

August 20, 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 August 20, 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 Dugan Sr., MaryLou DeSimone, Robert Gallagher Thomas Harrington and Gary Keyser were present.

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

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES: None.

REPORT OF THE TREASURER: Commissioner Dugan Sr. reported that we continue to operate within budget and are working on a preliminary budget right now.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Chief 's report was reviewed. Chief McGuinness reported that the Tahoe is ready to go to Edison for lights install next week, EMS competencies have been completed by all employees except 3 at this time, and a plan is in place to change the tours around specifically to give Junior firefighters more exposure to working with the different Lieutenants. Three EMS volunteers are also in the process of being signed off as "seconds". Deputy Chief Costello reported that the volunteer participation on the EMS side has improved significantly. He expressed frustration for not receiving feedback still on the proposed new volunteer program. The Board explained they were waiting for a review of it from the liaison to the volunteers and him to occur first.

Commissioner Harrington agreed to meet with Deputy Chief Costello to solidify some dates.

EMS: No report.

BUDGET: Commissioner Dugan Sr. Reported that budget meetings continue. September will kick off the full budgeting process once some decisions are made by the board.

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

NEGOTIATIONS: No report.

LIAISON TO THE VOLUNTEERS: Commissioner Harrington reported that the Fire Company at their last meeting made a motion to pay for volunteer EMS classes up to \$11,000.00 at their last company meeting.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported that the dying vine on the side of the building was removed but that some bushes still need trimming and recommended we get a hedge trimmer if not already obtained. There is a water drainage issue in the parking lot that was identified. It is currently being investigated.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Harrington reported that Ambulance 39's back in service again after numerous issues. Commissioner Harrington asked that a reminder be sent out to the staff about turning off the ambulance switch. Regular quarterly maintenance is due for the ambulances again.

INSURANCE: Administrator Hark Jr reported that a claim was filed for the plymavent accident that occurred at the beginning of the month. The adjustor is set to come out next week.

BY-LAWS: No report.

WEBSITE: Up to date.

PLANNING COMMITTEE: Commissioner Dugan Sr reported that we are awaiting consolidation report from town. Anticipated hearing something back in August.

RECORDS RETENTION: Scheduled for August.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Cahill reported that the consolidation report is back. It has not been distributed to the entire township committee yet but will be discussed at their September 10, 2026 meeting. Committeeman Cahill stated he spoke to Commissioner Brunner and indicated that this would be distributed to both sets of District commissioners at a meeting in September. It was asked that correspondence be put out calling for a

Joint Fire Board Meeting on September 21, 2026. Administrator Hark Jr stated he would put the notice out to the Boards, and advertise it as required by law.

OLD BUSINESS: Administrator Hark Jr. reported that the Sonitrol system upgrade continues at this time. Additional issues were identified including non-working swipe pads that are 10+ years old. A quote was obtained for the additional work and upgrades, totaling \$5,000.00 It was agreed to move forward with it. It was also reported that the purchase order system is still on track to go live on January 1, 2027. A meeting was held with the implementation manager from the company today. Commissioner Keyser reported that we are still obtaining more pricing for fixing the leaking sewer. Administrator Hark Jr reported that the additional parking lot is set to go live for auction on September 8, 2026 and will close at noon on September 15, 2026. Commissioner Keyser thanked Chief McGuinness and Administrator Hark Jr. for their work in obtaining the deed information and working with the Clerk's office to do so.

NEW BUSINESS: Administrator Hark Jr. announced that annual workplace harassment training will be issued out on September 1, 2026 with a October 1, 2026 deadline for it to be completed. Commissioner Keyser reported that the Board recognized Mr. James Hark Sr. alongside the Township committee at their August 20th meeting, for his volunteerism throughout Hanover Township and across multiple organizations. Administrator Hark Jr announced that the workman's comp audit has been completed. We should hear back within the next two weeks.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, September 3, 2026 at 7:00 P.M.

There will be a Joint Fire Prevention meeting on Thursday September 3, 2026 at 6:30 P.M. at the District 3 Firehouse.

PUBLIC PARTICIPATION: None.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 26-08-20-94 to enter into executive session. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. 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 8:53 p.m.

RESOLUTIONS: Commissioner Gallagher read Resolution 26-08-20-95 A Resolution Appointing Permanent FF/EMT William Villane. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

Commissioner Gallagher read Resolution 26-08-20-96 A Resolution Appointing Permanent Full Time EMT Catherine Atwood. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor.

Commissioner Gallagher read Resolution 26-08-20-97 A Resolution Appointing Authorizing Advertisement For Bids. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner Gallagher. Commissioner Dugan voted no.

Commissioner Gallagher read Resolution 26-08-20-98 A Resolution Amending EMS Terms and Conditions. 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 DeSimone., seconded by Commissioner Harrington., to adjourn the meeting. All were in favor.

The meeting was adjourned at 8:03 p.m.

Respectfully submitted by

Robert Gallagher, Secretary