

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING VIA ZOOM  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
THURSDAY, JULY 9, 2020**

The regular meeting of the Board of Fire Commissioners was held on July 9, 2020 remotely via Zoom at 7:00 PM.

**CALL MEETING TO ORDER / STATEMENT OF NOTICE**

Chairman Lynch 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 Lynch.

**ROLL CALL**

Chairman Lynch -	Present
Vice-Chairman Burd -	Present
Secretary Tomaro -	Present
Treasurer Malkiewicz -	Present
Commissioner Tackacs -	Absent

**MINUTES SUBMITTED FOR APPROVAL**

Both sets of minutes were tabled until a quorum could be present.

**PUBLIC COMMENT (AGENDA)**

None

**NEW BUSINESS**

**RESOLUTION 2020-42: A RESOLUTION UPDATING THE AUTHORIZED SIGNERS FOR HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1 BANK ACCOUNTS**

The resolution was not read in full publicly. Chairman Lynch summarized the resolution. The resolution is attached to these minutes.

**RECORD OF BOARD VOTE ON PASSAGE**

Commissioner	Moved	Second	Ave	Nav	Abstain	Absent
Burd	X		X			
Tackacs						X
Malkiewicz		X	X			
Tomaro			X			
Lynch			X			

**RESOLUTION 2020-43: A RESOLUTION ESTABLISHING THE LIST OF PART TIME EMPLOYEES TO WORK FOR THE HOPEWELL VALLEY EMERGENCY SERVICES UNIT**  
 Vice-Chairman Burd read resolution 2020-43.

**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 7/9/2020: Will Strong

**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 JULY 9, 2020**

- |                     |                       |
|---------------------|-----------------------|
| MICHAEL BENINATO    | JUSTIN BOYLE          |
| JASON BROFSKY       | ANNE FERRY            |
| RICHARD GORDON      | MICHAEL HAMMOND       |
| SAMUEL HAVLICEK     | RYAN HOFFMAN          |
| DHWANIL KADAKIA     | ANDREW KINTZEL        |
| SALVATORE LEVATINO  | JOHN MUCCIOLI         |
| WILL MULLEN         | ANTHONY O’CONE        |
| OLIVIA OBST         | CRAIG OLANDER         |
| HARDY KURT PEDERSEN | DOUGLAS PSZCZOLKOWSKI |
| ROBERT ROSS         | JOSEPH SHREVE         |
| CHARLES SISTA       | ANNMARIE SOGANIC      |
| WILL STRONG         | BENJAMIN TREDREA      |
| JOSEPH VANDEGRIFT   | EDWARD VANHISE        |
| HEATHER VARRASSE    |                       |

**PART TIME / INFORMATION TECHNOLOGY & COMMUNICATIONS EMPLOYEES AS OF JULY 9, 2020**

- WILL MULLEN

**RECORD OF BOARD VOTE ON PASSAGE**

Commissioner	Moved	Second	Ave	Nav	Abstain	Absent
Burd	X		X			
Tackacs						X
Malkiewicz		X	X			
Tomaro			X			
Lvnch			X			

**TREASURER'S REPORT**

Treasurer Malkiewicz read the summary of the Bills and Claims dated July 9, 2020 and was seconded by Vice-Chairman Burd. Treasurer Malkiewicz reported on the notable bills. Chairman Lynch reported that payroll was high because compensation time buy back was paid out in this pay period. A roll call vote was held and the following amounts were authorized:

Bill List:		\$65,525.87
Payroll Ending	July 4, 2020	\$80,402.47
Total Disbursements:		\$145,928.34

**PUBLIC COMMENT (NON AGENDA)**

Chief Martin noted that the recent debt service payment for the ambulance was the last one for that ambulance.

Chairman Lynch reported on a meeting at Defender with Union Fire Company and Rescue Squad Chief Pedersen. Work is continuing on the tanker truck. There has been a communication delay due to dealing with the salesman instead of shop manager. Chairman Lynch reported that the shop manager offered to split the cost of any additional parts required for the truck due to the issues with the salesman. The Board discussed the issues surrounding the fact that items requested during the spec process were not included in the actual specifications.

Vice-Chairman Burd asked the Board to consider creating sub-committees of one to two commissioners to meet and discuss topics more frequently than the regular scheduled commissioner's meetings allow. The topics suggested are shared services agreements with Hopewell Borough and Pennington Borough, UFCRS sprinkler tank, vehicle replacement schedule, EMS billing, 151 state licensing, 152 state licensing, and upcoming development in Hopewell Township.

Chairman Lynch and Vice-Chairman Burd expressed interest in meeting with the Mayor of Hopewell Township regarding EMS billing. Chairman Lynch would like to meet the Township government and the chairmen of the Hopewell Borough and Pennington Borough Board since the Board membership has changed recently. The Board discussed having its members handle the board-related communications between other agencies and boards instead of Chief Martin.

The Board Members discussed the sprinkler tank issue at Union Fire Company and Rescue Squad. Chairman Lynch summarized the ongoing issues with the sprinkler tank for the new Board members. Chairman Lynch asked Chief Martin to ask a representative from the Engineering Company, Van Cleaf Engineering, to attend the next meeting for discussion. The Board discussed the cost and funding sources of the project, as well as the issues regarding fire code, location of the tank, size of the tank, and permissions required for the project.

Chief Martin asked to discuss the station reports in open session at future meetings. Chairman Lynch asked to add Unfinished Business and Sub-Committee Reports to future agendas. Chief Martin reported on the volunteer recruitment program and recruitment website. Vice-Chairman Burd asked to keep the website running for a year, and in that time, remind the volunteer chiefs that the recruitment program exists and is available for their use, and ask the volunteer chiefs to provide feedback.

Pennington Fire Company member Ambrish Agarwal asked if Communication Solutions Group can provide metrics regarding the number of visits to the site and zip codes that visit the website to gain an

idea of the effectiveness of the website. Chief Martin will follow up with Communication Solutions Group, the public relations agency, on that request.

Heather Varrasse reported that she is a member of the membership committees for both Pennington First Aid Squad and Hopewell Fire Department and reported that none of the new members have heard of the Protect Hopewell Valley campaign. The Board discussed different options and platforms to pursue for recruitment. The Board will add volunteer recruitment to the list of sub-committees.

Chief Martin asked if the next meeting should be virtual. The Board discussed in-person meetings or hybrid meetings. The Board determined that the next meeting would be virtual.

Chief Martin reminded the Board that petitions for the open commissioner positions were due to the County of Mercer by July 27, 2020.

Chief Pedersen reported on a new utility terrain vehicle for EMS use and training for the new vehicle. Chief Pedersen reported on building improvements at Station 53 and the possibility of the State Park installing a Knox box for the Ferry House in response to being unable to access the park to investigate an alarm.

Neal Blackwell reported on a system with a 360 degree camera that could be used for hybrid meetings. Ambrish Agarwal noted that hybrid meetings would be beneficial for those who cannot physically attend meetings and volunteered to assist with the set-up of such a system if the District pursues it.

Chairman Lynch thanked everyone for attending the virtual meeting.

**EXECUTIVE SESSION RESOLUTION 2020-44**

Vice-Chairman Burd moved and was seconded by Treasurer Malkiewicz to enter Executive Session at 7:52 PM to discuss personnel. No official action would be taken.

**ADJOURNMENT**

Vice-Chairman Burd motioned to adjourn the meeting and was seconded by Treasurer Malkiewicz at 8:30 PM. The motion carried.

Respectfully submitted,



Sarah Ocicki  
Purchasing Agent