

September 4, 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 September 4, 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 Mary Lou DeSimone, Michael Dugan Sr., Robert Gallagher, Thomas Harrington, and Gary Keyser were present.

Administrator Hark Jr., Asst. Chief McGuinness, Deputy Chief Costello, and members of the public were also in attendance.

DEPART FROM NORMAL AGENDA: The Board departed from the normal agenda to swear in two employees. Staff and members of the public joined the meeting.

Commissioner Keyser reported that EMT Atwood came to District 3 from the Denville Fire Dept. First Aid Squad. Commissioner Keyser reported that EMT Atwood started as a Per Diem in February 2025 and switched to Part Time EMT in July 2025. Commissioner Keyser swore in FT EMT Catherine Atwood.

Commissioner Keyser reported that FF/EMT Villane came to District 3 from the Jefferson Township Volunteer Fire Department. Commissioner Keyser reported that FF/EMT Villane started in District 3 as a Per Diem EMT in April 2023 and joined the Cedar Knolls Fire Department as a volunteer firefighter in June 2023. FF/EMT Villane became a Part Time EMT in September 2024. Commissioner Keyser swore in FT FF/EMT William Villane.

The Board congratulated EMT Atwood and FF/EMT Villane and invited staff and the public to have refreshments.

The Board returned to the normal agenda.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the July 17, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Gallagher made a motion to approve the minutes from the July 17, 2025 Regular Meeting, seconded by Commissioner Harrington. All were in favor.

The minutes from the July 17, 2025 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the July 17, 2025 Executive Session, seconded by Commissioner Dugan Sr. All were in favor.

The minutes from the August 7, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Dugan Sr. made a motion to approve the minutes from the August 7, 2025 Regular Meeting, seconded by Commissioner Gallagher. All were in favor. Commissioners DeSimone & Keyser abstained.

The minutes from the August 14, 2025 Special Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Gallagher made a motion to approve the minutes from the August 14, 2025 Special Meeting, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Harrington abstained.

The minutes from the August 21, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the August 21, 2025 Regular Meeting, seconded by Commissioner Gallagher. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the August 2025 financials and reported that through 66.7% of the year the District has spent 67.4% of the budget. Commissioner Dugan Sr. reported that things are still tight.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Asst. Chief McGuinness reported that Ambulance 38 had a tire replaced after picking up a nail. Asst. Chief McGuinness noted that during the repair the mechanic discovered that another tire had a broken valve stem which was repaired.

Deputy Chief Costello reported that the volunteer engineer has been leading apparatus checks with the volunteers which started a couple of meetings ago and there have been 2 checks so far. Deputy Chief Costello reported that the few volunteers who have participated were very engaged and more checks are

planned for the future. Deputy Chief Costello reported that the Fire Department is also looking into ways to engage with the Whippany Fire Department with both training and collaborating on duty crews.

EMS: Nothing to report.

BUDGET: Commissioner Dugan Sr. reported that the Board would review a preliminary 2026 Budget tonight so that the entire Board understands what the District is looking at and up against for 2026.

PERSONNEL: Commissioner DeSimone reported that the Board needs to go in to Executive Session.

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Harrington reported that the Fire Co. is still planning for the Open House at the firehouse for September 20, 2025.

BUILDINGS AND GROUNDS: Commissioner Gallagher had nothing to report other than that the grounds are looking good.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Sr. reported that there is nothing other than the Ambulance 38 repair discussed previously.

INSURANCE: Commissioner Dugan Sr. reported that the District has been contacted by Liberty Mutual regarding the July 24-June 25 Workers Comp audit and is supplying them with the requested information. Commissioner Harrington suggested that the District look into whether the Workers Comp premium can be remitted directly from the payroll company based on the amount of the payroll paid.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Hark Jr. reported that the website is up to date except for the Resolutions section, which continues to have issues.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the update on the architect will be given under Old Business.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Administrator Hark Jr. reported that there has been correspondence between the District and the agent for the Post Office regarding the contract for the parking lot rental to the Post Office. Administrator Hark Jr. reported that the District is waiting to see if the Post Office will accept the District's final offer and that it will hopefully be finalized by the next meeting.

Administrator Hark Jr. reported that he spoke with the architect, H2M, today to discuss a timeline of when the District can anticipate getting schematics from them. Administrator Hark Jr. reported that the architect felt the District could have initial schematics at the end of October. Administrator Hark Jr. reported that the architectural firm is sending a team out to review the structural status of the building as a first step in the process. Administrator Hark Jr. reported that the Planning Committee will then meet again with the architect to discuss the building review. Administrator Hark Jr. reported that there is a resolution appointing H2M the architectural firm tonight since the Board signed a contract with them.

Commissioner Keyser asked if the circuit breaker on the 2nd floor has been repaired or replaced. Administrator Hark Jr. reported that the breaker was replaced.

Commissioner Keyser asked how the annual physicals for employees are going. Administrator Hark Jr. reported that the physicals will be discussed in executive session when reviewing the budget.

Administrator Hark Jr. reported that the District has published the Tuesday, 10/21 at 7 P.M. Special Meeting for the informational session for the public.

NEW BUSINESS: Administrator Hark Jr. reported that there is a resolution tonight to appoint a public relations firm to help inform the residents about the 2026 Budget.

Commissioner Keyser reported that Hanover District 2 is going to appoint a new commissioner, Kenneth Slyther, to a 6-month term to replace Commissioner Cortright who resigned.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, September 18, 2025 at 7:00 P.M.

A Special Meeting of the Joint Fire Prevention Board will be held on Monday, September 15, 2025 at 7 P.M. at the District 3 Firehouse.

The next scheduled Joint Fire Prevention Board Meeting will be held on Monday, December 8, 2025 at 6:30 P.M. at the District 2 Firehouse.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Gallagher read Resolution 25-09-04-90 offering a COE be extended to Volunteer EMT DiBernardo. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

Commissioner Gallagher read Resolution 25-09-04-91 appointing Per Diem EMT Webb. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor.

Commissioner Gallagher read Resolution 25-09-04-92 appointing Per Diem EMT Carlsson. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor.

Commissioner Gallagher read Resolution 25-09-04-93 appointing Architectural Services. Commissioner Dugan made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

Commissioner Gallagher read Resolution 25-09-04-94 appointing Public Relations Services. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-09-04-95 to enter into executive session. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor.

The Board went into closed session at 7:29 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 9:25 p.m.

Commissioner Harrington made a motion to extend the job posting in the hiring process for FT EMT, seconded by Commissioner DeSimone. All were in favor.

ADJOURN: A motion was made by Commissioner DeSimone, seconded by Commissioner Gallagher, to adjourn the meeting. All were in favor.

The meeting was adjourned at 9:25 p.m.

Respectfully submitted by

Robert Gallagher, Secretary