

March 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 March 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 Mary Lou DeSimone, Michael Dugan Jr., and Shawn Waldron were present. Commissioner Steven Cornine was absent. Commissioner Robert O'Hare resigned effective March 1.

Asst. Fire Chief Martin, Administrator Schultz, Lt. Belott, Cpt. Costello, FF Ujfalussy, EMT Bergman, EMT Perrone, Former Chief Davidson, Fire Co. Member Harrington, Fire Co. Member Keyser, and Mr. Dugan Sr. were also in attendance.

DEPART FROM REGULAR AGENDA:

Commissioner Dugan Jr. read Resolution 23-03-02-18 accepting the resignation of Commissioner O'Hare. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Cornine was absent.

Commissioner Waldron made a motion that the Board appoint Fire Co. Member Gary Keyser as Interim Commissioner to fill Commissioner O'Hare's position. The Board agreed.

Commissioner Dugan Jr. read Resolution 23-03-02-19 appointing Interim Commissioner Gary Keyser. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor. Commissioner Cornine was absent.

Gary Keyser was sworn in as Interim Commissioner.

The Board returned to the Regular Agenda.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Dugan Jr. read a thank you note from Chief Davino for the wonderful send-off he received on his retirement as Chief of East Hanover Fire Department.

APPROVAL OF PREVIOUS MINUTES:

Approval of the minutes from the February 16, 2023 Regular Meeting were tabled until the March 16th meeting.

REPORT OF THE TREASURER: Commissioner Waldron distributed the February 2023 financials and reported that the District was operating within budget.

Commissioner Dugan Jr. left the meeting at 7:10 P.M.

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 that he, Lt. Belott, and Lt. Sulpy discussed the fact that EMS Manager scheduling module is not working out for the District and they will be looking into a different program. Asst. Chief Martin reported that both lieutenants agreed on a new program and noted that Lt. Sulpy is currently using the new program at his other department. Asst. Chief Martin reported that if the District was to switch to the new scheduling program it would save a minimum of \$500 annually. Commissioner DeSimone asked if a switch was needed because the District had reached the maximum capability of EMS Manager. Asst. Chief Martin reported that EMS Manager is not user friendly and therefore very time consuming to produce a schedule. Lt. Belott reported that it takes him about 10 hours to do the monthly schedule. Commissioner DeSimone asked Lt. Belott if he had seen the new program. Lt. Belott reported that he was familiar with the program and that the District is also looking a couple of other avenues for comparison sake. Commissioner DeSimone asked the name of the program. Lt. Belott reported that the program was called When to Work and they are also looking at a scheduling module by a ESO which we are currently using for NFIRS incident reporting. Commissioner DeSimone asked if When to Work had the incident reporting features as well. Lt. Belott reported that it was strictly a scheduling program. Commissioner DeSimone asked what the timeframe for switching was. Asst. Chief Martin reported that as soon as all the programs are compared they will be able to make a choice. Asst. Chief Martin reported that Lt. Sulpy is also looking into moving some of the things that are currently done in EMS Manager, such as vehicle checks and fire prevention complaints, to ERS.

Asst. Chief Martin reported that Lt. Sulpy would provide

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

EMS: Commissioner Waldron reported that Administrator Schultz is able to meet on Saturday to discuss the Medical Director if other parties are available and he would coordinate with Lt. Sulpy to set up the meeting.

Asst. Chief Martin reported that the Power Truck SOG was rolled out a couple of weeks ago. Commissioner DeSimone explained to Commissioner Keyser that the program was in pilot phase until the end of March when it would be reviewed to see whether to continue with it. Administrator Schultz asked if the Power Truck had been in service in the last couple of weeks. Lt. Belott reported that the Power Truck has not been in service the last few weeks due to staffing issues. Asst. Chief Martin noted that the District could potentially lose 4-5 EMS members in the next year and a half and 4 of them could be in the next few months. Asst. Chief Martin reported that there were 16 open shifts this month and this was with staff meeting their minimum required hours. Lt. Belott noted that the district is down 2 part-time EMTs and 2 Per Diem EMTs plus a Per Diem out on a 6-month injury. Commissioner Waldron suggested that the Power Truck pilot program be put on hold until such time as the District has the sufficient staffing because the Power Truck has not been utilized enough to provide enough data to evaluate its effectiveness. The Board agreed to suspend the program until such time as the Chief and scheduling officer feel there is enough manpower to ensure steady use of the Power Truck over a 3-month period. Administrator Schultz asked to discuss this in Executive Session.

Administrator Schultz reported that there is an omission on this evenings agenda which was to allow Cpt. Costello to give his presentation that was discussed at the last meeting.

DEPART FROM REGULAR AGENDA: The Board departed from the regular agenda to hear a presentation by Cpt. Costello.

