

## **April 18, 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 April 18, 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., and Gary Keyser were present. Commissioner Michael Dugan Sr. was absent.

Deputy Administrator Hark Jr., Chief Martin, Lt. McGuinness, FF Gilson, FF Ujfalussy, Hanover Township Committeeman Cahill, and members of the public were also in attendance.

**PUBLIC PARTICIPATION:** Mr. Atkinson reported that the District website still has Former Commissioner Waldron listed as Treasurer. Commissioner Cornine reported that the District would make sure that the list of Commissioners and their respective positions would be updated.

**CORRESPONDENCE:** None.

### **APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the April 4, 2024 Regular Meeting were reviewed.**

**Amendments to the Previous Minutes: Commissioner Cornine reported that Commissioner Dugan Sr. noted that the Buildings & Grounds report stated that 2 of the pan drains on the cupola were clogged during construction of the new roof but the clogs were not a result of construction on the new roof.**

**Commissioner Keyser made a motion to approve the amended minutes from the April 4, 2024 Regular Meeting, seconded by Commissioner DeSimone. All were in favor. Commissioner Dugan Sr. was absent.**

**The minutes from the March 21, 2024 Executive Session were reviewed.**

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

**Commissioner Keyser made a motion to approve the minutes from the March 21, 2024 Executive Session, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Dugan Sr. was absent.**

**REPORT OF THE TREASURER:** Commissioner Cornine distributed the April 2024 interim financial reports and indicated that the District is operating within budget. Commissioner Cornine reported that there are 7 account lines that are overdrawn and about a half dozen that need to be monitored because they are running high.

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

**CHIEF'S REPORT:** Asst. Chief Martin submitted his Bi-Monthly report on April 17, 2024. Commissioner Cornine asked if there were any questions for Chief Martin.

Commissioner Keyser reported that the limit switches on the boilers were turned up above 180 and felt that a sign should be put up so that no one touches them.

Commissioner Keyser asked what the Peer Counseling Group that is mentioned as being in process in the report is about and who is doing it. Chief Martin reported that FF Yen has been spearheading this project for in house counseling because of his certifications and when all is said and done the District will have 3 in house counselors.

Commissioner Keyser reported that he noticed that the hose that was in the tent has been put on the apparatus and asked when the remainder of the new hose was due. Chief Martin indicated that the rest of the hose was coming around October of this year.

Commissioner Keyser asked if the foam leak on Engine 34 was still being investigated. Chief Martin reported that the tank is completely empty and a contractor has been contacted to come look for where the leak is coming from.

Commissioner Keyser asked if the 3 members going to Hazmat courses next week will be going during their shifts. Chief Martin indicated that they would be attending during their shifts and have been put on an administrative schedule.

Commissioner Cornine asked for an update on the butane station. Chief Martin reported that the butane station will only be operational from October through April each year. Chief Martin reported that he has seen some of the tank cars being moved to be stored on the South Jefferson corridor. Chief Martin reported that the rail yard will be utilized for offloading of other combustible materials.

Commissioner DeSimone asked why it seems that it is always the same 3 people who are doing inspections as indicated on the fire prevention report. Chief Martin reported that the other lieutenants can do inspections but tend to be bogged down with other responsibilities. Commissioner DeSimone felt that the other lieutenants should do some inspections so they can maintain their skill set

in that area. Lt. McGuinness indicated that he would assign the other lieutenants some inspections. Commissioner Cornine asked that Chief Martin help work out the balance so that this is not overwhelming. Chief Martin indicated that he would stay on top of it.

Chief Martin reported that the air compressor on Ambulance 32 has been an issue for some time because when it was installed a nylon air hose was used instead of braided steel. Chief Martin reported that when the compressor is running the air comes out at about 250 degrees which causes the hose to melt through in spots. Chief Martin reported that the compressor pump has now seized and will cost about \$3600 to replace. Chief Martin reported that if the District decides to replace the air compressor a braided metal hose should be used to replace the nylon. Commissioner Keyser asked if the ambulance came with the nylon hose when purchased. Chief Martin reported that it was purchased with the nylon hose and that it is currently out of warranty. Chief Martin recommended not doing anything about the air compressor until the body work is completed. Chief Martin felt that First Priority should then be made aware of the issue and see what feedback from them is. Commissioner Cornine asked what the air pump is servicing. Chief Martin reported that it services the air horns that are on the vehicle.

**EMS:** Commissioner Keyser reported that he is trying to set up a meeting with District 2 to discuss shared service agreements.

Commissioner Cornine asked how EMS billing receipts were going. The bookkeeper indicated that the District is on budget for EMS income.

**BUDGET:** Nothing to report.

**PERSONNEL:** Commissioner DeSimone reported that the Board would need to go into Executive Session.

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

**LIAISON TO THE VOLUNTEERS:** Nothing to report. Commissioner Cornine reminded Commissioner Dugan Jr. that there will be a form for the volunteers indicating what was discussed at tonight's meeting.

Commissioner Keyser reported that the Volunteers have an Open House planned for May 18 from 3 P.M. to 6 P.M. Commissioner Cornine indicated that the District will put it on the website.

**BUILDINGS AND GROUNDS:** Commissioner Dugan Jr. reported that the plumber came and fixed the boiler leak as well as setting the limit control switches back down to 180 degrees.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Nothing to report.

**INSURANCE:** Nothing to report.

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

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Nothing to report.

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

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner Keyser reported that he spoke with the Fire Official about updating the Fire Ordinance for the modifications that the Township requested. Commissioner Keyser indicated that the updates have been done and hopefully will go before the Township soon.

Committeeman Cahill thanked the District for the quick response and patience during the clear miscommunications between the DCA and the Township regarding Fire District 3's budget. Commissioner Cornine asked Committeeman Cahill to thank the rest of the Committee for entertaining District 3 on our request.

**OLD BUSINESS:** Commissioner Keyser reported that Administrator Schultz and Deputy Administrator Hark Jr. spent a lot of time working on the SAFER, CDS and other grants for the District. Commissioner Keyser reported that the grants totaling just under \$1 million have been submitted. Commissioner Cornine reported that 4 grants were applied for, the first being the AFG Grant through FEMA for personal protective equipment for \$100,000. Commissioner Cornine reported that the second grant was the SAFER Grant for recruitment and retention for just under \$1 million. Commissioner Cornine reported that the third grant was the Firehouse Sub Grant for HAAS Alerting for \$12,000. Commissioner Cornine reported that the fourth grant was the through Sen. Booker's Office for his discretionary funds for \$4.8 million to help renovate the building. Commissioner Cornine reported that the District will share updates on the grants as they are received.

Commissioner Cornine asked if there was anything on Ambulance 39. Deputy Administrator Hark Jr. reported that there is a resolution before the Board tonight to appoint an advisory service to the Local Finance Board. Deputy Administrator Hark Jr. reported that the advisory service committee will put together the financing application that will allow the District to be heard at the June 12 Finance Board meeting. Commissioner Keyser asked if the District had received the required 4 financing quotes. Commissioner Cornine indicated that the 4 quotes were received. Deputy Administrator Hark Jr. explained that once the advisory service committee is formed it will allow the Board to pass a resolution on May 2 allowing them to file the financing application.

Commissioner Cornine asked for an update on Truck 33. Deputy Administrator Hark Jr. reported that the truck is set to be listed on Monday morning at 8 A.M. and the auction will end on May 2 at noon.

**NEW BUSINESS:** Chief Martin reported that the District has dates for the May annual physicals and they will be put into EMS manager for scheduling.

Commissioner Keyser reported 3 contractors were sent bid packages for landscaping and the District has not received any back. Commissioner Keyser noted that there was a discussion at the last meeting about getting our own equipment and doing it ourselves. Commissioner Cornine indicated that he would bring down his own equipment and cut the grass himself to help bridge the gap.

**REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, May 2, 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 thanked the District for advertising tonight's meeting on the electronic sign. Ms. Atkinson asked if the clogged pan drains that caused the roof to leak had been unplugged. Commissioner Keyser reported that this is still on the to do list.

Ms. Atkinson reported that the carpeting on the 3<sup>rd</sup> floor is really bad and asked what is under the carpet. Commissioner Keyser reported that oak floor was under the carpet but that the carpet was put down because the floors had been refinished quite a few times since 1938. Commissioner Keyser felt that it was something to look into as part of the overall building rehab.

**RESOLUTIONS:**

**Commissioner DeSimone read Resolution 24-04-18-50 authorizing a COE for Per Diem EMT be extended to Taylor Lucarello. Commissioner Keyser made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Dugan Sr. was absent.**

**Commissioner DeSimone read Resolution 24-04-18-51 authorizing a title change for EMT Harrington. Commissioner Keyser made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Dugan Sr. was absent.**

**Commissioner DeSimone read Resolution 24-04-18-52 appointing Per Diem EMT Villari. Commissioner Keyser made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Dugan Sr. was absent.**

**Commissioner DeSimone read Resolution 24-04-18-53 appointing Advisory Services to the Local Finance Board. Commissioner Keyser made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Dugan Sr. was absent.**

**EXECUTIVE SESSION: Commissioner DeSimone read Resolution 24-04-18-54 to enter into executive session. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Dugan Sr. was absent.**

**The Board went into closed session at 7:30 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 7:57 p.m.**

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

The meeting was adjourned at 7:58 p.m.

Respectfully submitted by

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Mary Lou DeSimone, Secretary