

August 3, 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 August 3, 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., and Shawn Waldron were present. Commissioner Gary Keyser was present via phone.

Asst. Fire Chief Martin, Mr. James Hark Jr., Lt. Belott, FF Martin, EMT Bergman, EMT Perrone, Mr. Dugan Sr. and Hanover Township Committeeman Cahill were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner DeSimone reported that the Board received the minutes from the last New Jersey State Association of Fire Districts minutes.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the July 20, 2023 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Waldron made a motion to approve the minutes from the July 20, 2023 Regular Meeting. Commissioner Dugan Jr. seconded the motion. All were in favor.

The minutes from the July 6, 2023 Regular Meeting Executive Session were reviewed.

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the July 6, 2023 Regular Meeting Executive Session. Commissioner Waldron seconded the motion. All were in favor.

The minutes from the July 11, 2023 Special Meeting Executive Session were reviewed.

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the July 11, 2023 Special Meeting Executive Session. Commissioner Waldron seconded the motion. All were in favor.

REPORT OF THE TREASURER: Commissioner Waldron distributed a copy of the P&L as of July 30, 2023 and reported 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 on August 1, 2023.

Commissioner Keyser reported that he could not download Asst. Chief Martin's report and asked to go through the report item by item. Commissioner Cornine reported that under the EMS Division report the Power Truck was reinstated with SOG 2023-001 but discussion about temporary suspension of the program due to lack of vehicles is needed. Commissioner Cornine reported that the district provided EMS standby on July 24th for a Hanover Township Police Department warrant execution. Commissioner Cornine reported there was no report for call statistics. Commissioner Cornine reported that the Fire Division responded to 4 notable calls. Commissioner Cornine reported that there is an attached Training Report from FF Ujfalussy. Commissioner Cornine reported that Lt. Belott will be attending the Fire Official course in Passaic County, July 26th to August 16th. Commissioner Cornine reported that Lt. Sulpy will attend Supervision in Leadership training at the National Fire Academy, August 7th through the 11th. Commissioner Cornine reported that under Equipment the oil change for the generator is pending. Commissioner Cornine reported that there was no vehicle maintenance report from Lt. Belott. Commissioner Cornine reported that an investigation into a possible misinterpretation regarding repair to fire apparatus is in progress. Commissioner Cornine reported that delamination concerns are outlined in a previous report submitted by Lt. Belott. Commissioner Cornine reported that SOP 2023-020 regarding fueling vehicles was issued. Commissioner Cornine reported that Ambulance 32 out of service for a week for repairs and returned with body damage. Commissioner Cornine reported that Ambulance 38 is at J&J with electrical issues and it is recommended that it be sent to VCI. Commissioner Cornine reported that there is no report under Building Maintenance or Fire Prevention. Commissioner Cornine reported that under

Personnel a written warning was issued to a full-time employee for violating SOP 2023-003. It was a 3rd offense. Commissioner Cornine reported that SOP 2023-018 regarding annual physicals was issued. Commissioner Cornine reported that SOP 2023-019 regarding non-compliance with payroll submissions was issued. Commissioner Keyser asked is there was an update on Truck 33. Commissioner Cornine reported that the only thing in the Asst. Chief's report on Truck 33 concerns the Workgroup for replacing it disseminating the specifications and the pricing for both the 100 foot and 70-foot ladder. Commissioner Keyser reported that he is referring to repairs to the existing truck but also asked the workgroup to get 3 quotes on the replacement. Asst. Chief Martin felt that the discussion was about getting updated pricing on the ladder truck that the workgroup had chosen and that the pricing was disseminated. Commissioner Cornine asked if the District was still waiting on additional quotes for the Truck 33 repair. Asst. Chief Martin reported that Elizabeth Truck Body came to look at the Truck and provided a repair estimate but it did not indicate that they will be removing the body from the frame rails and taking care of what is going on between the frame rails and the body. Commissioner Keyser asked if the District was going to move forward with the repair because UL will not certify the ladder until the repair is done. Asst. Chief Martin reported that the required 2 quotes have been received. Mr. Hark Jr. reported that the repair cost can be funded via emergency appropriation. Commissioner Keyser reported that he does not want to use an emergency appropriation because it will go against next year's budget and money will need to be found in this year's budget. Commissioner Waldron reported that there is no money for the repair in this year's budget. Commissioner Keyser asked if there was a possibility that Truck 33 would be taken out of service. Commissioner Waldron reported that this may be what has to happen if the Board does not want to use an emergency appropriation. Commissioner Cornine reported that the only other thing in the Chief's report is that on July 31st units were dispatched to 18 Juniper Drive for a reported structure fire and while enroute the Asst. Chief could see a large column of smoke indicating a fire. Commissioner Cornine reported that upon arriving Asst. Chief Martin found vines and debris on fire and observed a UPS employee with a dry chem extinguisher attempting to put the fire out to no avail. Commissioner Cornine reported that a neighbor used a garden hose to start putting water on the fire as Engine 35 arrived and they put out the fire. Commissioner Cornine reported that due to the nature and contents of the fire and the rapid spread, these men kept the fire from extending to the residence. Commissioner Cornine reported that Asst. Chief Martin recommended

