

February 6, 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 February 6, 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 Steven Cornine, Mary Lou DeSimone, Michael Dugan Jr., and Michael Dugan Sr. were present. Commissioner Gary Keyser was absent.

Administrator Schultz, Deputy Administrator Hark Jr., Asst. Chief McGuinness, Deputy Chief Costello, FF Ujfalusy, EMT Endress, 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 January 16, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Dugan Sr. made a motion to approve the minutes from the January 16, 2025 Regular Meeting, seconded by Commissioner DeSimone. All were in favor. Commissioner Keyser was absent.

The minutes from the January 16, 2025 Special Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Dugan Sr. made a motion to approve the minutes from the January 16, 2025 Special Meeting, seconded by Commissioner Dugan Jr. Commissioners Cornine, Dugan Jr. and Dugan Sr. were in favor. Commissioner DeSimone abstained. Commissioner Keyser was absent.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the January 2025 financial reports and reported that the District is on a temporary budget which means that the District cannot exceed 14% of the budget. Commissioner Dugan Sr. reported that the procurement policy has been extended until May 1, 2025. Commissioner Dugan Sr. reported that the Balance Sheet shows that the District has \$92,988 in the bank. Commissioner Dugan Sr. reported that the

District has \$19,175 in outstanding invoices, a January 2025 pension payment of \$9,400, a payroll estimated at \$60,000 next week, and February's health insurance of \$15,100, for a total of \$103,675. Commissioner Dugan Sr. noted that this means the District has a deficit of \$10,686 which illustrates the fact that the District needs the 2025 budget and referendum to pass. Commissioner Dugan Sr. reported that the District also needs to have a good year with EMS to ensure we can cover our projected expenses.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Asst. Chief McGuinness reported that he has 2 special recognitions. Asst. Chief McGuinness reported that he would like to recognize Lt. Belott and FF Ujfalussy who were called on to retrieve a deceased person from a hoarding situation at the Red Carpet Inn along with assisting to locate a firearm in the room. Asst. Chief McGuinness reported that he would also like to recognize EMT Hark Jr., EMT Harrington, EMT Lucarello, and FF/EMT DiGiacomo who responded to a call of a person choking with a severe airway obstruction who ended up going into cardiac arrest. Asst. Chief McGuinness reported that due to the EMTs advanced airway management skills, the patient was kept alive all the way to the hospital where the obstruction was surgically removed. Asst. Chief McGuinness reported that the patient's family stopped by to thank the EMTs and reported that the patient is on the way to recovery and should be released from the hospital later this week. Asst. Chief McGuinness commended all the EMS and Fire staff involved in these two calls.

Asst. Chief McGuinness reported that if the Board had any questions on the Chief's Report he submitted that he would be happy to answer them. There were no questions.

Deputy Chief Costello reported that he would like to recognize FF Colin who was working the overnight by himself when a call for a car fire on Rt. 287 came in. Deputy Chief Costello reported that when FF Colin got on the scene he positioned the apparatus for his safety, performed an initial size up and gave a radio report, donned all his PPE and SCBA, and operated the initial attack line on a fully involved car fire by himself. Deputy Chief Costello reported that assistance arrived to help put the fire out and afterward FF Colin came back to the firehouse and spent a good 45 minutes putting the apparatus back together and cleaning all the tools and equipment before finishing up for the night. Deputy Chief Costello felt that FF Colin set an excellent example of strong work.

Deputy Chief Costello reported that training for mandatories are past the deadlines and there are a bunch of members on probation and they are working to complete the mandatories by mid-February. Deputy Chief Costello noted that any member that has not completed the mandatories by mid-February will be made inactive. Deputy Chief Costello reported that there are a bunch of training opportunities out there and Juniors and Probationary are working through their books.

Deputy Chief Costello reported that an updated organization chart was distributed out to the membership but he has distributed it to the Board for official feedback.

EMS: Nothing to report.

BUDGET: Commissioner Dugan Sr. reported that the election will be on February 15, 2025.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Nothing to report.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Jr. reported that Engine 34 is back in service. Commissioner Dugan Sr. thanked Tom Harrington for stepping up and taking care of Engine 34 when it broke down. Commissioner Dugan Sr. reported that he received word that the Ambulance 32 repairs should be completed by Monday.

INSURANCE: Commissioner Dugan Sr. reported that the committee met with VFIS to review the portfolio policy which covers the property and vehicles. Commissioner Dugan Sr. reported that VFIS recommended some training available through VFIS University. Commissioner Dugan Sr. reported that they will be coming back to look at the building.

BY-LAWS: Nothing to report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the committee is waiting until after the election to proceed.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Deputy Administrator Hark Jr. reported that the District has been diligently working with a marketing firm on a daily basis and social media presence has been very high with a couple of Facebook campaigns that have been showing good feedback with lots of clicks to the website. Deputy Administrator Hark Jr. reported that people have been downloading copies of the 2025 budget along with Mail-in Ballot applications. Deputy Administrator Hark Jr. reported that there will be another press release going out to three newspapers at the end of the week and the daily social media posts will continue as well. Deputy Administrator Hark Jr. reported that postcards were also mailed and should have been received by residents. Commissioner Dugan Sr. asked if the District was able to tell how many people have accessed the tax calculator on the District website. Deputy Administrator Hark Jr. reported that there were over 40 clicks on the tax calculator yesterday alone.

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

NEW BUSINESS: Deputy Administrator Hark Jr. reported that the District received an email from District 2 Commissioner Gethins asking if District 3 was interested in exploring the option of putting together a joint resolution to share apparatus and/or equipment between the 2 Districts. Deputy Administrator Hark Jr. noted that there is a resolution in place for shared services that encompasses this. Commissioner Cornine asked that the District 3 shared services resolution be forwarded to District 2 before their meeting on Monday.

Deputy Administrator Hark Jr. reported that Commissioner Keyser was looking at a couple of different options for annual physicals this year. Deputy Administrator Hark Jr. reported that Commissioner Keyser tasked Asst. Chief McGuinness and himself with meeting with Atlantic Health which happened about 2 weeks ago. Deputy Administrator Hark Jr. reported that Atlantic Health does the exact physical that the District currently requires along with return to work physical and provided the prices for services. Deputy Administrator Hark Jr. reported that the pricing is the same as our current provider and Atlantic Health will retain medical records. Deputy Administrator Hark Jr. noted that there are also 2 locations for staff to choose from. Commissioner Cornine asked for clarification that the

provider for the year will be adopted through resolution at the Reorganization Meeting. Deputy Administrator Hark Jr. confirmed that this was the process and that the resolution would be ready for that meeting.

Commissioner Dugan Sr. reported that since this was the last meeting for 2 current commissioners, Commissioner Cornine and Commissioner Dugan Jr., and thanked them for their years of service as Commissioners and wished them the best in their next endeavors.

Commissioner Cornine asked if there was any other New Business. There was none.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, February 20, 2025 at 7:00 P.M.

The next scheduled Joint Fire Prevention Board Meeting will be held on Thursday, March 6, 2025 at 6:30 P.M. at the District 3 Firehouse.

PUBLIC PARTICIPATION: Ms. Atkinson felt that residents are receiving the information that the District is sending out about the 2025 Budget, hoped that the public understands all the information, and that the budget and referendum both passes. Ms. Atkinson also thanked Commissioners Cornine and Dugan Jr. for their service.

RESOLUTIONS:

Commissioner DeSimone read Resolution 25-02-06-14 accepting EMS Terms and Conditions. Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Keyser was absent.

Commissioner DeSimone read Resolution 25-02-06-15 appointing EMT Atwood. Commissioner Dugan Jr. made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Keyser was absent.

Commissioner DeSimone read Resolution 25-02-06-16 adopting an EMS Fee Schedule. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Keyser was absent.

EXECUTIVE SESSION: Commissioner DeSimone read Resolution 25-02-06-17 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Dugan Jr. All were in favor. Commissioner Keyser was absent.

The Board went into closed session at 7:25 p.m.

Personnel matters were discussed, and action will not be taken.

The Board came out of closed session at 7:27 p.m.

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

The meeting was adjourned at 7:28 p.m.

Respectfully submitted by

Mary Lou DeSimone, Secretary