

## **November 7, 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 November 7, 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., Michael Dugan Sr. and Gary Keyser were present.

Administrator Schultz, Deputy Administrator Hark Jr., Asst. Chief Costello, Lt. Belott, Lt. McGuinness, FF Colin, EMT Bergman, EMT Villane and Hanover Township Committeeman Cahill were also in attendance.

**PUBLIC PARTICIPATION:** None.

The Board asked Committeeman Cahill if he would give his committee report prior to the Board departing from the agenda to go into Executive Session.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Committeeman Cahill reported that the Township Fire Prevention Ordinance draft has been going around the Township departments and the Township attorney for the past week.

Committeeman Cahill reported that the Districts ability to issue summonses and collect fines is not an issue but there are a couple of other things in the ordinance that were an issue. Committeeman Cahill reported that the Districts charging a fee for making recommendations on building plans and some other things that the Township is finding that are not statutorily legal will need to be scratched. Committeeman Cahill reported that the State statute about who has the authority to conduct building inspections still lies with the building department as opposed to the Fire District will need to be amended. Committeeman Cahill reported that he had hoped to have an amended draft tonight but he will get it to the Fire Districts as soon as Mr. Gorgio approves it. Committeeman Cahill emphasized that it will still be in draft form because the Township needs to vote on it.

Commissioner Keyser reported that the Fire Districts were under the impression that the Township had already reviewed the ordinance. Committeeman Cahill reported that the Township had reviewed it but these items were caught upon subsequent reviews. Committeeman Cahill reported that the Fire Districts objective to not have to rely on the Township Clerk to collect fees is not an issue.

**DEPART FROM NORMAL AGENDA:** The Board departed from the normal agenda to go into Executive Session. Committeeman Cahill left the meeting at 7:04 P.M.

**EXECUTIVE SESSION:** Commissioner DeSimone read Resolution 24-11-07-124 to enter into executive session. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

**The Board went into closed session at 7:04 p.m.**

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

**The Board came out of closed session at 7:32 p.m.**

The Board returned to the normal agenda.

**CORRESPONDENCE:** Commissioner DeSimone reported that the Board received a notice from Lt. Sulpy and Asst. Chief Costello for recognition for EMT Mauro, EMT Waldron, EMT Villane, and FF/EMT Martin. Commissioner DeSimone read the notice.

*On August 9, 2024 EMT Michael Mauro, EMT Shawn Waldron, EMT William Villane, and FF/EMT Joseph Martin were dispatched to a residence on Malapardis Rd. in the Cedar Knolls section of Hanover Township for a reported cardiac arrest. Upon arrival the crew found the patient on the second-floor hallway unresponsive and agonal breathing. The patient was evaluated and diagnosed with an acute brain bleed in the emergency room. Due to the crew's swift treatment and transportation of this patient, the patient was discharged from Morristown Medical Center with no acute deficits. Their actions and hard work were exemplary in assessing and treating this patient and led to a positive outcome for the patient and their family. It's due only to the teamwork and actions of aggressive patient care that kept a devastating situation from becoming worse. Therefore, we extend our appreciation for a job well done.*

Commissioner Cornine thanked Lt. Sulpy for putting this together and noted that it is always good to hear something nice. Commissioner Cornine noted that patient care like that doesn't happen by accident so kudos to the training and actions.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the October 17, 2024 Regular Meeting were reviewed.**

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

**Commissioner Keyser made a motion to approve the minutes from the October 17, 2024 Regular Meeting, seconded by Commissioner Dugan Jr. All were in favor.**

**The minutes from the October 29, 2024 Special Meeting were reviewed.**

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

**Commissioner Keyser made a motion to approve the minutes from the October 29, 2024 Special Meeting, seconded by Commissioner Dugan Jr. All were in favor.**

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. reported that the District is running over budget and that 83% of the way through the year the District has spent 88% of the budget.

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

**MONTHLY REPORTS:** Asst. Chief Costello distributed his Bi-Monthly Report.

Asst. Chief Costello reported that the new Junior Fire Volunteer has been making progress with his orientation, has received turnout gear and is getting close to being able to ride on the apparatus as an observer. Asst. Chief Costello reported that the driver training for 2 volunteer firefighters is going to pick up again. Asst. Chief Costello reported that the Board has the 2 job descriptions for the Engineer and Asst. Engineer positions that were distributed a couple of weeks ago. Asst. Chief Costello reported that he is waiting for feedback from the Board on the job descriptions.

Asst. Chief Costello reported that he met with all of the lieutenants to catch up on items that have been discussed at Board meetings. Asst. Chief Costello reported that an end of shift communication system has been started where at the end of shift the lieutenants are sending out an update of things that happened during the shift and anything coming up during the next shift. Asst. Chief Costello felt it was working well and keeping everyone informed about what is going on.

Asst. Chief Costello reported that with low volunteer turnout and staffing levels the District has run into issues staffing our Rapid Intervention Company so he has been working with District 2 Chief Perrello to come up with a joint team concept.

Asst. Chief Costello reported that he is continuing to go through all the response dispatch orders that Former Chief Martin started just to make sure everything is the way we want it. Asst. Chief Costello reported that the District will add a Manpower tone next year for certain higher priority call types.

Asst. Chief Costello reported that he has also come up with organization charts for the career staff that highlight administrative and daily sequences in addition to charts for the volunteer staff based on how they operate.

Asst. Chief Costello noted that all this information is included in the report that he distributed to the Board.

**EMS:** Nothing to report.

**BUDGET:** Commissioner Dugan Sr. reported that the committee met on Tuesday and is still waiting for the pension amount for the 2025 budget. Commissioner Dugan Sr. reported that the committee should have a draft 2025 budget for the Board at the next meeting. Commissioner Dugan Sr. reported that the District will be going for a referendum.

**PERSONNEL:** Commissioner DeSimone reported that the Board would need an Executive Session tonight.

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner Dugan Jr. reported that there will be a Fire Co. meeting on Monday. Commissioner Cornine reported that he would meet with Commissioner Dugan Jr. to prepare the Volunteer Communication Form.

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

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Dugan Jr. reported that Ambulance 32 will be going out for repair in 2 weeks.

**INSURANCE:** Commissioner Dugan Sr. reported that Administration will contact Mr. Siino to get an estimate of the health insurance costs for 2025. Administrator Schultz noted that vehicle insurance will probably be going up significantly also.

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

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Dugan Sr. reported that the Planning Committee has not met since the last Board meeting.

Commissioner Cornine reported that the Joint Fire Board met a week ago about consolidation and committees were handed out. Commissioner Cornine reported that there is another Joint Board meeting on November 19<sup>th</sup>. Commissioner

Cornine hopes that there will be some committee meetings soon. Commissioner Keyser reported that he is frustrated already because District 3 signed up for committees but nothing has been heard from District 2. Commissioner Keyser reported that he and Commissioner DeSimone are on a committee and have requested copies of District 2's Policies and Procedures but have not received anything or heard about anyone from District 2 signing up for the committee. Deputy Administrator Hark Jr. reported that someone from District 2 signed up today for the committee and the committee list will be circulated again at the District 2 Board meeting on Monday so hopefully there will be more signups. Commissioner Cornine reported that the committees can meet at any time and then report progress at the next Joint Board meeting. Commissioner Cornine reported that the Joint Board will vote to approve or reject decisions that the committees have made. Commissioner Keyser reported that he is concerned that a lot of work will be put into the consolidation process by the committees and then a lot of people who are not on the committees will nit pick at the work that the committees have done. Commissioner Keyser reported that questions brought up at the Joint Board will be sent back to the committees and this will prevent the process from moving forward. Commissioner Cornine reported that as Chairman of the Joint Board he would do his best to try to keep the ship going straight. Commissioner Cornine reported that regardless of who signs up for the committees, if the majority of the Commissioners at a Joint Board meeting approve of the committee's proposal then that is what goes into the plan. Commissioner Cornine noted that everyone has the right to participate whether they choose to or not and committee meetings can be held without representation from all parties if they choose not to participate. Commissioner Cornine hopes that there will be enough people who participate but only time will tell. Commissioner Dugan Sr. reported that the Budget Committee has a meeting scheduled for next Wednesday.

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

**RECORDS RETENTION:** Commissioner Cornine reported that paperwork is in process for some boxes of records that have been identified as eligible for destruction.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** See above.

**OLD BUSINESS:** Commissioner Keyser reminded the Board that they are supposed to review vendors for 2025 annual physicals. Deputy Administrator

Hark Jr. reported that one vendor is looking to come in next week depending on Commissioners availability.

Commissioner Keyser reported that the District needs to get W-4s from anyone who is eligible for Pay per Call so they can be set up in the Payroll System.

Commissioner Keyser asked if there is an actual transcription of the Board Executive Sessions in case someone wants to go back and look at something. Commissioner Dugan Sr. reported that the Executive Meeting minutes that the Board approves are put in binders. Deputy Administrator Hark Jr. reported that there are also audio tapes of the sessions. The bookkeeper clarified that the minutes are just the summarization of the general topics discussed in Executive Session, not the full transcription. Deputy Administrator Hark Jr. reported that the summarization process is utilized based on the recommendation of legal counsel. Commissioner Cornine felt that the topic summarization should prompt the Commissioners to remember what was discussed but the audio is available if further clarification is needed. Administrator Schultz reported that the current Executive Session minutes are exactly what Mr. Braslow recommended.

**NEW BUSINESS:** Commissioner Dugan Sr. thanked Lt. Belott and his crew for their work on the locker room shower cleanup and for putting the new hose that was received on the apparatus.

**REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, November 21, 2024 at 7:00 P.M.

The next Joint Fire Prevention Board Meeting will be held on Thursday, December 5, 2024 at 6:30 P.M. at the District 3 Firehouse.

There will be a Special Joint Fire Prevention Board Meeting held on Tuesday, November 19, 2024 at 7:00 P.M. at the District 2 Firehouse.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:**

**Commissioner DeSimone read Resolution 24-11-07-125 offering a COE to Per Diem EMT Atwood. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.**

**Commissioner DeSimone read Resolution 24-11-07-126 authorizing the donation of certain surplus equipment. Commissioner Dugan Sr. made a motion to**

**introduce the resolution, seconded by Commissioner DeSimone. All were in favor.**

**Commissioner DeSimone read Resolution 24-11-07-127 appointing Per Diem EMT Endress. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.**

**EXECUTIVE SESSION: Commissioner DeSimone read Resolution 24-11-07-128 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Keyser. All were in favor.**

**The Board went into closed session at 7:56 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 9:19 p.m.**

**RESOLUTIONS:** Commissioner Dugan Jr. made a motion for the resolutions to be passed under consent agenda. The Board disagreed. Commissioner Dugan Jr. rescinded his motion.

**Commissioner DeSimone read Resolution 24-11-07-129 appointing Probationary FF/EMT Bergman. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. Commissioners Cornine, Dugan Jr., and Dugan Sr. were in favor. Commissioner DeSimone was against. Commissioner Keyser abstained.**

**Commissioner DeSimone read Resolution 24-11-07-130 approving a title change for EMT Grilli. Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.**

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

The meeting was adjourned at 9:20 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary