

April 3, 2025 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 April 3, 2025 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 Mary Lou DeSimone, Michael Dugan Sr., Robert Gallagher, Thomas Harrington, and Gary Keyser were present.

Administrator Schultz, Deputy Administrator Hark Jr., Asst. Chief McGuinness, Deputy Costello, FF Martin, FF Ujfalussy, EMT Endress, EMT Harrington, and EMT Waldron were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the March 20, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Gallagher made a motion to approve the minutes from the March 20, 2025 Regular Meeting, seconded by Commissioner Harrington. All were in favor.

The minutes from the March 6, 2025 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the March 6, 2025 Executive Session, seconded by Commissioner Gallagher. All were in favor. Commissioner DeSimone abstained.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the March 2025 P&L which shows that through 25% of the year, the District has spent 31% of the budget. Commissioner Dugan Sr. reported that the District has made the annual Employer Pension payment which has skewed the percentage.

Commissioner Dugan Sr. reported that the total amount of the bills paid at tonight's meeting is \$10,703.31.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Asst. Chief McGuinness reported that he has not submitted any reports since the March 20, 2025 report. Ass. Chief McGuinness reported that the only addition is that on April 26th the District/Department will participate in the One River/One Cleanup program to clean up certain portions of the river along with East Hanover and Morris Plains. Commissioner Dugan Sr. noted that this is a very intensive clean up with a machine assisting to bring our 246 tons of stuff during the last clean up.

Deputy Chief Costello reported that Asst. Engineer Quirk has moved into his role and is working to set up the work details probably on a quarterly basis.

Deputy Chief Costello reported that on April 15 there will be a live burn training at the Academy with District 2.

Deputy Chief Costello reported that he has 1st quarter stats for volunteer response, participation in crews and volunteer training which will be posted. Deputy Chief Costello recognized Jr. Firefighter Addeo who has 15 drills and over 90 hours of in station staffing in the 1st quarter 2025.

Deputy Chief Costello reported that he has written proposed updates to the Junior Firefighter Program based on what was learned from the last 2 individuals who went through the program. Deputy Chief Costello reported that he is looking to alleviate some burdens on the career staff by putting guidelines in place that are supported by the Board. Deputy Chief Costello indicated that he would like to get these proposed changes to the Board in the next couple months.

Deputy Chief Costello reported that he reached out to County College of Morris Fire Science program and expressed to them that it would be beneficial to the District to have a program to connect high school students to the CCM fire science program, management program, and Fire Academy so they have a potential path to volunteerism and even a career in fire service. Deputy Chief Costello reported that CCM is having an advisory board meeting on April 29 that he and Deputy Administrator Hark Jr. are attending. Deputy Chief Costello reported that he hopes to join the advisory board and establish a program where high school students come in to do an internship, volunteer here, get credit for volunteering and fire academy classes, etc. Deputy Chief Costello reported that he will keep the Board updated.

Deputy Chief Costello reported that the upcoming Memorial Day Parade is on the agenda for the Fire Co.

Deputy Chief Costello reported that Fire Co. is going to try to hold an Open House in May or June after postponing it for a couple of years. Deputy Chief Costello reported that FF Quirk has stepped up to facilitate this.

Deputy Chief Costello reported that he and Deputy Administrator Hark Jr. have been discussing one of the issues that comes up with volunteer EMS; getting them into EMS training programs, the difficulty in the availability of the classes, and trying to fund the training. Deputy Chief Costello reported that they discussed potentially having the Fire Co. either pay for the EMT classes or work out something with the District to pay for the class and get reimbursed by the District. Deputy Chief Costello reported that this may help get volunteers into the classes due to the logistics. Commissioner DeSimone asked about the Training Fund. Commissioner Dugan Sr. felt that the Fire Co. could apply for reimbursement through the Training Fund. Administrator Schultz indicated that the District can also apply for reimbursement but only for 50% reimbursement while the Fire Co. can apply for 100% reimbursement. Commissioner Dugan Sr. reported that the District will look into the specifics. Deputy Administrator Hark Jr. noted that the member has to volunteer for a certain amount of time prior to applying for the reimbursement. EMT Harrington reported that she can get the District some information on registering the Fire House as a training center so that classes can be held here with staff who are trained as instructors. Commissioner Dugan Sr. asked EMT Harrington gather the information and send it along for the District to review.

EMS: Nothing to report.

BUDGET: Nothing to report.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported that Commissioner Dugan Sr.'s neighbor has donated patio furniture to the District and asked Administration to send them a thank you letter.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Sr. reported that the District has overspent the ambulance maintenance budget but noted that the bill for the body work on Ambulance 32 was the primary reason for

the overage. Commissioner Dugan Sr. reported that most of the insurance payment for the body work was received in 2024 but the repair was completed and billed in 2025. Commissioner Dugan Sr. reported that there was also an additional \$7000 in mechanical repairs on Ambulance 32.

INSURANCE: Commissioner Dugan Sr. reported that the transfer to a new healthcare insurance provider went well.

BY-LAWS: Commissioner DeSimone distributed copies of the proposed changes to the By-Laws. Commissioner Desimone reported that one of the proposed changes is the elimination of the Website Committee and the Communications Committee. Commissioner DeSimone reported that another proposed change is the order of the public meetings with the resolutions being moved to the beginning of the meeting as opposed to the end. Commissioner DeSimone reported that the other proposed change is to add a Deputy Chief as one of the Officers Reports to the agenda for public meetings.

Commissioner Dugan Sr. reported that the only question he had was on switching the resolutions to the beginning of the meeting. Commissioner Keyser reported that the move will allow any member of the public to ask questions about the resolutions prior to the Board voting on the resolutions. Deputy Administrator Hark Jr. recommended that the 2nd Public Participation be moved before the Resolutions to allow public commentary or questions while also allowing the Board the opportunity to discuss any resolution during Committee Reports or Old or New Business. The Board agreed.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that he distributed building plans at the last meeting and asked the Board to let him know if anyone had any questions about the plans. Commissioner Keyser reported that he sent his questions to Commissioner Dugan Sr., who acknowledged receipt. Commissioner Dugan Sr. reported that he is researching some of the issues Commissioner Keyser brought up and will respond when he gets answers.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Keyser reported that Administrator Schultz sent a draft letter regarding the Rt. 24 situation which he approved. Administrator Schultz reported that the letter will be forwarded to the Township and District 2.

Commissioner Keyser asked if there has been any progress on increasing the rent for the parking lot that the Post Office is renting from the District. Commissioner Dugan Sr. reported that the District is in conversation through email with the lease company.

Commissioner Harrington asked if an electrician had checked on the exterior light sensors to determine why they are staying on all the time. Commissioner Keyser reported that he reset the timer on the parking lot lights and the LED light in the back is on a switch. Commissioner Keyser reported that the lights in the front of the building are on sensor and are a problem but an electrician has not looked at them. Asst. Chief McGuinness asked if the Board wanted him to have an electrician out to look at the lights. Commissioner Keyser asked Asst. Chief McGuinness to work with Commissioner Gallagher to investigate the issue.

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

NEW BUSINESS: Deputy Administrator Hark Jr. reported that it was brought to his attention that the current Board driving policy states that a staff must be 18 to start driver training on an ambulance and staff can start driving at 19. Deputy Administrator Hark Jr. reported that the policy for states that staff must be 21 to drive a fire engine. Deputy Administrator Hark Jr. reported that it was brought to his attention that the new job posting for FF/EMT says a candidate can be hired at 18 which could be problematic. Deputy Administrator Hark Jr. reported that the District insurance company would allow 18-year-old staff to drive ambulances and fire engines. Deputy Administrator Hark Jr. reported that if an 18-year-old candidate is hired the Board needs to decide if they would not be expected to drive the engines or if the policy would be revised to allow them to drive at 18. Commissioner Dugan Sr. made a motion to change the Board driving policy to allow 18-year-old staff to drive apparatus, seconded by Commissioner Harrington. All were in favor. EMT Waldron suggested that the Board change the driver training policy since currently staff can drive after 2 training shifts. Deputy Chief Costello recommended that a full review of the driver training policy be done. Deputy Administrator Hark Jr. reported that the insurance company has already made recommendations for changes to the driver training policy based on their audit of the policies. Asst. Chief McGuinness reported that he would get the

Board copies of the existing driver training policy and the changes proposed by the insurance company.

Commissioner Dugan Sr. reported that there is a rule stating that people cannot be in the sleeping quarters between the hours of 6 AM and 10 PM and he felt that it needs to be revisited based on the new schedules. EMT Waldron noted that it is 5:45 AM, not 6 AM. Commissioner Dugan Sr. felt it is ridiculous to require staff to get up and vacate the building at 5:45 AM after working a night shift.

Commissioner DeSimone felt that the issue was staff potentially getting hurt while in the building after their shift is over and whether it would be a worker's compensation issue. Commissioner Dugan Sr. reported that the district could look into the insurance issue. Commissioner Keyser asked if the District would need to pay staff overtime if they are in the building after their shift. Both Commissioner DeSimone and Commissioner Dugan Sr. agreed that overtime would not need to be paid. Commissioner Dugan Sr. still felt that it was poor to ask staff to get up at 5:45 AM and leave especially if they were up all night on calls. Asst. Chief McGuinness reported that he would revisit the policy.

Commissioner Keyser reported that the BFC meeting calendar did not schedule a meeting on Thursday, July 3 and Deputy Administrator Hark Jr. told him that skipping the 1st meeting in July will interfere with the hiring process timeline. Commissioner Keyser proposed having a Special Meeting on Tuesday, July 1. Commissioner DeSimone made a motion to have a Special Meeting on July 1, seconded by Commissioner Harrington. All were in favor.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, April 17, 2025 at 7:00 P.M.

The next scheduled Joint Fire Prevention Board Meeting will be held on Monday, June 9, 2025 at 6:30 P.M. at the District 2 Firehouse.

PUBLIC PARTICIPATION: EMT Waldron asked if DRAFT copies of the Resolutions that the Board is considering each meeting be published on the website prior to each meeting so that the public has a chance to review and ask questions at the Public Meeting. The Board agreed that draft summary resolutions could be posted prior to meetings so the public is informed of the topic of resolutions being considered at each meeting. Deputy Administrator Hark Jr. noted that certain resolutions dealing with personnel may not be able to be published prior

to a meeting along with any resolutions that are brought after executive session. The Board agreed.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-04-03-42 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

The Board went into closed session at 7:43 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:27 p.m.

Commissioner Harrington made a motion to post the announcement for the position of Career Lieutenant, seconded by Commissioner Gallagher. All were in favor.

Commissioner Harrington made a motion to post the announcement for the position of Part Time Administrator, seconded by Commissioner DeSimone. All were in favor.

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

The meeting was adjourned at 8:32 p.m.

Respectfully submitted by

Robert Gallagher, Secretary