

November 20, 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 November 20, 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, FF Martin, and members of the public were also in attendance.

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the May 6, 2025 Special Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the May 6, 2025 Special Meeting, seconded by Commissioner Gallagher. All were in favor.

The minutes from the November 6, 2025 Regular Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner DeSimone made a motion to approve the minutes from the November 6, 2025 Regular Meeting, seconded by Commissioner Harrington. All were in favor. Commissioners Dugan Sr. and Gallagher abstained.

The minutes from the October 20, 2025 Executive Session were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the October 20, 2025 Executive Session, seconded by Commissioner DeSimone. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed the November 2025 interim financials and reported that the District is 2% over budget.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Asst. Chief McGuinness distributed his and the lieutenants' monthly reports.

Asst. Chief McGuinness reported that a few nights ago FF Martin heard the alert go out for a lost child running down Rt. 10. Asst. Chief McGuinness reported that FF Martin called FF Villane who was at the Marriott Hotel for a fire watch and asked him to keep an eye out for the child. Asst. Chief McGuinness reported that FF Villane found the child in the hotel parking lot and kept him safe until the police arrived. Asst. Chief McGuinness commended FF Martin and FF Villane for their actions that resulted in the child being reunited with his family.

Asst. Chief McGuinness reported that FF Colin and EMT Studer were recognized by Lt. Belott for an incident at the Seasons 52 restaurant. Asst. Chief McGuinness reported that medical call was for a relative of neighboring town's fire chief. Asst. Chief McGuinness reported that the fire chief was on scene and recognized our crews' actions stating that they did a phenomenal job.

Commissioner DeSimone asked about the mandatory training classes through Kean University attended by several staff that was mentioned in the monthly report. Asst. Chief McGuinness explained that these were free fire inspector classes.

EMS: Nothing to report.

BUDGET: Commissioner Dugan Sr. reported that the 2026 budget will be discussed later in the meeting.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner Harrington reported that the Fire Co. is working on the Holiday Tree Lighting, which is scheduled for the Saturday after Thanksgiving.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported that there are lights in the bay that need to have the bulbs replaced.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Gallagher reported that plow is being put on the pick-up.

INSURANCE: Nothing to report.

BY-LAWS: Nothing to report.

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

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that the architect will have revise schematics to the District for the December 4 meeting.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Commissioner Gallagher reported that there should be records scheduled for destruction by year end.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Dugan Sr. reported that there was some confusion with the USPS lot rental contract because the USPS agent originally had the Cedar Knolls Fire Dept. EIN number listed in the contract instead of Hanover Township Fire Dist. 3. Administrator Hark Jr. reported that the issue is being worked out and the new contract should be finalized soon.

Commissioner Keyser asked for the status of the letter to the DOT about a Rt. 24 traffic study. Administrator Hark Jr. reported that the draft letter was forwarded to Mr. Giorgio, Hanover Township Administrator, who then forwarded it to a senator. Administrator Hark Jr. felt that Mr. Giorgio might know more about the status.

NEW BUSINESS: Asst. Chief McGuinness reported that FF Martin has been working on a draft CISM (Certified Incident Stress Management) policy for the District and he is currently reviewing it. Asst. Chief McGuinness distributed copies to the Board. FF Martin reported that he spoke with Administration in the Spring about creating a CISM policy and he has been working on it for several months. FF Martin reported that the District has had a few incidents in the past 1 ½ years and he reached out to other departments to inquire about their policy. FF Martin reported that he found out this is something new and no one has guidance on it. FF Martin reported that he discovered that VFIS has a sample policy on what to do in these instances which he used as the basis for his draft policy. FF Martin reported that he also got a lot of information from the Fallen Firefighters Association which he included in the draft. FF Martin noted that the District does not currently have a standardized policy on how to handle incidents. The Board thanked FF Martin for his efforts.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, December 4, 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.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-11-20-115 to enter into executive session. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor.

The Board went into closed session at 7:15 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:53 p.m.

Deputy Chief Costello joined the meeting at 8:53 P.M.

RESOLUTIONS:

Commissioner Gallagher read Resolution 25-11-20-116 appointing Probationary FT EMT Studer. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

Deputy Chief Costello presented the Board with pictures and specifications on a used Rescue Truck that is being sold. Deputy Chief Costello felt this was a good way to replenish the District apparatus and that it was important that the District have a plan for apparatus replacement. Deputy Chief Costello reported that he presented this information to the Fire Co. also and outlined various possibilities for the District to finance the purchase. Commissioner Keyser reported that there is no money in the 2026 budget for the purchase of new apparatus. Deputy Chief Costello reported that there does not need to be money in next year's budget, that he is looking for a commitment from the District Board and the Fire Co. Board to go down this path for future apparatus purchases. Deputy Chief Costello noted that the commitment from both Boards would be needed so that District 3 could make plans for future apparatus purchases and the Fire Co. would be assured of being reimbursed for any monies that they fronted for apparatus

purchases. Commissioners Keyser and Harrington questioned whether the Fire Co. would be able to secure a loan and Commissioner Dugan Sr. noted that there were perception issues when the District purchased ambulances from the Fire Co. in the past. Deputy Chief Costello stressed the need for a long-term strategy for apparatus replacement because the cost is too high and the time frame for a new build too long to wait until the last minute to look into replacement. The Board thanked Deputy Chief Costello for the information and indicated that they would consider this type of purchase in the future but it is not feasible at present.

Deputy Chief Costello reported that he will bring a revised volunteer incentive plan before the Board at the next meeting.

Deputy Chief Costello left the meeting.

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

The meeting was adjourned at 9:29 p.m.

Respectfully submitted by

Robert Gallagher, Secretary