Cpt. Costello presented the Board with his plan to utilize the 3 volunteer duty crews to cover Sundays instead of Monday, Tuesday and Wednesdays. Cpt. Costello reported that this plan would ensure Sunday coverage and laid out various scheduling options to the Board based on the ideal of 4 people per shift, the goal of 3 people per shift, and the minimum of 2 people per shift. Cpt. Costello noted that the senior firefighters, those with 25 or more years, would

have to participate in the program although they would not need to cover as many shifts as others. Cpt. Costello pointed out that his program proposal would staff shifts based on the qualifications of the people needed on the shift as opposed to the rank of the individual. Cpt. Costello presented a tiered stipend incentive plan for the Sunday crew that would encourage them to continue training and could run in conjunction with the current Volunteer Incentive Program or in place of it. Cpt. Costello felt that this was a necessary step to encourage volunteer participation and motivate volunteers to continue training. Cpt. Costello reported that this program would also have an accountability factor for unexcused absences. Cpt. Costello felt that the first unexcused absence would need to be made up and any more unexcused absences would result in the forfeiture of the stipend for some shifts and / or be put on probation for the program. Cpt. Costello noted that there would only be 4 people on a shift that would receive the incentive but other volunteers would be allowed to come on calls if they are available. Cpt. Costello felt that there could also be an award program for people who ran the most calls per quarter or year. Cpt. Costello noted that there is still much to discuss about the program such as updating everyone's qualifications and the program, should the Board and the Fire Co. agree to it, would not be able to be implemented until all the questions are answered and issues resolved. Commissioner Waldron felt that it would be wrong to eliminate Pay per Call because he or anyone who answers calls during the week but not on Sundays would not receive any incentive stipend. Cpt. Costello felt that there needs to be a clean slate concept when analyzing the program. Cpt. Costello felt that this program will help with recruitment and retention. The Board thanked Cpt. Costello for all the work he put into the proposal and said they would get back to him with any questions.

BUDGET: Commissioner Waldron reported that 2023 Budget was approved by the voters.

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

NEGOTIATIONS: Commissioner Waldron reported that he and Commissioner Cornine met with Lt. Belott and FF Ujfalussy regarding Lt. McGuinness's request for assistance in the Fire Prevention Bureau.

LIAISON TO THE VOLUNTEERS: Commissioner Waldron reported that he discussed the air quality and testing that the Board is doing at the Fire Co.

meeting. Commissioner DeSimone noted that there was a very good turnout at the last Fire Co. meeting.

BUILDINGS AND GROUNDS: Commissioner Waldron reported that he had a \$3500 quote for the duct cleaning on the 2nd and 3rd floor at the last meeting and he has since received another quote of \$2900. Commissioner Waldron reported that the 2nd contractor will be here on March 8th to clean the ducts.

Commissioner Waldron reported that the Board signed a check tonight to Allmark for the installation of the window panels in the ambulance bay door and asked if the cost would be covered by the insurance company. Administrator Schultz reported that he would send a copy of the invoice to the insurance company.

Commissioner Waldron reported that Ambulance 32 has a right-side exhaust discharge and all the vent set ups are left sided. Commissioner Waldron reported that he called the contractor who installed the exhaust vents and they said the easiest solution was to add a hose, piece of track and suction tip that goes into the ambulance so that a right or left side vehicle exhaust can be accommodated in that one bay. Commissioner Waldron reported that this would cost \$7500. Asst. Chief Martin suggested putting an exhaust fan on a timer in the window but is not sure how the relays would be hooked up. Asst. Chief Martin reported that the carbon monoxide alarm in the day room went off recently when Ambulance 32 was started to go out on a call. After discussing various options, the Board decided to purchase a carbon monoxide meter and keep a log of the reading when Ambulance 32 goes out and comes back for a couple weeks since this is the first time in 2 years that there has been an incident.

APPARATUS/EQUIPMENT AND MAINTENANCE: Asst. Chief Martin reported that he spoke with the sales rep for the new ladder truck and he is waiting on a drawing from the engineer which should be ready in a couple of weeks. Asst. Chief Martin reported that once the drawing is done the workgroup will reconvene to look at the plans to make sure that all the changes from the previous draft were completed. Asst. Chief Martin reported that if all the changes were completed the workgroup's research will be complete.

INSURANCE: Administrator Schultz reported that he got some information back from the Morris County JIF and once the new Board is installed he will discuss it with them.

Administrator Schultz reported that the District is also doing an audit on the other insurances that the District has and have scheduled a meeting with a VFIS representative for next week to ensure that all our coverages are adequate.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Administrator Schultz reported that the District met with representatives from H2M to discuss plans for a new firehouse on this property. Administrator Schultz cautioned that this plan includes all the things that the District identified as wants and needs. Administrator Schultz reported that H2M will also be exploring rehabbing the current firehouse or rehabbing some and replacing other portions. Administrator Schultz reported that after feasibility study for rehabbing the facility is complete the District will meet again with H2M and the Board will have to decide what is best for the District.

Administrator Schultz reported that Commissioner O'Hare had initiated a dialogue with District 2 and it has fallen by the wayside. Administrator Schultz reported that the discussion was about the 2 Districts taking steps forward through shared service agreements. Administrator Schultz felt that once the new Board is in place a couple of Commissioners can be appointed to start up the discussions again. Commissioner Waldron noted that Commissioner O'Hare was going to set up a meeting between the 10 commissioners but unfortunately it did not happen. Administrator Schultz reported that if the 2 Boards would like to have a Special Meeting then he can publish the required legal notices to make it happen. Former Chief Davidson noted that if the project is to move forward there has to be someone or a couple of people driving the project forward.

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 he spoke with District 2 Commissioner Gethins today and all of the paperwork pertaining to the MOA to allow District 3 to park the 3rd ambulance in their firehouse has been returned to us so an ambulance can be stored there anytime.

NEW BUSINESS: None.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, March 16, 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. Dugan Sr. recommended that the District ask the Fire Co. to help fund any version of Cpt. Costello's plan should the Board decide to implement it and keep the Pay per Call stipend also. Fire Co. Member Harrington felt that Pay per Call should be retained.

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

Steven Cornine, Secretary