that the men be recognized. Commissioner Cornine felt that the Board should recognize them the same way that they did for other residents earlier this year. The Board agreed. Commissioner Cornine reported that there is a Staffing Plan attached to the Chief's report that needs to be looked at in person so it will be discussed at a later date. Commissioner Cornine reported that the quote from Elizabeth Truck was also attached. Lt. Belott noted that there is a huge difference between the 2 quotes for the Truck. Lt. Belott reported that Elizabeth Truck does not have the capability to remove the body and perform the work underneath in between the frame rails but Valtek can do this and this is why their quote is significantly higher. Lt. Belott noted that the quotes do not include any repairs needed on the pump. Commissioner Cornine reported that the District would take the lowest qualified quote and needs to find the money for it.

Commissioner Keyser thanked Commissioner Cornine for reading the Chief's report.

Commissioner Keyser reported that he wanted to discuss the Power Truck. Commissioner Cornine reported that it would be discussed under old business.

Commissioner Cornine asked Asst. Chief Martin if he had anything to add to his report.

Asst. Chief Martin reported that the only addition would be the discussion of the suspension of the Power Truck since the District does not have the vehicles. Asst. Chief Martin reported that Ambulance 38 has to go to VCI for an electrical issue and Ambulance 32 needs to go to the body shop to get damage repaired that happened while it was in for another repair. Asst. Chief Martin felt that the District would be operating with one ambulance for about a month before the District is back to full fleet. Asst. Chief Martin reported that he did look into renting an ambulance and that would cost \$175 a day plus \$400 to put the graphics on it which are required by the State. Asst. chief Martin reported that it would also cost \$75 to have the rental ambulance inspected and he is waiting for a quote from another company. Commissioner Waldron reported that the decision on when to put the Power Truck back in service should be left up to the Chief as stated in previous minutes and the 90-day trial period will start at that point.

Commissioner Keyser asked what happened to Ambulance 32. Commissioner Waldron reported that it was at the dealer for warranty work and one of the

employees caused significant body damage while moving it. Commissioner Waldron felt that if the District decides to rent an ambulance then they should approach the dealer to pick up the cost.

Commissioner Cornine asked if anyone had any more questions for Asst. Chief Martin. There were no questions.

EMS: Nothing to report.

BUDGET: Commissioner Waldron reported that the District has spent 58% of the budget and is 58% through the year. Commissioner Waldron noted that the District has spent everything it is allowed to so far and there is no money left over to absorb the Truck repair.

PERSONNEL: Commissioner DeSimone reported that the Board would need to go into Executive Session.

NEGOTIATIONS: Commissioner Keyser reported that he and Commissioner DeSimone met and reviewed the contract and asked Administrator Schultz some questions and when he gets back to them they will meet again. Commissioner Keyser reported that progress is being made.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Nothing to report.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine reported that the apparatus has already been discussed and that the District will be moving forward with the Truck 33 repair.

INSURANCE: Commissioner Keyser reported that there was an item to discuss in Executive Session.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Waldron reported that the Consolidation Committee is on hold until the September Joint Board meeting.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Keyser asked Committeeman Cahill if the Township had hired an Assistant Clerk yet because the District is waiting for action on the false alarm fines that have been forwarded each month to the Township. Committeeman Cahill reported that an Assistant Clerk had been hired and asked that the District give the new hire about a month to get situated before looking into the fines.

OLD BUSINESS: Mr. Hark Jr. reported that the Planning Committee will be meeting with the architect next week about the new building plans.

Commissioner Desimone asked if times for annual physicals have been opened up for August. Asst. Chief Martin reported that the District is waiting for FastER to get back with dates and times for August physicals. Asst. chief Martin noted that the district has asked for some times that are late afternoon to accommodate people who work. Commissioner Desimone asked if the end of August is still the deadline. Asst. Chief Martin reported that the Department is on pace to complete the physicals by the end of August as long as FastER gets back with dates and times. Commissioner Keyser asked if the career staff had completed their physicals. Mr. Hark Jr. reported that all but 2 have been completed but the District is still waiting on results for another 2 people. Asst. Chief Martin noted that the list of completed physicals that Mr. Hark Jr. prepared contained only those that the district has received the results on but does not mean that everyone else is delinquent, they could have had the physical but the results have not been received yet.

Commissioner Cornine reported that Impairment Training and Policies is next on the agenda. Mr. Hark Jr. reported that this is the Policies and Procedures that was discussed at the last meeting and is ready for a motion for adoption at this meeting if the Board agrees to it. Mr. Hark Jr. reported that the policies with all the modifications made by council were emailed to the Board. Commissioner DeSimone made a motion to adopt the Impairment Training and Policies with the modifications made by council, seconded by Commissioner Keyser. All were in favor.

Commissioner Cornine reported that the discussion on the Power Truck was up next. Commissioner Keyser felt that the Board would have time to discuss the merits of a Power Truck because Asst. Chief Martin indicated that the District did not currently have the apparatus to allow for a Power Truck. Commissioner Waldron reported that Commissioner Keyser may have been cut off during a brief

discussion on the Power Truck earlier. Commissioner Waldron reported that the District will be down to 1 ambulance for a while since both ambulances need to go in for repairs. Commissioner Waldron reported that it was mentioned that the District would just stick with the last plan for the Power Truck which is that when the Chief is ready and feels that there is enough manpower and ambulances, he can start up the Power Truck trial again. Commissioner Waldron reported that then 90-day trial period would start. Commissioner Keyser reported that he is still waiting on information from the lieutenant on the Power Truck. Asst. Chief Martin reported that the lieutenant sent the information and cc'd him on it. Commissioner DeSimone reported that she had never been in favor of the Power Truck 90-day trial even when it was first introduced when she was the Board Chairperson. Commissioner Desimone was concerned that the statistics that Lt. Sulpy used to determine which times had the highest call volume included COVID data when call volume was extremely high. Commissioner DeSimone felt that there was not enough evidence to justify the need for a Power Truck. Commissioner DeSimone reported that she would only want to see data from 2022 forward. Asst. Chief Martin felt that there is not enough data for that time frame and the District would need to wait until 2024 to get a year to year comparison. Commissioner DeSimone clarified that she would just like to see 2022 data that shows Mondays and Thursdays are in fact high volume days. Asst. Chief Martin felt that 2022 data may show different high-volume days than 2023 and noted that due to the position that the District is in right now he would have no issue suspending the Power Truck program until next year. Asst. Chief Martin noted that his would allow the Board to look at 2022 and 2023 data side by side. Commissioner Waldron felt that the 90-day trial period was supposed to ascertain if Monday and Thursday did in fact have the highest call volume. Asst. Chief Martin felt that it was more cost effective to study the data over time to determine which days have higher volume and then test the program. Commissioner Waldron felt that the highest volume days could always change over time. Commissioner DeSimone agreed with Asst. Chief Martin to suspend the Power Truck program until next year so that better data will become available. Commissioner Waldron felt that no one could predict call volume on a particular day. Commissioner Keyser asked if anyone had received complaints from residents about the response time to leave Cedar Knolls to get to the other side of Town. Commissioner Keyser did not think there were any complaints and disagreed with a Power Truck just riding around. Commissioner Keyser agreed with Asst. Chief Martin that the program should be put on hold until next year.

when the data can be examined. Commissioner Waldron reported that it has already been decided to leave this to Asst. Chief Martin to start the program again when he feels that it is ready and if that is next year then that is fine.

Commissioner Keyser felt that the decision to move forward with the Power Truck should be up to the Board. Commissioner Waldron reported that the Board had already decided to move forward with the Power Truck trial but because of staffing and apparatus issues it was delayed. Commissioner Waldron reported that the Board decided to leave it up to the Chief to decide when to start the program trial again. Commissioner Cornine reported that there were raised hands and asked for their comments. Mr. Dugan Sr. reported that the Board has reported that the District is tight on money and felt that putting another ambulance on the road would bring in money but did not doubt that Asst. Chief Martin knew best when to put the 2nd ambulance into service. Mr. Dugan Sr. reported that his family had to wait for mutual aid for an ambulance recently because one was not available in Town. Commissioner Cornine reported that at a Consolidation meeting a member of the public had very strong opinions about EMS and providing it. Commissioner Waldron reported that Fire District 2BFC minutes indicate that they were considering going elsewhere for EMS so they have an ambulance on that side of Town.

Lt. Belott reported that he got a quote from a vendor recommended by Elizabeth Truck to provide preventative maintenance for corrosion and delamination which is critical on all of the District vehicles. Lt. Belott reported that the quote that was presented in his report about a month ago for the 2 engines and the 2 ambulances to be undercoated. Lt. Belott noted that the work is warranted as long as it is done annually. Lt. Belott reported that the quote for the 4 vehicles is \$1000 and he recommended that it be done. Commissioner Cornine reported that the Board approves a maintenance budget and it is expected that the Chief and Officers will spend it where you feel appropriate. Lt. Belott reported that he was told that he was not allowed to spend any money unless it was presented to the Board. Commissioner Cornine questioned why the Board approves a budget if all expenditures have to be approved by the Board anyway. Mr. Hark Jr. reported that the QPA requires Board approval of expenditures over 70% of the budget line. Commissioner Waldron reported that there is an appropriations policy which states that approval is needed for expenditures of certain amounts. Commissioner Cornine reported that the Board needs to determine if they are required to weigh in and/or where to find the money for this maintenance.

Commissioner Cornine asked if anyone had any other Old Business. There was none.

NEW BUSINESS: Commissioner Keyser reported that there is a discussion on DCRP that he would like to bring up in Executive Session.

Commissioner Keyser reported that the District has been having problems with the phone system for some time and the cost of a new system may need to be in the 2024 budget. Commissioner DeSimone noted that she had brought this up a year ago and she thought it was taken care of. Commissioner Waldron reported that he will discuss this in Executive Session. Mr. Hark Jr. reported that he will get some information for the next Board meeting.

Mr. Hark Jr. reported that the Board has discussed allowing businesses to pay Fire Prevention invoices via credit card in the past because many businesses are requesting it. Mr. Hark Jr. reported that he spoke with Lt. McGuinness and Tyler Technologies, the Mobile Eyes Service, and they sent over information on accepting credit cards in their system. Mr. Hark Jr. reported that it will cost the District no money to utilize their service as the fee is passed on to the paying business and the District will receive the full amount of the invoice.

Commissioner Cornine felt that if the businesses wanted to pay a convenience surcharge then he was fine with it. The Board agreed.

Commissioner Cornine asked if there was nay other new business. There was none.

REMINDERS:

The next regular meeting of the Board of Fire Commissioners will be held on Thursday, August 17, 2023 at 7:00 P.M at the firehouse. Commissioner Keyser noted that he would not be at this meeting.

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: Mr. Dugan Sr. reported that for at least the past 8 years Truck 33 has been costing quite a bit to maintain. Mr. Dugan Sr. felt that the money for the current repair should not be wasted unless it causes the Truck to be put out of service. Mr. Dugan Sr. felt that the Board needed to move on the recommendations of the Truck Replacement Committee and find a replacement. Commissioner Cornine reported that our insurance company will not insure the

ladder without the certification which requires the repair. Commissioner Cornine noted that there is a 24-36 month wait for a truck after it is ordered so while the Board needs to decide, the repair also has to be made.

RESOLUTIONS:

Commissioner DeSimone read Resolution 23-08-03-102 appointing Mr. Hark Jr. as Deputy Fire District Administrator. Commissioner Waldron made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner DeSimone read Resolution 23-08-03-103 rescinding a COE to Ms. Honcharyk. Commissioner Dugan Jr. made a motion to introduce the resolutions, seconded by Commissioner Waldron. All were in favor.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 23-08-03-104 to enter into executive session. Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

The Board went into closed session at 7:54 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 9:22 p.m.

Commissioner Cornine made a motion to have a Special Meeting on Tuesday, August 29, 2023 at 6:30 P.M. for personnel matters. The motion was introduced by Commissioner Dugan Jr. and seconded by Commissioner Waldron. All were in favor.

Commissioner Cornine reported that it was brought to the Board's attention that members were found to be sleeping and while the Board recognizes that inconsideration for employees' health and wellness it is sometimes necessary, The Board finds it completely inappropriate to be outside of hours. Commissioner Cornine suggested that the Board make a motion requesting the Chief to revisit the administrative order for sleeping accommodations to tighten down on the discretion of officers to make these decisions and to align better with how the Board would like the District run. Commissioner Waldron made a motion to request that the Chief revisit the administrative order on sleep accommodations, makes amendments to tighten the availability of making those decisions and have educational sessions to teach the lieutenants how to make better decisions.

Commissioners Cornine, DeSimone, Dugan Jr. and Waldron were in favor. Commissioner Keyser was opposed.

Commissioner Waldron reported that he was contacted by the Township Recreation Department about donating towards the cost of the Trackless Train for Hanover Township Day. Commissioner Waldron reported that last year the District and the Fire Co. each donated \$600 and felt that they should do again. Commissioner Keyser felt that the budget was too tight to donate this year. Commissioner Waldron made a motion to donate \$600 towards the Trackless Train, seconded by Commissioner DeSimone. Commissioners Cornine, DeSimone and Waldron were in favor. Commissioners Dugan Jr. and Keyser was against.

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

The meeting was adjourned at 9:26 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary