

March 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 March 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, Gary Keyser, and Shawn Waldron were present. Commissioner Michael Dugan Jr. was absent.

Asst. Fire Chief Martin, Mr. James Hark Jr., Committeeman Cahill, Hanover Township Police Chief Look, and Fire Co. Member Harrington were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the February 16, 2023 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Waldron made a motion to approve the minutes from the February 16, 2023 Regular Meeting. Commissioner Cornine seconded the motion. All were in favor. Commissioner Keyser abstained. Commissioners Dugan Jr. was absent.

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

Amendments to Previous Minutes: None.

Commissioner DeSimone made a motion to approve the minutes from the March 2, 2023 Regular Meeting. Commissioner Waldron seconded the motion. All were in favor. Commissioner Cornine abstained. Commissioners Dugan Jr. was absent.

The minutes from the March 7, 2023 Reorganization Meeting were reviewed.

Amendments to Previous Minutes: Commissioner Cornine reported that the Secretary's name was incorrect on the signature page.

Commissioner Waldron made a motion to approve the amended minutes from the March 7, 2023 Reorganization Meeting. Commissioner DeSimone seconded the motion. All were in favor. Commissioner Cornine abstained. Commissioners 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 and the Monthly Officer's Reports. Asst. Chief Martin had the following additions.

Asst. Chief Martin reported that he spoke with Chief Perrello and they are going to meet in the next couple weeks to discuss the MOE for the Power Truck and the limitations to personnel being stationed over there.

Asst. Chief Martin reported that the Morris Erie Meeting that was scheduled for Monday has been postponed.

Asst. Chief Martin reported that the individual who came in to do the Officers interviews will make a presentation to the Board at the March 30 Special Meeting.

Asst. Chief Martin reported that the hiring proposal should also be ready by the March 30 Special Meeting.

Asst. Chief Martin reported that he has one item that he needs to discuss in executive session.

Commissioner Keyser asked Asst. Chief Martin if he could break down the Fire & EMS calls on his report between District 3 and District 2. Asst. Chief Martin reported that Lt. Sulpy is working on it. Commissioner Waldron asked that Lt. Sulpy include the Mutual Aid we received on his monthly report. Asst. Chief Martin asked to discuss this in executive session.

EMS: Nothing to report.

BUDGET: Commissioner Waldron reported that everything is good so far.

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

Commissioner Waldron noted that the Board has a resolution for a COE before it tonight.

NEGOTIATIONS: Commissioner Keyser asked Commissioner Cornine to provide him with any information he has to date on the negotiations. Commissioner Cornine reported that he would bring it up in executive session.

LIAISON TO THE VOLUNTEERS: Commissioner DeSimone reported that the Fire Co. meeting has been delayed this month.

BUILDINGS AND GROUNDS: Commissioner Waldron reported that the clean air company that came in to clean the air ducts on the 2nd and 3rd floors mentioned the dust and boxes of old paperwork. Commissioner Waldron reported that there were no signs of anything else up there and he had several meters to check CO and other contaminants that he checks for. Commissioner Waldron reported that the company should be getting him a report and list of other items he would like to test for. Commissioner Waldron reported that the company representative felt that the poor air quality was due to the low humidity on the 3rd floor and dust from the HVAC system so everything should be fine now. Commissioner Waldron noted that the humidity is still a little low on the 3rd floor so he would like to get 2 humidifiers to see if that helps bring up the humidity. Commissioner Waldron reported that the clean air company recommended having the 2nd and 3rd floor on separate heating and air conditioning zones also. Commissioner Waldron reported that he would also like to purchase a filter for the 3rd floor kitchen sink so this water can be used for the humidifiers.

Commissioner Waldron reported that Commissioner Keyser brought to his attention that after the repairs to the A 32 bay door there is now a big gap at the top of the door. Commissioner Waldron reported that Allmark came back and was able to adjust the door in the framework and replace the weather stripping to get rid of the gap. Commissioner Waldron reported that he will review any bill that comes from them because he does not want to pay for readjusting the door but will pay for the weather stripping and labor to install it since this was a new item.

Commissioner Waldron reported that Lt. Belott's report states that R&J Control needs to replace the filter in the generator.

