

March 19, 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 March 19, 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 Mary Lou DeSimone, Michael Dugan Sr., Robert Gallagher and Gary Keyser were present. Commissioner Harrington was absent.

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

PUBLIC PARTICIPATION: None.

CORRESPONDENCE: No correspondence.

APPROVAL OF PREVIOUS MINUTES:

The minutes from the January 15, 2026 Special Meeting were reviewed.

Amendments to the Previous Minutes: None.

Commissioner DeSimone made a motion to approve the minutes from the January 15, 2026 Special Meeting, seconded by Commissioner Gallagher. All were in favor.

REPORT OF THE TREASURER: Commissioner Dugan Sr. reported there is a financial meeting scheduled with the town. Continue to operate on a tight budget.

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Chief McGuinness reported:

Ambulance 39 remains out of service. First Priority Group is scheduled to come Monday to address a warranty issue.

FF Shane Kelly and EMT Michael Grilli delivered fifty five gallons of Class B foam to Huntingdon County for statewide foam collection as Class B foam is outlawed in New Jersey and is being collected by the state.

Volunteer training was held for the “first due” program; more sessions are planned, including possibly at the fire company meeting.

most items from Commissioner Gallagher's building maintenance list have been addressed; only 1–2 items remain.

ISO audit is still underway. The ISO representative requested additional information; a significant time was spent compiling data last week.

Deputy Chief Costello reported:

Call statistics for the volunteers were distributed. Not all data has been transferred from the old reporting software yet. It is anticipated that all data will be transferred by mid-April.

He is aiming to reconcile numbers by end of this month, then call each member quarterly with status on calls, shifts, and training.

Members should keep personal logs of their call response. Any discrepancies will be resolved during quarterly check-ins to ensure year-end alignment.

EMS: Nothing to report.

BUDGET: Nothing to report.

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

NEGOTIATIONS: The board will be reaching out to the committee.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Gallagher thanked the Chief for addressing most of the items on the list he provided him. The ambulance bay door has been repaired and is functional. The third floor electrical still needs addressing. Administrator Hark said they were awaiting one more estimate. Commissioner Gallagher stated that he is working on obtaining a quote to possibly replace the old strip mall fence with rocks. A price comparison will be made. Commissioner Gallagher then thanked Mr. Hark Sr. for his help during the two winter storms.

APPARATUS/EQUIPMENT AND MAINTENANCE: Chief McGuinness reported that Ambulance 39 is still out of service at this time.

INSURANCE: Commissioner Gallagher reported the health insurance plan was renewed.

BY-LAWS: Commissioner DeSimone to look into having exempt committee removed.

WEBSITE: Up to date.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Commissioner Gallagher reported the process should begin in April.

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Keyser asked for the status of the phone systems. All new phones have been installed and are currently in service. Administrator Hark reported the only thing keeping us tied to the old vendor at this time is the fire alarm system, which needs to be switched over to cellular. Third floor electrical is still being worked on. Commissioner Keyser reported that the updated lot agreement was delivered to the homeowner earlier in the week. Commissioner Gallagher stated he is awaiting an update from her. Commissioner Keyser asked for the status of the grant applications. Administrator Hark reported that both applications are in process and are due tomorrow. Senator Kim's grant requires two letters of support as part of the process, both of which we are still waiting for. Commissioner Keyser asked for the status on the purchase order system. Administrator Hark reported that he has a call scheduled with the QPA to discuss. It needs to be implemented by the end of 2026. Commissioner Dugan Sr. reported that he is looking into possibly switching banks as we have had numerous issues and concerns with the current one.

NEW BUSINESS: Commissioner Keyser reported that the joint fire prevention board was supposed to meet and have their reorganization at the March 5th, 2026, meeting. The meeting wasn't held due to not having a quorum. Correspondence was sent to District 2 notifying them that the joint board is currently dormant until a reorganization is held. Commissioner DeSimone brought up that a prior change in some point in time moved volunteer joining to the board downstairs, with the "second floor" (fire department) becoming optional. Concern was raised that to encourage volunteers and sustain the Cedar Knolls Fire Department, volunteers should also join the second floor. Commissioner Keyser emphasized the board cannot approve fire department membership because the district and fire department are separate organizations; a separate application

would be required for fire department membership, and the fire department may need to adjust bylaws on their end to implement a process.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, April 2, 2026 at 7:00 P.M.

PUBLIC PARTICIPATION: None.

RESOLUTIONS: Commissioner Gallagher read Resolution 26-03-19-46 offering COE Volunteer EMT Alexandra Singh. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor. Commissioner Harrington was absent.

Commissioner Gallagher read Resolution 26-03-19-47 offering COE Volunteer EMT Sanvi Pragada. Commissioner Gallagher made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Harrington was absent.

Commissioner Gallagher read Resolution 26-03-19-48 approving title change EMT Weinert. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Gallagher. All were in favor. Commissioner Harrington was absent.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 26-03-19-49 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 7:30 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 7:56 p.m.

Commissioner Gallagher read Resolution 26-03-19-45 adopting EMS fee schedule. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Harrington was absent.

Commissioner Gallagher read Resolution 26-03-19-50 amending EMS Terms and Conditions. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by

Commissioner DeSimone. 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.

The meeting was adjourned at 7:58 p.m.

Respectfully submitted by

Robert Gallagher, Secretary