

**December 18, 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 18, 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., Thomas Harrington, and Gary Keyser were present. Commissioner Robert Gallagher was absent.

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

**DEPART FROM NORMAL AGENDA:** The Board departed from the regular agenda to recognize James Schultz and Karen Calabrese for their service on their retirement. The Board thanked both for their service and presented them each with a plaque. The Board suspended the meeting for 20 minutes to allow everyone to partake in refreshments.

**PUBLIC PARTICIPATION:** None.

**CORRESPONDENCE:** Commissioner Harrington read a letter from Hanover Township Recreation Department thanking the District for assisting with Santa's arrival at the Township Community Center for the Winter Wonderland.

**APPROVAL OF PREVIOUS MINUTES:**

**The minutes from the December 4, 2025 Regular Meeting were reviewed.**

**Amendments to the Previous Minutes: None.**

**Commissioner DeSimone made a motion to approve the minutes from the December 4, 2025 Regular Meeting, seconded by Commissioner Harrington. All were in favor. Commissioner Gallagher was absent.**

**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 interim December 2025 financials and reported that the District is slightly over budget.

**Report of Fire Commissioner Board Committees and Chief of Department:**

**MONTHLY REPORTS:** Asst. Chief McGuinness reported that he had 3 special recognitions. Asst. Chief McGuinness reported that on December 7<sup>th</sup> the District was dispatched to a gym for a cardiac arrest. Asst. Chief McGuinness reported that EMT Waldron, FF Martin, EMT Addeo, FF Colin, and Volunteer FF Keyser all responded to the call. Asst. Chief McGuinness reported that the 45-year-old male in cardiac arrest had his pulses regained and he ended up walking out of the hospital yesterday. Asst. Chief McGuinness reported that everyone who was on this call did an excellent job.

Asst. Chief McGuinness reported that Tour 1, Lt. Belott's tour with FF Colin and FF Villane, did an excellent job extinguishing a tricky tractor trailer fire on the side of the highway on Sunday.

Asst. Chief McGuinness recognized Lt. Gilson, FF Martin, and EMT Waldron for their work at an accident on Rt. 287 South on December 7<sup>th</sup>. Asst. Chief McGuinness reported that the victim in the accident was trapped in the car for over 2 hours. Asst. Chief McGuinness reported that this was a very complicated extrication but with help from Morristown and Whippanny were able to extricate the patient.

**EMS:** Nothing to report.

**BUDGET:** Nothing to report.

**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:** Nothing to report.

**APPARATUS/EQUIPMENT AND MAINTENANCE:** Nothing to report.

**INSURANCE:** Nothing to report.

**BY-LAWS:** Nothing to report.

**WEBSITE:** Nothing to report.

**PLANNING COMMITTEE:** Nothing to report.

**LIASON TO EXEMPTS:** Nothing to report.

**RECORDS RETENTION:** Nothing to report.

**LIAISON TO HANOVER TOWNSHIP COMMITTEE:** Nothing to report.

**OLD BUSINESS:** Commissioner Dugan Sr. reported that the District received an email today acknowledging the receipt of information that the USPS agent requested for the new USPS lot rental contract.

**NEW BUSINESS:** Commissioner Keyser reported that the District received a letter from the resident next to the Post Office on Ridgedale Avenue with a proposal regarding right of way. Commissioner Keyser reported that he would forward the letter to Commissioner Gallagher on the Building and Grounds Committee so he could speak with the resident about exactly what they are proposing.

**REMINDERS:**

The next Regular Meeting of the Board of Fire Commissioners will be held on Thursday, January 8, 2026 at 7:00 P.M.

The next scheduled Joint Fire Prevention Board Meeting will be held on Thursday, March 5, 2026 at 6:30 P.M. at the District 3 Firehouse.

**PUBLIC PARTICIPATION:** Ms. Atkinson thanked the Commissioners for continuing to work with Whippany towards consolidation.

Ms. Atkinson thanked all the firefighters and EMTs for everything they do.

Ms. Atkinson asked how being over budget would affect the District. Commissioner Dugan Sr. reported that the District will have to take the overage out of savings since the money is already spent.

**RESOLUTIONS:** Commissioner Harrington read Resolution 25-12-18-125 authorizing budget line transfers. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Gallagher was absent.

Commissioner Harrington read Resolution 25-12-18-126 authorizing a COE be extended to Per Diem EMT Lefferts. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner Harrington. All were in favor. Commissioner Gallagher was absent.

Commissioner Harrington read Resolution 25-12-18-127 authorizing a COE be extended to Per Diem EMT Weinert. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Gallagher was absent.

Commissioner Harrington read Resolution 25-12-18-128 authorizing a COE be extended to Per Diem EMT Wilson. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Gallagher was absent.

Commissioner Keyser asked that Resolution 25-12-18-129 be held until after the Executive Session.

Commissioner Keyser welcomed the new bookkeeper, Theresa Lepore.

**EXECUTIVE SESSION:** Commissioner Harrington read Resolution 25-12-18-130 to enter into executive session. Commissioner DeSimone made a motion to introduce the resolution, seconded by Commissioner Dugan Sr. All were in favor. Commissioner Gallagher was absent.

The Board went into closed session at 7:40 p.m.

Personnel matters were discussed, and action will be taken.

The Board came out of closed session at 8:15 p.m.

**RESOLUTIONS:** Commissioner Harrington read Resolution 25-12-18-129 authorizing a COE be extended to Volunteer Firefighter Grilli. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Gallagher was absent.

Commissioner Harrington read Resolution 25-12-18-131 terminating Probationary FF/EMT Bergman. Commissioner Dugan Sr. made a motion to introduce the resolution, seconded by Commissioner DeSimone. All were in favor. Commissioner Gallagher was absent.

Commissioner Harrington made a motion to post for the position of FF/EMT, seconded by Commissioner DeSimone. All were in favor. Commissioner Gallagher was absent.

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

The meeting was adjourned at 8:18 p.m.

Respectfully submitted by

---

Robert Gallagher, Secretary