Commissioner Waldron reported that the air in the Day Room has been monitored recently due to the lack of an exhaust vent for the one ambulance and so far there have not been any reading high enough to warrant concern.

Commissioner Waldron reported that the 3 landscaping proposals are ready to be sent out.

Commissioner Keyser reported that he will be meeting with Commissioner Dugan Jr. on Saturday to inform him of anything he has missed because he is in fire school for a few more Thursdays.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine noted that there were a couple of repair quotes in Asst. Chief Martin's report and asked if he needed anything from the Board before proceeding. Asst. Chief Martin reported that he did not need anything. Asst. Chief Martin reported that there was a problem with Engine 35 and when FIS came in they discovered that both brake chambers and the parking brake valve need to be replaced for a little over \$2800. Asst. Chief Martin reported that FIS is waiting for the parts to come in. Asst. Chief Martin reported that there were also a couple of other maintenance items outlined in Lt. Belott's report.

INSURANCE: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Waldron reported that the decision was made at the Joint Fire Prevention meeting this week to meet in April to discuss consolidation and whether or not both Boards are interested in moving forward with it or if the Boards want to take smaller steps with some MOAs and see where that leads. Commissioner Waldron reported that the meeting will be held on April 18 at 7 P.M. at the Whippany firehouse.

Commissioner Waldron reported that the Planning Committee met with the engineer to go over the District's wants and needs for a new firehouse and it seems like the cost for a knock down and rebuild is twice what the Board was anticipating. Commissioner Waldron noted that the Planning Committee has yet to meet with H2M to discuss the options and cost of refurbishing the firehouse. Commissioner Waldron reported that no decision has been made as to which direction the Board will go regarding the firehouse.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Committeeman Cahill reported that at the Joint Board meeting the other night Commissioner Waldron asked him to look into nuisance fines and how they are processed. Committeeman Cahill reported that he spoke to Chief Loock and Mr. Giorgio and they said that it is a resource issue. Committeeman Cahill reported that that Hanover Township is in the process of hiring an Assistant Clerk and once that is completed the Chief, Mr. Giorgio and the Clerk can sit down and put together a process to put out nuisance fines. Committeeman Cahill noted that there would need to be input from the Fire Districts.

OLD BUSINESS: Commissioner Keyser asked if everyone on the Board had seen the paperwork on the MOU for the Rescue Task Force. The other Board members reported that they had not seen the paperwork. Commissioner Keyser noted that the paperwork had been sent to legal counsel for review and asked Chief Loock to explain the MOU. Chief Loock reported that this is an MOU that was agreed upon in 2017 to update some personnel changes and the body of the MOU had slight changes like the addition of a training class that is required based on changes in the RTF model that the Police Department felt was the best thing to have as a minimum standard. Chief Loock reported that the only other change to the MOU was the requirement of 2 trainings per year. Chief Loock reported that that the training classes would not be too difficult and would be scheduled far enough in advance to allow members to shift schedules to ensure they could attend. Chief Loock reported that there were some possible financial implications that were brought to his attention today but he felt that they should be addressed at the District level. Chief Loock reported that he sent Administrator Schultz a revised copy of the MOU earlier today but has not heard back as to whether it has been distributed to the organization yet. Commissioner Waldron asked if the MOU had ever been reviewed by legal counsel. Chief Loock felt that the MOU was not reviewed in 2017 by legal counsel. Commissioner Keyser reported that Administrator Schultz would be in touch with Chief Loock once he had heard back from legal counsel and the insurance company on the MOU. Commissioner Cornine asked for confirmation that if the RTF needed to be deployed before the new MOU was in place there would not be any problems doing so. Chief Loock reported that there would be problems because there are new training requirements which RTF members would need to meet so the program is on pause. Chief Loock noted that there are certain members that have had the training and once the MOU is adopted the program would be opened up to

