

## **May 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 May 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, and Gary Keyser were present. Commissioner Thomas Harrington was absent.

Administrator Hark Jr., Deputy Administrator Schultz, Asst. Chief McGuinness, FF Martin, FF Ujfalussy, EMT Endress, EMT Waldron and members of the public were also in attendance.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** None.

### **APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the April 17, 2025 Regular Meeting were reviewed.**

**Amendments to the Previous Minutes: None.**

**Commissioner DeSimone made a motion to approve the minutes from the April 17, 2025 Regular Meeting, seconded by Commissioner Gallagher. All were in favor. Commissioner Harrington was absent.**

**The minutes from the April 3, 2025 Executive Session were reviewed.**

**Amendments to the Previous Minutes: None.**

**Commissioner Gallagher made a motion to approve the minutes from the April 3, 2025 Executive Session, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Harrington was absent.**

**REPORT OF THE TREASURER:** Commissioner Dugan Sr. distributed the April 2025 P&L and a current Balance Sheet which shows that through 33% of the year, the District has spent 37% of the budget. Commissioner Dugan Sr. reported that the District has made the annual Employer Pension payment which has skewed the percentage but this should even out over the year. Commissioner Dugan Sr. reported that the District has \$213,279.86 cash on hand.

Commissioner Dugan Sr. reported that the total amount of the bills paid at tonight's meeting is \$32,950.

**Report of Fire Commissioner Board Committees and Chief of Department:**

**MONTHLY REPORTS:** Commissioner Keyser asked Asst. Chief McGuinness if he had anything to add to his report. Asst. Chief McGuinness reported that the photocell on the ambulance bay is fixed.

Asst. Chief McGuinness reported that all the garden beds have been edged and we will be mulching on Saturday. Commissioner Keyser asked who would be doing the mulching. Asst. Chief McGuinness reported that he would be here along with the crew and he will send out something asking for volunteers to help.

Asst. Chief McGuinness reported that there are 2 events this weekend that he anticipates being cancelled due to bad weather. Asst. Chief McGuinness reported that the District has been invited to Israel Memorial Day at Lester Senior Housing and Touch a Truck, both of which are scheduled for Saturday.

Asst. Chief McGuinness reported that Ambulance 38 will be back in-service tomorrow. Commissioner Keyser asked what was wrong with it. Asst. Chief McGuinness reported that stretcher repairs were made.

**EMS:** Commissioner Keyser reported that there was a Special Joint Board Meeting on April 29 and he felt it was a good meeting with a lot of things hashed out. Commissioner Keyser reported that District 2 would like District 3 to provide them with a proposal for the cost of providing 24/7 EMS service from the District 2 firehouse. Commissioner Keyser reported that Commissioner Cobane also asked that District 3 include the cost of providing EMS 5 days a week for 12 hours a day. Commissioner Keyser reported that there is another Joint Board meeting scheduled for May 20<sup>th</sup>. Administrator Hark Jr. reported that the May 20<sup>th</sup> date is not set because District 2 asked that the Joint Board commissioners be allowed to choose between May 20<sup>th</sup> and May 27<sup>th</sup>. Administrator Hark Jr. reported that he will send out the email asking for availability later tonight. Administrator Hark Jr. reported that the District has started to put together numbers for the EMS service proposals for District 2. Commissioner Keyser reported that during consolidation discussions at the Joint Board meeting District 2 indicated that some of the documents from previous consolidation discussions have been removed from their website and Administrator Hark Jr. is going to forward copies of the documents to District 2 Chief Perrello. Administrator Hark Jr. reported that he will have everything to Chief Perrello by the end of the week.

**BUDGET:** Nothing to report.

**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 reported that Asst. Chief McGuinness already covered the mulching to be done on Saturday and he noticed the tractor in the back lot. Commissioner Keyser asked what time the mulching would be done. Asst. Chief McGuinness reported that it would begin about 8 A.M.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Commissioner Dugan Sr. reported that the ambulance stretcher is the only thing that needed work and everything else is good.

**INSURANCE:** Nothing to report.

**BY-LAWS:** Commissioner DeSimone reported that the amended By-Laws were adopted by the Board last month. Commissioner Keyser asked if they were updated in the books and policies. Administrator Hark Jr. reported that they had.

**WEBSITE:** Up to date.

**PLANNING COMMITTEE:** Commissioner Dugan Sr. reported that he and Commissioner Harrington met to discuss ideas for building plans but he would like to wait until both are present to report on the meeting to the Board. Commissioner Dugan Sr. reported that the District is waiting to hear back from the architect to set up a meeting to discuss the ideas for the building plan. Commissioner Dugan Sr. felt that the district should not pay the architect to draw up multiple plans though. Commissioner Keyser agreed and felt that after Commissioners Dugan Sr. and Harrington agree on a plan then Lt. Belott and EMT Waldron should be brought in to meet with the architect and presenting a plan to the Board. Commissioner Keyser reported that the engineer is coming in to see if the building has moved any more. Administrator Hark Jr. reported that he has reached out to the engineer and is waiting on available dates from the architect. Administrator hark Jr. reported that he still has to reach out to the firm about testing the air quality on the 3<sup>rd</sup> floor. Commissioner Gallagher asked to be informed when dates are confirmed.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Commissioner Keyser reported that Committeeman Cahill had made some statements at the Joint Board meeting about the possibility of the Township getting involved with monies for EMS. Commissioner Keyser felt this would all come together when District 3 put together a proposal for District 2 EMS service.

**OLD BUSINESS:** Commissioner DeSimone asked Asst. Chief McGuinness if he had followed up with the EMT regarding an in house EMT trainer. Asst. Chief McGuinness reported that he had followed up and having a training center at the firehouse would be very easy to do but going through the EMT instructor series is very difficult. Asst. Chief McGuinness reported that he will ask the membership to gauge interest but noted that it is a very big commitment. Commissioner DeSimone asked how long a commitment. Asst. Chief McGuinness reported that it would be a 1 ½ year commitment although not full-time.

Administrator Hark Jr. reported that he spoke with Atlantic Health today and physicals should be set to start within the next 2 weeks.

Commissioner Keyser asked if there was anything new on the Post Office lot rental discussions. Commissioners Dugan Sr. reported that the District is still waiting to hear from the Post Office rental company.

Commissioner Keyser asked if the Rt. 24 letter was still in process. Deputy Administrator Schultz reported that the District is still waiting to hear back from the Township on the draft letter.

Commissioner Keyser reported that there was discussion about staff helping to paint some of the exterior of the firehouse at the last meeting and he felt that this would be difficult for them to do in addition to their other duties. Commissioner Keyser reported that he is going to reach out to Boy Scout Troop 155 to see anyone there wants to do an Eagle Scout project painting the lower portion of the firehouse exterior. Commissioner Gallagher felt that the District should check with our insurance provider to make sure this is acceptable. Commissioner Keyser felt that the Eagle Scout would be covered under the Boy Scouts of America insurance but it would have to be addressed.

**NEW BUSINESS:** Commissioner Keyser reported that he is planning to attend the New Jersey State Fire Districts meeting on June 7<sup>th</sup> in Howell Township.

Commissioner Keyser reported that the State Board of Educations have a Tax Levy Incentive Aid Program to include eligible School Districts to increase annual budgets by 5% instead of 2% and he wants to bring this up to the Fire District Association to see if this can be moved forward for Fire Districts also.

**REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, May 15, 2025 at 7:00 P.M.

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:** EMT Waldron asked Commissioner Keyser if the District still had the building plans that were drawn back when he and Commissioner Harrington were part of the Planning Committee. Commissioner Keyser confirmed that the District did still have these plans.

**RESOLUTIONS:** Commissioner Gallagher read Resolution 25-05-01-47 authorizing a COE be extended to Per Diem EMT Gutierrez. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Harrington was absent.

**EXECUTIVE SESSION:** Commissioner Gallagher read Resolution 25-05-01-48 to enter into executive session. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Harrington was absent.

The Board went into closed session at 7:22 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 7:50 p.m.

**RESOLUTIONS:** Commissioner Gallagher read Resolution 25-05-01-49 accepting agreement and resignation of Deputy Administrator Schultz. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor. Commissioner Harrington was absent.

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

The meeting was adjourned at 7:51 p.m.

Respectfully submitted by

---

Robert Gallagher, Secretary