

June 20, 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 June 20, 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. Commissioner Dugan Jr. was absent.

Administrator Schultz, Deputy Administrator Hark Jr., Lt. McGuinness, Asst. Chief Costello, FF DiGiacomo, FF Martin, FF Ujfalussy, Township Committeeman Cahill, Fire Co. Member Harrington, Mr. DeSimone, and some District 2 members were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the June 6, 2024 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Keyser made a motion to approve the minutes from the June 6, 2024 Regular Meeting, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Dugan Jr. was absent.

The minutes from the May 16, 2024 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Keyser made a motion to approve the minutes from the May 16, 2024 Executive Session, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Dugan Jr. was absent.

DEPART FROM THE AGENDA: The Board departed from the agenda to swear in Asst. Chief Costello. Commissioner Cornine administered the oath of office to Asst. Chief Costello. The Board congratulated Asst. Chief Costello.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the interim June 2024 financial reports and indicated that the District is currently slightly over budget and things are still tight.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Chief Martin submitted his Bi-Monthly report on June 19, 2024. Commissioner Keyser asked for the status of Engine 34. Lt. McGuinness reported that the Engine 34 check engine light came on and had coolant added. Lt. McGuinness reported that Engine 34 is back in service. Commissioner Keyser asked for the status of Ambulance 38. Lt. McGuinness reported that there was a rear switch that was flipped that lowered the suspension and when the switch was flipped back the suspension rose again. Lt. McGuinness reported that Ambulance 38 is also back in service.

Commissioner Cornine reported that the Policy for Physical Fitness included in the Chief's report and noted that it does not look like it was amended or put in place. Commissioner Cornine asked FF Ujfalussy if he knew the status. FF Ujfalussy reported that he sent the policy to Chief Martin after it was brought up at the last meeting and he attached the draft to the Training report since he has not heard back from Chief Martin. FF Ujfalussy noted that he modified another agency's policy to create the draft Physical Fitness policy. Commissioner Cornine felt that the Board agreed that something needed to be put in place but since it didn't look like it was updated, it is still on the To Do list. Commissioner Keyser felt it should be a guideline as opposed to a policy. FF Ujfalussy clarified that the draft was a SOG, not a policy.

Commissioner DeSimone noted that there has been an uptick in the number of inspections being conducted by staff. Lt. McGuinness noted that the figures represent 1 ½ months of inspections.

Commissioner Keyser noted that there is mention of the Argentine Soccer Team practicing in the community from June 22 to June 26 and asked if they would be practicing at Red Bull facility. Commissioner Dugan Sr. confirmed they would practice at the Red Bull facility. Commissioner Keyser asked if District 3 was requested to stand by at the facility and if the District was charging for the stand by. Commissioner Dugan Sr. confirmed that District 3 was requested to stand by but did not know if the District was charging them. Commissioner Keyser felt that the District should look into whether the facility has agreed to pay for stand by service because the District needs to pay the stand by staff on the ambulance. Commissioner DeSimone did not know if they were charged but noted that District 3 has a fee schedule for such service. FF Ujfalussy reported that it was his understanding that a few local agencies would be staging their duty ambulances at the District 2 firehouse during the soccer practice but would be responding to

calls appropriately from there. Commissioner Cornine felt it sounds like an operational move to prepare for potential calls versus a request for a dedicated ambulance on site so the district may not be billing. Commissioner Keyser felt that if an outside agency requests that the District be there than the district should get reimbursed for it. Commissioner Dugan Sr. felt that the District should make the County representative who is arranging this aware that the District may be billing for stand by service. Asst. Chief Costello volunteered to touch base with Chief Martin to find out about any plan that was put in place.

EMS: Commissioner Keyser reported that he attended the last District 2 BFC meeting and discussed moving forward with EMS MOA discussions. Commissioner Keyser noted that there are a lot of things that need to be discussed and it will be a lengthy process. Commissioner Cornine felt that the discussions need to define what will be achieved by the MOA. Commissioner Keyser reported that the goal is to put an ambulance in the District 2 firehouse. Commissioner DeSimone asked why District 2 is interested in having an ambulance in their firehouse. Commissioner Keyser reported that District 2 wants an ambulance possibly because voters asked about EMS during elections. Commissioner Dugan Sr. reported that he is in favor of having a second rig in District 2 during certain periods. Commissioner Cornine asked if the District 2 Board seemed in favor of the EMS MOA process. Commissioner Keyser reported that they have an interest. Commissioner Cornine reported that the EMS Committee will schedule a meeting with the District 2 EMS Committee and discuss the goals of any MOA.

Commissioner Keyser reported that if the District 3 ambulance is going to be on standby when the Argentina soccer team is practicing at Red Bull, District 3 should invoice them for the standby service. Commissioner Cornine felt that District 3 may have just agreed to stage the duty ambulance at the Whippany firehouse but will answer any calls from there. Commissioner Cornine felt that in this case District 3 may have agreed to not charge. Asst. Chief Costello reported that he will follow up.

BUDGET: Commissioner Dugan Sr. reported that the 2025 budget process should begin in July 2024.

PERSONNEL: Commissioner DeSimone reported that there will be an Executive Session.

NEGOTIATIONS: Commissioner Keyser reported that the Negotiation Committee and Deputy Administrator Hark Jr. met with the FMBA representatives last Tuesday and presented them with the final version of the contract. Commissioner Keyser noted that there was an error on the salary guide, which has been corrected.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Keyser reported that the air handler is continuously running on the 3rd floor air conditioner and felt that the air filters should be changed on a monthly basis instead of a quarterly basis. Commissioner Cornine asked who would be responsible for this. Commissioner Dugan Sr. reported that Commissioner Dugan Jr. is on the building and grounds committee but Lt. Belott supervises building maintenance. FF Martin reported that he will be filling in for Lt. Belott on building maintenance while he is out.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Cornine reported that the Board just received an apparatus/equipment report, much of which has already been covered. Commissioner Cornine asked if there were any questions. There were no questions.

INSURANCE: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the Planning Committee tried to meet today but was interrupted by some calls. Commissioner Dugan Sr. reported that the main topic for the committee is to get a price on how much it will cost to stabilize the building. Commissioner Dugan Sr. reported that some members of the committee are preparing designs on what they feel the building needs. Commissioner DeSimone asked if a new committee was formed. Commissioner Dugan Sr. reported that the committee was the same one that worked on the new building proposal, not a new committee. Commissioner DeSimone asked if the committee asked if there was anyone who would like to join the committee or if all the existing committee members still wanted to be on it. Commissioner Dugan Sr. reported that the existing committee members have been attending meeting so they are still interested and the committee will be opened up down the road. Commissioner Dugan Sr. felt Administrator Schultz could help identify people who should be asked to join based on feedback from

them about the last new building proposal. Commissioner Dugan Sr. felt that this could help avoid an “anti-building” campaign when the District goes out for approval for renovating the building. Commissioner Keyser felt that the committee should be looking at the price of 3 separate things; stabilization, construction, and remodeling. Commissioner Dugan Sr. reported that they are all in one package. Commissioner Keyser felt that they should not be combined. Administrator Schultz reported that the reason it is all put together in a \$4.8 million package is because the whole package was submitted to Senator Booker’s office for funding. Administrator Schultz reported that the District has received a preliminary indication that the District has been recommended for \$3.8 funding. Administrator Schultz reported that the reason the committee has been moving forward is because the District needs to be “shovel ready” if the District is awarded the funds. Administrator Schultz reported that counsel has advised that the District to have a plan to go to the community for buy in or everything will be scrapped. Commissioner Keyser felt that the cost should still be divided into stabilization cost, construction cost, and remodeling cost. Commissioner Dugan Sr. reported that the plan will provide a breakout of the costs. Commissioner Dugan Sr. noted that the committee is working to identify the adjusted cost of stabilizing the building as a first step. Commissioner Dugan Sr. reported that the cost of stabilization will impact the scope of the rest of the project. Commissioner Dugan Sr. reported that after an initial plan is developed it will be shared with other people to get their opinion. Commissioner DeSimone asked if the plan would also be shared with the rest of the Board as opposed to right before it goes before the voters. Commissioner Dugan Sr. reported that the plan will be shared with the entire Board earlier than last go around. Commissioner Cornine reported that he made a commitment early on that he was going to involve all stakeholders. Commissioner Cornine reported that if the District was starting from the ground up and doing a whole new project, he would have put everyone together already as it is his responsibility to put the committees together. Commissioner Cornine reported that with Senator Booker’s funding that was identified by the Administrator, it is a whole different ball game so the Board is going to let the existing committee forge forward so the District does not lose the funding. Commissioner Cornine reported that once the committee is happy with the project and the District needs to get community buy in, then the District will engage with the appropriate people who had previous engagement with the building and were vocal at meetings. Commissioner Cornine felt that there wasn’t anyone who would be opposed to spending Senator Booker’s money.

Commissioner Cornine noted that the District will be required to match a portion of the funds and needs to solicit the public for this portion.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Committeeman Cahill reported he is also a member of the Joint Board EMS Committee and asked to be included in any committee meetings.

Committeeman Cahill reported that the Township will be doing a study on where to install speed bumps/humps on certain Township roads where speeding has become an issue.

OLD BUSINESS: Administrator Schultz reported that the new ambulance financing application has been approved by the Local Finance Board and papers will be signed tomorrow. Administrator Schultz reported that the funds should be released the beginning of next week and the District should take delivery of the ambulance sometime next week. Deputy Administrator Hark Jr. reported that the lettering on the ambulance should be done on Monday.

Commissioner Keyser asked about the status of the new Command Vehicle. Deputy Administrator Hark Jr. reported that staff visited Nielsen Fleet today and they are backed up again. Deputy Administrator Hark Jr. reported that Nielsen claimed that the vehicle has not started production yet though the box and graphics are there. Deputy Administrator Hark Jr. reported that it takes about 2 weeks to install both. Deputy Administrator Hark Jr. reported that Nielsen said that the battery is also dead from sitting so long. Deputy Administrator Hark Jr. reported that the staff expressed displeasure at the further delays and recommended that the district give Nielsen a hard deadline to deliver the vehicle. Deputy Administrator Hark Jr. reported that staff also told Nielsen that the District could take the vehicle somewhere else for the box mount and lettering. Deputy Administrator Hark Jr. asked for the Board's approval to send a letter to Nielsen with a hard deadline. The Board approved sending the letter to Nielsen.

Commissioner Keyser reported that FF Martin's building maintenance report indicated that the 3rd floor ceiling is still leaking and that he would like to take a look at it with FF Martin when he is on duty tomorrow. Commissioner Cornine asked if the District needed to hire a contractor. FF Martin reported that it probably one or both of the interior drains that are clogged and overflowing.

Commissioner Cornine asked if there was damage from the leak. FF Martin reported that the ceiling is dripping and wet. Commissioner Dugan Sr. reported that there is damage in other places. Commissioner Cornine asked if some of them could take a look after the meeting. Commissioner Dugan Sr. noted that getting up into the cupola is not easy.

NEW BUSINESS: Commissioner Keyser reported that he stops in the firehouse once a day if he can and noticed that EMT Waldron spends a lot of time going over charts and working with the Per Diem and Volunteer EMTs. Commissioner Keyser wanted it noted that he is doing a good job not only as a member but as a Per Diem working with the other EMTs. Commissioner Cornine encouraged Commissioner Keyser to draft a letter to put in his file.

Commissioner Dugan Sr. reported that there is a resolution before the Board tonight to adopt the 2023 audit and asked if the Board had any questions on the audit. Commissioner Keyser reported that he had some questions that were answered by the Administrators.

REMINDERS:

A Special Meeting of the Board of Fire Commissioners to discuss regular business will be held on Tuesday, July 2, 2024 at 7:00 P.M.

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

The next Joint Fire Prevention Board Meeting will be held on Monday, September 9, 2024 at 6:30 P.M. at the District 2 Firehouse.

PUBLIC PARTICIPATION: None.

RESOLUTIONS:

Commissioner DeSimone read Resolution 24-06-20-78 adopting the 2023 Annual Audit. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Keyser. All were in favor. Commissioner Dugan Jr. was absent.

Commissioner DeSimone read Resolution 24-06-20-79 adopting the Budgetary Corrective Action Plan. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Dugan Jr. was absent.

Commissioner DeSimone read Resolution 24-06-20-80 accepting the resignation of FF/EMT Yen. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Dugan Jr. was absent.

Commissioner DeSimone read Resolution 24-06-20-81 accepting the resignation of Fire District Chief Martin. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Dugan Jr. was absent.

Commissioner DeSimone read Resolution 24-06-20-82 authorizing a COE for Per Diem EMT be extended to Siddhant Desai. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Dugan Jr. was absent.

Commissioner DeSimone read Resolution 24-06-20-83 authorizing a COE for Per Diem EMT be extended to John Hart. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Keyser. All were in favor. Commissioner Dugan Jr. was absent.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 24-06-20-84 to enter into executive session. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Keyser. All were in favor. Commissioner Dugan Jr. was absent.

The Board went into closed session at 7:44 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 9:52 p.m.

Commissioner Keyser made a motion to post for the position of Firefighter/EMT, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Dugan Jr. was absent.

Commissioner Keyser made a motion to post for the career position of Fire Chief, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Dugan Jr. was absent.

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

The meeting was adjourned at 9:54 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary