

**TOWNSHIP OF PARSIPPANY-TROY HILLS**  
**BOARD OF FIRE COMMISSIONERS**  
**FIRE DISTRICT NO. 1**  
**REGULAR MEETING**  
**August 28<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 7:40 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 August 28<sup>th</sup>, 2024 was included in a list of meetings notice sent to The Daily Record and advertised in said newspaper on November 20, 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: Deputy Chief Crawford, President Hollner

Commissioners absent:

**5. AGENDA REVIEW**

President Berry reviewed the agenda for this meeting

**6. MINUTES FOR APPROVAL**

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

**7. COMMUNICATIONS RECEIVED**

No communications have been received since the last meeting.

**8. RESOLUTIONS:**

RESOLUTION NO. 2024-7:

PLACEHOLDER RESOLUTION

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

Aye:

Nay: --  
Absent:

## 9. REPORTS

### i. Treasurer's Report

The Treasurer's monthly report for July 2024 declaring operating expenses of \$48,759.09 was distributed for all Commissioners to review.

Significant expenses included \$15,668.54 to VFIS for Life Insurance; \$10,980.36 to New Jersey Fire Equipment turnout gear, PPE washer, and maintenance; and \$6,264.87 to Phoenix Fire for apparatus repairs.

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

### ii. Truck Report

See Chief's Report

Engine 15's compartment door has been fixed. Rescue 14's door latch has been fixed. Garage door remotes have been reprogrammed. Engine 13 is awaiting a time slot at Absolute for CAFS repairs. New tires have been put on Car 18 and Car 19.

### iii. Buildings Report

Powder Mill

See Chief's report.

Tarn

See Chief's report.

### iv. Radio Report

See Chief's report.

President Berry commended the Chief on the quality content of the most recent radio drill.

### v. Insurance Report

No Report.

### vi. Fire Prevention

Open house likely happening.

### vii. Joint Board Meeting Report

Next meeting will be in October at District 3.

### viii. Chief's Report

See Chief's report.

There have been 50 admin hours since the last commissioners meeting.

We had poor turnout for an elevator entrapment which was a challenge. Mutual aid turnout is declining.

We have two new Junior applications and one Senior application from the Mountain Club.

Junior program advisor language is awaiting attorney review.

First Due software is nearly live. We will maintain Emergency Reporting with read only access for administrators to run reports for \$500 per year to facilitate potential OPRA requests.

#### 10. INVITATION FOR PUBLIC COMMENT

No public comment.

#### 11. APPROVAL OF BILLS PAYABLE

Individual invoices were reviewed by commissioners Rieben and Berry. Commissioner Hazel questioned the use of the laptops on apparatus on our responses. Chief Crawford reiterates that laptops with CAD software are a valuable tool for the Chiefs.

#### 12. EXECUTIVE SESSION

No executive session took place at this meeting.

#### 13. OLD BUSINESS

No old business was raised at this meeting.

#### 14. NEW BUSINESS

Belgium blocks are damaged the right side of the apron at Tarn.

Shifts and schedules were discussed. One opinion on incentive funds was that lots of incentive helps a little, however no incentive doesn't make a significant difference.

Commissioner Hazel suggested to review an Administrator/Secretary position to assist with hours that officers are devoting to non-fire activities as well as certain commissioner tasks. There was debate on whether such a position should be part time or full time. A shared document will be established to brainstorm the tasks and responsibilities of such a position

A motion to adjourn at 8:24 PM was made by Commissioner Hazel, seconded by Commissioner Jamieson and carried by unanimous vote.

Respectfully Submitted,

Gerard Hazel  
Commissioner



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## Chiefs Report

### Board of Fire Commissioner Meeting 8/28/2024

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#### ● Trucks

- **T11** - New tower coming February 2025 ATT.
- **E12** - Will be getting new fab work done soon.
  - **E13** - Absolute looked at foam issue, still broken, needs to go to their shop. Awaiting date. This needs to be followed up on and needs a status update from Absolute.
- **R14** - Air pump/leak issue. Reported and waiting for repair. The broken officer door and A/C leak fixed.
- **E15** - Needs tires per Phoenix Fire's Report. The rear officer door handle is repaired, **What do we want to get for 15 as it sits now? I have a potential NJ buyer lined up, will meet with them based on BoFC number. New truck eta April 2025 ATT**
- **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.
- **C18** - New tires installed. (40k ish miles since the last set)
- **C19** - New tires installed (only 16k miles on them from factory)
- **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.

The approved work from earlier in the year for 12 and 14 is sitting in the fabricators cue, and will be done when we are up next.



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- **Buildings**

- **Powdermill**

- Looking to schedule countertop replacement in coming weeks

- Both door handles into bays broken and need to be repaired/ replaced.

- These are fire doors and need to close and lock properly. The motor for 16s bay has been replaced and is functioning as it should.

- **Tarn**

- A/C programming needs to be adjusted as the meeting room sits too warm
    - Door Handle from back stairs into bays broken

- **306 Calls to date**

- **How many total Chief/Deputy Chief admin hours in the last 30 days:**

\_\_\_\_\_ ● **How many calls since last BOFC meeting 71**

- **How many calls not staffed properly since last meeting 13**

- **Since the runcard changes with MVCI and Greystone AFA we have had 1 additional call**

- 7/23 AFA, 2 interior, 2 chiefs 2 exterior 1 Proby

- 7/24 AFA 1 chief, 3 exterior

- 7/24 RIC to Dover 2 interior

- 7/26 open burn 2 interior 3 exterior

- 7/29 CO incident 2 interior, 1 chief, 1 exterior

- 8/1 downed wire chief, 1 exterior 1 interior 1 Proby

- 8/5 gas lk 2 exterior, 1 Proby, 1 interior 1 chief

- 8/8 RIC to Whippany unable to crew up

- 8/8 MVC, 1 chief, no interior, 3 exterior

- 8/8 tree mt club 2 exterior, 2 chief, 1 interior, 2 very delayed

- 8/8 CFA 1 interior, 2 chiefs 5 exterior

- 8/13 RIC to Dover, full crew, but too slow

- o 8/14 CO incident, 1 chief, 1 exterior, 2 interior 1 Proby
- o 8/23 CFA 2 interior, 1 chief, 3 exterior
- o 8/23 Elevator entrapment ONLY 2 PROBIES
- o 8/24 CFA 1 chief, 2 interior, 1 driver, 3 probies



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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."

See the attached spreadsheet for manpower stats.

## ● New Construction

- o 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 650 units total.
- o 740 Mountain Way is under way for a 3 story apartment complex and will likely be completed this year
- o 500 West Hanover Ave County will be expanding the parking lot to add a massive garage and offices on grounds. Tabor plan review submitted 6/25/24

## ● Training/Events

We are looking for dates to host Rope Tech, and Vehicle Extrication Tech in the fall. We are looking at dates to train on the Greystone property with Greystone FD

We have 1 parade and multiple events coming up that we will likely not have matching and or full uniforms for, and this should be addressed sooner than later. See below.

## ● Fire Prevention -

- o
- **Recruitment/Incentive**
  - o
- **Radios/Dispatching -**
  - o We are in good shape with radios
  - o We could use a few more unication pagers for juniors/ probies interested in learning/monitoring



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- **Old Business -**
  - o Chiefs have been actively working on updating SOP's with Lexipol. Very good feedback so far. We have released approximately 40 new policies to date. The company is easy to work with and will meet weekly to review policies to roll out.
  - o Waiting on BOFC to approve junior program advisor positon so policy can be released
  - o Waiting on BOFC to approve MTFD vs District wording so policy can be released o
    - 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.
  - o **Footwear allowance update:**
    - 8/28 update- The released uniform policy has been released (see attached) with 4 footwear options, explaining that the BOFC will fund up to \$200 per pair and the members are responsible for everything above that. Redwing options:
      - #2281 \$170.00
      - #6352 \$202.00
      - #3532 \$230.00
      - #3512 \$258.00

- o NFIRS Program: “First Due” Contract has been signed and we are in the process of redoing all of the same work for a new company, this will be a very admin heavy project and Capt. Roca will be taking the lead, with Lt. Haas, D/C Crawford and Chief Masker helping with the additional modules.

6/26 Update- after meeting with them multiple times, we are full steam ahead getting all of this going again, we are shooting for an NFIRS go live date of 8/1 and a secondary go live date of 9/1 including vehicle maintenance and pre plan modules. **7/22 Update-** still on track to be live in early August.

8/28 Update- Running through testing now with good results.



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### o 7/22 update pending BOFC approval for scheduling:

Per NFPA 1851 and 1852 we should consider getting all of the gear professionally inspected, washed, and repaired annually as recommended, if it's not feasible this year, it should be considered for a 2025 line item. The current quote is \$150/per full set, times 50 sets, is about \$7,500. This is from Redline Gear Cleaning, they do it all at the firehouse in one shot as to not take everyone OOS at one time.

**8/28 update:** Scheduled for 12/11 and 12/12

- o We will be ordering 6 generic class b uniforms with no names for probationary members to use before they get issued their own once completing fire school.
- o Now that shorts have been approved, all active firefighters wishing to have shorts will be issued cotton shorts to be worn as a new style uniform deemed a “Class C” uniform, allowing shorts and a polo shirt to be worn. This will be coming out of the incentive budget and will be spent halfway through the 3rd quarter on 1 pair of shorts and 1 cotton polo to all active FF.

### ● 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 fire's 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. The next few years of members stepping up to be active officers is looking very bleak because most are not able to make the time commitments needed. To no fault of the officers who did step up for 2024, most officer projects and day to day responsibilities are not getting done because of the lack of ability to commit. At the moment there are only 2 current officers planning to be active and 2 that are a maybe for 2025 and beyond, with few options of new officers available. We are looking at



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the shift schedule again and just making it mandatory for all active members, and requiring a full crew to be staffed in order to get paid. All up for discussion ATT.

- **Purchases Remaining for 2024:**

Including the grant, \$75k remaining to spend on turnout gear, misc stock, bailouts, and rope gear for ops/techs

Footwear, \$9000 and Class C, \$5000

Rope Tech and Vehicle Tech \$9000

Holmatro tools? Waiting on BOFC

- **Five and ten year lookahead:**

- o 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.

- o More call volume year over year

- o Currently responding to 18 towns as a first or second due RIC, 24 including third alarms

- o Will be responding to most of Morris Plains, Denville and D6's new buildings first or second due for AFAs, smoke, and reported fires

- o Will need tires for E12 in 2025

- o R14 scheduled to be replaced before 2027

- o E12 to be replaced in 2028 based on previous concerns
- o U16 to be replaced with a f350 pickup or actual f450/f550 utility within 5 years
- o C-18 to be replaced with Tahoe in 2028
- o Air Paks to be slowly replaced at ~\$10k/ea
- o Air Cylinders to be replaced over time with a large (40+) end of life in 2031.
- o Battery Holmatro rescue tools to be purchased to replace 14&12. Estimate \$85k

Respectfully Submitted,



Ryan Masker  
Chief of Department  
Mount Tabor Volunteer Fire Department



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