qualifying personnel. Commissioner Waldron asked that this item be added to the agenda for the Special Meeting on March 30. Asst. Chief Martin asked Chief Loock to explain the requirements for the testing process for the RTF. Chief Loock explained that there is a physical fitness component which consists of donning gear and equipment, moving quickly from a start and end point to an assessment area; move a patient to a casualty collection point; perform a march assessment; treat injuries that are provided and/or found; move quickly back to the start or end point to retrieve additional equipment; return to the casualty collection point, perform 1 minute of CPR and load the patient into a carrying device, then move the patient back to the start point for extraction; and self-application of a tourniquet to their arm. Chief Loock reported that the goal is to make the members familiar with their equipment and how to take the equipment on and off and still conduct a patient assessment. Commissioner Keyser thanked Chief Loock and said that Administrator Schultz would be in touch after the MOU was reviewed by legal counsel and our insurance company. Chief Loock left the meeting.

Mr. Hark Jr. reported that the District has been working with the Police Department on getting a camera installed outside the building. Mr. Hark Jr. reported that the camera will be installed on a pole on the corner instead of the building but will still be supplied power through the building. Mr. Hark Jr. reported that they hope to install the camera within the next month and are waiting on quotes to tie the feed in with the existing camera system. Commissioner Waldron asked if the camera would capture the front aprons. Mr. Hark Jr. reported that there are actually 4 camera angles which have been moved to a pole which allow the front aprons to be seen.

Commissioner Cornine reported that the District 2 Air Trailer setup is completed and asked if District 3 needed to take action to share the cost. Commissioner Keyser reported that District 3 is waiting to see the certificates stating that the Air Trailer meets PEOSH requirements. Commissioner Waldron asked for approval to put \$1100 in the Joint Account to cover ½ the cost of the trailer setup upon approval of the receipt of the certification documents. Commissioner Waldron noted that as of the June 2022 Joint Board Meeting there was a plan in place to share the cost of a used air compressor to use with the donated SCBA filling system. Commissioner Waldron felt that in the future the 2 Districts need to keep one another apprised of changes to the plan before they are made. Commissioner DeSimone asked if a MOU was needed for the usage of the Air

Trailer. Commissioner Waldron confirmed that a MOU was needed and Chief Perrello was working on that with Asst. Chief Martin. A motion was made by Commissioner Waldron to appropriate \$1100 to pay for ½ the District 2 Air Trailer, seconded by Commissioner Cornine. All were in favor. Commissioner Dugan Jr. was absent.

NEW BUSINESS: None.

REMINDERS:

A Special Meeting will be held on Thursday, March 30, 2023 at 7:00 P.M. at the firehouse.

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

The Joint Fire Prevention Board Meeting will be held on Thursday, June 1, 2023 at the District 3 Fire House at 6:30 P.M.

PUBLIC PARTICIPATION: Fire Co. Member Harrington felt that the District should stop using Pierce for regular maintenance because the quoted price for brake diaphragms for Engine 35 are way overpriced. Commissioner Cornine reported that the maintenance is not being done by Pierce. Fire Co. Member Harrington reported that the parts are being shipped from Pierce and the price is jacked up. Fire Co. Member Harrington felt that the District should look for more budget friendly options in the future. Asst. Chief Martin noted that he does not know who authorized the brake repair since Lt. Belott was at training.

RESOLUTIONS:

Commissioner Waldron read Resolution 23-03-02-20 accepting the FEMA AFG Grant. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioners Cornine and Dugan Jr. were absent.

Commissioner Waldron read Resolution 23-03-02-21 accepting the resignation of EMT D. Jefferson. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioners Cornine and Dugan Jr. were absent.

Commissioner Waldron read Resolution 23-03-02-22 accepting the revised EMS Fee Schedule. Commissioner Keyser indicated that he needed more time to

review the fee schedule and the resolution will be reintroduced at the March 16th meeting.

EXECUTIVE SESSION: Commissioner Waldron read Resolution 23-03-02-23 to enter into executive session. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Desimone. All were in favor. Commissioners Cornine and Dugan Jr. were absent.

The Board went into closed session at 8:30 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 9:50 p.m.

ADJOURN: A motion was made by Commissioner Keyser, seconded by Commissioner Waldron, to adjourn the meeting. All were in favor. Commissioners Cornine and Dugan Jr. were absent.

The meeting was adjourned at 9:52 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary