

December 4, 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 December 4, 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, EMT Studer, EMT Waldron, other District 3 staff and members of the public were also in attendance.

DEPART FROM NORMAL AGENDA: The Board departed from the regular agenda for the swearing in of FT EMT Studer. The Board congratulated EMT Studer invited her family and friends to celebrate with refreshments in the break room.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the November 20, 2025 Special Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Gallagher made a motion to approve the minutes from the November 20, 2025 Special Meeting, seconded by Commissioner Dugan Sr. All were in favor.

The minutes from the November 20, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the November 20, 2025 Regular Meeting, seconded by Commissioner DeSimone. All were in favor.

The minutes from the November 6, 2025 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the November 6, 2025 Executive Session, seconded by Commissioner Dugan Sr. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the November 2025 financials and reported that the District is slightly over budget. Commissioner Dugan Sr. reported that checks totaling \$30,959.73 are being signed tonight.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Asst. Chief McGuinness thanked the volunteers and staff who helped out with the annual Tree Lighting. Asst. Chief McGuinness reported that there were a ton of people who attended and the event was a big success.

EMS: Nothing to report.

BUDGET: Commissioner Dugan Sr. reported that the 2026 budget will be introduced after the Board reviews it in Executive Session tonight. Commissioner Keyser thanked everyone who worked hard to put the 2026 budget together.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported that the committee is still looking into how to fix the portion of fence that is down. Commissioner Keyser reported that the automatic feed for one of the boilers was replaced.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Sr. reported that Ambulance 38 went to J & J for work on the brakes and rotors costing \$3200.

Commissioner Dugan Sr. reported that Car 31 was taken to Performance GMC for annual maintenance and they found about \$7200 in needed repairs.

Commissioner Dugan Sr. reported that Car 31 was then sent to J & J for another estimate which came in at about \$3300. Commissioner Dugan Sr. reported that since Car 31 is only valued at \$10,000, it was not worth making the repairs and the vehicle has been taken out of service.

INSURANCE: Commissioner Dugan Sr. reported that the District has one more installment to make this year on the annual workmen's compensation audit adjustment. Commissioner Dugan Sr. reported that the District has appealed a portion of the audit adjustment and is awaiting the results of the appeal.

Commissioner Dugan Sr. notes that the District has budgeted for a workmen's compensation audit adjustment in the 2026 budget.

BY-LAWS: Nothing to report.

WEBSITE: Administrator Hark Jr. reported that the website is up to date.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that some of the committee met with the architect on Tuesday to discuss the revised schematics. Commissioner Dugan Sr. reported that the District received the cost estimates this afternoon and would discuss them in Executive Session.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Commissioner Keyser reported that the District has a meeting with Committeeman Cahill and Mr. Giorgio tomorrow regarding budgets.

OLD BUSINESS: Commissioner Dugan Sr. reported that there has been no progress on the new USPS lot rental contract.

NEW BUSINESS: Commissioner Dugan Sr. reported that both he and Commissioner Harrington agree that since Car 31 will not be repaired and has been taken out of service, the District should consider selling it. Commissioner Gallagher suggested that the District not use Performance GMC as a primary mechanic in the future due to their high cost. The Board discussed the possibility of swapping usable parts of Car 31 with Car 37. Commissioner Dugan Sr. made a motion to sell Car 31, seconded by Commissioner Gallagher. All were in favor.

Commissioner Dugan Sr. reported that there are 6 bikes in the tent that the District is not using and he would like to get rid of them. Commissioner DeSimone asked if they are not being used because no one has taken over the bike patrol program. Commissioner Dugan Sr. reported that the only events where the bikes could be utilized are the fireworks and parades. Commissioner Dugan Sr. reported that he would like to contact the Police Department to see if they would like any of them and the District can sell the rest. EMT Waldron suggested doing a raffle with any members that might be interested in them. Commissioner Keyser questioned whether the District could do that. Administrator Hark Jr. felt there would be a way to do a raffle and suggested making a general motion to get rid of the bikes at the discretion of the Chief. Commissioner Harrington made a

motion to get rid of the bicycles at the discretion of the Chief, seconded by Commissioner Desimone. All were in favor.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, December 18, 2025 at 7:00 P.M.

The next scheduled Joint Fire Prevention Board Meeting will be held on Monday, December 8, 2025 at 6:30 P.M. at the District 2 Firehouse.

A Special Joint Fire Prevention Board Meeting will be held on Monday, December 15, 2025 at 7:00 P.M. at the District 3 firehouse.

PUBLIC PARTICIPATION: EMT Waldron asked that the Board please take active Per Diem EMTs into account in the new 2026 staffing plan.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-12-04-118 to enter into executive session. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner DeSimone. 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 8:57 p.m.

RESOLUTIONS:

Commissioner Gallagher read Resolution 25-12-04-119 introducing the 2026 Budget. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

Commissioner Gallagher read Resolution 25-12-04-120 authorizing a property tax levy referendum. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

Commissioner Gallagher read Resolution 25-12-04-121 appointing the Administrative Bookkeeper Lepore. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

Commissioner Gallagher read Resolution 25-12-04-122 authorizing a COE be extended to Junior EMS Volunteer Organowski. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

Commissioner Gallagher read Resolution 25-12-04-123 authorizing a COE be extended to Junior EMS Volunteer R. Scott. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

Commissioner Gallagher read Resolution 25-12-04-124 authorizing a COE be extended to Junior EMS Volunteer O. Scott. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor.

Commissioner Dugan Sr. made a motion to hold a Special Meeting on January 8, 2026 at 7:00 P.M. to conduct regular Board business and to designate the January 15, 2025 scheduled Board Meeting for Public Commentary on the 2026 Budget. Commissioner Desimone seconded the motion. All were in favor.

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

The meeting was adjourned at 9:04 p.m.

Respectfully submitted by

Robert Gallagher, Secretary