

**April 20, 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 April 20, 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, Michael Dugan Jr., Gary Keyser, and Shawn Waldron were present.

Asst. Fire Chief Martin, Mr. James Hark Jr., Lt. Sulpy, and EMT Makar were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

The minutes from the March 30, 2023 Special Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Waldron made a motion to approve the minutes from the March 30, 2023 Special Meeting. Commissioner Cornine seconded the motion. All were in favor. Commissioner Dugan Jr. abstained.

The minutes from the April 6, 2023 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the April 6, 2023 Regular Meeting. Commissioner DeSimone seconded the motion. All were in favor.

**REPORT OF THE TREASURER:** Commissioner Waldron reported that the annual PFRS and PERS employer pension payment was made and that the District is operating within budget.

**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. Commissioner Keyser asked if anyone had any questions on the reports.

Commissioner Waldron asked Asst. Chief Martin if the two policies that he saw in his email would be going to PowerDMS. Asst. Chief Martin reported that FF Ujfalussy will put them on PowerDMS when he comes in tomorrow.

Commissioner DeSimone asked if everything in PowerDMS had been cleaned up.

Asst. Chief Martin reported that it is being worked on and noted that some things need to be updated and the uniform policy is being worked on. Asst. Chief Martin reported that the vendor was at the firehouse today to measure staff for new uniforms. Asst. Chief Martin noted that the Fire Division has been measured but the EMS Division is delinquent in being measured. Commissioner DeSimone asked if this was for Class A uniforms and if any evening sessions were made available. Asst. Chief Martin reported that the vendor was here during the day today and was supposed to be here tonight but only 1 EMT was scheduled so they left early. Asst. Chief Martin reported that the vendor was measuring for duty uniforms and Class A for the Fire Co. Commissioner Waldron noted that after many months of asking for a list of uniform items that each member needed and that Asst. Chief Martin has taken over the task of ensuring that everyone has Class B uniforms with the assistance of Lt. Belott. Commissioner Waldron suggested that once the vendor gives an anticipated date that everyone will have duty uniforms that members be made aware that after that date they will be sent home if they do not wear the proper uniform. Asst. Chief Martin reported that the vendor anticipates the uniforms being delivered in 7-8 weeks after ordered. Commissioner Waldron suggested alerting the staff of the anticipated date for the new uniform policy to take effect. Asst. Chief Martin noted that the uniforms are being ordered in stages and that the current order is for Spring and Summer uniforms and the Fall and Winter uniforms will be addressed at the end of Summer. Administrator Schultz reported that there was \$6,020 left in the 2023 budget. Asst. Chief Martin thought there was \$8000 in the budget line. The bookkeeper will get Asst. Chief Martin copies of the invoices for the 2023 uniform expenditures. Commissioner Waldron noted that contractually the District is supposed to provide staff with 2 uniforms each. Asst. Chief Martin noted that the new hires from the past year or so were never issued their initial uniforms. Administrator Schultz recommended that the District get a quote for everything

they want to order this year and then the Board can decide what can and can't be done.

Commissioner Cornine noted that in Lt. Belott's report he recommended that in his opinion Truck 33 not be used anymore. Commissioner Cornine asked Asst. Chief Martin to look into getting a professional opinion on whether the Truck is usable. Asst. Chief Martin reported that UL did not say that the Truck was unsafe to operate and the District is waiting for a quote on the cost to make the repairs that UL requires to certify the aerial unit. Asst. Chief Martin reported that UL has not said that the Truck needs to be decommissioned.

Commissioner Keyser reported that Lt. Belott's report indicates that there is joint training scheduled with Morristown, Madison, and Hanover Township District 3 on May 16 and 17. Commissioner Keyser reported that Asst. Chief Martin asked Lt. Belott to calculate the amount of overtime required to allow all staff to participate in the training and it comes to \$2,400. Commissioner Keyser asked what type of training was taking place. Asst. Chief Martin reported that it is the annual confined space training which has occurred every year since the District agreed to be part of the County Confined Space Team. Administrator Schultz reported that training overtime was accounted for in the budget and there should not be a problem.

