

September 7, 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 7, 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, Administrator Schultz, Deputy Administrator Hark Jr., FF DiGiacomo, FF Ujfalussy, EMT Bergman, and EMT Perrone were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner DeSimone reported that the Arc of Morris sent the Board a flyer about their Golf Outing on October 23rd along with a Sponsorship letter.

Commissioner DeSimone reported that the Board received notice that the Bradley Funeral Home is hosting their 3rd Annual 1st Responders Pizza Party on September 18th from 12 PM to 2 PM at the funeral home.

Commissioner Cornine reported that he saw a post on the Hanover Township chat page thanking the Hanover police, fire and ambulance squads for their fast response to the high school for their daughter, noting that they beat the parents to the scene. Commissioner Cornine reported that the post went on to say that the responders were top notch and that the family appreciates them so much. Commissioner Cornine noted that at the time he took a screen shot of the post there were 16 comments and they were all positive.

APPROVAL OF PREVIOUS MINUTES:

The amended minutes from the August 3, 2023 Regular Meeting were reviewed. Amendments to Previous Minutes: The amendment discussed at the August 17, 2023 Regular Meeting was included in this version of the minutes.

Commissioner DeSimone made a motion to approve the amended minutes from the August 3, 2023 Regular Meeting, seconded by Commissioner Dugan Jr. All were in favor.

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

Amendments to Previous Minutes: None.

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

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

Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the August 28, 2023 Special Meeting, seconded by Commissioner Dugan Jr. All were in favor.

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

Amendments to Previous Minutes: None.

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

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

Amendments to Previous Minutes: None.

Commissioner Cornine made a motion to approve the minutes from the July 20, 2023 Regular Meeting Executive Session, seconded by Commissioner Waldron. All were in favor.

REPORT OF THE TREASURER: Commissioner Waldron 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 September 6, 2023 and had no additions to his report.

Commissioner Keyser noted that the maintenance report states that the turbo actuator on Engine 34 is bad and needs to be replaced and asked about the Asst. Chief Martin to clarify. Asst. Chief Martin reported that it was Engine 35 and it was a warranty issue that has been taken care of.

Commissioner Keyser asked about the comment on the brakes on one of the apparatus. Asst. Chief Martin reported that the District was told by FIS that the brakes on Engine 34 needed to be replaced. Asst. Chief Martin reported that Engine 34 was at another vendor for something else and they said that the brakes

did not need to be replaced. Asst. Chief Martin reported that Engine 34 was sent back to that vendor for something else and the District was told that the brakes did need to be replaced. Commissioner Keyser asked if the brakes have been replaced. Asst. Chief Martin reported that they have not been replaced because the District is trying to figure out whether they actually need to be replaced and why the District received 2 different answers from the same vendor.

Commissioner Keyser asked the status of the light tower on Engine 34. Asst. Chief Martin reported that he would ask Lt. Belott.

Commissioner Keyser asked for the status of the Ambulance 32 repair. Asst. Chief Martin reported that Nielson Ford felt that they could not do the ambulance repair and have contacted First Priority to order new doors. Asst. Chief Martin reported that when the doors come in the ambulance will probably be in the shop for 3 weeks to install them. Commissioner Keyser asked Asst. Chief Martin if he knew if the doors had been ordered. Asst. Chief Martin reported that it was his understanding that Nielsen Ford had ordered the doors through First Priority.

Commissioner Keyser asked the status of the Truck 33 repairs. Commissioner Cornine felt that the Board decided that the repairs would happen when the money was found for it. Asst. Chief Martin reported that if the Board says there is money for the repair he will get the Truck to Valtek because the repair would take about 3 weeks because the body needs to be removed from the chassis. Asst. Chief Martin reported that the District also has a quote from FIS to replace the gauges. Deputy Administrator Hark Jr. reported that the money for the repair has not been found but the District can do an emergency appropriation as was discussed 2 meetings ago. Deputy Administrator Hark Jr. reported that the paperwork could be started tomorrow if the Board decides to go that route. Commissioner Waldron noted that an emergency appropriation means it comes out of savings and asked if the Board should discuss what the attorney said about the usability of the Truck. Commissioner Waldron felt that if the repair will not make the Truck usable then the money should not be spent on the repair. Commissioner Keyser reported that Commissioner Waldron had asked if the District incurred any liability to continue to use the apparatus. Commissioner Waldron reported that the Board had an email from Administrator Schultz after he spoke with the attorney regarding the matter. Commissioner Keyser reported that it says in the email that it should be taken out of service. Commissioner Keyser reported that when he spoke with the attorney regarding the email, the attorney said that maybe Pierce, the manufacturer, could make a better

determination about whether the Truck should be taken out of service. Commissioner Keyser noted that the Board has never received a document saying that the Truck needs to be taken out of service. Asst. Chief Martin reported that the District received a report from UL they did not fail the Truck for its non-destructive test and the only thing that the Truck was giggered on was the PSI which makes sense if the gauges are bad. Asst. Chief Martin reported that UL also recommended that the rust around the torque box and frame rails be addressed but the Truck was failed for this. Asst. Chief Martin reported that if UL had failed the Truck it would have been taken out of service immediately. Commissioner Cornine asked Asst. Chief Martin to elaborate on any certificate that UL is supposed to issue. Asst. Chief Martin reported that he is not sure what UL issues. Administrator Schultz reported that UL issues a certificate after all repairs have been done. Commissioner Cornine noted that he has brought it up a few times that UL is not the only vendor out there. Commissioner Waldron asked if Commissioner Cornine was suggesting that the District have another vendor check the Truck before spending the \$15,000 on the Valtek repair. Commissioner Cornine felt that since the Board is looking to replace the Truck and the cost of the repair would have to be taken out of savings, it might be prudent to get another opinion. Commissioner Cornine suggested reaching out to the Black Meadows Association for recommendations on vendors. Asst. Chief Martin reported that he had a meeting with the Association Chief tomorrow and will ask. The Board agreed to look into getting a second opinion on the repair.

Commissioner Cornine asked about the capital purchase of SCBA replacements in the Chief's report. Commissioner Keyser reported that 6 cylinders need to be replaced now and 27 need to be replaced next year. Commissioner Keyser reported that the total cost would be about \$46,000 but noted that if 6 needed to be replaced now it would cost \$8,400 this year. Asst. Chief Martin reported that if the District gets confirmation soon if they are getting the SCBA grant then there would not be any out of pocket.

Commissioner Keyser asked for the status on the grant for new hose. Asst. Chief Martin that the last email he received about the grant indicated that the District was delinquent as of July 31. Asst. Chief Martin reported that he forwarded the email and has not heard anything since. Deputy Administrator Hark Jr. reported that the District has all the prices but has to get back to them. Commissioner Waldron asked that this be put on top of the to do list.

Commissioner DeSimone asked about how the 21 entries in the training records for the month of August were conducted, virtual or physical. Asst. Chief Martin described the various training that was conducted in August and noted that he has emphasized that all training has to be entered into ERS. Commissioner DeSimone felt that it was good and noted that it is the most training she has seen since she has been on the Board. Commissioner DeSimone asked about the spinal injury training that Dr. Letizia held in August. Commissioner Keyser reported that they also went to the airport. Asst. Chief Martin reported that the airport had nothing to do with Dr. Letizia's training and there was basically a walkthrough at the airport since the new Chief over there invited various neighboring agencies. Asst. Chief Martin reported that he sent Lt. Sulpy to the airport walkthrough. Asst. Chief Martin reported that the spinal injury training was conducted at the firehouse and was attended by whoever was on duty and whoever came over from Whippany. Commissioner Keyser asked about the cancelled live burn training. Asst. Chief Martin reported that the District made plans for a walkthrough at Novartis for the same time as the live burn was scheduled because the host agency for the live burn never confirmed that it would take place after the District reached out to them. Asst. Chief Martin noted that the District has reached out to neighboring fire districts to see if they would like to attend the Novartis walkthrough since if there is a fire they will also be responding.

Commissioner Keyser asked about breaking down the EMS call volume report to break out calls between District 2 and District 3. Asst. Chief Martin reported that he has to ask Lt. Sulpy if it is possible to break out the calls this way because he is not certain how the data is entered and can be captured.

Commissioner Keyser asked for confirmation that the apparatus undercoating done by Milspray has to be done every year. Asst. Chief Martin confirmed that Milspray recommends doing it every year. Commissioner Keyser asked what happened in the parking lot when the undercoating was done. Asst. Chief Martin reported that when Milspray came the 2nd time they forgot to put the plastic tarp down and forgot to tell the District to put plastic down in the firehouse to collect any dripping. Commissioner Keyser was surprised that Milspray did not pressure wash under the apparatus before applying the undercoating. Asst. Chief Martin reported that the worker who came the 1st day did pressure wash under the apparatus and put plastic tarp down but neglected to mention that it would take 3 days to cure and a tarp should be put on the bay floor.

Commissioner Waldron noted that he noticed that the District is getting PPE and asked if there was money left in that budget line. Asst. Chief Martin reported that there was money in the PPE budget line.

Commissioner Waldron reported that when he spoke to Asst. Chief Martin about the upcoming confined space training he misunderstood the Chairperson's opinion on it and he was supposed to ask Asst. Chief Martin to not have the training because it was taking people out of Town. Commissioner Waldron reported that he spoke with Asst. Chief Martin today and he reported that the on-duty members who attend the training will have apparatus with them.

Commissioner Waldron reported that they will respond from the training if needed. Commissioner Waldron reported that he would try to be around while the training is going on and felt that the District could ask if any other volunteers are available during this time. Commissioner Keyser noted that the training is for 8 hours every day. Commissioner Waldron reported that he or another volunteer would try to be here to drive with the career person on duty during those 8 hours. Asst. Chief Martin reported that 7 career personnel would be attending the training each day and that the on-duty crew for each day would respond to structure fire calls. Commissioner Waldron noted that there would always be one firefighter at the firehouse and 2 of the 7 will be on duty and able to respond from the academy. Commissioner Keyser asked for confirmation that it would not cost the District anything. Asst. Chief Martin confirmed there would be no cost to the District.

Commissioner Waldron asked for the status of the hose bed cover. Asst. Chief Martin reported that the District could either purchase the cover from the 1st party or a 3rd party and the price differential is about \$1000. Commissioner Cornine reported that Chief Dunn got one from D&R and felt the price was not crazy. Asst. Chief Martin reported that he got a quote from them and from Fire & Safety, which would be 3rd party because they said they do not do them in house. Commissioner Waldron noted that D&R has done ambulance seat recovering for the District and other work in the past. Asst. Chief Martin reported that D&R was more expensive. Commissioner Waldron reported that as long as there are budget dollars in the line then Asst. Chief Martin has the authority to make the purchase.

Commissioner Waldron reported that Asst. Chief Martin is getting career staff measured for their winter uniforms tonight and asked what the Board is going to do about the Part-time and Per Diem EMTs because he thought the Board

approved only the winter uniforms for career staff. Asst. Chief Martin confirmed that the career staff are being measured for long sleeve shirts but all the new Per Diems will not have long sleeve shirts for the winter nor are they going to have jackets. Commissioner Keyser felt that the Board had approved transferring budget money to cover both career and Per Diem uniforms. Deputy Administrator Hark Jr. reported that the budget transfers were to cover summer uniforms, not winter. Asst. Chief Martin reported that he would contact the vendor to get a quote on more long sleeve shirts because the new Per Diems already have pants. Commissioner Waldron noted that the District is required to provide staff with 2 uniforms so if the Per Diems were only issued a pair of pants and a short sleeve shirt then they are due another pair of pants with their long sleeve shirt. Commissioner Waldron reported that every one of the new Per Diems is currently in violation of the District uniform policy. Commissioner Keyser acknowledged that they were in violation of the policy but felt that the District should wait until next year to provide a spare uniform due to budget constraints. Commissioner Waldron reported that the Per Diems would at least need to be provided with a long sleeve shirt and a jacket. Commissioner DeSimone asked if there were spare jackets upstairs. Commissioner Waldron reported there were no spare jackets. Asst. Chief Martin reported that he found a suitable jacket for the EMTs for about \$84 and combined with the lined jackets for the career staff and shirts for everyone, it would cost about \$9000. Commissioner Cornine asked if there was extra money in the PPE line that could be transferred to uniforms. Deputy Administrator Hark Jr. reported that the uniform budget was increased to \$10,000 of which \$2400 was spent before the summer uniforms were ordered. Deputy Administrator Hark Jr. reported that the District will know how much money is left after the current uniform invoices are sorted out and paid. Deputy Administrator Hark Jr. reported that there should be about \$2000 left in the PPE line after the recent purchase that could potentially be used for uniforms. Asst. Chief Martin reported that he may need to buy another set of PPE so there may not be money left in that line. Asst. Chief Martin reported that he will figure out all the costs for winter uniforms and report back to the Board and noted that the update uniform policy regarding winter uniforms goes into effect October 1, 2023.

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.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Dugan Jr. reported that there are several loose or cracked electrical outlets on the 1st floor of the firehouse that need to be replaced.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine reported that everything was covered in Asst. Chief Martin's report.

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: Deputy Administrator Hark Jr. reported that there is a meeting scheduled with the architect tomorrow to discuss the fire station.

Commissioner Keyser asked if there was a deadline for the impairment training. Deputy Administrator Hark Jr. reported that he received the access codes for the training today and they would be sent to the Asst. Chief, lieutenants and the Board. Deputy Administrator Hark Jr. reported that the training deadline is September 30.

Commissioner Keyser asked if the Power DMS cleanup was complete. Asst. Chief Martin reported that a lot of the old COVID stuff have been archived and updates to the COVID policy have been made based on CDC guidelines. Asst. Chief Martin reported that if anyone feels ill they can answer a questionnaire on the CDC website and be told exactly what to do. Asst. Chief Martin reported that the District has reissued the policy on the UV light for the ambulances. Asst. Chief

Martin reported that items cannot be removed if there are outstanding signatures required but FF Ujfalussy has been making progress with it. Asst. Chief Martin felt that it would take another couple of months to complete.

Commissioner Keyser asked for a status on selling Car 36. Deputy Administrator Hark Jr. reported that the District has told the Township of Hanover that Car 36 will be declared as surplus at the next meeting.

Commissioner Keyser asked for the status of the new Command vehicle. Asst. Chief Martin reported that he will contact the representative tomorrow but the last time they spoke the rep indicated that the lights, console, sirens, etc. had to be ordered. Asst. Chief Martin reported that he was told that once the items come in it would take about a week to install them but in the meantime the vehicle was going to be sent to the shop to be painted. Commissioner Keyser asked if Asst. Chief Martin would have a better idea of timeframe after he spoke with the representative. Asst. Chief Martin reported that the representative indicated that it would take at least 3 months before the vehicle was ready.

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

NEW BUSINESS:

Commissioner Keyser asked about a \$250 check to Eagle Automotive to pick up and deliver a vehicle and to remove fluids. Asst. Chief Martin reported that this was to have a donated vehicle delivered and have the fluids removed so it could be used recreate a recent entrapment scenario for training purposes.

Commissioner Keyser asked if the District should look into participating in more training drills with ESU. Asst. Chief Martin felt that the more the District could train with people and get comfortable working with them the better.

Commissioner Keyser asked if there was any other new business. There was none.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, September 21, 2023 at 7:00 P.M.

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.

Members are invited to attend a September 11, 2023 Service at Notre Dame of Mt. Carmel Church at 8:30 A.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 23-09-07-111 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 7:55 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 9:00 p.m.

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

The meeting was adjourned at 9:01 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary