

**TOWNSHIP OF PARSIPPANY-TROY HILLS  
BOARD OF FIRE COMMISSIONERS**

**FIRE DISTRICT NO. 1**

**REGULAR MEETING**

**December 18<sup>th</sup>, 2024, 7:30 p.m.**

**1. CALL TO ORDER**

The regular meeting of the Township of Parsippany-Troy Hills Board of Fire Commissioners, Fire District No.1 was called to order at 7:34 PM by Commissioner Berry at the Tarn Drive Firehouse at 909 Tabor Road, Morris Plains, New Jersey.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Berry led the Pledge of Allegiance.

**3. STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of December 18<sup>th</sup>, 2024 was included in a list of meetings notice sent to The Daily Record and advertised in said newspaper on December 18<sup>th</sup>, 2023, posted on the bulletin board in the Parsippany-Troy Hills Municipal Building, 1001 Parsippany Boulevard, Parsippany, New Jersey, and the Mount Tabor Firehouse, 909 Tarn Road on December 8<sup>th</sup>, 2023, and has remained continuously posted as the required notices under the statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Township Clerk and at the Mount Tabor Fire House.

**4. ROLL CALL**

Commissioners present: Berry, Hazel, Jamieson, Rieben, Masker

Department representation: Chief Masker, Firefighter Zeh, Firefighter Hambel, President Hollner

Commissioners absent: Rieben

**5. AGENDA REVIEW**

President Berry reviewed the agenda for this meeting

**6. MINUTES FOR APPROVAL**

Minutes from the regular November meeting were distributed via email by Commissioner Hazel for all commissioners to review. Minutes from the regular November meeting were approved via a motion by Commissioner Jamieson, seconded by Commissioner Hazel, and carried by unanimous vote.

**7. COMMUNICATIONS RECEIVED**

No communications have been received since the last meeting.

**8. RESOLUTIONS:**

RESOLUTION NO. 2024-7:

2025 FIRE DISTRICT BUDGET RESOLUTION

A resolution adopting the 2025 budget introduced at the November 20<sup>th</sup> 2024 meeting for total appropriations of \$1,845,025.00 which includes an amount to be raised by taxation of \$1,736,357.00

The resolution was adopted by the following roll-call vote:

Aye: Commissioner Berry, Commissioner Hazel, Commissioner Jamieson

Nay:

Absent: Commissioner Rieben

Abstain: Commissioner Masker

## 9. REPORTS

### i. Treasurer's Report

The Treasurer's monthly report for December 2024 declaring operating expenses of \$219,808.15 was distributed for all Commissioners to review.

Significant expenses included \$75,891.80 to ESI for PPE procured with grant funding assistance; \$66,070.62 to ESI Equipment Co. for rescue tools for Rescue 14; and 42,630.98 to ESI Equipment Co for equipment for Tower 11.

A motion to approve the Treasurer's report was made by Commissioner Jamieson, seconded by Commissioner Hazel, and carried by unanimous vote.

### ii. Truck Report

See Chief's Report

### iii. Buildings Report

Powder Mill

See Chief's report.

Tarn

See Chief's report.

### iv. Radio Report

See Chief's report.

### v. Insurance Report

All new members are up to date with insurance with the exception of some beneficiary forms pending completion.

### vi. Fire Prevention

No report.

### vii. Joint Board Meeting Report

No report.

### viii. Chief's Report

See chief's report.

Preplan module for FirstDue in 2025. We will be able to see information from other town departments.

One option for UTV will be at Tarn for a demonstration on December 19<sup>th</sup>.

CMA manager wants to offer labor services for free to redo the back room at Simpson; Parts could be approximately \$3,000 before flooring. Estimated time of project completion is 4 weeks.

5-year plan should be coordinated between the office and the board, including an apparatus build cycle considering 15 year first due and 25 year retirement NFPA standards. Additional personnel is a great accomplishment. There needs to be trigger points for actions.

#### 10. INVITATION FOR PUBLIC COMMENT

The Mount Tabor Volunteer Fire Department will submit invoices for officer email addresses.

#### 11. APPROVAL OF BILLS PAYABLE

Worker's compensation insurance deposit was paid.

#### 12. EXECUTIVE SESSION

No report.

#### 13. OLD BUSINESS

First Due has had issues but the project manager is working well with us.

Commissioner Jamieson will alternate the bill submission between commissioner and department submissions to address the ambiguity of which supplies are being used by which organization.

#### 14. NEW BUSINESS

The Commissioners will renew the lease for Simpson.

Commissioner Jamieson motion makes a motion we accept a proposal to renovate the back room at Simpson. Commissioner Hazel seconds. The motion passes with 3 Commissioners for and Commissioner Masker abstaining.

Commissioner Masker makes a motion we donate the recently replaced Hydraulic tools from Rescue 14 to the North Brunswick Volunteer Ladder Company 3. Commissioner Jamieson seconds. The motion passes unanimously.

Commissioner Masker makes motion for a resolution in 2025 and beyond that we implement the township's water department late fee schedule as it relates to tax levy receipts from the town if needed based on recent history. Commissioner Jamieson seconds. The motion passes unanimously.

There are 2 positions open for the 2025 term.

A motion to adjourn at 9:50 PM was made by Commissioner Jamieson, seconded by Commissioner Hazel and carried by unanimous vote.

Respectfully Submitted,

Gerard Hazel  
Commissioner

**Chiefs Report  
Board of Fire Commissioner Meeting  
12/18/2024**

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- **Trucks**
  - **T11** - New tower coming February 2025 ATT.
  - **S12** - New Pentheon Holmatro tools are on the truck and will be mounted in 2025. Mirror cover on passenger side cracked, awaiting repair. Dave reports air and water pressures not matching so foam is not correct, phoenix has been contacted, no need to be OOS- **Waiting on diagnosis/update**
  - **E13** - Intake leaking because of a buildup of dirt. Discovered leaking pipe. They ordered a new one, **Awaiting date to bring it back**. Water level issue unknown.
  - **R14** - Roof ladder is OOS and is need of repair. **Awaiting update on timing**. S12s hydraulic tools were moved to 14 and will be mounted next week. Awaiting the balance of the Holmatro order to finish 14. We have a NJ department asking for a donation or low bid of the old tools based on no municipal funding.
  - **E15** - Needs tires per Phoenix Fire's Report.
  - **U16** - New rear view camera supplied and installed by Phoenix doesn't work. They are getting a new one under warranty and will repair soon. **Awaiting timing update**
  - **C18** - Going for a battery and oil change, as well as a check engine diagnosis tomorrow.
  - **C19** - Radios/Lights randomly shut off and turn back on. Will keep an eye on it
  - **NEW R14** Committee- Met on 6/25, good discussion was had, ultimately want to pursue looking at a new rescue, similar in size to current, possibly a walk through configuration, purpose built for RIC and MVC call types. Plenty of discussion still to be had. Will be taking this on further in 2025.

- **Buildings o Powdermill**
  - **Tarn**  
A/C programming needs to be adjusted as the meeting room sits too warm
- **446 Calls to date**
- **How many total Chief/Deputy Chief admin hours in the last 30 days: UNK**
- **How many calls since last meeting 45**
- **How many calls not staffed properly since last meeting 9**
- **Since the runcard changes with MVCI and Greystone AFA we have had 1 additional call**
- **This is on track to be our busiest year yet and we expect to exceed the record this year that currently sits at 447. This is also a year that we were removed from D2 calls and lower than average for Dover FD. (With no storms)**
  - “Double Credit” generally seems to have an impact on RIC responses when not
    - Dover o 11/21 CO Call 1 chief, 2 FF and 1 driver on 2 trucks
    - o 12/01 CO Call 2 drivers 1 FF
    - o 12/02 Elevator 2 Chiefs, 1 FF, 3 Exterior
    - o 12/04 MVC 1 chief, 1 FF, 2 drivers
    - o 12/11 RFA 1 chief, 1 FF, 2 drivers
    - o 12/12 Downed Wire 2 chiefs 2 drivers
    - o 12/12 Taskforce- Didn't meet minimum in first 20min
    - o 12/12 Taskforce Cover Call- Didn't meet minimum
    - o 12/17 CFA 1 Chief, 2 FF with no drivers

January Meeting- “For 2024, We are officially deeming “sufficient manpower” as 1 driver, 1 officer, and 2 interior FF on 1 engine, anything less than that will be documented as an insufficient crew.

This excludes mutual aid help and chief officers.”

- **New Construction**
  - 1500 Littleton Road project (250 Senior Apartments + Assisted Living) under way. Latest plans submitted yielded a 5 page list of FD recommendations including no EV chargers under the building. Project is approved so will now be undetermined if this will be corrected. This project will now include 4 buildings, possibly 1 more.
  - 740 Mountain Way is under way for a 3 story apartment complex and will likely be completed this year
  - 500 West Hanover Ave County Compound Construction Started, plans have expanded, broke ground.

- 51 Brooklawn Drive, Littleton School addition has been officially occupied, and plans have been submitted for phases 2 and 3 for 2 more additions. ○ The Tomac will be demolished within 30 days.
- **Training/Events**
  - We hosted Incident Safety Officer Class and was a success.
  - Training is at a minimum for the next 45 days for mandatories.
- **Fire Prevention** ○ Progress
- **Recruitment/Incentive** ○ 10 New people joined in 2024. The website seems to be the source of the success.
  - We should plan to budget to have extra money available for shifts based on the low turnout in 2024 for 2025
- **Radios/Dispatching** ○ Possible recall on certain speaker mics. Awaiting more info ○ Awaiting delivery of pagers ordered and the Modem for R14
- **Open Old Business** ○ Policies should be completed by 12/31 ○ Junior Program Advisor Policy Released.
  - **Waiting on Par Troy Chief about drafting a shared service agreement to have medical direction , Par Troy Chief will draft a shared services agreement to handle compliance on our behalf for approximately \$500. This is pending town budget approval.**
  - NFIRS Program:“First Due” has decent progress with many technical issues still being unresolved. ○ After adding MVCI and Greystone AFAs to run cards, we have had 1 additional call since then.
  - First Due Preplan module will be the large 2025 project

- **New Business -**

What is the plan to fix the interior manpower shortage? Operationally we cannot rely on mutual aid, as Morris Plains FD is already getting noticeably taxed as they have less and less at each call. The only department who is consistent is Cedar Knolls FD, and they will be called more often, but we can't rely on the only career department contiguous to us to solve our problems. We have been lucky that we haven't had fires when we can't crew up. For MVCs and AFAs we have exterior manpower that is fine and great for these types of calls, but it doesn't solve the obvious problem. The office needs to start planning for 2025 operationally, and we have over 2 years of documenting the need for BOFC assistance with no plan of action and no long term planning. We should be planning an additional \$50-70k for shifts next year, should we need to enact them.

Looking to buy "Clean Gear" Box for C18 at the request of the new Deputy Chief. The box will be approximately \$2300 and the labor will be approximately \$1500.

-Note the box itself will not fit so we should explore buying a new rear console all together for a Tahoe so we can use it now and transfer it to a new truck for the 2027/28 build.

Looking to order the UTV project in 2025 Q1

CMA Manager Kyle presented me with a proposal and asked if we supply the "parts" they will supply the "labor" to paint, swap fixtures etc. The printout will be given. This does not include flooring. He will supply the flooring labor, but did not know what should be spent on flooring etc. I am just the messenger.

- **1 Year lookahead:**

We need to increase training budget 25-30% for 2025 as we have been officially notified all prices will be going up 20-25% in 2025.

We need to budget additional money to cover shifts as needed if we can not maintain a bare minimum at incidents.

- **Five and ten year lookahead:**

- The MEPC meeting on 2/28/24 discussed town wide that the current township infrastructure is not going to be able to handle the influx of building, this should be heavily considered in the BOFC's 5 and 10 year planning.
- More call volume year over year ○ Currently responding to 18 towns as a first or second due RIC, 24 including third alarms
- Will be responding to most of Morris Plains, Denville and D6's new buildings first or second due for AFAs, smoke, and reported fires
- R14 scheduled to be replaced before 2027 ○ E12 to be replaced in 2028 based on previous concerns ○ U16 to be replaced with a f350 pickup utility within 5 years ○ C-18 to be replaced with Tahoe in 2028 ○ Air Paks to be slowly replaced at ~\$10k/ea ○ Air Cylinders to be replaced over time with a large (40+) end of life in 2031.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Ryan Masker', with a stylized flourish extending to the right.

Ryan Masker  
Chief of Department  
Mount Tabor Volunteer Fire Department  
Parsippany Troy-Hills District #1  
rmasker@mounttabord.com