

**October 17, 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 October 17, 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, District 2 Commissioner Gethins, FF Martin, FF Ujfalussy, Former Chief Davidson, EMT Harrington, EMT Waldron and members of the public were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the October 3, 2024 Regular Meeting were reviewed.**

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

**Commissioner Keyser made a motion to approve the minutes from the October 3, 2024 Regular Meeting, seconded by Commissioner Dugan Sr. All were in favor.**

**The minutes from the September 19, 2024 Executive Session were reviewed.**

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

**Commissioner Keyser made a motion to approve the minutes from the September 19, 2024 Executive Session, seconded by Commissioner Dugan Sr. All were in favor.**

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. reported that the District is running over budget and there were a few large payments going out tonight. Commissioner Dugan Sr. reported that there are still a few large insurance payments due later this year and the District has spent 85% of the budget.

Commissioner Keyser asked why EMT Salaries is so over budget. Deputy Administrator Hark Jr. reported that the budget for this line was cut \$60,000

when the referendum failed. Deputy Administrator Hark Jr. reported that this is true for the Overtime line as well.

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

**MONTHLY REPORTS:** Asst. Chief Costello reported that one of the things that he is trying to do is build up a support structure underneath him from a leadership perspective. Asst. Chief Costello reported that he has established a few job positions with job descriptions. Asst. Chief Costello reported that he is looking to create an Engineer and Asst. Engineer non-operational positions to focus on apparatus maintenance, equipment maintenance and apparatus check. Asst. Chief Costello reported that a process would be instituted where the volunteers would come out to check on and clean the apparatus which will promote pride in the Department. Asst. Chief Costello reported that the officer positions would allow people to step into them and get some leadership experience which would allow them to move into an officer position later in their career. Asst. Chief Costello distributed a handout outlining his proposed support structure so the Board could review it and discuss it at the next meeting.

Asst. Chief Costello reported that the Department is continuing to do their normal training drills and he is looking to make a push on the live burns since the volunteers need to get them in by the end of the year in order to qualify for incentive credits and maintain their interior firefighter status. Asst. Chief Costello reported that there is a live burn scheduled for October 24 and hopefully more will be scheduled so the volunteers have more opportunities to meet the live burn requirements.

Asst. Chief Costello reported that there are a couple of members taking training classes at the Fire Academy. Asst. Chief Costello reported that FF Dugan Jr. is in the Firefighter 2 class and he has started Fire Instructor course. Asst. Chief Costello reported that he is hoping to arrange an external leadership program to help the officers get some more leadership training.

Asst. Chief Costello reported that Junior FF Addeo is on board and going through orientation to get ready to work on the apparatus.

Asst. Chief Costello reported that the shift changes have started for the career staff and he has updated the volunteer staff so they are aware coverage levels for 24/7/365 now and the different shifts that are going on.

Asst. Chief Costello reported that the first volunteer operations committee meeting was held on Monday. Asst. Chief Costello reported that some of the discussions brought up points that he will bring to the Board such as formalizing the use of Car 30 and/or the other Chief's car for response by volunteers and standardizing training back onto a consistent Monday night for 2025. Asst. Chief Costello reported that he has informally reached out to Whippany Fire Dept. to allow members to go to cross train at both Cedar Knolls Fire Dept. and Whippany Fire Dept drills.

Asst. Chief Costello reported that Deputy Administrator Hark Jr. has reached out to compensated staff to make sure they have the uniforms that they need. Asst. Chief Costello reported that Deputy Administrator Hark Jr. has gone to purchase uniforms as needed and he is trying to stay on top of it. Asst. Chief Costello reported that there is still open discussion on issues that have come up with uniforms and he and Administration will continue to address these issues as they arise.

**EMS:** Commissioner Keyser reported that he met with Lt. Sulpy about the Power Truck responses within the Township and everything is okay at this point.

**BUDGET:** Commissioner Dugan Sr. reported that there have been a few 2025 budget meetings to date and another is planned for Tuesday of next week. Commissioner Dugan Sr. reported that the committee is waiting to see the October 2024 financials before making additional changes to the proposed 2025 budget. Commissioner Dugan Sr. felt that the committee will have draft 2025 budget for the Board soon after that.

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

**NEGOTIATIONS:** Nothing to report.

**LIAISON TO THE VOLUNTEERS:** Commissioner Dugan Jr. asked to meet with Commissioner Cornine to review the Volunteer Communication Form which the volunteers asked about at their monthly meeting last week. Commissioner Keyser reported that he did let the Volunteers know the status of the consolidation discussions.

**BUILDINGS AND GROUNDS:** Commissioner Dugan Jr. reported that the lawnmower belt was replaced. Commissioner Dugan Sr. reported that he and Administrator Schultz looked into the bay door not operating that was brought up

at the last meeting. Commissioner Dugan Sr. reported that the door operated fine each time they used their keys fobs to open it. FF Martin reported that the issue has been that the key cards work sometimes but not all the time.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Dugan Jr. reported that he was not aware of any change in the status of the repair of Ambulance 32. Deputy Administrator Hark Jr. reported that Ambulance 39 is going out on Tuesday for the minor repair to the light bar and when it comes back Lt. Belott asked the contractor to take Ambulance 32 with them to start the repair. Commissioner Keyser asked how long Ambulance 32 will be out. Deputy Administrator Hark Jr. reported that it would be out at least a couple of weeks.

**INSURANCE:** Nothing to report.

**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 everyone should be aware that District 2 approved a resolution to consolidate at their last Board meeting. Commissioner Cornine reported that the District 2 resolution was different from the one that District 3 previously adopted so this Board has 2 resolutions before it tonight; one to rescind the previous resolution and another to adopt the parallel resolution to the one that District 2 adopted. Commissioner Cornine reported that the new resolution has some wording changes, defined the role of the committees, and made a few other changes to make it more palatable and allow the process to continue moving forward.

**LIASON TO EXEMPTS:** Commissioner Cornine reported that he will be scheduling a meeting with them soon to discuss the property and expectations as the consolidation process moves forward.

**RECORDS RETENTION:** Commissioner Dugan Sr. reported that there are some boxes that have been identified as eligible for destruction. Administrator Schultz reported that there are more boxes upstairs that are also eligible for destruction and once they are brought down the paperwork can be started.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner Keyser asked about the status of the Township Fire Prevention Ordinance. Committeeman

Cahill reported that it had slipped his mind and he would make a note to look into it prior to the next Township Work Session.

**OLD BUSINESS:** Commissioner Dugan Sr. reported that the water cooler dispenser has been installed.

**NEW BUSINESS:** Commissioner Keyser reported that the Cedar Knolls Fire Dept. Tree Lighting will be held on November 30, 2024.

Commissioner Cornine reported that with the consolidation talks moving forward and all the work that will be involved he felt that the Districts should consider moving the District elections from February to November. Commissioner Cornine reported that he is looking into the feasibility of moving the elections and how to go about it if it is feasible. Commissioner Cornine reported that if it is feasible there may be some resolutions needed to change the election date and then the County would redistrict so everyone could go to the November elections. Commissioner Cornine noted that this process may freeze any upcoming elections until November so the Boards would stay on until the new election. Commissioner Cornine reported that it is something to be considered and that he will present it when he has finished researching it and has all the facts.

**REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, November 7, 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. Commissioner Cornine noted that there will probably be a lot of Special Joint Board Meetings that will have to be posted to comply with the new resolution for consolidation. Commissioner Cornine noted that these dates will be set after determining everyone's availability.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:**

**Commissioner DeSimone read Resolution 24-10-17-116 rescinding Resolution 24-08-08-97. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.**

**Commissioner DeSimone read Resolution 24-10-17-117 approving the dissolution of District 2 and District 3 and the formation of a new District.**

**Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.**

**Commissioner DeSimone read Resolution 24-10-17-118 accepting the resignation of EMT Miller. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.**

**EXECUTIVE SESSION: Commissioner DeSimone read Resolution 24-10-17-119 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.**

**The Board went into closed session at 7:29 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 9:20 p.m.**

**RESOLUTIONS:**

**Commissioner DeSimone read Resolution 24-10-17-120 extending a COE for FF/EMT to EMT Bergman. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. Commissioners Cornine, Dugan Jr., Dugan Sr., and Keyser were in favor. Commissioner DeSimone was against.**

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

The meeting was adjourned at 9:22 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary