

## **January 4, 2024 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 January 4, 2024 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.

Administrator Schultz, Deputy Administrator Hark Jr., Asst. Chief Martin, Lt. McGuinness, FF Gilson, FF Martin, and Cpt. Costello were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

#### **APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the December 21, 2023 Regular Meeting were reviewed.**

**Amendments to the Previous Minutes: None.**

**Commissioner Cornine made a motion to approve the minutes from the December 21, 2023 Regular Meeting, seconded by Commissioner Dugan Jr. All were in favor.**

**The minutes from the December 7, 2023 Executive Session were reviewed.**

**Amendments to Previous Minutes: None.**

**Commissioner DeSimone made a motion to approve the minutes from the December 7, 2023 Executive Session, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Keyser abstained.**

**REPORT OF THE TREASURER:** Commissioner Waldron reported that things were tight but the District is finished 2023 within budget.

#### **Report of Fire Commissioner Board Committees and Chief of Department:**

**CHIEF'S REPORT:** Asst. Chief Martin submitted his Bi-Monthly report on January 3, 2024.

Commissioner Keyser asked for an update on Ambulance 32. Administrator Schultz reported that a VFIS representative came out to look at the ambulance

and we are waiting for the adjuster's final estimate on the cost of the repair. Administrator Schultz felt that VFIS will cover the cost of the repair and then go to Nielsen Ford to recoup the cost. Administrator Schultz noted that the District does not have a Vehicle Rental Policy in place so VFIS will not cover the cost of renting an ambulance while Ambulance 32 is being repaired. Administrator Schultz reported that he has a call into legal counsel but the District may have to cover the rental cost or go after Nielsen Ford ourselves to recoup the rental cost. Administrator Schultz reported that Lt. Sulpy is looking into the possibility of obtaining an ambulance through other avenues for the time Ambulance 32 is out of service.

Commissioner Keyser asked for clarification on the mandatory training due date. Asst. Chief Martin reported that all the mandatory training, including the EEO training, has been put out and is due by January 31.

Commissioner DeSimone asked Asst. Chief Martin what the Field Training Officer Program proposal requirements were. Asst. Chief Martin listed the continuing and one-time requirements for the program. Commissioner Waldron asked who is eligible to be an FTO other than someone who has all the required qualifications. Asst. Chief Martin reported that the program is open to everybody, not just the career staff. Commissioner Waldron asked if the District will limit the number of people in the program. Asst. Chief Martin reported that not everyone is going to be eligible because of all the prerequisites and then there is an interview process before they can be appointed by the Board. Asst. Chief Martin reported that if the Board wants to limit the FTO to 3 then the top 3 candidates would go through the District FTO program so that there is consistency in training methods. Commissioner Keyser reported that he had questions but would meet separately with Asst. Chief Martin to discuss.

Commissioner Keyser asked if Lt. Sulpy's 2023 year end call report figures could be broken down between the 2 Districts. Asst. Chief Martin reported that Lt. Sulpy is trying to figure out a way to do this without going call by call.

**EMS:** Nothing to report.

**BUDGET:** Commissioner Waldron reported that the Special Meeting for Public Commentary on the 2024 District Budget occurred earlier this evening. Commissioner Waldron reported that there was no commentary on the 2024 Budget and Administrator Schultz was able to provide information to a resident about the January 24, 2024 Special Meeting.

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

**NEGOTIATIONS:** Commissioner Keyser reported that he and Commissioner Cornine met with FMBA representatives before the holidays and need to set up another meeting now that the holidays are over.

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

**BUILDINGS AND GROUNDS:** Nothing to report.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Waldron reported that the tires were replaced on Engine 34 & 35 with the exception of 1 tire that had been replaced 2 months ago.

**INSURANCE:** Nothing to report.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Commissioner Dugan Jr. reported that the regular website is up to date. Commissioner Dugan Jr. reported that another website regarding the District 3 future projects (firehouse, aerial apparatus and ambulance) will be launched shortly.

**PLANNING COMMITTEE:** Commissioner Keyser reported that the Board passed a resolution last quarter to pursue shared service agreements with District 2 and he would like to start moving forward with it. Commissioner Keyser reported that he and Commissioner Cornine would reach out to District 2 to start the dialogue.

**LIAISON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

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

**OLD BUSINESS:** Commissioner Keyser asked for an update on Car 36 disposition. Asst. Chief Martin reported that the equipment, lights, siren and decals have been removed and the car is ready to be picked up.

Commissioner DeSimone reported that there was a discussion about having the architect come to a Board meeting in December to discuss the firehouse plans with the Board and asked if the meeting was ever scheduled. Asst. Deputy Hark Jr. reported that the architect was unavailable for the December 7, 2023 meeting and it was decided that the architect should be present at the Special Meeting on January 24, 2024.

Commissioner Keyser reported that there was a question about whether Truck 33 could be moved and run while it was out of service because the insurance company said to remove the keys so it is not used. Asst. Chief Martin reported that the truck has been run regularly. Commissioner Keyser questioned whether the truck could be taken out to get gas when it runs low. Commissioner Cornine suggested reaching out to mutual aid partner who has a fuel cell on their truck.

**NEW BUSINESS:** Commissioner Keyser recognized EMTs Makar and Spirko for their response to a family emergency that he had.

Commissioner Dugan Jr. thanked everyone who came out to his grandfather's services and it was greatly appreciated by him and his family.

Commissioner DeSimone reported that the District uniform vendor is located in Hackensack and wondered if arrangements could be made that he would come to the firehouse sometimes as opposed to having one of our people go to Hackensack to drop items off or pick them up. Asst. Chief Martin reported that the vendor does come to the area periodically but it is many times quicker to go to Hackensack rather than wait for the vendor to come to us.

Commissioner Keyser asked if the District 3 Board recognizes the Cedar Knolls Fire Department as a fire fighting force because he has heard that CKFD is only a social club. Commissioner Dugan Jr. felt that the Cedar Knolls Fire Department is a fraternal organization. Commissioner Waldron reported that Title 40A says that a Fire District can contract with a volunteer fire department to be a fire fighting service but District 3 has never done that. Commissioner Waldron felt that according to the law the Cedar Knolls Fire Department is not a fire fighting force but in reality CKFD has always been recognized as a fire fighting force as evidenced by CKFD being included on District 3 patches. Commissioner Keyser reported that he wanted clarification before talking to District 2 about shared services agreements.

**REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, January 18, 2024 at 7:00 P.M.

A Special Meeting of the Board of Fire Commissioners will be held on January 24, 2024 at 6:30 P.M. at the Hanover Recreation Center to inform the residents of the District's intent to purchase an ambulance, an aerial apparatus, and a firehouse.

The Annual Election will be held on Saturday, February 17, 2024 from 2:00 P.M. until 9:00 P.M. Voters will be asked to elect three commissioners and additionally to approve or disapprove the 2024 Budget, a Cap Referendum, the purchase of an Ambulance and an Aerial Apparatus and the construction of a Fire Station.

Commissioner Keyser asked of the District had gotten poll workers yet.

Commissioner Dugan Jr. reported that he would look into it.

The next Joint Fire Prevention Board Meeting will be determined.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** The Board decided to hold the Resolutions until after Executive Session.

**EXECUTIVE SESSION:** Commissioner DeSimone read Resolution 24-01-04-02 to enter into executive session. Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner Waldron. All were in favor.

**The Board went into closed session at 7:32 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 9:12 p.m.**

**RESOLUTIONS:** Commissioner Cornine asked if anyone had an objection to voting on the resolutions by consent agenda. There were no objections.

**Commissioner Desimone read Resolution 24-01-04-03 approving a temporary budget.**

**Commissioner Desimone read Resolution 24-01-04-04 to offer a COE to Volunteer Spirko. Commissioner Cornine noted that policies will be made regarding areas volunteers can respond from to help volunteers who want to help us out.**

**Commissioner Desimone read Resolution 24-01-04-05 making permanent Firefighter/EMT Yen.**

**Commissioner Waldron made a motion to introduce the resolution, seconded by Commissioner Cornine. All were in favor.**

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

The meeting was adjourned at 9:15 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary