

September 5, 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 September 5, 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.

Deputy Administrator Hark Jr., Asst. Chief Costello, FF DiGiacomo, FF Martin, FF Ujfalussy, EMT Waldron, and members of the public were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the August 8, 2024 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Keyser made a motion to approve the minutes from the August 8, 2024 Regular Meeting, seconded by Commissioner Dugan Sr. All were in favor.

The minutes from the August 15, 2024 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Keyser made a motion to approve the minutes from the August 15, 2024 Regular Meeting, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Cornine abstained.

The minutes from the July 18, 2024 Executive Session 1 and Executive Session 2 were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Keyser made a motion to approve the minutes from the July 18, 2024 Executive Session 1 and Executive Session 2, seconded by Commissioner DeSimone. All were in favor. Commissioners Dugan Jr. and Dugan Sr. abstained.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the August 2024 financials and reported that the District is 66% through the year and has spent 71% of the budget.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Asst. Chief Costello distributed his Bi-Monthly report and highlighted the following items.

Asst. Chief Costello reported that he met with a potential Junior Firefighter and is working through the hiring process with him. Asst. Chief Costello reported that Junior Firefighter Cordasco has completed his Junior Firefighter course. Asst. Chief Costello reported that he is working on some job descriptions for the Volunteer Members since there are currently only officer job descriptions. Asst. Chief Costello reported that he is also working on a volunteer work structure and he needs the job descriptions prior to assigning people to them.

Asst. Chief Costello reported that Chief 360 was rolled out for staff to receive calls from the County and Rover is now off. Asst. Chief Costello reported that there have been a few hiccups but that they either have been worked out or are in the process of being corrected.

Asst. Chief Costello reported that he met with 2 Per Diem EMTs who are now also volunteer firefighters to re-establish the expectations and how to sign up for shifts so he can coordinate shifts to ensure that mandatory time off between shifts is followed. Asst. Chief Costello reported that he is also following their progress through the probationary manuals.

Asst. Chief Costello reported that he is starting to put his availability into EMS Manager so people can see when he is around.

Commissioner Cornine asked if anyone had questions for the Asst. Chief. Commissioner Keyser thanked Asst. Chief Costello for all the time he put in for our newest Junior Member Cordasco as he attended the Junior Firefighter Program.

EMS: Commissioner Keyser had nothing to report but hoped that there will be further discussion on shared services at the September Joint Board meeting.

BUDGET: Commissioner Cornine reported that the first 2025 budget meeting took place last week and emphasized that the process is in the early stage. Commissioner Dugan Sr. reported that he hopes to have a 2025 budget meeting every other week.

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

NEGOTIATIONS: Commissioner Keyser reported that the Negotiation Committee, Deputy Administrator Hark Jr. and the FMBA representatives met Tuesday to discuss the results of the attorney review of the proposed contract. Commissioner Cornine noted that the contract is a work in progress.

LIAISON TO THE VOLUNTEERS: Commissioner Dugan Jr. reported that there is a meeting on Tuesday, September 10. Commissioner Cornine reminded Commissioner Dugan Jr. to send the Communication report to the Volunteers.

BUILDINGS AND GROUNDS: Nothing to report.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Jr. reported that Ambulance 38 is back in service but Ambulance 32 is still out of service waiting to be repaired. Commissioner Dugan Jr. reported that there is an air leak in the air compressor on Engine 34 that needs to be addressed. Commissioner Dugan Sr. reported that he is going to ask Lt. Belott to call the vendor for an approximate date for the repair on Ambulance 32 and if it going to be awhile the District will bring the ambulance back to the firehouse to avoid further damage.

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 in a while due to vacations. Commissioner Dugan Sr. hopes to schedule a meeting in the next couple weeks and reach out to the engineer to get an updated cost to stabilize the building.

Commissioner Cornine reported that most people should be aware that the District 3 Board passed a resolution to dissolve the 2 Hanover Township Fire Districts and create a single District. Commissioner Cornine that the resolution will be discussed at the September 9 Joint Fire Board meeting.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Dugan Sr. reported that the Milspray of the new ambulance and command car has been completed.

Commissioner Keyser asked about the status of the drinking water line. Deputy Administrator Hark Jr. reported that the 3rd quote was received and there is a meeting with a vendor scheduled for tomorrow.

NEW BUSINESS: Commissioner Dugan Sr. reported that the Power Truck trial started on Monday and has been responding to calls. Commissioner Desimone noted that Lt. Sulpy has parameters that he needs to adhere to during the trial.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, September 19, 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: EMT Waldron asked what the Board was doing about uniforms because there are a lot of members that are unhappy with the last round of Fire and EMS pullover shirts. EMT Waldron reported that the shirts were not good quality, most shrunk with the 1st washing, and many have torn with subsequent washings. EMT Waldron reported that this has led some EMS members to come to work in alternate shirts which violate the current uniform policy. Deputy Administrator Hark Jr. reported that he met with Lt. Belott and chose a different shirt from our old vendor. Deputy Administrator Hark Jr. reported that one of the full-time EMTs tried the shirt for a week and was happy with the shirt. Deputy Administrator Hark Jr. reported that the District has ordered everyone these new polos. Commissioner Keyser noted that some of the staff still have usable older uniform shirts. EMT Waldron reported that the new Hanover Township patch does not fit over the embroidery so in order to wear the old shirts the Board would need to suspend the uniform policy. EMT Waldron noted that there was currently no Fire Chief to change the policy. Asst. Chief Costello felt that he is able to change the uniform policy and now that he is aware of the issue he will review the policy. Commissioner DeSimone asked what will happen to the “bad” polos. Deputy Administrator Hark Jr. that the “bad” polos are still being given out to new members until the new polos are delivered. Commissioner Cornine asked EMT Waldron if this was the 1st time he was addressing the uniform situation or if he felt that he was not being heard by other channels because he wanted to address all potential issues at once. EMT

Waldron reported that this is the 1st time he brought up the issue. Commissioner Cornine reported that the Board will make sure there is a mechanism in place for future complaints so that they do not have to wait until a Board meeting and because the Board controls the budget but does not order shirts. Asst. Chief Costello felt that there was a mechanism in place but that it is not clear.

RESOLUTIONS:

Commissioner DeSimone read Resolution 24-09-05-101 designating staffing minimums. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

Commissioner DeSimone read Resolution 24-09-05-102 authorizing a COE be extended to Junior Firefighter Addeo. Commissioner Keyser made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

Commissioner DeSimone read Resolution 24-09-05-103 approving a title change for EMT Villane. Commissioner Desimone asked if EMT Villane's performance review had been completed. Deputy Administrator Hark Jr. reported that it has been completed and was submitted to the Personnel Committee for review today. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Desimone was against.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 24-09-05-104 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor.

The Board went into closed session at 7:28 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:38 p.m.

RESOLUTIONS:

Commissioner DeSimone read Resolution 24-09-05-105 accepting Counsel report. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Keyser abstained.

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

The meeting was adjourned at 8:39 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary