

June 1, 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 June 1, 2023 in accordance with 1silence for all those who have given their lives in service of their communities and nation.

ATTENDANCE: Commissioners Steven Cornine, Michael Dugan Jr., Gary Keyser, and Shawn Waldron were present. Commissioner Mary Lou DeSimone was absent.

Asst. Fire Chief Martin, Administrator Schultz, Mr. James Hark Jr., FF Martin, EMT Makar, EMT Perrone, Hanover Township Committeeman Cahill, and Fire Co. Member Harrington were also in attendance. Former Commissioner Quirk joined the meeting at 7:35 P.M.

DEPART FROM REGULAR AGENDA: The Board departed from the regular agenda to recognize the following residents for their actions on March 19, 2023 which helped alert neighbors that their house was on fire and minimize damage to their property.

Commissioner Keyser reported that resolutions recognizing Frederick McCarrick and Luis Marcello Grandal which were approved by the Board at a previous meeting. Commissioner Keyser presented Mr. McCarrick and Mr. Grandal with copies of the resolutions and fire extinguishers. The Board thanked Mr. McCarrick and Mr. Grandal for their actions.

The Board returned to the regular agenda.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the May 18, 2023 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Waldron made a motion to approve the minutes from the May 18, 2023 Regular Meeting. Commissioner Dugan Jr. seconded the motion. All

were in favor. Commissioner DeSimone was absent. Commissioner Cornine abstained.

REPORT OF THE TREASURER: Commissioner Waldron reported that the District is operating within budget but still needs to be diligent.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Asst. Chief Martin submitted his Bi-Monthly report on May 30, 2023. Asst. Chief Martin had the following additions to his report.

Commissioner Keyser asked if anyone had any questions on the Chief's report. Commissioner Cornine asked if the maintenance quotes attached to the report had been done or were just quotes. Asst. Chief Martin reported that they were just quotes.

Asst. Chief Martin reported that he sent the Board a quote from First Priority for a demo along with the specifications.

Asst. Chief Martin reported that Truck 33 went up to J&J for repairs and all have been completed with the exception of the delamination of the rails. Asst. Chief Martin reported that the Board has the quote for the delamination which is half of the original quote. Asst. Chief Martin thanked Fire Co. Member Harrington and Commissioner Waldron for their help in getting the Truck repaired. Asst. Chief Martin reported that he is investigating the difference between the original repairs quoted and the second opinion the District received. Asst. Chief Martin reported that the Board needs to decide on the rails repair. Asst. Chief Martin reported that he sent out the repair report from J&J today.

Commissioner Keyser asked for a status of the EEO training. Asst. Chief Martin reported that the one individual in Operations that has not completed the training has been dealing with a family emergency that they need to concentrate on now. Commissioner Keyser reported that the 2 CKFD members who have not completed the training have been contacted by Fire Co. President Hark Jr. and the one District employee has completed the training recently. Asst. Chief Martin reported that the new hires will also have to complete the training as part of their probationary requirements.

Commissioner Waldron thanked Fire Co. Member Harrington for looking into what one mechanic told the District needed to be done to multiple pieces of apparatus. Commissioner Waldron reported that one piece went to a different

mechanic for brakes and Fire Co. Member Harrington mentioned that the cab was not going up and down properly and there was an oil leak. Commissioner Waldron reported that the mechanic did the brakes, fixed the oil leak, and identified and repaired the cab all for far less than the original mechanic quoted the District just for brakes. Commissioner Waldron reported that Fire Co. Member Harrington suggested that the Board consider going back to this mechanic that they had used before and it has saved the District over \$10,000 and the apparatus are repaired and returned very quickly. Fire Co. Member Harrington reported that he received a call from the contractor about the delamination of the rails on Truck 33 and they said the Truck would be down there for 4-6 weeks.

EMS: Commissioner Cornine reported that the Board has 6 Resolutions for staffing before it tonight and there is a proposal out there for an ambulance.

