

## June 19, 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 June 19, 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., and Gary Keyser were present. Commissioners Robert Gallagher and Thomas Harrington were absent.

Administrator Hark Jr., Asst. Chief McGuinness, Lt. Sulpy, FF Bergman, FF Gilson, FF Shay, FF Ujfalussy, EMT Endress, Former Chief Davidson, Hanover Township Committeeman Cahill, members of FF Gilson's family, and members of the public were also in attendance.

**DEPART FROM NORMAL AGENDA:** The Board departed from the normal agenda for the swearing in of Lt. Gilson. Commissioner Keyser read the following statement.

*Mr. Gilson has been a dedicate member of the fire and EMS community for over two decades. He began his fire service in 2003 and became a Certified EMT in 2008. Over the years he has served in several Departments, including North Caldwell Fire Department, Northfield Fire Department, and the West Essex First Aid Squad. Steve joined the Cedar Knolls Fire Department in July 2011 as a Per Diem EMT. He transitioned to a fulltime Firefighter/EMT in 2017. Through his deep commitment to public safety, strong leadership and unwavering dedication to the community, he earned the respect of his peers and leadership. Tonight, we proudly recognize his achievements and promote him to the rank of Lieutenant. Steve is supported by his wife, Lisa, his son, Steven, and his parents who have all stood by him throughout his Fire/EMS service. Please join us in congratulating Lt. Gilson on his well-deserved promotion.*

Asst. Chief McGuinness administered the oath of office to Lt. Gilson while his son held the Bible. Lt. Gilson's wife pinned his new badge on his uniform. The Board congratulated Lt. Gilson and invited everyone to enjoy refreshments in the Day Room.

The Board returned to the Normal Agenda.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

**APPROVAL OF PREVIOUS MINUTES:**

The minutes from the June 5, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Dugan Sr. made a motion to approve the minutes from the June 5, 2025 Regular Meeting, seconded by Commissioner DeSimone. All were in favor. Commissioners Gallagher and Harrington were absent.

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. distributed the interim June 2025 P&L and Balance Sheet which shows that through 46% of the year, the District has spent 51% of the budget. Commissioner Dugan Sr. reported that the District has \$437,293 in the bank.

Commissioner Dugan Sr. reported that the total amount of the bills paid at tonight's meeting is \$72,431.

**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. There were no questions. Asst. Chief McGuinness added that this morning the District received notification from Morristown Medical Center that the following EMTs were recognized for their stroke save in March 2025; EMT Burd, EMT Mauro, EMT Grilli, Lt. Gilson, Lt. Sulpy, EMT Villane, and EMT Waldron. Asst. Chief McGuinness reported that he will doing special recognitions for them this week.

**EMS:** Nothing to report.

**BUDGET:** Commissioner Dugan Sr. reported that he, Commissioner Gallagher, Administrator Hark Jr., and the bookkeeper met Tuesday to discuss what is left in the 2025 budget and how to work through this year. Commissioner Dugan Sr. reported that the committee will meet again in July when the District will be halfway through the year. Commissioner Dugan Sr. reported that the committee will hopefully be able to put together some numbers for next year at the next meeting.

**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 Keyser reported that the HVAC contractor was in yesterday to perform routine maintenance. Commissioner Dugan Sr. reported that there may be an issue with the 3<sup>rd</sup> floor air conditioning. Administrator Hark Jr. reported that the issue seems to be rectified and thought that the AC unit froze up.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Dugan Sr. reported that Ambulance 38 was at J&J because the rear air conditioner unit is not working and for annual maintenance.

**INSURANCE:** Commissioner Dugan Sr. reported that the District met with VFIS regarding Workers Compensation and critical illness insurance and is most likely going to switch providers. Commissioner Dugan Sr. reported that the District will raise critical illness coverage to \$1 million.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Administrator Hark Jr. reported that some of the issues were identified by the provider and the website will be up to date by next week.

**PLANNING COMMITTEE:** Commissioner Dugan Sr. reported that the District has received the proposal from the architect, H2M. Commissioner Dugan Sr. reported that the committee will go through the proposal and after approval the architect will send a contract. Administrator Hark Jr. reported that the price came in where anticipated and subtracts all the previous work that was done like the existing condition of the building. Administrator Hark Jr. reported that the scope of practice spells out what would be included not just with the grant project moving forward all together. Administrator Hark Jr. reported that even though the cost is a little high it would not all be encumbered in this year so it will be built out in next years budget as well.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Administrator Hark Jr. reported that Administrator Hark Jr. and Lt. Gilson are working to identify records for destruction.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Nothing to report.

**OLD BUSINESS:** Administrator Hark Jr. reported that the District qualification for the Booker Grant has been approved to move to the next phase of the grant process and should receive some money as long as funding does not get cut.

Administrator Hark Jr. reported that the District will find out amount we will receive in October but the District has not found out the percentage of any approved grant money that the District will be responsible for.

Commissioner Dugan Sr. reported that the District will send a letter with a draft rental contract including a new fee schedule to the Post Office lease agent.

**NEW BUSINESS:** Commissioner Dugan Sr. asked if the Board was okay with moving forward with approving the H2M proposal and signing the contract. Administrator Hark Jr. reported that the Board approved the Planning Committee to negotiate and sign the H2M proposal and contract. Administrator Hark Jr. reported that the proposal was for \$48,500 which is less than what was spent last year. Administrator Hark Jr. noted that the \$48,500 includes the build out for everything past the grant and that the entire amount of the proposal will not be due in 2025. Administrator Hark Jr. reported that he spoke with Commissioner Harrington today and he was good with the proposal figure.

**REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Tuesday, July 1, 2025 at 7:00 P.M.

A Special Meeting of the Joint Fire Prevention Board will be held on Monday, June 30, 2025 at 7 P.M. at the District 3 Firehouse.

The next scheduled Joint Fire Prevention Board Meeting will be held on Thursday, September 4, 2025 at 6:30 P.M. at the District 3 Firehouse.

**PUBLIC PARTICIPATION:** None.

**RESOLUTIONS:** None.

**EXECUTIVE SESSION:** Commissioner DeSimone read Resolution 25-06-19-63 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioners Gallagher and Harrington were absent.

**The Board went into closed session at 7:17 p.m.**

Personnel matters were discussed, and action will be taken.

**The Board came out of closed session at 7:46 p.m.**

**RESOLUTIONS:** Commissioner DeSimone read Resolution 25-06-19-64 rescinding minimum staffing. Commissioner Dugan Sr. made a motion to introduce the

**resolution, seconded by Commissioner DeSimone. All were in favor. Commissioners Gallagher and Harrington were absent.**

**Commissioner DeSimone read Resolution 25-06-19-65 authorizing a conditional offer of employment be extended to William Villane for the position of FF/EMT. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Keyser. Commissioners Dugan Sr. and Keyser were in favor. Commissioner DeSimone was against. Commissioners Gallagher and Harrington were absent.**

**Commissioner DeSimone read Resolution 25-06-19-66 approving title change for EMT Endress. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioners Gallagher and Harrington were absent.**

**Commissioner Dugan Sr. made a motion to accept the FF/EMT list for 1 year, seconded by Commissioner DeSimone. All were in favor. Commissioners Gallagher and Harrington were absent.**

**ADJOURN: A motion was made by Commissioner Dugan Sr., seconded by Commissioner DeSimone, to adjourn the meeting. All were in favor. Commissioner DeSimone read Resolution 25-06-19-64 rescinding minimum staffing. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioners Gallagher and Harrington were absent.**

**The meeting was adjourned at 7:49 p.m.**

**Respectfully submitted by**

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**Robert Gallagher, Secretary**