed to be opened up and cooled off in order to kick on the heat so the 3<sup>rd</sup> floor gets heat. Commissioner Waldron reported that the representative told him to stop doing that and to leave the heat and air conditioner set to between 66 and 68 degrees and don't touch them because the heat is drying things out more. Administrator Schultz asked Commissioner Waldron to solicit another quote before moving forward. The Board agreed that the cleaning should move forward after a second quote is received for the health and safety of the staff.

Asst. Chief Martin reported that it was discovered recently that the lights in the 2<sup>nd</sup> floor hallway are not working so an electrician needs to come look at it.

Commissioner Waldron reported that PSE&G was out a couple of weeks ago and found that there is a leak at the meter and they have come back and replaced the meter.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Lt. Belott reported that one of the ambulances that was listed as out of service in his report has since been put back into service and the other one needs 2 replacement siren speakers which are on order. Commissioner Cornine reported that Lt. Belott forwarded him a quote for the repair of the light tower and the ladder test report. Lt. Belott reported that he forwarded the entire ladder test report to F.I.S. because deficiencies were noted and is waiting on a quote to fix them. Lt. Belott reported that the quote on the light tower is to repair the current light tower and he will work on getting quotes on alternative lighting options.

**INSURANCE:** Administrator Schultz reported that he met with Mr. Siino today and there will be a 10% increase in the 2023-2024 Medical premium and a 3% increase in the dental premium.

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

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Nothing to report.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Nothing to report.

**OLD BUSINESS:** Administrator Schultz reported that District 2 approved the MOA to allow District 3 to park the 3<sup>rd</sup> ambulance in their firehouse earlier this week.

Asst. Chief Martin asked the Board what retirement plan they decided on, whether it was going to be presenting a plaque or also having a meal.

Commissioner Cornine reported that last retirement the staff brought a proposal to the Board for approval of funding and this seemed to work. Asst. Chief Martin reported that he would have the plan for next meeting.

**NEW BUSINESS:** Administrator Schultz reminded the bookkeeper to make the annual payment for the Exempt Lot after the budget vote.

Commissioner DeSimone reported that she received an email from Ms. Whitehead about a free vaccine clinic that will be offered to first responders in March along with a flyer to post. Mr. Hark Jr. reported that the flyer has been posted.

**REMINDERS:**

The Fire District Elections will be held on Saturday, February 18, 2023 from 2 P.M. to 9 P.M. at the firehouse.

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, March 2, 2023 at 7:00 P.M at the firehouse.

The Board's Reorganization Meeting will be held on Tuesday, March 7, 2023 at 7:00 P.M at the firehouse.

The Joint Fire Prevention Board Meeting will be held on Monday, March 13, 2023 at the District 2 Fire House at 6:30 P.M.

**PUBLIC PARTICIPATION:** Mr. Keyser asked what vaccine would be offered at the vaccine clinic mentioned earlier. Commissioner DeSimone reported that the clinic would offer the COVID vaccine and boosters.

**RESOLUTIONS:**

**Commissioner Cornine read Resolution 23-02-16-16 authorizing the donation of surplus equipment.**

**Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor. Commissioners Dugan Jr. and O'Hare were absent.**

**EXECUTIVE SESSION: Commissioner Cornine read Resolution 23-02-16-17 to enter into executive session. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioners Dugan Jr. and O'Hare were absent.**

**The Board went into closed session at 7:30 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 9:24 p.m.**

**ADJOURN: A motion was made by Commissioner Waldron, seconded by Commissioner DeSimone, to adjourn the meeting. All were in favor. Commissioners Dugan Jr. and O'Hare were absent.**

The meeting was adjourned at 9:25 p.m.

Respectfully submitted by

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Steven Cornine, Secretary