

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

NOVEMBER 6, 2025

RESOLUTION AUTHORIZING CONDITIONAL OFFER OF EMPLOYMENT TO RECOMMENDED CANDIDATE FOR THE POSITION OF ADMINISTRATIVE BOOKKEEPER

RESOLUTION 25-11-06-113

WHEREAS, there exists a need by the Commissioners of Fire District No. 3, Township of Hanover, County of Morris, N.J., for a Part Time Administrative Bookkeeper to complete bookkeeping duties, assists in basic administrative tasks, ensure the maintenance of accurate financial records and to carry out the other duties as deemed necessary by the Commissioners of the District, and

WHEREAS, the above position was advertised and applicants who met all of the conditions for employment have been interviewed by the Fire District, and

WHEREAS, based on the recommendation of the Interview Committee and the Assistant Chief of Department.

NOW THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 3, Township of Hanover, County of Morris, as follows:

1. The Board of Fire Commissioners is then hereby authorized to offer the Committee's recommended candidate from the list the aforementioned position, consistent with the terms as provided in the Conditional Offer of Employment including but not limited to the successful completion of, but not limited to:
 - a. Physical Examination consistent with the Fire District's Guideline
 - b. Psychological Examination consistent with the Fire District's Guideline
 - c. Any other testing deemed necessary by the Fire District
 - d. Drug screening consistent with applicable State Statutes and the Policies and Procedures of the Fire District
 - e. Criminal and Employment Background consistent with applicable State Statutes and the Policies and Procedures of the Fire District
2. Upon successful completion of the above, the candidate shall be given an appropriate starting date consistent with the terms or conditions of employment in this job title, and any and all rules regulations and procedural guidelines and the Policies and Procedures of the Fire District and the Terms and Conditions of Employment in the referenced position.
3. The Fire District Administrator or their designee is hereby authorized to take all necessary administrative actions to facilitate the employment process in accordance with this resolution.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the 6th day of **November, 2025.**

Thomas Harrington, Clerk

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

Certification

I, **Thomas Harrington**, Clerk of the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, State of New Jersey, hereby certify that the Commissioners at a meeting held on the **6th** day of **November, 2025** duly adopted the attached resolution;

25-11-06-113 RESOLUTION AUTHORIZING COE TO CANDIDATE FOR THE POSITION OF ADMINISTRATIVE BOOKKEEPER

This resolution was introduced by Commissioner:

X DeSimone ☐ **Dugan, Sr.** ☐ **Gallagher** ☐ **Harrington** ☐ **Keyser**

and was seconded by Commissioner

☐ **DeSimone** ☐ **Dugan, Sr.** ☐ **Gallagher** **X Harrington** ☐ **Keyser**

Record of the Vote

	DeSimone	Dugan, Sr.	Gallagher	Harrington	Keyser
Yes	X			X	X
No					
Abstain					
Absent		X	X		

Thomas Harrington, Clerk