

## **May 2, 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 May 2, 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, Michael Dugan Sr., and Gary Keyser were present. Commissioners Mary Lou DeSimone and Michael Dugan Jr. were absent.

Administrator Schultz, Deputy Administrator Hark Jr., Chief Martin, FF Martin, and members of the public were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:** The Board elected to circle back to approving the minutes later in the meeting.

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. distributed the April 2024 financial reports and indicated that the District is operating within budget although things are still tight. Commissioner Dugan Sr. reported that the District should receive the second quarter tax check in the middle of May.

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

**CHIEF'S REPORT:** Asst. Chief Martin submitted his Bi-Monthly report on May 1, 2024. Commissioner Cornine asked if there were any questions for Chief Martin.

Commissioner Keyser asked if Chief Martin, FF Ujfalussy and FF Martin would be attending the Fire Officer I & II courses. Chief Martin indicated that the Fire Officer training is done. Commissioner Keyser asked if the Hazmat training was also done. Chief Martin indicated that the Hazmat training would be completed tomorrow.

**EMS:** Commissioner Keyser reported that he met with District 2 Commissioner Gethins last week to discuss the cost of placing and staffing an ambulance at the District 2 firehouse. Commissioner Keyser indicated that there were also items to discuss in Executive Session.

Commissioner Keyser reported that all the parts are in to repair Ambulance 32 and asked if someone could ask the County OEM Director if they can provide an ambulance in our area for the 2-3 weeks that Ambulance 32 will be out of service for repairs. Chief Martin felt that getting the ambulance from OEM would not be the problem, rather if the County has people available to staff it. Commissioner Cornine did not feel that the County OEM was in the business of staffing 2<sup>nd</sup> ambulances for departments but felt sure that if this District was out an ambulance the County would step up.

Commissioner Dugan Jr. joined the meeting at 7:07 P.M. The Board circled back to the Approval of Previous Minutes.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the April 18, 2024 Regular Meeting were reviewed.**

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

**Commissioner Keyser made a motion to approve the minutes from the April 18, 2024 Regular Meeting, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Dugan Sr. abstained. Commissioner DeSimone was absent.**

**The minutes from the April 4, 2024 Executive Session were reviewed.**

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

**Commissioner Keyser made a motion to approve the minutes from the April 4, 2024 Executive Session, seconded by Commissioner Dugan Jr. All were in favor. Commissioner DeSimone was absent.**

**BUDGET:** Commissioner Dugan Sr. reported that there have not been any meetings on the 2025 budget yet.

**PERSONNEL:** Nothing to report.

**NEGOTIATIONS:** Commissioner Keyser reported that there are items to be discussed in Executive Session.

**LIAISON TO THE VOLUNTEERS:** Commissioner Dugan Jr. that the communications form for the volunteers indicating what was discussed at tonight's meeting will be prepared.

**BUILDINGS AND GROUNDS:** Commissioner Keyser asked if the District was going to purchase equipment to maintain the lawn and grounds. Commissioner Dugan Jr. reported that the funds for the purchase have been approved. Deputy Administrator Hark Jr. reported that FF Gilson obtained a quote from Lowe's for

the specified equipment. Commissioner Dugan Sr. reported that the equipment needs to be ordered and should be in around May 8.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Dugan Jr. reported that the District is still waiting for a gasket for Engine 34.

Commissioner Cornine noted that Truck 33 was listed on GovDeals. Commissioner Keyser asked if there were any bids. Commissioner Cornine indicated that there were no bids. Deputy Administrator Hark Jr. reported that bidding closed at noon today. Administrator Schultz indicated that there was a dealer who expressed interest and the District would contact him to see what he was willing to give us for the Truck.

**INSURANCE:** Nothing to report.

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

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Dugan Sr. reported that the committee hopes to meet in 2 weeks to discuss securing the building, staff sleeping quarters, etc.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner Keyser reported that he has something to discuss in Executive Session and that he would reach out to Committeeman Cahill about it as well.

**OLD BUSINESS:** Deputy Administrator Hark Jr. reported that the Board has a resolution before it tonight to allow the District to file an application with the Local Finance Board for the purchase of a new ambulance.

Commissioner Cornine asked for a status on the annual physicals. Deputy Administrator Hark Jr. reported that signup dates for physicals have been posted and that the deadline for completion is June 3.

**NEW BUSINESS:** Commissioner Keyser reported that the District needs to replace the computer server this year since it is beyond it's expected life. Deputy Administrator Hark Jr. reported that the District had a quote from last year of \$6,000 which is included in the 2024 budget. Deputy Administrator Hark Jr.

indicated that the price may have changed since then and he will ask our computer support person to get updates pricing.

**REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, May 16, 2024 at 7:00 P.M.

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

**PUBLIC PARTICIPATION:** Ms. Atkinson asked if a fundraiser would be included as part of the May 18 Open House to try to raise funds for building improvements. Commissioner Dugan Sr. reported that the Open House is a Cedar Knolls Fire Department event not a District so there are no plans for District fundraising at the event. Commissioner Dugan Sr. noted that the Cedar Knolls Fire Department is the Volunteer organization. Ms. Atkinson asked if the District had any plans for fundraising for building improvements. Commissioner Dugan Sr. reported that the District is a governmental agency and cannot do general fundraising. Administrator Schultz noted that the District did apply for a grant for building renovations through Senator Booker's office.

**RESOLUTIONS:** Commissioner Dugan Jr. asked if there were any objections to approving the following resolutions by consent agenda. There were no objections.

**Commissioner Dugan Jr. read Resolution 24-05-02-55 authorizing donation of certain surplus.**

**Commissioner Dugan Jr. read Resolution 24-05-02-56 to file an application with the Local Finance Board.** Commissioner Keyser asked if the District had to have specific rates and amounts in the application. Administrator Schultz reported that a notice was put in the Daily Record to solicit prospective financiers and that 3 bids will be submitted with the application. Administrator Schultz reported that the District would have to go with the lowest responsible bid. Commissioner Keyser asked if the District knew approximately what the finance rate would be. Administrator Schultz reported that the rate should be about 5.5%. Commissioner Dugan Sr. reported that the Board pursued other avenues to try to save the taxpayers some money such as asking the Township to loan the District the money. Commissioner Keyser asked what the term of the financing would be. Administrator Schultz reported that the amount would be financed for a

minimum of 5 years. Commissioner Dugan Sr. noted that one of the reasons that the District replaces apparatus based on their life expectancy as opposed to their individual conditions is to maintain a higher ISO rating for the District. Commissioner Cornine felt this will be a good conversation for the Planning Committee.

**Commissioner Dugan Jr. read Resolution 24-05-02-57 appointing Per Diem EMT Miller.**

**Commissioner Dugan Jr. read Resolution 24-05-02-58 authorizing a COE be extended to Junior Member Smith.**

**Commissioner Dugan Sr. made a motion to introduce the resolutions, seconded by Commissioner Keyser. All were in favor. Commissioner DeSimone was absent.**

**EXECUTIVE SESSION: Commissioner Dugan Jr. read Resolution 24-05-02-59 to enter into executive session. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner DeSimone was absent.**

**The Board went into closed session at 7:25 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 8:47 p.m.**

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

The meeting was adjourned at 8:48 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary