

May 7, 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 May 7, 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 Michael Dugan Sr., Robert Gallagher, Mary Lou DeSimone and Gary Keyser were present. Thomas Harrington was absent.

Administrator Hark Jr., 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 April 16, 2026, April 30, 2026 Meetings were reviewed.

Amendments to the Previous Minutes: None.

Commissioner Gallagher made a motion to approve the minutes from the April 16, 2026 Regular Session, seconded by Commissioner Dugan Sr. Commissioner DeSimone abstained due to being absent at the meeting.

Commissioner Dugan Sr. made a motion to approve the minutes from the April 16, 2026 Executive Session, seconded by Commissioner Gallagher. Commissioner DeSimone abstained due to being absent at the meeting.

Commissioner Dugan Sr made a motion to approve the minutes from the April 30, 2026 Special Session, seconded by Commissioner DeSimone. Commissioner Gallagher abstained due to being absent at the meeting.

Commissioner DeSimone made a motion to approve the minutes from the April 30, 2026 Executive Session, seconded by Commissioner Dugan Sr. Commissioner Gallagher abstained due to being absent at the meeting.

REPORT OF THE TREASURER: Commissioner Dugan Sr. reported - Finances are tracking well. The budget is at 33.4% year-to-date, with the year 33% complete.

Despite some unexpected expenses last month, the overall financial status is "doing good."

Report of Fire Commissioner Board Committees and Chief of Department:

MONTHLY REPORTS: Chief McGuinness was absent but his report was distributed. Commissioner DeSimone asked that on his report a previous year comparison be shown for the call volume.

EMS: Nothing to report.

BUDGET: Administrator Hark reported that the draft audit was received and that three recommendations were the same as last year with only one additional. The corrective action plan will be drafted for adoption at the next meeting along with the final audit.

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

NEGOTIATIONS: The committee has reached out to Local 109 representatives.

LIAISON TO THE VOLUNTEERS: Nothing to report.

BUILDINGS AND GROUNDS: Commissioner Gallagher reported that the fire escape work is finished, and that the wooden lockers have been moved upstairs. The bay is scheduled to be cleared on Friday. The majority of electrical work is done in the meeting room and on the second floor; the third floor and panel tie-in remain. An adjusted quote for the key card system was received, with installation pending scheduling. Mulching is scheduled for the weekend of May 16-17. Commissioner Keyser reported that a follow-up is needed with KCG to get an evaluation of the HVAC systems.

APPARATUS/EQUIPMENT AND MAINTENANCE: Administrator Hark reported that all three ambulances are back in service. They are set to have preventative maintenance done within the next two weeks by Chris Fore. During that time, Car 37 will be looked at since Chief Costello is reporting some electrical based issues.

INSURANCE: Commissioner Gallagher reported that the Accident and Sickness policies set for June renewal have been received. No major changes were noted. Workers compensation has not been received yet as that is not due for renewal until July 1.

BY-LAWS: Commissioner DeSimone reported that the bylaw changes have been submitted to the board and will be read under new business.

WEBSITE: Up to date.

PLANNING COMMITTEE: Nothing to report.

LIASON TO EXEMPTS: Nothing to report.

RECORDS RETENTION: Commissioner Gallagher reported the process should resume

LIAISON TO HANOVER TOWNSHIP COMMITTEE: Nothing to report.

OLD BUSINESS: Commissioner Keyser asked the status of the purchase order system. Administrator Hark stated it is set to go live hopefully by the end of September and that a contract has been signed.

NEW BUSINESS: Commissioner Keyser recognized two employees: EMT Nora Burd and EMT Abigail Studer for running the Superhero Half Marathon in Morris Township on Sunday. The Board stated their congratulations. Chief Costello presented the board with proposed application changes. Commissioner Keyser stated the board would need time to review the proposed changes before making any decisions. The station's air compressor motor burned out. After comparing a quote for an industrial installation with a unit comparable to the current one from Lowe's, the board passed a motion to purchase the Lowe's compressor. The system's frequent cycling, likely due to small air leaks, was noted as a related issue to investigate. Motion was made by Commissioner Gallagher. Second by Commissioner Dugan Sr. All in favor. Commissioner Harrington absent. The First reading of the Bylaw Changes were read by Commissioner DeSimone. Exempt committee was removed. Website committee was changed to read "maintained by administration" and "Deputy Chief" was added under Article XVI Fire District Officers.

REMINDERS:

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, May 21, 2026 at 7:00 P.M.

There will be a Joint Fire Prevention meeting on Monday May 18, 2026 at 7:00 P.M. at the District 2 Firehouse.

PUBLIC PARTICIPATION: None.

EXECUTIVE SESSION: Commissioner Gallagher read Resolution 26-05-07-66 to enter into executive session. Commissioner Gallagher 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 7:36 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:25 p.m.

RESOLUTIONS: Motion made by Commissioner DeSimone for adopting Resolutions 26-05-07-67 (A Resolution Offering COE FT/EMT Nora Burd), 26-05-07-68 (A Resolution Authorizing COE Per Diem EMT Osterhoudt), 26-05-07-69 (A Resolution Appointing Volunteer Junior Fire Member Giancarlo Vaccarelli), 26-05-07-70 (A Resolution Accepting Resignation EMT Santini), and 26-05-07-71 (A Resolution Amending Job Description Career Lieutenant) as a consent Agenda. Seconded by Commissioner Dugan Sr. All were in favor. Commissioner Harrington was absent.

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

The meeting was adjourned at 8:26 p.m.

Respectfully submitted by

Robert Gallagher, Secretary