

May 15, 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 May 15, 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.

Asst. Chief McGuinness, Deputy Chief Costello, FF DiGiacomo, EMT Endress, EMT Grilli, EMT Waldron and members of the public were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the May 1, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the May 1, 2025 Regular Meeting, seconded by Commissioner Gallagher. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the interim May 15, 2025 P&L and Balance Sheet which shows that through 37.5% of the year, the District has spent 43% of the budget. Commissioner Dugan Sr. reported that the District has made the annual Employer Pension payment and the annual finance payment for the new ambulance which has skewed the percentage but this should even out over the year.

Commissioner Dugan Sr. reported that the total amount of the bills paid at tonight's meeting is \$65,023.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Commissioner Keyser asked if anyone had any question for Asst. Chief McGuinness on his report. Commissioner Keyser asked what was wrong with the stretchers. Asst. Chief McGuinness reported that the metal bracket that holds the stretcher to the floor cracked in one of the ambulances and

there was a metal piece in the power loader on the other ambulance that cracked. Asst. Chief McGuinness reported that both were easy fixes. Commissioner Desimone asked if either were under warranty. Asst. Chief McGuinness reported that neither were under warranty.

Asst. chief McGuinness asked if Deputy Chief Costello had anything to report. Deputy Chief Costello reported that he and Administrator Hark Jr. went to County College of Morris (CCM) for their Board meeting of the advisors for their Fire Science Program. Deputy Costello reported that the program is actually growing into more of an Emergency Response Program and the college is very excited to have internships to connect people between the local fire service organizations, the Fire Academy with Firefighter and EMT training and things like that. Deputy Chief Costello reported that the program also connects to the Share Time Program at Morris County Vocational Technical School. Deputy Chief Costello reported that there are opportunities for someone to get their EMT certification and get 6 college credits for it. Deputy Chief Costello noted that college credits are also given for the Firefighter 1 certification program. Deputy Chief Costello reported that over the next couple of months he is going to see if he can make the right connections there so people in the program can come to CKFD to do an internship and get some credits for it. Deputy Chief Costello reported that this was a good way to establish a relationship with the programs at both the high school and college level. Deputy Chief Costello reported that he and Administrator Hark Jr. will continue to go to meetings on this at CCM.

Deputy Chief Costello reported that run card training is going out to the County soon. Deputy Chief Costello reported that he will also roll out the updated driver training policies and he will set up a driver training revamp program over the next couple months to make sure that everyone is aware of the policy updates.

Commissioner Keyser asked how the volunteer back tone was progressing. Deputy Chief Costello reported that this is part of the County update with the run cards and would allow volunteers to know when calls are upgraded to a 2nd or 3rd alarm.

Commissioner Harrington asked Asst. Chief McGuinness if he is scheduling the apparatus for annual maintenance. Asst. Chief McGuinness reported that the ambulances are currently getting done and the fire trucks will be next.

EMS: Commissioner Keyser reported that according to the Chief's Report it appears that there have been some issues with some Per Diem EMTs so he would

like to have Lt. Sulpy, Administrator Hark Jr. and Asst. Chief McGuinness put together a posting for fulltime EMS position as a possible solution to the persistent problem with some Per Diem EMTs. Asst. Chief McGuinness reports that he plans to meet with Lt. Sulpy tomorrow. Commissioner DeSimone asked if this was the direction that the District wants to go. Commissioner Keyser reported that the District is exploring it as an option. Commissioner Dugan Sr. noted that the District has to determine what the cost will be. Commissioner Harrington asked for clarification that Asst. Chief McGuinness has indicated that staffing difficulties will begin in June. Asst. Chief McGuinness confirmed that coverage issues will start in June and felt that the District should post the position to get the process started. Asst. Chief McGuinness noted that if the District decides later to go in a different direction the posting can always be redacted.

BUDGET: Commissioner Dugan Sr. reported that the 2026 budget process will start in June.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported that the shed is going to be repainted.

Commissioner Dugan Sr. thanked Mr. Hark Sr., Asst. Chief McGuinness and FF DiGiacomo's crew for their work on mulching the beds.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Sr. reported that the ambulance stretchers are the only things that needed work and preventative maintenance has begun on all apparatus.

INSURANCE: Commissioner Dugan Sr. reported that the District is reviewing Workers Compensation quotes and hopes to get out of the assigned risk pool this year.

BY-LAWS: Nothing to report.

WEBSITE: Asst. Chief McGuinness reported that the website is not up to date but will be updated this weekend.

FF Shay joined the meeting at 7:12 P.M.

PLANNING COMMITTEE: Commissioner Harrington reported that he met with Commissioner Dugan Sr. to share potential ideas and the committee and Administrator Hark Jr. will be meeting with the architect in June to discuss these ideas.

Commissioner Keyser asked if the someone was coming in to look at the building to see if it moved at all. Commissioner Dugan Sr. reported that Administration reached out to the structural engineer but he does not think the District paid the extra money to have reference points marked when the structural engineer first came out so he is not sure that the engineer will be able to tell if the building moved.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Commissioner Gallagher reported that the District is identifying items for destruction.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Keyser reported that there will be a special Joint Board meeting on May 20th.

OLD BUSINESS: Commissioner Dugan Sr. reported that the District is still waiting to hear back from the Post Office leasing company about updating the parking lot lease.

Commissioner Keyser reported that the Rt. 24 traffic study request letter is in progress.

NEW BUSINESS: Commissioner Dugan Sr. commended the staff for their actions at the Township garage incident.

Commissioner Keyser reported that the Fire Co. will host a Memorial Day Service on May 24th followed by a BBQ.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, June 5, 2025 at 7:00 P.M.

A Special Meeting of the Joint Fire Prevention Board will be held on Tuesday, May 20, 2025 at 7 P.M. at the District 3 Firehouse.

The next scheduled Joint Fire Prevention Board Meeting will be held on Monday, June 9, 2025 at 6:30 P.M. at the District 2 Firehouse.

PUBLIC PARTICIPATION: Ms. Atkinson asked if a District 3 ambulance was on site when the District 2 training incident occurred. Commissioner Keyser reported that District 3 was dispatched and was not on standby during the training. Ms. Atkinson asked if District 3 has an ambulance at their training events. Commissioner Dugan Sr. reported that sometimes there is an ambulance present because the training is occurring at the firehouse or the EMTs are participating in training does not always have an ambulance at training but District 3 does not always have an ambulance on standby. Commissioner DeSimone noted that the District 3 ambulance response was quite quick the evening of the District 2 incident because they heard before the tones got dispatched and were already on the road prior to dispatch.

RESOLUTIONS: Commissioner Gallagher read Resolution 25-05-15-55 setting the salaries of certain employees. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-05-15-56 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

The Board went into closed session at 7:21 p.m.

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

The Board came out of closed session at 8:28 p.m.

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

The meeting was adjourned at 8:29 p.m.

Respectfully submitted by

Robert Gallagher, Secretary