Commissioner Keyser noted that Lt. Belott's report said that the Medical Director, Dr. Letizia, will be doing mandatory training for the membership on Monday, April 24 and asked if career staff will be coming in for the training and be paid overtime. Asst. Chief Martin reported that for those that cannot come in Lt. Sulpy is working to see if doing the training via Zoom and if Dr. Letizia will allow Lt. Sulpy to be a train the trainer because the District is introducing a new medication, albuterol, into its toolbox which everyone needs to be trained in administering. Asst. Chief Martin confirmed that compensated personnel would need to be paid overtime if they have to come in on a day they are not scheduled. Asst. Chief Martin noted that there is also Narcan, Epi-pen and CPAP updates that need to be gone over. Administrator Schultz felt that if training was going to be allowed over Zoom that cameras should be required to be on constantly and that random questions be required to be answered.

Commissioner Waldron asked if the chainsaw is off Engine 34 and that a new one would be purchased. Asst. Chief Martin reported that the District is looking to purchase a new chain saw but that the prices have gone up considerably.

Commissioner Keyser asked if Asst. Chief Martin was still looking to have the side view mirrors on Car 31 replaced. Asst. Chief Martin reported that since Car 37 is earmarked to be replaced, one of the side view mirrors can be taken from that vehicle to replace the Car 31 mirror.

Commissioner Keyser asked if Ambulance 38 was going up to Northeastern for work on the speakers. Asst. Chief Martin reported that there are special mounts for the speakers that were in there and the replacement speakers appear to be bigger than the mounts so mounts need to be fabricated for the new speakers.

Asst. Chief Martin reported that all the ladders were tested and passed.

Commissioner Keyser asked if there were any questions on the Fire Officials report. There were no questions.

**EMS:** Commissioner DeSimone commented that the year-to-date EMS calls are down from last year while the fire calls are up. Asst. Chief Martin reported that the EMS numbers will probably go down even more due to a change in the run cards for certain calls that EMS will no longer respond to.

**BUDGET:** Commissioner Waldron reported that the engineer is coming in to inspect the 2<sup>nd</sup> and 3<sup>rd</sup> floor to see if the issues noted in the original report have changed in the couple of years since the last inspection. Administrator Schultz reported that on the 3<sup>rd</sup> floor it is becoming very obvious that either the floor is coming in or the walls are going out.

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

**NEGOTIATIONS:** Nothing to report.

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

**BUILDINGS AND GROUNDS:** Commissioner Dugan Jr. reported that a plumber was in on Tuesday to inspect the toilet on the 3<sup>rd</sup> floor because it was cracked. Asst. Chief Martin reported that the quote from the plumber was too high so the career staff purchased a new toilet and replaced it themselves and it is back in service.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Cornine noted that there was nothing to report beyond the Truck 33 issues which were already discussed.

**INSURANCE:** Administrator Schultz reported that the Accident and Sickness policy is up for renewal and that the existing policy can be renewed or an additional rider increasing the benefits to anyone that is out on disability which is still within the budgeted amount. Administrator Schultz noted that the difference in the premium is about \$800. Commissioner Waldron made a motion to renew the Accident & Sickness policy with the rider, seconded by Commissioner Cornine. All were in favor.

**BY-LAWS:** Commissioner DeSimone reported that the committee will have proposed changes to the By-Laws ready to review for the next meeting.

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Keyser reported that the Joint Board Special meeting will be discussed under Old Business.

**LIASON TO EXEMPTS:** Commissioner Cornine reported that he would reach out to the Exempts to discuss the potential of selling the back-parking lot to the District.

**RECORDS RETENTION:** Nothing to report.

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

**OLD BUSINESS:** Commissioner Keyser thanked all the Commissioners, Chiefs and staff that came out to the Special Joint Board meeting on April 18<sup>th</sup> at the Whippany firehouse to talk about consolidation. Commissioner Keyser reported that it was decided to put the consolidation on hold and to move forward to see what kind of shared services agreements the Joint Board can come up with. Commissioner Keyser thanked Administrator Schultz and Mr. Hark Jr. for putting together an agenda for the meeting.

Asst. Chief Martin reported that he sent a copy of the quote for replacing the ladder truck and now the Board has to decide how to move forward. Asst. Chief Martin noted that waiting will result in a significant increase in the cost of the truck as is illustrated by the increases in cost since the work group originally secured a quote in 2021. Commissioner Keyser reported that District 2 is getting a new ladder truck and questioned whether the Board should be looking to replace Truck 33 at this time given that the 2 Boards are looking to enter into shared service agreements. Commissioner Waldron noted that every day the Board waits to place an order on the truck the cost and delivery time get greater.

Commissioner Waldron reported that he spoke with Administrator Schultz today and it will be about 6 months before the Board could potentially sign a contract for the truck because of the voting process. Commissioner Waldron reported that the price will increase and then the District is also looking at having to maintain the existing truck for 3 ½ years before a new one is delivered. Commissioner Waldron noted that the maintenance cost for the truck has increased exponentially over the last few years. Commissioner Keyser questioned if it was worth maintaining and keeping if the District could go into a contract with Whippany. Commissioner Keyser reported that the District could sell the truck once it gets repaired. Commissioner Cornine noted that another Municipality only received \$7,000 for their used truck. Commissioner Waldron noted that if the District sells the truck and can go 40 months without a truck it begs the question if the District needs the truck in the first place. Commissioner Keyser reported that the District could go into an automatic aid agreement with a department that has a ladder. Commissioner Cornine reported that he has a hard time justifying a \$2 million ladder truck when District 2 is getting one and there are other options in trucks that would reduce the price dramatically. Asst. Chief Martin reported that District 2 is buying a rear mount aerial, not a tower, and one could buy a tower without a pump which would reduce the cost but then one would need to find some engine to feed it. Asst. Chief Martin noted that the length of the ladder could also be reduced but that would mean that it would not reach to the top of some of the hotels in town. Commissioner Cornine questioned the benefit of a mid-mount ladder if a rear-mount ladder could potentially be gotten for less money. Asst. Chief Martin felt that a mid-mount ladder gave much more versatility and that a lot of the salesmen in the business will tell you that a mid-mount is the way to go. Commissioner Keyser asked the Board to ask Asst. Chief Martin any questions they have before the next meeting and reported that the Board would decide on the ladder truck at the next meeting. Administrator Schultz laid out the timeline and administrative costs for this or any other project that the Board may decide on at the next meeting and anticipated that a contract could be signed in November. Administrator Schultz noted that the current quote includes a clause which states the price could go up as much as \$100,000 after signing the contract and this could be a problem because the voters would approve a certain amount which the District could not exceed. Commissioner Keyser asked if a lease purchase was still an option. Administrator Schultz confirmed that a lease purchase was an option but noted that the manufacturer would be taking a gamble on the leaser because at any

time a fire district can terminate a lease purchase. Administrator Schultz noted that 3 financing quotes would be needed for a lease quote and the District would still need to go to the voters for approval of the entire amount.

Commissioner Waldron reported that it was mentioned at the last meeting that Administrator Schultz was making attempts to recoup extraordinary expenses from the 1255 Rt. 10 fire and evacuation. Commissioner Waldron reported that the entire \$1861.69 in extraordinary expenses was recovered and thanked Administrator Schultz for his efforts.

Asst. Chief Martin reported that he sent the Board of the breakdown and the CUD map. Asst. Chief Martin reported that the map represented a 10-minute radius and he spoke with the County Dispatch and was informed that they can change the CUD response based on time. Asst. Chief Martin reported that if the District tells the County the distance that we want to go they can change the system to reflect that time. Asst. Chief Martin asked the Board if they wanted the change implemented. Commissioner Cornine felt that this is an operational decision, not the Boards. Asst. Chief Martin this issue was brought up by the Board and felt that the Board should tell him how far out they want to respond. The Board asked if this will affect the mutual aid system. Asst. Chief Martin reported that they are 2 different things and this would not affect the mutual aid system. Commissioner Cornine asked if the 10-minute radius was fixed to the firehouse or if it was dependent on where the truck is. Lt. Sulpy reported that the distance is from where the truck is. Lt. Sulpy noted that the current CUD response can send a truck to anywhere within the County which is counterproductive and felt that the 10-minute response radius allows us to take care of our residents while as well as those which have benefited from Mutual Aid over the years. The Board agreed with the 10-minute radius.

**NEW BUSINESS:** Commissioner Keyser reported that at the April 18 Special Joint Board meeting it was decided to move ahead with shared service agreements and that the shared service would encompass the administrative staff including the Administrator, assistant to the Administrator and the bookkeeper. Commissioner Keyser recommended entering into a MOU with District 2 to share the cost of the administrative staff when they work on shared service duties. Commissioner Waldron felt that the discussion was for each District to utilize the District 3 administrative services not just the Joint Board. Commissioner Keyser felt that it was stated that the District 3 administrative staff would be involved in any mutual

agreements that the Joint Board entered into. Commissioner Waldron felt that the Boards needed to clarify who the admin staff would be working for. Administrator Schultz felt that the 1<sup>st</sup> MOU would be for shared EMS services and the 2<sup>nd</sup> MOU would state that any work done in District 3 that benefits both Districts the costs would be shared by both Districts. Administrator Schultz reported that these 2 resolutions along with a resolution codifying the decision to step back from consolidation and focus on shared services should be presented at the June 2023 Joint Board meeting. It was decided that District 3 would provide minutes for the April 18<sup>th</sup> meeting at the June meeting. Administrator Schultz felt that with a shared service agreement the staff should be covered by one contract under the Joint Board and this would require the Joint Board getting a TIN and negotiating the contract. Administrator Schultz noted that the Districts would need to become a single PFRS and PERS entity, get a payroll company and there will be shared costs in getting this set up. Administrator Schultz reported that if the times comes that the 2 Districts look at consolidation again then there would not be the disparity in how each District operates and he felt that there are places for the admin staff from each District in the plan. The Board discussed various options on how the staffing situation and shared costs should be handled for the shared services.

Lt. Sulpy reported that Emergency Reporting which the District utilizes was bought out last year by ESO in the Fall of 2022. Lt. Sulpy reported that when Lt. McGuinness and he were in Atlantic City for the EMS conference they were able to speak with our sales representative but they had no information on how the acquisition was going to transpire. Lt. Sulpy reported that there is still no time frame for when Emergency Reporting will be obsolete however in order to get ahead of the situation as well as attempt to merge all our platforms together for ease of use Asst. Chief Martin asked him to look into options. Lt. Sulpy reported that ESO is very user friendly in all aspects and the only draw back is the price which is twice what the District is paying currently. Lt. Sulpy felt it was not quite worth the price. Lt. Sulpy reported that he is meeting next week with someone from Morris Township to see a demo of First Due which is what they are going with. Lt. Sulpy reported that he wanted to update the Board that the District is working on choosing software to replace Emergency Reporting once it is phased out as well as merge platforms together. Commissioner Cornine reported that he is aware of the situation and that ESO is quite pricey. Commissioner Cornine



reported that the District will have to spend time evaluating all the options before making a choice and should leave ample time to convert over to the new product.

**REMINDERS:**

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, May 4, 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:** None.

**RESOLUTIONS:**

**Commissioner DeSimone read Resolution 23-04-20-34 appointing a Medical Provider. Commissioner Keyser asked that the resolution be voted on after Executive Session.**

**Commissioner DeSimone read Resolution 23-04-20-49 recognizing Resident Frederick McCarrick. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor.**

**Commissioner DeSimone read Resolution 23-04-20-50 recognizing Resident Luis Marcelo Grandal. Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor.**

**Commissioner DeSimone read Resolution 23-04-20-51 accepting revised EMS Terms and Conditions. Commissioner Keyser asked that this resolution be held until after Executive Session.**

**Commissioner DeSimone read Resolution 23-04-20-52 offering a COE to Per Diem EMT Thomas O'Reilly. Commissioner Keyser asked that this resolution be held until after Executive Session.**

**Commissioner DeSimone read Resolution 23-04-20-53 authorizing the destruction of certain surplus equipment. Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor.**

**EXECUTIVE SESSION: Commissioner DeSimone read Resolution 23-04-20-54 to enter into executive session. Commissioner Cornine made a motion to**

**introduce the resolution, seconded by Commissioner Waldron. All were in favor.**

**The Board went into closed session at 8:34 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 9:42 p.m.**

**RESOLUTIONS:**

**Commissioner DeSimone read Resolution 23-04-20-34 appointing a Medical Provider. Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor.**

**Commissioner DeSimone read Resolution 23-04-20-51 accepting revised EMS Terms and Conditions. Commissioner Keyser noted that this resolution be held until May 4, 2023 Regular meeting.**

**Commissioner DeSimone read Resolution 23-04-20-52 offering a COE to Per Diem EMT Thomas O'Reilly. Commissioner Waldron. made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.**

**NEW BUSINESS:** Due to the importance of tomorrow's meeting with the structural engineer, Administrator Schultz asked the Board to give the Treasurer the approval to expend up to \$5,000 on engineering if the engineer tomorrow determines that there is an imminent need to have that done. Commissioner Dugan Jr. made a motion to approve the Treasurer to spend up to \$5,000 on engineering, seconded by Commissioner Cornine. All were in favor.

Commissioner Waldron asked the Board for permission to have Fire Optics evaluate the rest of the career personnel as he did for the three officers for the cost of \$750. Commissioner Dugan Jr. made a motion to spend \$750 on evaluations of the FF/EMTs by Fire Optics, seconded by Commissioner Cornine. All were in favor.

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

The meeting was adjourned at 9:48 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary