

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

PUBLIC PARTICIPATION: Ms. Atkinson asked if the Board had received any answers from District 2 about the proposed consolidation of the 2 Districts. Commissioner Keyser reported that District 2 had a BFC but did not report any progress on the consolidation proposal.

CORRESPONDENCE: None.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the March 4, 2025 Reorganization Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Harrington made a motion to approve the minutes from the March 4, 2025 Reorganization Meeting, seconded by Commissioner Gallagher. All were in favor.

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

Amendments to the Previous Minutes: Commissioner Dugan Sr. reported that in the Old Business discussion stated that Commissioner Cornine asked that if there was any other Old Business and it should have been Commissioner Keyser. Commissioner Dugan Sr. made a motion to approve the amended minutes from the March 6, 2025 Regular Meeting, seconded by Commissioner Gallagher. All were in favor. Commissioner DeSimone abstained.

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

Amendments to the Previous Minutes: None.

Commissioner Dugan Sr. made a motion to approve the minutes from the February 6, 2025 Executive Session, seconded by Commissioner DeSimone. Commissioners DeSimone, Dugan Sr. and Keyser were in favor. Commissioners Gallagher and Harrington abstained.

REPORT OF THE TREASURER: Commissioner Dugan Sr. distributed a preliminary March 2025 P&L which shows that the District has spent 17.9% of the budget as of March 20th. Commissioner Dugan Sr. reported that the District is doing well at keeping expenses down and should not have spent more than 25% of budget by the end of March.

Commissioner Keyser asked that in the future the total amount of the bills paid at each meeting be included in the Treasurer's Report.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Asst. Chief McGuinness asked if anyone had questions on his report that was distributed earlier. There were no questions.

Asst. Chief McGuinness reported that the District has a couple of busy months coming up between film permits, presidential visits, and soccer tournaments in the area. Commissioner Keyser noted that there is a bill presented in the State for the Federal Government to reimburse Fire Districts for any expenses they may incur while the President is visiting their area. Asst. Chief McGuinness reported that he was aware that the bill was out there.

EMS: Commissioner Keyser reported that he is working on a few things but does not have anything to bring to the Board yet.

BUDGET: Commissioner Dugan Sr. reported that he has nothing to bring to the Board at this time.

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

NEGOTIATIONS: Nothing to report.

LIAISON TO THE VOLUNTEERS: Commissioner DeSimone reported that there was a discussion of a recruitment drive at the last Fire Co. meeting.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported that a new rug was installed on the 3rd floor. Commissioner Keyser thanked FF DiGiacomo and Shay for moving the furniture out of the area for the installation and moved it back after the installation.

APPARATUS/EQUIPMENT AND MAINTENANCE: Commissioner Dugan Sr. reported that all apparatus is in service but Ambulance 39 is going out for service on Monday. Deputy Administrator Hark Jr. reported that Ambulance 39 should be out for less than a week for the repair.

INSURANCE: Commissioner Dugan Sr. reported that the binder for the new healthcare plan has been paid and enrollment information provided to the healthcare provider.

BY-LAWS: Commissioner DeSimone reported that there are edits to be made to the By-Laws and she hopes to have them ready for the next meeting. Commissioner Dugan Sr. asked what edits were being made. Commissioner Desimone reported that one of the edits is to remove Website as a Committee since Administration takes care of the website. Commissioner Desimone reported that there is something else that needs to be added and noted that she will provide the Board with proposed edits so they can be discussed. Commissioner Keyser reported that one of the changes is in the Planning Committee, which is really for the building expansion and renovations.

WEBSITE: Nothing to report.

PLANNING COMMITTEE: Commissioner Dugan Sr. reported that this committee is more than just the building plans, it also includes planning for apparatus, staffing, EMS services etc. Commissioner Dugan Sr. reported that the Planning Committee has been tied up for the past couple of years with the building plans but does encompass much more. Commissioner Harrington felt that the apparatus replacement portion should be split off into its own committee. Commissioner Keyser reported that Deputy Chief Costello is working on putting together an apparatus replacement committee and it usually falls under operations. Commissioner Dugan Sr. noted that there is usually a Board member on the apparatus replacement committee who brings reports back to the whole Board.

LIASON TO EXEMPTS: Commissioner Dugan Sr. reported that there was an Exempt Member meeting but he did not attend.

RECORDS RETENTION: Nothing to report.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Deputy Administrator Hark Jr. reported that annual physicals will start in April and should be completed by June.

Deputy Administrator Hark Jr. reported that the 2026 Booker Grant application was filed last Tuesday.

Commissioner Keyser asked if there has been any progress on increasing the rent for the parking lot that the Post Office is renting from the District. Deputy Hark Jr. reported that it is on the agenda and the paperwork should be done within the next week.

Commissioner Keyser asked the Administrator Schultz if they had prepared a letter to the DOT regarding the Rt. 24 situation. Deputy Administrator Hark Jr. reported that the letter is being worked on.

Commissioner Keyser asked if there was any other Old Business. Asst. Chief McGuinness thanked Commissioner Keyser for spearheading the whole 3rd floor carpet replacement. Asst. Chief McGuinness gave a special shout out to FF Martin and FF Ujfalussy for moving furniture, ripping out the old carpet and getting rid of it. Asst. Chief McGuinness thanked Lt. Belott and FF Colin for moving all the furniture back after the carpet was installed and noted that the new carpet is definitely an improvement to the space. Asst. Chief McGuinness reported that there have been rumblings about complaints circulating about the sleeping quarters on the 2nd floor but he has not received any complaints. Asst. Chief McGuinness reported that he cannot speak to whether the Fire Co. has received complaints about staff sleeping on the 2nd floor but he has received nothing but positive feedback from the staff regarding sleeping on the 2nd floor; air quality, quality of sleep, not waking up stuffy, with bloody noses or coughing and sneezing. Asst. Chief McGuinness felt that the staff quality of sleep has definitely improved by sleeping on the 2nd floor. Asst. Chief McGuinness reported that he knows that the Planning Committee has been involved with drawing up plans to make the 2nd floor more accommodating – to either split the room in half or put the sleeping quarters off to the side to make it more visually appealing. Asst. Chief McGuinness reported that this is an option that he would like to explore because he would like the working quarters to be separate from the sleeping quarters. Asst. Chief McGuinness reported that having the sleeping quarters up on the 3rd floor is very disruptive to the people that are working up there when people decide to sleep in or when staff are working reverse 24-hour shifts. Commissioner Keyser reported that the carpet was replaced because of complaints of odor. Asst. Chief McGuinness reported that replacing the carpet has helped considerably. Commissioner Keyser asked if Asst. Chief McGuinness if now that the carpet has been replaced he did not want to move sleeping quarters back

to the 3rd floor. Asst. Chief McGuinness reported that he did not say that sleeping quarters can't be moved back to the 3rd floor but there have been zero complaints from the staff about sleeping on the 2nd floor. Asst. Chief McGuinness noted that where the sleeping quarters reside is up to the Board. Commissioner Dugan Sr. reported that the prior Planning Committee came up with a plan for this building which included plans for sleeping quarters. Commissioner Dugan Sr. reported that he had copies of the plans for the Board to look at. Commissioner Keyser reported that he did not want to look at the plans now because he has asked that all reports be submitted to the Board 48 hours before a meeting so there is time to review them. Commissioner Dugan Sr. distributed copies of the building plans for the Board to review at their leisure. Commissioner Desimone asked if this plan was different from the one that was presented to the Public last year. Commissioner Dugan Sr. reported that this is a different plan and is one that just repurposes space in the existing building space. Commissioner Dugan Sr. also distributed building plans that were developed in 2008 which also include plans for the 2nd floor.

NEW BUSINESS: Commissioner Harrington acknowledged that the budget was tight this year and asked if the outside lights had to be on constantly. Commissioner Keyser thought that some of the lights were on timer. Commissioner Harrington thought the timers should be looked at.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, April 3, 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: None.

RESOLUTIONS: None.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 25-03-20-39 to enter into executive session. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

The Board went into closed session at 7:35 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:12 p.m.

RESOLUTIONS: Commissioner Gallagher read Resolution 25-03-20-40 amending the Job Description for Career Firefighter/EMT. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor.

Commissioner Gallagher read Resolution 25-03-20-41 amending the Job Description for Career Lieutenant. Commissioner Harrington made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor.

Commissioner Dugan Sr. made a motion to post the position of FF/EMT, seconded by Commissioner Gallagher. All were in favor.

Commissioner Keyser asked that a thank you letter be sent to the people who donated and installed the carpeting on the 3rd floor.

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

The meeting was adjourned at 8:16 p.m.

Respectfully submitted by

Robert Gallagher, Secretary