

June 5, 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 5, 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, FF Bergman, and EMT Studer were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the May 15, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the May 15, 2025 Regular Meeting, seconded by Commissioner Gallagher. All were in favor.

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

Amendments to the Previous Minutes: None.

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

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the May 2025 P&L and Balance Sheet which shows that through 41.6% of the year, the District has spent 46.93% 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 EMS Salaries line is running high due to the added personnel for the Power Truck and ambulance maintenance is over budget due to unanticipated repairs.

Commissioner Dugan Sr. reported that the total amount of the bills paid at tonight's meeting is \$34,603.40.

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 DeSimone felt the report was very well prepared. Commissioner Keyser asked Asst. Chief McGuinness to thank Lt. Sulpy for his report on calls. Commissioner DeSimone asked who is District 12 that is listed on Lt. Sulpy's report. Administrator Hark Jr. reported that District 12 represents the 68 calls that came into District 3 that we dropped because we could not answer. Administrator Hark Jr. noted that Lt. Sulpy's report breaks out every unit that took these calls for District 3. Commissioner Gallagher asked why District 3 dropped so many calls this year. Administrator Hark Jr. reported that there are any number of reasons including being on another call, needing additional ambulances on a scene, etc. Administrator Hark Jr. noted that the 68 dropped calls through May this year is less than last year. Asst. Chief McGuinness reported that he would ask Lt. Sulpy to break the numbers down so it is a little bit easier to understand next time. Commissioner Desimone felt that the current report was difficult for the average person to understand. Commissioner Gallagher asked for the information on the calls that the Power Truck responded to be included in Lt. Sulpy's report. Administrator Hark Jr. reported that this information is taking longer to get but that Lt. Sulpy is working on getting the information from the County.

EMS: Nothing to report.

BUDGET: Commissioner Dugan Sr. reported that the 2026 budget process will start next week.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Harrington reported that the Fire Co. is planning an Open House for September 20, 2025 with activities and refreshments.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported that the shed painting is pending and that the grounds look good after being mulched.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Sr.

reported that Ambulance 38 is at J&J because the rear air conditioner unit is not working and for annual maintenance. Commissioner Keyser reported that the District has a threshold that they cannot exceed with each vendor and this needs to be monitored. Administrator Hark Jr. reported that the District has a qualified purchasing agent which allows for a higher threshold with each vendor and the QPA monitors the District expenses by vendor.

INSURANCE: Commissioner Dugan Sr. reported that the District met with VFIS regarding Workers Compensation and is most likely going to switch providers with about \$8,000 cost savings.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Hark Jr. reported that the website is up to date except for the resolutions page which has an issue on the server that is being worked on.

Commissioner Keyser asked when the updated Consolidation Plan that is being given to the Joint Board will be posted on each District's website. Administrator Hark Jr. reported that it is a public document and can be shared with the public at the same time that the Joint Board receives it.

Deputy Administrator Schultz joined the meeting at 7:15 P.M.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the Committee met with the architect and gave him an idea of where the District is at and where the District might be at if the Booker Grant comes through. Commissioner Dugan Sr. reported that the architect knows the existing building and the Committee gave him a list of things that are needed in a new building plan. Commissioner Dugan Sr. reported that the architect is going to design something and bring it back to discuss with the Committee and make any recommended changes. Commissioner Dugan Sr. reported that Commissioner Harrington mentioned possibility of designing a building on the side of the ladder bay to the architect that if more space was needed for the new plan. Commissioner Harrington reported that it might be more reasonable and less expensive to add to the side of the ladder bay than working with the old building. Commissioner Dugan Sr. reported that the possibility of going over the engine bay because it made sense with the plan of putting an elevator at the end of the building. Commissioner Dugan Sr. reported that the Committee will see what the architect comes back with and noted that the District is in a little time crunch because everything needs to be ready if to go if/when the grant money comes through. Administrator Hark

Jr. reported that he heard from Sen. Booker's office that the District is approved for the next step in the grant process which is waiting to see if the federal budget funds get approved. Commissioner Dugan Sr. noted that the District is also waiting to hear how much grant money the District will receive and noted that it could only be \$1 million instead of the full amount that was applied for. Commissioner Harrington noted that it also needs to be determined how much the District has to cover of the total grant. Commissioner Dugan Sr. reported that the architect is going to send the District a proposal to sign with the cost of the different project phases outlined.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Keyser reported that he, Commissioner Dugan Sr., Asst. Chief McGuinness, and Administrator Hark Jr. met with Mr. Giorgio and Mr. Esposito to discuss District 3 finances.

OLD BUSINESS: Commissioner Dugan Sr. reported that the District has still not heard back from the Post Office leasing company about updating the parking lot lease and will send another letter with a draft rental contract including a new fee schedule.

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

Administrator Hark Jr. reported that the District is looking to switch from Optimum to Verizon for internet and streaming because of cost savings.

NEW BUSINESS: None.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, June 19, 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. Commissioner Keyser noted that the updated consolidation package that was completed recently will be discussed at this meeting along with follow up on items discussed at the May 20, 2025 Joint Board Meeting.

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: None.

RESOLUTIONS: Commissioner Gallagher read Resolution 25-06-05-57 accepting a corrective action plan. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

Commissioner Gallagher read Resolution 25-06-05-58 accepting accounting and the annual audit. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-06-05-59 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 7:28 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:08 p.m.

RESOLUTIONS: Commissioner Gallagher read Resolution 25-06-05-60 approving a title change for EMT Mauro. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

Commissioner Gallagher read Resolution 25-06-05-61 approving a title change for EMT Endress. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

Commissioner Gallagher read Resolution 25-06-05-62 appointing Career Lieutenant Gilson. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

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

The meeting was adjourned at 8:10 p.m.

Respectfully submitted by

Robert Gallagher, Secretary