



Hopewell Township Fire District No. 1
201 Washington Crossing Pennington Rd
Titusville, New Jersey, 08560

MEMO TO FILE

On June 11, 2020 Chairman Chipowksy resigned from the Board of Fire Commissioners. On June 17, 2020, Secretary Cseremsak resigned from the Board of Fire Commissioners.

On June 25, 2020, the remaining members of the Board held a meeting at which several sets of meeting minutes were presented for approval. The remaining members could not create a quorum of commissioners to approve any set of minutes due to the resignation of the Chairman and Secretary. The remaining members had reviewed the minutes presented and, on the advice of counsel, voted to approve the following minutes presented at the June 25, 2020 meeting:

- A. Regular Session Minutes from 1/2/20
- B. Regular Session Minutes from 1/9/20
- C. Regular and Executive Session Minutes from 1/23/20
- D. Regular and Executive Session Minutes from 2/13/20
- E. Regular and Executive Session Minutes from 2/27/20
- F. Regular Session Minutes from 3/19/20
- G. Regular Session Minutes from 4/16/20

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, FEBRUARY 13, 2020**

The regular meeting of the Board of Fire Commissioners was held on February 13, 2020 at the Hopewell Township Municipal Services Building Titusville New Jersey at 7:07 PM.

CALL MEETING TO ORDER / STATEMENT OF NOTICE

Chairman Chipowsky called the meeting to order and stated that the notice of the meeting had been posted on the Hopewell Township Municipal Bulletin Board and forwarded to the Hopewell Valley News and Times of Trenton, and had been posted on the Hopewell Township Fire District Web-Site in accordance with the requirements of the Open Public Meeting Act.

PLEDGE OF ALLEGIANCE & SALUTE TO THE FLAG

The Pledge of Allegiance was led by Chairman Chipowsky.

ROLL CALL

Chairman Chipowsky - Present
Vice-Chairman Burd - Absent
Secretary Cseremsak - Absent
Treasurer Lynch - Present
Commissioner Tackacs - Present

MINUTES SUBMITTED FOR APPROVAL

Treasurer Lynch moved and was seconded by Commissioner Tackacs to approve the regular and executive session minutes from 11/14/19. The motion passed.

The Board tabled regular session minutes from 10/3/19, regular and executive session minutes from 10/24/19, and regular and executive session minutes from 11/21/19 until other commissioners are available to pass approvals.

PUBLIC COMMENT (AGENDA)

None.

NEW BUSINESS

RESOLUTION 2020-15: A RESOLUTION AUTHORIZING A FAIR AND OPEN PAY TO PLAY CONTRACT WITH GEAR GRID FOR LOCKERS FOR FIREFIGHTING GEAR

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1, Mercer County, has determined that a need exists for lockers for Station 53; and

WHEREAS, the Board has determined that the value of the contract will exceed \$17,500.00; and

WHEREAS, N.J.S.A 19:44A-20.4 et seq. requires that any contract in excess of \$17,500.00 is subject to the requirements of the New Jersey Pay to Play regulations; and

WHEREAS, GearGrid is a vendor with the NPPGov national cooperative procurement organization and was awarded a publicly solicited contract established through a request for proposal process conducted by a lead public agency; and

WHEREAS, GearGrid has completed and submitted a Business Entity Disclosure Certification, a Political Contribution Disclosure, and a Stockholder Disclosure Certificate and those documents have been reviewed; and

WHEREAS, the Treasurer of the Board of Fire Commissioners certifies that funds are available for this purpose in budget line 01-OE-315-300-021, O/A Non Bond - Gear Racks.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township Fire District No. 1 authorizes a Fair and Open contract with GearGrid for lockers for firefighting gear under the provisions of N.J.S.A. 19:44A-20.4 et seq, the New Jersey Pay to Play Regulations; and

BE IT FURTHER RESOLVED that the contract with GearGrid not exceed \$40,000 and be available for public inspection in the office of the Chief of Emergency Services.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Burd						X
Lynch	X		X			
Tackacs		X	X			
Cseremsak						X
Chipowsky			X			

RESOLUTION 2020-16: A RESOLUTION MOVING SAMUEL HAVLICEK FROM FULL TIME EMPLOYMENT TO PART TIME EMPLOYMENT

WHEREAS, the Hopewell Township Fire District No. 1 is in receipt of a letter from Samuel Havlicek resigning from full-time employment; and

WHEREAS, Mr. Havlicek was an Emergency Services Specialist with the Fire District from 2018-2020; and

WHEREAS, Mr. Havlicek will remain employed with the Fire District as a part-time firefighter/EMT.

NOW, THEREFORE, BE IT RESOLVED, the following:

1. The Board of Fire Commissioners of Hopewell Township Fire District No. 1, Mercer County, hereby accepts Samuel Havlicek’s letter of resignation from full-time employment effective February 22, 2020, and thanks him for his service.
2. Mr. Havlicek will be added to the part-time employment list as a part-time firefighter/EMT.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Burd						X
Lynch	X		X			
Tackacs		X	X			
Cseremsak						X
Chipowsky			X			

Chief Martin reported to the Board that he will present a resolution for the payout of his time banks. Chairman Chipowsky ordered Chief Martin to being the process to hire a replacement.

