

July 17, 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 17, 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., Deputy Administrator Schultz, Asst. Chief McGuinness, Lt. Gilson, and EMT Waldron were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: Commissioner Gallagher read a letter from Hanover Township Recreation Department thanking the District & Department for their help with the 2025 Patriotic Celebration.

APPROVAL OF PREVIOUS MINUTES:

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

Amendments to the Previous Minutes: None.

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

The minutes from the June 19, 2025 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner DeSimone made a motion to approve the minutes from the June 19, 2025 Executive Session, seconded by Commissioner Harrington. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the interim July 2025 P&L and Balance Sheet, which show that through 53.7% of the year, the District has spent 59.15% of the budget. Commissioner Dugan Sr. reported that the District has \$282,611 in the bank.

Commissioner Dugan Sr. reported that the total amount of the bills paid at tonight's meeting is \$61,635. Commissioner Dugan Sr. noted that this amount includes some insurance payments and the cost of the new email system.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Asst. Chief McGuinness submitted his and Lt. Gilson's monthly report to the Board prior to the meeting and asked if there were any questions on either report. Commissioner Harrington added that Ambulance 32 was sent to J&J for air conditioning, compressor and 2 new tires.

EMS: Nothing to report.

BUDGET: Commissioner Dugan Sr. reported that Budget Committee met on Tuesday night to go over the District's current financial status. Commissioner Dugan Sr. reported that the District is going to ask the Township to provide the 3rd quarter tax check a couple of weeks early so that funds can be distributed between the District bank accounts prior to the bookkeeper going on vacation in August.

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

NEGOTIATIONS: Commissioner Keyser reported that there was an item to discuss in Executive Session.

LIAISON TO THE VOLUNTEERS: Commissioner Harrington reported that the Fire Co. had a meeting to plan the Open House at the firehouse for September 20, 2025.

BUILDINGS AND GROUNDS: Commissioner Gallagher asked Asst. Chief McGuinness to ask the crews to keep the fence line neat when doing landscaping. Commissioner Gallagher thanked Commissioner Dugan Sr., Asst. Chief McGuinness, Administrator Hark Jr., EMT Villane and the on-duty crew for picking up donated file cabinets and a desk, bringing them back to the firehouse and unloading them.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Sr. reported that Ambulance 32 got 2 new tires and Ambulance 39 needs new front tires.

INSURANCE: Commissioner Dugan Sr. reported that the Board has signed checks for the new Workers Comp and Accident/Critical Illness insurance policies tonight.

Commissioner Keyser asked if the old Workers Comp carrier owes the District money back. Administrator Hark Jr. reported that the District has to wait until the Workers Com audit for last year is complete to find out if the District will be getting a refund on the premium.

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 a meeting with the architect, H2M, scheduled in 2 weeks.

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 the Board will have the second reading of the job description and then a resolution to create the position of Administrative Bookkeeper tonight.

Commissioner Dugan Sr. reported that the District sent an updated contract for the parking lot rental to the Post Office leasing authority 3 weeks ago and has not heard back from them yet.

Administrator Hark Jr. reported that everything is status quo with the Booker grant and the District hopes to hear more in October.

Commissioner Keyser asked if the District has contacted anyone about performing an air quality test in the firehouse since it was discussed at a prior meeting.

Administrator Hark Jr. reported that the District did reach out to someone but did not have the air quality test performed. Administrator Hark Jr. reported that the he would circle back on it.

NEW BUSINESS: None.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, August 7, 2025 at 7:00 P.M. Commissioner Keyser noted that he will not be able to attend this meeting.

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. Commissioner Keyser again noted that he will not be able to attend this meeting.

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: EMT Waldron reported that he was on the Planning Committee and was informed that some members would not attend the initial meetings after a hiatus in Planning Committee meetings. EMT Waldron reported that he was informed that all members of the Planning Committee would be invited back after a direction for the Committee was settled on. EMT Waldron asked why the District is still involved with H2M since the prior Planning Committee had felt they were high priced. Administrator Hark Jr. reported that the Board reappointed H2M because it was most cost effective alternative as they know the specifics of the building schematics. EMT Waldron thought this made sense but noted that he did not hear where everything stood. EMT Waldron thanked the Board for the update.

RESOLUTIONS: Commissioner Gallagher read Resolution 25-07-17-75 authorizing a COE for Per Diem EMT be extended to S. Shay. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. Commissioners Dugan Sr., Gallagher, Harrington, and Keyser were in favor. Commissioner DeSimone abstained.

Commissioner Gallagher read Resolution 25-07-17-76 appointing FF/EMT Villane. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. Commissioners Dugan Sr., Gallagher, Harrington, and Keyser were in favor. Commissioner DeSimone was against.

Commissioner Gallagher read Resolution 25-07-17-77 approving Title Change for EMT Lucarello. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor.

Commissioner Gallagher read the job description for the new Administrative Bookkeeper position. Commissioner Gallagher read Resolution 25-07-17-78 creating the position of Administrative Bookkeeper. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-07-17-79 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 7:23 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 7:55 p.m.

RESOLUTIONS: Commissioner Gallagher read Resolution 25-07-19-80 authorizing a MOA with FMBA Local 109. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

Commissioner Gallagher read Resolution 25-07-19-81 authorizing a COE for Full Time EMT be extended to Candidate 3. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor. Commissioner Keyser asked for clarification that the Board had agreed to continue down the list of candidates should Candidate 3 defer or decline. Administrator Hark Jr. confirmed this was the case.

Commissioner Keyser felt that the Board should get together with the residents to inform them of who the District and Fire Co. are and how they operate in October 2025 and asked Administrator Hark Jr. to provide available dates for approval at the next meeting.

Commissioner Dugan Sr. reported that he forgot to inform the Board that the donated file cabinets discussed earlier are replacements for some of the old cabinets in the Commissioners Room. Commissioner Dugan Sr. indicated which of the existing cabinets are being disposed of and the placement of the new file cabinets.

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 8:07 p.m.

Respectfully submitted by

Robert Gallagher, Secretary