

July 1, 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 July 1, 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 Ujfalussy, and EMT Villane were also in attendance.

DEPART FROM NORMAL AGENDA: The Board departed from the normal agenda for a meet and greet with FF/EMT candidate Villane.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-07-01-67 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

The Board went into closed session at 7:02 p.m.

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

The Board came out of closed session at 7:11 p.m.

The Board returned to the Normal Agenda.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the June 19, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner DeSimone made a motion to approve the minutes from the June 19, 2025 Regular Meeting, seconded by Commissioner Dugan Sr. All were in favor. Commissioners Gallagher and Harrington abstained.

The minutes from the May 15, 2025 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the May 15, 2025 Executive Session, seconded by Commissioner Dugan Sr. All were in favor.

The minutes from the June 5, 2025 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner DeSimone made a motion to approve the minutes from the June 5, 2025 Executive Session, seconded by Commissioner Gallagher. All were in favor.

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

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the interim June 2025 P&L and Balance Sheet which shows that through 50% of the year, the District has spent 54.84% of the budget. Commissioner Dugan Sr. reported that the District has \$357,893 in the bank. Commissioner Keyser asked for clarification that the next tax check from the Township will come at the end of August. Administrator Hark Jr. confirmed that the check will be received in August. Commissioner Harrington asked why the EMS Salary line was over budget. Commissioner Dugan Sr. reported that the additional ambulance Power Truck staffing is not part of the 2025 budget.

Commissioner Dugan Sr. reported that the total amount of the bills paid at tonight's meeting is \$16,233.93.

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 asked about letters to Hanover Township in the Communications report regarding EMS coverage for Town camps. Asst. Chief McGuinness reported that the Dept. of Health inspects the camps and requires each camp to get a letter specifying that the camp has EMS coverage. Asst. Chief McGuinness noted that the letters specify EMS coverage but this is not EMS standby.

EMS: Nothing to report.

BUDGET: Commissioner Dugan Sr. reported that Budget Committee is looking to meet again in about 2 weeks.

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 thanked Asst. Chief McGuinness for completing everything on the Building & Grounds To Do list. Asst. Chief McGuinness reported that the thanks you go to FF DiGiacomo, FF Shay and FF Martin.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Sr. reported that Ambulance 32 is out with air conditioner issues.

INSURANCE: Commissioner Dugan Sr. reported that the District has signed the contract for the new Workers Comp and Critical Illness insurance policies.

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 District has received a revised contract from the architect, H2M, which moves some of the expenses from the beginning of the process to the end of the process but is still within the anticipated overall cost. Commissioner Dugan Sr. reported that the District will sign the contract.

LIASON TO EXEMPTS: Nothing to report.

Lt. Gilson joined the meeting.

RECORDS RETENTION: Commissioner Gallagher reported that Administrator Hark Jr. and Lt. Gilson are making progress in gathering records due for destruction.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Keyser reported that the Joint Board held a meeting last night.

OLD BUSINESS: Administrator Hark Jr. reported that the District qualification for the Booker Grant has been approved to move to the final 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 by 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 needs to move forward with the architectural plans so they are ready to go if/when the grant money is released.

NEW BUSINESS: Commissioner Keyser reported that the Administrative Bookkeeper position has been created and the second reading will take place at the July 17th Board meeting.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Tuesday, July 17, 2025 at 7:00 P.M.

A Special Meeting of the Joint Fire Prevention Board will be held on Monday, August 4, 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: Commissioner Gallagher read Resolution 25-07-01-68 appointing the Workers Compensation Insurance Carrier. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

Commissioner Gallagher read Resolution 25-07-01-69 appointing Per Diem EMT Gutierrez. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

Commissioner Gallagher read Resolution 25-07-01-70 approving Title Change for EMT Atwood. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor.

Ms. Atkinson joined the meeting at 7:28 P.M. Ms. Atkinson asked about the status of the consolidation process. Commissioners Keyset and Dugan Sr. reported that consolidation is still on the table and being discussed between the 2 Districts. Ms. Atkinson asked if the process was going better than the last time it was discussed. Commissioner Keyser felt that this was a good assessment.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-07-01-71 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. 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 8:07 p.m.

Commissioner Gallagher made a motion to post the Administrative Bookkeeper position, seconded by Commissioner Dugan Sr. All were in favor.

Commissioner Harrington made a motion to accept the Full-Time EMT list for 1 year, seconded by Commissioner Gallagher. All were in favor.

RESOLUTIONS: Commissioner Gallagher read Resolution 25-07-01-72 authorizing a COE for Full Time EMT be extended to Candidate 1. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

Commissioner Gallagher read Resolution 25-07-01-73 setting the salaries for certain employees. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

Commissioner Gallagher read Resolution 25-07-01-74 amending the Terms & Conditions for Full Time EMTs. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

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

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

Respectfully submitted by

Robert Gallagher, Secretary