RESOLUTION 2020-017: A RESOLUTION ESTABLISHING THE LIST OF PART TIME EMPLOYEES TO WORK FOR THE HOPEWELL VALLEY EMERGENCY SERVICES UNIT

WHEREAS, a need exists to provide a list of eligible part time employees to provide staffing on a case by case basis; and

WHEREAS, a need exists for assistance with information technology and communications equipment on a case by case basis; and

WHEREAS, the Board of Fire Commissioners has authorized the Chief of Emergency Services to amend the listing of part time employees when the need exists; and

WHEREAS, the following amendments have been made:

Added as of 2/22/2020: Samuel Havlicek

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township Fire District No.1, Mercer County, hereby establishes the list of part-time employees annexed herein and sets the part time hourly rate at \$20.00 per hour.

PART TIME EMPLOYEES AS OF FEBRUARY 22, 2020

- MICHAEL BENINATO
- JUSTIN BOYLE
- JASON BROFSKY
- JOSHUA CHANCY
- ANNE FERRY
- RICHARD GORDON
- MICHAEL HAMMOND
- SAMUEL HAVLICEK
- ARTHUR HERRING, JR.
- RYAN HOFFMAN
- DHWANIL KADAKIA
- ANDREW KINTZEL
- SALVATORE LEVATINO
- JOHN MUCCIOLI
- WILL MULLEN
- ANTHONY O'CONNOR
- OLIVIA OBST
- CRAIG OLANDER
- HARDY KURT PEDERSEN
- DOUGLAS PSZCZOLKOWSKI
- ROBERT ROSS
- CHARLES SISTA
- ANNMARIE SOGANIC
- BENJAMIN TREDREA
- JOSEPH VANDEGRIFT
- EDWARD VANHISE
- HEATHER VARRASSE

PART TIME / INFORMATION TECHNOLOGY & COMMUNICATIONS EMPLOYEES AS OF FEBRUARY 22, 2020

- WILL MULLEN

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Burd						X
Lynch	X		X			
Tackacs		X	X			
Cseremsak						X
Chipowsky			X			

TREASURER’S REPORT

Treasurer Lynch read the summary of the Bills and Claims dated February 13, 2020 and was seconded by Commissioner Tackacs. Treasurer Lynch reported on notable bills. A roll call vote was held and the following amounts were authorized:

Bill List:		\$48,430.31
PP3 Payroll Ending:	February 1, 2020	\$58,835.21
Total Disbursements:		\$107,265.52

**HOPEWELL VALLEY EMERGENCY SERVICES UNIT REPORT
 UNION FIRE COMPANY AND RESCUE SQUAD REPORT
 PENNINGTON FIRST AID SQUAD REPORT
 HOPEWELL FIRE DEPARTMENT AND EMU REPORT
 PENNINGTON FIRE COMPANY REPORT**

The reports were emailed to the commissioners and were not discussed in open session.

PUBLIC COMMENT (NON AGENDA)

None.

The Board entered a discussion on the disposition of the old tanker truck once the new truck is received. Lt. Jonathan D. Moore and Union Fire Company & Rescue Squad Chief Pedersen also participated in the discussion. Topics discussed were necessary repairs and possible locations to store tanker after new one is received.

The Board and those present discussed mutual aid in Mercer County. Valley Chiefs expressed concern that they are responding to so many mutual aid calls in surrounding towns that they cannot respond to the calls in their own municipality, and believe that surrounding towns rely too heavily on mutual aid. The Board directed Chief Martin to contact the Chief in Ewing to discuss the issue, find out why they aren’t staffing their ambulance, and express the Board’s displeasure.

Chairman Chipowsky reported on a meeting with Chief Martin and Hopewell Borough Fire District Chairman Morehouse. Chairman Chipowsky asked to do a fire service study and EMS study by a professional consultant to review the Valley companies and assess the needs of each station and squad to determine what changes can be made to help struggling companies. The Board discussed the apparatus

replacement schedule spreadsheet and the increasing amount of debt service and future options to supplement EMS response.

Chief Pedersen congratulated Treasurer Lynch on his new position.

Chief Pedersen reported on progress with the new tanker. Delivery is expected in early March. Chief Pedersen provided the Union Fire Company & Rescue Squads Standard Operating Procedure for driver training to the Board and discussed driver training. In reference to the discussion on conducting a study of Hopewell Valley's fire and EMS services, Chief Pedersen reported that he believes the Board has the right amount and type of apparatus at the Union Fire Company & Rescue Squad, and reported on the status of some of the older apparatus, specifically requesting an ambulance to be replaced in the next few years. Treasurer Lynch pointed out that the ambulance was designed to the specifications created by members of the fire company and the special requests usually required the most repairs, and that the cost of non-warranty repairs to the ambulance in the six years since it had been purchased was minimal.

Pennington First Aid Squad Captain Muccioli reported that he spoke to the State regarding State Licensing for their ambulances and hopes there will be progress soon. Chairman Chipowsky noted that the Board will not entertain requests for debt service for new ambulances until Hopewell Emergency Unit's ambulances become state licensed.

Chief Martin and the Board discussed topics for future work sessions. The Board would like to set up a work session with Captain Muccioli and a member from Hopewell Borough Fire District to discuss EMS Billing. Captain Muccioli reported that the Squad did not intend to begin EMS Billing. Chairman Chipowsky reminded Captain Muccioli that the Board provides financial support as well as staffing support to the Pennington First Aid Squad. The Board will schedule a future discussion regarding EMS Billing.

EXECUTIVE SESSION RESOLUTION 2020-18

Treasurer Lynch moved and was seconded by Commissioner Tackacs at 8:08 PM to enter executive session to discuss personnel matters. Official action will not be taken.

Executive session closed at 8:37 PM.

ADJOURNMENT

Treasurer Lynch motioned to adjourn the meeting and was seconded by Chairman Chipowsky at 8:37 PM. The motion carried.

Respectfully submitted,



Sarah Ocicki
Purchasing Agent