

April 16, 2026 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 April 16, 2026 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 Michael Dugan Sr., Thomas Harrington, Robert Gallagher and Gary Keyser were present. Mary Lou DeSimone was absent.

Administrator Hark Jr., Chief McGuinness, other District 3 staff and members of the public were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: No correspondence.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the March 5, 2026 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Gallagher made a motion to approve the minutes from the March 5, 2026 Executive Session, seconded by Commissioner DeSimone. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. reported we are at 28% of the year and 29% of the budget as of date. Commissioner Dugan noted there were a lot of unexpected bills at this time and that the procurement policy would be extended again.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Chief McGuinness reported the fire escape passed inspection with just minor welding and painting needed. A quote was obtained and the work is scheduled to be done. All three ambulances were reported to be back in service and have passed Department of Health inspections. Next week the Engine 34 exhaust leak will be addressed.

EMS: Nothing to report.

BUDGET: Nothing to report.

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

NEGOTIATIONS: The committee has reached out to Local 109 representatives.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported the rocks have been set in place of the fence along the strip mall part of the property. Commissioner Gallagher expressed thanks to Mr. Hark Sr for his donated time and service.

It was reported that the second-floor bathroom has been repaired after an issue was identified earlier in the day. The second floor cleanup continues to move forward, a dumpster is in place and continues to be filled. Electrical work on the building is set to begin within the next week. It will be a multiple day project. Commissioner Gallagher then mentioned he would like to schedule getting the mulch done before Memorial Day weekend.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Harrington reported that the turbo was replaced in the Ambulance and it is back in service. Engine 34 will most likely be going up for exhaust repair within the next week.

INSURANCE: Administrator Hark reported that Updated policies and packages set for the June 1 renewal should be received by the next meeting for review.

BY-LAWS: Changes still in progress for reading at the next meeting.

WEBSITE: Up to date.

PLANNING COMMITTEE: No Report.

LIAISON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Commissioner Gallagher reported no updates at this time.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Keyser asked Committeeman Cahill if there was a anticipated timeline from the consultant that was hired as to when he would be complete with his study. Committeeman Cahill stated the consultant told the township about 4-5 months would be needed.

OLD BUSINESS: Commissioner Keyser asked for an update on grants. Administrator Hark reported that we did advance to the next round for the Booker grant and it would be a few months until the next update is received from them.

Commissioner Keyser asked for a update on the keycard access system. Administrator Hark reported that it continues to deteriorate. An additional quote was received and so he was looking for permission from the board to move forward. All were in agreement.

Commissioner Keyser asked the status of the purchase order system. Administrator Hark reported that a meeting was held last week with the vendor recommended and used by both our Township as well as our QPA, but that he still had not received a quote from them as of yet.

NEW BUSINESS: Commissioner Keyser asked about the MOU with East Hanover being proposed. Chief McGuinness explained that while East Hanover goes for their licensing, they are looking to have access to another ambulance until theirs comes in. The MOU allows them to borrow a ambulance if need be during a time of need and us to borrow one of theirs. Commissioner Harrington asked if there is a insurance issue with this. Administrator Hark clarified that there is not.

Commissioner Keyser stated that he would like to get hold of the previous engineer who did the surveys for the firehouse property because he would like to obtain a certificate of insurance from the strip mall owner because they are technically operating partially on our property.

Commissioner Dugan Sr asked to extend the Procurement policy. It was in effect until March 31, 2026. Motion made by Commissioner Dugan Sr. to extend the policy through June 30, 2026. Motion was seconded by Commissioner Harrington. All in favor.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, May 7, 2026 at 7:00 P.M.

There will be a Joint Fire Prevention meeting on Monday May 18, 2026 at 7:00 P.M. at the District 2 Firehouse.

PUBLIC PARTICIPATION: None.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 26-04-16-61 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor. Commissioner DeSimone was absent.

The Board went into closed session at 7:24 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:35 p.m.

RESOLUTIONS: Commissioner Gallagher read Resolution 26-04-16-59 authorizing EMS MOU with Township of East Hanover. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor. Commissioner DeSimone was absent.

Commissioner Gallagher read Resolution 26-04-16-60 Authorizing the purchase of a command vehicle. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor. Commissioner DeSimone was absent.

Commissioner Gallagher made a motion to amend the job description for career lieutenant. Commissioner Harrington seconded. All were in favor. Commissioner DeSimone was absent.

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

The meeting was adjourned at 8:37 p.m.

Respectfully submitted by

Robert Gallagher, Secretary