

September 21, 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 September 21, 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 Gary Keyser were present. Commissioner Shawn Waldron was absent.

Administrator Schultz, Deputy Administrator Hark Jr., EMT Bergman, and EMT Perrone were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner DeSimone reported that the Board received a letter from Spencer Shoudy thanking the District for the respect shown to his father during his funeral procession.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the September 7, 2023 Regular Meeting were reviewed.

Amendments to Previous Minutes: None.

Commissioner Dugan Jr. made a motion to approve the minutes from the September 7, 2023 Regular Meeting, seconded by Commissioner Cornine. All were in favor. Commissioner Waldron was absent.

The minutes from the August 17, 2023 Regular Meeting Executive Session were reviewed.

Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the August 17, 2023 Regular Meeting Executive Session, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Waldron was absent.

The minutes from the August 28, 2023 Special Meeting Executive Session were reviewed.

Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the August

28, 2023 Special Meeting Executive Session, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Waldron was absent.

The minutes from the August 29, 2023 Special Meeting Executive Session were reviewed.

Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the August 29, 2023 Special Meeting Executive Session, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Waldron was absent.

REPORT OF THE TREASURER: No report.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Asst. Chief Martin submitted his Bi-Monthly report on September 20, 2023.

Deputy Administrator Hark Jr. reported that there was a meeting regarding an EMS shared service agreement with Madison. Deputy Administrator Hark Jr. reported that he, Asst. Chief Martin, and Lt. Sulpy attended the meeting.

Asst. Chief Martin joined the meeting at 7:05 P.M.

Deputy Administrator Hark Jr. ceded the floor to Asst. Chief Martin on the subject of an EMS shared service agreement with Madison. Asst. Chief Martin reported that District 3 representatives met with Madison Chief Wickman, Cpt. Longo, and Madison CFO because their volunteer ambulance will cease as of September 29 and it was decided that the Fire Dept. will take over EMS. Asst. Chief Martin reported that Madison Fire Dept. did not realize what the endeavor entailed and is interested in entering into a shared service agreement to cover Madison EMS. Asst. Chief Martin reported that he told Madison that he would bring it before the Board and felt that it was a good way to get the District 3 name out there. Asst. Chief Martin reported that Madison has already contacted the County and they are not able to cover Madison EMS. Asst. Chief Martin felt that a month by month service agreement would be best until Madison municipal EMS can get up and working. Asst. Chief Martin reported that Madison would like to operate like this District operates with the volunteers supporting the municipal staff. Asst. Chief Martin reported that Lt. Sulpy told Madison it would take a 1 to 1 ½ years for Madison to get licensed. Commissioner DeSimone asked for clarification that Madison is asking for District 3 assistance 24/7 which would mean the District would have to increase our staffing to cover overnights for Madison. Asst. Chief

Martin confirmed that District 3 would cover Madison 24/7 but noted that the cost of any additional staffing would be included in the shared service agreement. Commissioner Keyser felt strongly that District 3 had its own coverage issues that need to be addressed before the District can cover other Towns. Commissioner Keyser felt that negotiations for a shared service agreement would require a lot of research on how any agreement would work and that there is no way that it could be in place for September 29. Asst. Chief Martin reported that September 29 is the date that Madison volunteer EMS will cease but he never said that District 3 would take over as of that date. Commissioner Cornine noted that our District may end up getting a call anyway through mutual aid and asked Asst. Chief Martin if Madison had a staffing plan in place but just needed to go through the motions for licensing which would take an extended period of time. Asst. Chief Martin reported that Madison had a staffing plan in place to promote and hire but their CFO said that it would have to be changed. Commissioner Cornine asked if Madison could run an ambulance without billing until they get licensed. Asst. Chief Martin reported that they might be able to but they do not have the staffing currently. Asst. Chief Martin reported that Madison has a dissolution clause in the by-laws but it is complicated by trusts that Madison is awarded. Asst. Chief Martin noted that he is not trying to take over Madison's problems but he told them that the District would help them and support them as best they can. Asst. Chief Martin reported that he can share the District 3 policies and procedures because all the necessary things are already in place here. Commissioner Cornine felt that this would just be the beginning of the conversation.

Commissioner Waldron joined the meeting at 7:10.

Commissioner Keyser asked Asst. Chief Martin for the status on Truck 33. Asst. Chief Martin reported that he is waiting for the emergency appropriation so that he can send the Truck to Valtek. Commissioner Keyser asked if the original price was still good. Asst. Chief Martin reported that as far as he knew it was good and that Valtek said that as soon as the funds are approved to let them know so that the Truck can be put on their calendar. Commissioner Keyser felt that Commissioner Cornine has a question about spending the money. Commissioner Cornine reported that his question was just about whether someone besides UL would sign off on the Truck and give us a certificate. Commissioner Keyser thought that Asst. Chief Martin was going to meet with Chief Nunn about another agency. Asst. Chief Martin reported that Chief Nunn sent him an email late last Friday and he has been at the Academy all week so has not gotten to the email. Administrator Schultz noted that our insurance company is looking for the

certificate for non-destructive testing and sent a list of 4 companies that can provide it, American Test Co. and 3 others, which he forwarded to the Board. Commissioner Keyser asked if the District has ever used any of them. Administrator Schultz thought that the District used to use American Test Co. before switching to UL. Commissioner Cornine felt that it might be difficult to get an appointment with American Test Co. because they are short staffed but he will call them and a couple of the other companies for quotes and availability.

Commissioner Keyser asked for an update on the Ambulance 32 repair. Asst. Chief Martin reported that the new doors have not arrived yet. Asst. Chief Martin noted that the dealer representative said that they have 2 demo ambulances coming out before the end of the year and 2 more in February. Commissioner Keyser reported that he brought information on demo ambulances back from the convention. Commissioner Waldron asked that the information be forwarded to Lt. Sulpy.

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

EMS: Nothing to report.

BUDGET: Commissioner Waldron reported he and Administrator Schultz continue to look at where budget money can be transferred from under-utilized accounts.

Commissioner Waldron reported that he, Administrator Schultz and Deputy Administrator Hark Jr. met with the District accountant to discuss bonding options for a new building, a ladder truck and 2 ambulances. Commissioner Waldron reported that Administrator Schultz has phone calls set up to discuss going to through County for bonding or going out on our own.

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

NEGOTIATIONS: Commissioner Keyser reported that he and the representatives from Local 109 that there have been other Board members asking questions about the contract negotiations. Commissioner Keyser felt there was a lot going on with the negotiations and staffing and he would like to have a Special Meeting on October 10 to discuss the contract. Administrator Schultz recommended that the Board announce the Special Meeting for general District business and personnel matters so the Board has the option to discuss other items. Administrator Schultz noted that October 19 is the drop-dead date to finalize

financing decisions for ambulances etc. and a broader announcement will allow the Board to discuss this at the Special Meeting if needed.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Dugan Jr. reported that there is a problem with the toilet on the 2nd floor and he thought the shutoff may need to be replaced.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine reported that there is resolution before the Board tonight to declare Car 36 surplus and sell it. Commissioner DeSimone read a letter from the Township of Hanover about their interest in purchasing Car 36 for \$13,000.

INSURANCE: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner DeSimone asked for the status of the phone system repair and/or update because she received an email last week from a business stating that they have not been able to get through to someone on the phone. Deputy Administrator Hark Jr. reported that if an individual is not logged into their voicemail, they will not receive notifications but that the phone system itself has been updated to ring in multiple places and everyone has their own extensions. Commissioner Waldron reported that he was led to believe that the phone system was shot. Administrator Schultz reported that the phone system is old but has been updated on the District end and he did not feel now was the time to discuss replacing it.

Commissioner Keyser asked for the status of the new Command Vehicle. Asst. Chief Martin reported that he spoke with the salesman who said that they are waiting on the clear the air box. Asst. Chief Martin reported that once that comes in the ambulance will go for painting and the salesman is supposed to send us the graphics for approval.

Commissioner Waldron reported that there are no updates since last meeting on the Fire Station engineering except that drawings for the building are due by the end of the week.

Asst. Chief Martin reported that the mandated impairment training deadline is September 30 and asked who had not completed it. Deputy Administrator Hark Jr. reported that he is working with the 3 volunteer officers to get theirs done and the Board has to get theirs done.

Commissioner Waldron asked if Asst. Chief Martin was moving forward on getting uniforms. Asst. Chief Martin reported that staff were measured and he is working to get samples to decide which jackets to purchase. Commissioner Keyser asked if all the Per Diems have safety shoes and if the District purchased them. Asst. Chief Martin felt that all the Per Diems should have safety shoes but that he was told that the District does not supply them. Commissioners DeSimone, Keyser and Waldron thought that the District purchased safety shoes for Part-time and Per Diem EMTs. Asst. Chief Martin reported that he heard that the District does not supply the Part-time and Per Diem EMTs shoes that they can then wear elsewhere. The Board felt that the District should provide the Part-time and Per Diem EMTs with safety shoes or reimburse them up to the cost of District provided shoes if they buy their own. Asst. Chief Martin reported that the current shoes cost \$165. Commissioners DeSimone and Waldron felt that this was high and that the EMTs did not require fire boots. Commissioner Cornine reported that Red Wing shoes average about \$120 and they are a good shoe. Asst. Chief Martin reported that he would get pricing on various safety shoes for the Board to review.

Commissioner Keyser asked if there was any other Old Business. There was none.

NEW BUSINESS: None.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, October 5, 2023 at 7:00 P.M.

The Joint Fire Prevention Board Meeting will be held on Thursday, December 7, 2023 at the District 3 Fire House at 6:30 P.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Desimone read Resolution 23-09-21-112 declaring Car 36 surplus and authorizing its sale to Hanover Township upon

receipt of the new replacement vehicle. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 23-09-21-113 to enter into executive session. Commissioner Cornine made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.

The Board went into closed session at 7:50 p.m.

Personnel matters were discussed, and action will not be taken.

The Board came out of closed session at 8:43 p.m.

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

The meeting was adjourned at 8:44 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary