

April 4, 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 4, 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. Commissioner Cornine asked that everyone keep Lt. Sulpy and his family in their prayers as they mourn the passing of his father, Dean William Sulpy.

ATTENDANCE: Commissioners Steven Cornine, Mary Lou DeSimone, Michael Dugan Jr., Michael Dugan Sr., and Gary Keyser were present.

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

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Chief Martin reported that the Board was given a picture of the participants of the Joint CPR venture with the high school.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the March 5, 2024 Reorganization Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Keyser made a motion to approve the minutes from the March 5, 2024 Reorganization Meeting, seconded by Commissioner Dugan Jr. All were in favor.

The minutes from the March 7, 2024 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Keyser made a motion to approve the minutes from the March 7, 2024 Executive Session, seconded by Commissioner Dugan Jr. All were in favor.

The minutes from the March 21, 2024 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Keyser made a motion to approve the minutes from the March 21, 2024 Regular Meeting, seconded by Commissioner Dugan Jr. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the March 2024 financial reports and indicated that with 25% of the year passed the District has spent 24.7% of the budget. Commissioner Dugan Sr. reported that the

District has been trying to spend money on only necessary items and that the District will have to continue like this since the budget is very tight this year. Commissioner Keyser noted that the SCBA budget has already been overspent for the year and thought that the District was going to purchase more SCBAs this year. Administrator Schultz reported that the SCBA Maintenance line was overspent and that the new SCBA purchase would be funded through a Grant. Commissioner Keyser also asked why the Engine Maintenance line was overspent. Commissioner Dugan Sr. reported that the annual maintenance for the Engines has been completed and that is why the line is up.

Report of Fire Commissioner Board Committees and Chief of Department:

CHIEF'S REPORT: Asst. Chief Martin submitted his Bi-Monthly report on April 3, 2024. There were no questions for Chief Martin.

EMS: Commissioner Keyser reported that he is getting some financial data together on how much it really costs the District to enter into a MOA for shared services with District 2 so the Board knows what the impact will be. Commissioner Cornine asked if the gist of the MOA would be to park an ambulance in the District 2 firehouse and staff it. Commissioner Keyser indicated that this would be part of the MOA. Commissioner Cornine asked if this would be done at District 2's expense. Commissioner Keyser indicated that this is what needs to be worked out and that he would run the information he is gathering by Commissioner Cornine before meeting with District 2. Commissioner Cornine asked if this was to alleviate District 2 from looking for an outside agency for EMS. Commissioner Keyser reported that he had not heard any more on that topic from District 2.

BUDGET: Nothing to report.

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

NEGOTIATIONS: Commissioner Keyser reported that the Committee has a meeting with the FMBA on Tuesday.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Dugan Jr. reported that the roof above the 3rd floor is leaking after the recent heavy rain. Commissioner Dugan Sr. asked if it was leaking in the barrel section. Chief Martin confirmed this was the area and that the paint is starting to peel in the affected area. Commissioner

Dugan Sr. reported that a lot of time what happens is that the cupola has a pan under it to catch the water that comes in through the outside and the drains in the pan that go out onto the roof sometimes get clogged allowing the water in the pan to overflow. Commissioner Dugan Sr. reported that the overflow runs along the barrel roof and that the drainage holes might need to be punched out. Commissioner Dugan Sr. noted that only 2 of the 4 drainage holes are functional anyway because the other 2 were permanently clogged during the construction of the new roof. Commissioner Keyser asked for clarification that the drainage holes were accessible through the hatch. Commissioner Dugan Sr. reported that theoretically they were accessible through the hatch but it is difficult to maneuver around the small hatch and it would be easier from the outside. Commissioner Cornine asked if this would be an in-house fix. Commissioner Dugan Sr. did not feel that staff should be sent up through the hatch but would be accessible from the outside with a bucket.

Commissioner Dugan Jr. reported that the plow was moved out of the parking lot.

APPARATUS/EQUIPMENT AND MAINTENANCE: Nothing to report.

INSURANCE: Nothing to report.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the District Planning Committee is on hold for financial reasons.

Commissioner Dugan Sr. noted that Shared Services Planning Committee is under Commissioner Keyser.

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.

OLD BUSINESS: Chief Martin reported that the District is still waiting to get Ambulance 32 into the body shop for repairs. Commissioner Keyser asked what the hold up was. Administrator Schultz reported that the ambulance could not go into the shop for repairs until the District has a plan for what to replace it with.

Chief Martin reported that the State requires the District to have a 2nd ambulance because the District is licensed. Commissioner Keyser thought that there was a plan in place to rent an ambulance. Administrator Schultz reported that it would cost \$300/day to rent an ambulance. Commissioner DeSimone asked about getting a loaner ambulance. Administrator Schultz reported that the District does not have insurance coverage for a replacement or loaner vehicle. Commissioner Cornine asked for clarification that the damage does not affect the ambulances usability. Chief Martin confirmed that the damage is cosmetic. Commissioner Cornine felt that the District should continue to work towards getting the repairs but that there are no time constraints.

Commissioner Keyser asked how the District is doing with getting a cap for Unit 30. Commissioner Dugan Sr. felt that the District does not have the money to spend on it right now and it can be revisited in the 3rd quarter. Chief Martin agreed that this should be held off until the 3rd quarter.

Commissioner Keyser asked for the status of purchasing the new ambulance that the taxpayers approved. Chief Martin reported that the District needs the money to make the purchase. Commissioner Cornine reported that the District has ventured down 2 avenues that did not work out and will be going through the financing process. Commissioner Dugan Sr. reported that this means that the new ambulance is not coming anytime soon because the vendor will not hold the available demo ambulance for us. Commissioner Dugan Sr. indicated that the District will now have to order an ambulance and is not sure what the delivery timeframe will be. Commissioner Keyser felt that it falls on the District for not getting the financing done sooner. Administrator Schultz reported that the District cannot start the financing process until the District Budget is certified by DCA, which only happened last week. Commissioner Dugan Sr. reported that the DCA financing application process will cost \$10,000 and the District will need to wait until May to go before them. Commissioner Keyser felt that the financing process should have been started as soon as the budget passed. Commissioner Cornine commended Administration for trying to save the taxpayers a tremendous amount of money by looking at alternative financing which took time and unfortunately did not work out. Commissioner Cornine felt that a lot has happened on this front and did not feel that anything else could have moved the process further and the District will order an ambulance and deal with whatever comes. Commissioner Keyser disagreed but felt the District will move forward. Administrator Schultz and Commissioner Keyser disagreed on the financing process for the ambulance.

Commissioner Desimone asked for the status of the Policy Guidelines. Deputy Administrator Hark Jr. reported that he met with Commissioner Dugan the other day and received his one proposed change. Deputy Administrator Hark Jr. reported that the document has been submitted to legal counsel.

Commissioner Keyser asked if the phone has been removed from the front of the firehouse since it is not functional. Commissioner Cornine felt that it could be handled tonight. FF Ujfalussy removed the phone.

Commissioner Keyser asked for the status of the new Fire Official's vehicle. Chief Martin reported that the vendor is waiting on the gear box to come in before building out the remainder of the vehicle and there is no delivery date.

Commissioner Cornine noted that the vehicle was approved by the voters in 2022 and still has not been purchased which puts the purchase of the ambulance in perspective.

Deputy Administrator Hark Jr. reported that the photos of Truck 33 have been taken and it is ready to be listed. Chief Martin noted that everything has been stripped off the Truck. Commissioner Keyser asked if the District had settled on a price to list it for. Administrator Schultz reported that the minimum bid will be \$40,000.

NEW BUSINESS: Commissioner Cornine asked about the Firehouse Subs Grant. Administrator Schultz reported that the District has submitted a grant application for \$5000 for the purchase and service of Haas Digital Alert System to protect staff and apparatus.

Administrator Schultz reported that the Board has two resolutions before them tonight, one for a Congressional Discretionary Spending Grant through Senator Booker's office and another for a SAFER Grant.

Administrator Schultz reported that the District is going to seek funding through the CDS Grant for \$2.7 M for repairs to the building. Administrator Schultz reported that the District could then do some work to stabilize the building and also some work within the building. Commissioner Desimone asked if this was a grant. Administrator Schultz reported that technically it is known as an earmark for discretionary spending that Senator Booker can disperse for projects. Administrator Schultz reported that the District is submitting the application through the Agriculture and Transportation Committee.

Administrator Schultz reported that the SAFER Grant will be between \$500-\$600 K for recruitment and retention to put together an aggressive program to get volunteers. Administrator Schultz reported that this would cover incentive programs, uniforms & gear, pre-employment screenings and training.

Commissioner DeSimone asked how long it would take to get an answer on the applications. Administrator Schultz reported that the District would hear about the CDS Grant by the end of the year so it can be included in the 2025 budget.

Administrator Schultz noted that the SAFER Grant is through FEMA.

Commissioner Keyser asked if the new hose out in the tent is only a partial receipt of what was ordered. Administrator Schultz confirmed that it is a partial shipment and the District will probably not receive the remainder for 2-3 months due to supply chain issues.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, April 18, 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 suggested that the Board look into adding vehicle loaner coverage to the vehicle insurance policy. Commissioner Cornine reported that the Board would speak to the insurance representative.

RESOLUTIONS:

Commissioner DeSimone read Resolution 24-04-04-46 authorizing a FEMA SAFER Grant Application. Commissioner Keyser made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner DeSimone read Resolution 24-04-04-47 authorizing a Senate CDS Application. Commissioner Keyser made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor.

Commissioner DeSimone read Resolution 24-04-04-48 appointing Volunteer Member Sheridan. Commissioner Keyser made a motion to introduce the resolutions, seconded by Commissioner Dugan Jr. All were in favor.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 24-04-04-49 to enter into executive session. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

The Board went into closed session at 7:37 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 DeSimone, to adjourn the meeting. All were in favor.

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

Respectfully submitted by

Mary Lou DeSimone, Secretary