BUDGET: Commissioner Waldron reported that the District is on budget and hoped that the District could find money for an ambulance next year.

PERSONNEL: Nothing to report.

NEGOTIATIONS: Commissioner Keyser reported that the Committee met to review the FMBA contracts for both District 3 and District 2. Commissioner Keyser reiterated that the 2 contracts were very different and reported that at this time District 3 is moving forward with negotiations on their contract.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Cornine asked if the timer for the parking lot lights had been fixed. Commissioner Dugan Jr. reported that he contacted an electrician who was supposed to come look at it but did not show up.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Keyser asked if either Ambulance 39 or Car 36 which the Board has decided to sell have been put up on GovDeals yet or will be soon. Administrator Schultz reported that the stipulations were that the ambulance was to be offered as a trade in first on another vehicle but if the Board wants to sell it outright then that can be done. Commissioner Waldron did not remember the stipulation and felt that the District would get more money on a sale as opposed to a trade in. Commissioner Waldron felt that Ambulance 39 should be out on GovDeals now because otherwise it will just sit here until the District is able to purchase a new

ambulance which would not be until next year. Administrator Schultz confirmed that the purchase of a new ambulance will be a lengthy process. The Board asked Administrator Schultz to list both Ambulance 39 and Car 36 on GovDeals. Mr. Hark Jr. noted that the Board has not declared Car 36 as surplus so it cannot be listed until then. Mr. Hark Jr. reported that the Board also said at the last meeting that Car 36 will be sold after a new Command Vehicle is purchased. The Board asked that Ambulance 39 be listed on GovDeals. Asst. Chief Martin reported that the price that he sent the Board for the demo ambulance is for a 2-person cab, not with the extended cab. Asst. Chief Martin reported that he spoke with the sales person today and he and Lt. Sulpy are going up next week to see what they have. Asst. Chief Martin noted that the salesperson told him that if the District is looking at an extended cab like Ambulance 32 there has been a significant increase. Asst. Chief Martin felt that the cost could easily be up to \$350,000 and he asked the salesperson to on a quote for the extended cab ambulance which has the same specs as Ambulance 32.

Commissioner Cornine asked for clarification on how the District uses vendors. Commissioner Cornine reported that the District had a vendor look at Truck 33, the price came in large, the Board discussed it and a proposal was made to go somewhere else. Commissioner Cornine asked how the District could fast track the process because the repair should not have to wait 2 weeks to be brought to the Board for approval to go to another vendor. Commissioner Cornine asked if the Board has to approve vendors. Asst. Chief Martin reported that the repair does not wait on Board approval for vendors. Commissioner Cornine noted that Commissioner Waldron said earlier that he was happy the Board took the advice to go to another vendor and wanted to be sure that the process was streamlined so that decisions did not wait to be made at a Board meeting. Commissioner Waldron clarified that Mr. Harrington just happened to be at a Board meeting and heard that Truck 33 was being sent out for an expensive repair and Mr. Harrington suggested taking it to another vendor might be worth looking into. Asst. Chief Martin reported that there is nothing stopping the District from taking apparatus to another vendor and as soon as there is a problem the apparatus is sent out. Commissioner Waldron noted that there is an annual threshold that the District is allowed to spend on each vendor without going out to bid but the threshold has risen now that the District utilizes a QPA. Fire Co. Member Harrington asked if the surplus apparatus could be sold outright. Administrator Schultz reported that the District could sell apparatus outright to another

governmental agency entity within the State of New Jersey but it is a very lengthy process to sell outside the State of New Jersey. Administrator Schultz reported that the District is bound to sell through GovDeals for the last 10 years.

Commissioner Keyser asked if the Board wanted to discuss the proposal to get the undercarriage done on Truck 33. Commissioner Waldron asked if having the UL certification was absolutely necessary. Administrator Schultz reported that the certificate was needed to get insurance on it. Commissioner Waldron reported that if the UL certificate was needed and the proposal is the best price that the district got, and 4-6 weeks is what the District has to deal with, there is not much room for discussion. Administrator Schultz reported that 3 quotes were needed. Asst. Chief Martin is to get 2 more quotes. Commissioner Cornine asked if the Board could get someone other than UL to certify the Truck. Administrator Schultz reported that there would be a general knowledge of liability issue if the District seeks a different opinion on it. Administrator Schultz reported that the vehicle does not become uninsured but the use of the ladder would not be insured. Asst. Chief Martin agreed with Administrator Schultz that if the District gets another vendor to certify the ladder and something happens who would be liable. Commissioner Cornine felt that if the District shared the UL report with the vendor when asking for a second opinion it would be fine but if the second opinion is too expensive then it does not make sense. Commissioner Waldron asked Administrator Schultz if a second opinion vendor would need to completely retest the ladder or if they would just spot check what UL indicated was the problem. Commissioner Waldron also asked the cost of the UL ladder test. The bookkeeper reported that the UL ladder test cost \$1360. Commissioner Waldron felt that even though he would like to think that any liability would be with the company that certified the ladder, it would look like the District did not like what Mom said so asked Dad which would increase our liability. Commissioner Cornine made a motion to solicit 2 additional quotes and to expend up to the \$15,000 current quote to repair the ladder truck. Commissioner Waldron seconded the motion. All were in favor. Commissioner DeSimone was absent.

INSURANCE: Commissioner Keyser reported that VFIS sent an engineer to the firehouse on Tuesday to inspect the firehouse and will have a report to VFIS in 2 weeks.

BY-LAWS: Commissioner Keyser reported that the Board made a motion to approve the 1st reading of amendments to the By-Laws 2 meetings ago and that

the 2nd reading would be tonight. Commissioner Dugan Jr. made a motion to approve the 2nd reading of amendments to the By-Laws, seconded by Commissioner Cornine. All were in favor. Commissioner DeSimone was absent. Administrator Schultz reported that he would have a resolution to approve the amendments ready for the next meeting.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Keyser reported that there was a Joint Board meeting earlier this evening. Commissioner Cornine reported that the original Consolidation Committee was formed via resolution with both Districts approving identical resolutions. Commissioner Cornine reported that he had discussed at previous meeting the need to pass new resolutions identifying the new direction of shared service agreements that the Committee is working toward. Commissioner Cornine reported that Administrator Schultz and Mr. Hark Jr. have prepared a draft resolution for the Committee to review. Commissioner Cornine reported that he brought the draft resolution up at the Joint Board meeting earlier so that both Boards were aware that a draft resolution was being worked on that will create a formal committee for the purpose of discussing the prospective shared services. Commissioner Cornine reported that the committee shall meet as needed and do so in uniform format, as proscribed, so there is a process. Commissioner Cornine reported that the committee will be authorized to form any sub-committees as needed. Commissioner Cornine reported that the remainder of the draft resolution outlines how the committee will operate. Commissioner Keyser felt that the Exempt Association and District Relief Association have nothing to do with the shared service agreements and should not be identified in the resolution. Commissioner Waldron felt that there was no harm in allowing the committee to speak to Exempts or Relief Association. Commissioner Keyser reported that the Board would hold off on voting on the resolution until everyone had a chance to review it. Commissioner Cornine reported that the draft resolution would be shared with everyone so that they could mark it up and discuss at the next meeting.

LIASON TO EXEMPTS: Commissioner Cornine reported that he reached out to EMT Thompson and asked the administrative staff to put a letter together to formally initiate the conversation about the parking lot. Commissioner Cornine reported that the letter went out yesterday. Commissioner Keyser reported that he spoke with EMT Thompson and he said that Commissioner Cornine will be

invited to the June 11th Exempt Meeting. Commissioner Cornine reported that he will attempt to make the meeting and asked for talking points. Commissioner Keyser reported that Commissioner Cornine should inform the Exempts of the Boards intention and ask if the Exempt lot may be an issue.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Committeeman Cahill thanked the members Hanover Township Fire District 3, Cedar Knolls Fire Department, and specifically Mr. James Hark Jr. for participating in the Hanover Township Memorial Day Parade.

Commissioner Keyser asked Committeeman Cahill if the Township had hired an Asst. Clerk yet. Committeeman Cahill reported that the position was still open.

OLD BUSINESS: Commissioner Keyser reported that by contract the career staff is entitled to 1 uniform and the District should move forward to get them their uniforms. Commissioner Waldron asked if the District was going to go ahead with the new patches as well because then career staff would only have one uniform with the new patch. Asst. Chief Martin reported that the new patch would be put on any existing shirts that the career staff have. Asst. chief Martin asked what the District will be doing for the EMS staff since some of their uniforms ripped. Asst. Chief Martin reported that the recent new hires will need uniforms also. Asst. Chief Martin reported that he gave the Board a quote for uniforms needed for the year which would provide all compensated staff, fire and EMS, with some uniforms. After discussing various options, the Board told Asst. Chief Martin to purchase the uniforms that were needed within the constraints of the budget and that if more money could be found later in the year then more uniforms could be bought. Asst. Chief Martin reported that he will meet with the union and come up with what they need right now to get them through the summer and get the rest of the staff the uniform pieces that they need.

Commissioner Keyser reported that the Board has discussed a waiver for those volunteer members who do not want to have an annual physical and needs to move forward. Commissioner Cornine reported that he wholeheartedly agreed. Commissioner Keyser noted that career staff will be required to have an annual physical. Commissioner Cornine made a motion that the Board approve annual physical waivers for volunteers pending attorney review, seconded by Commissioner Waldron. All were in favor. Commissioner DeSimone was absent.

NEW BUSINESS: Commissioner Keyser reported that after the June 15th meeting the Board does not meet again for 3 weeks and he would like to have a Special Meeting on June 22nd for the purpose of hearing the presentation from the consultant who reviewed the FF/EMTs and discussing any applications received for the Fire Chief position. Commissioner Cornine made a motion to hold a Special Meeting on June 22, 2023, seconded by Commissioner Dugan Jr. All were in favor. Commissioner DeSimone was absent.

Commissioner Keyser thanked all the career staff, especially FF Colin, for their efforts in cleaning the apparatus for the Memorial Day parade.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, June 15, 2023 at 7:00 P.M at the firehouse.

The Joint Fire Prevention Board Meeting will be held on Monday, September 11, 2023 at the District 2 Fire House at 6:30 P.M.

PUBLIC PARTICIPATION: Fire Co. Member Harrington asked if the Board was looking for a new Medical Director why would he be doing the physicals. Commissioner Waldron clarified that the Board has appointed a new Medical Director, Dr. Letizia, and has appointed FastER as the Medical Provider which does physicals.

RESOLUTIONS: Commissioner Dugan Jr. asked if anyone had objections to passing the following resolutions by consent agenda. There were no objections.

Commissioner Dugan Jr. read Resolution 23-06-01-69 appointing Per Diem EMT Prachthausen.

Commissioner Dugan Jr. read Resolution 23-06-01-70 appointing Per Diem EMT Shay.

Commissioner Dugan Jr. read Resolution 23-06-01-71 appointing Per Diem EMT Bednarz-Shafer.

Commissioner Dugan Jr. read Resolution 23-06-01-72 offering a COE for Per Diem EMT to Jenny Rapa.

Commissioner Dugan Jr. read Resolution 23-06-01-73 offering a COE for Per Diem EMT to Michael Grilli.

Commissioner Dugan Jr. read Resolution 23-06-01-74 offering a COE for Per Diem EMT to Cassandra Colon.

Commissioner Cornine made a motion to introduce the resolutions, seconded by Commissioner Waldron. All were in favor. Commissioner DeSimone was absent.

EXECUTIVE SESSION: None.

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

The meeting was adjourned at 8:05 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary