

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
THURSDAY, AUGUST 27, 2020**

The regular meeting of the Board of Fire Commissioners was held on August 27, 2020 virtually via Zoom at 7:00 PM.

**I. 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.

**II. PLEDGE OF ALLEGIANCE & SALUTE TO THE FLAG**

The Pledge of Allegiance was led by Chairman Lynch.

**III. ROLL CALL**

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

**IV. MINUTES SUBMITTED FOR APPROVAL**

The Board tabled regular and executive session minutes from 6/25/20 until a quorum of the members present at that meeting can attend.

Vice Chairman Burd moved and was seconded by Treasurer Malkiewicz to approve the regular and executive session minutes from 7/9/20 with one correction.

**V. PUBLIC COMMENT (AGENDA)**

None.

**VI. NEW BUSINESS**

Chairman Lynch tabled RESOLUTION 2020-48: A RESOLUTION CERTIFYING THE REVIEW OF THE ANNUAL REPORT OF AUDIT FOR THE YEAR ENDED DECEMBER 31, 2019 until the next meeting so the Board can review the materials.

**VII. TREASURER'S REPORT**

Treasurer Malkiewicz read the summary of the Bills and Claims dated August 27, 2020 and was seconded by Secretary Tomaro. Treasurer Malkiewicz reported on the notable bills. A roll call vote was held and the following amounts were authorized:

Bill List:		\$68,172.41
Pavroll Ending	August 15, 2020	\$54,953.55
Total Disbursements:		\$123,125.96

**VIII. WORK SESSION / SUB COMMITTEE DISCUSSIONS**

**A. VOLUNTEER RECRUITMENT**

There was a presentation by Leza Raffel, the president of Communications Solutions Group regarding their work, a summary of the services they have provided since 2015 and currently provide to Hopewell Valley, and recommendations for future recruitment ideas. Vice Chairman Burd asked about the website maintenance. Chairman Lynch asked Chief Martin to look into SAFER grants for recruitment funding. Chairman Lynch and Ms. Raffel discussed setting up an Instagram account for the recruitment program. Vice-Chairman Burd asked the volunteers to weigh in with questions. Ambrish Agarwal asked about recent campaigns and metrics. Ms. Raffel recommended a recruitment committee made up of volunteers from various stations. Chairman Lynch asked for a proposal from Communications Solutions Group for an updated website with the capabilities to track visits to the website, setting up and maintaining an Instagram account, and creating a recruitment committee with volunteers. Chief Martin and Chief Pedersen discussed issues encountered when recruiting different age groups.

Hopewell Fire Department and Emergency Medical Unit member Frank Scalise asked about Instagram and asked who would post and maintain social interactions. Those present discussed strategies for recruiting residents in boroughs.

The Board and Ms. Raffel discussed different strategies in place during Covid-19. Secretary Tomaro and Ms. Raffel discussed postings on Facebook.

HFD & EMU member Frank Scalise asked about availability of recruitment materials and Chief Martin offered use of any materials. Those present discussed recruiting videos and publishing stories on MercerMe. The Board thanked Ms. Raffel for her presentation. Chairman Lynch and Chief Martin will reach out to Valley agencies for volunteers for the recruitment committee.

**B. UFCRS SPRINKLER TANK**

Chief Martin reported that pricing information is not available yet but should be available by the next Board Meeting. Chief Martin, Attorney Hart, and Purchasing Agent Ocicki will determine what is required to be able to release funds from the restricted balance to complete the project. The Board authorized Chief Martin to direct Van Cleef Engineering to submit an application to the Canal Commission to add the project to their agenda. President Swanson reported that he and several others are working on obtaining pricing for the replacement of the pipes inside the firehouse.

**C. SHARED SERVICES AGREEMENT – HOPEWELL BOROUGH**

No update.

**D. SHARED SERVICES AGREEMENT – PENNINGTON BOROUGH**

No update. Vice Chairman Burd asked Secretary Tomaro to forward contact information for the Borough's Fire Commissioners.

**E. VEHICLE REPLACEMENT SCHEDULE****F. EMS BILLING AND AMBULANCE STATE LICENSING**

Chairman Lynch reported that there was no update with EMS Billing and congratulated Pennington First Aid Squad on their state licensure.

**G. UPCOMING DEVELOPMENT IN HOPEWELL TOWNSHIP**

Treasurer Malkiewicz reported that he is reaching out to try to set up a meeting with Township committee members.

**IX. PUBLIC COMMENT (NON AGENDA)**

President Swanson discussed the Length of Service Award Program. Due to Covid-19, many fundraisers, trainings, and events have been cancelled which significantly reduces the opportunities for volunteers to earn a LOSAP contribution, particularly if the volunteer is an administrative member only. Chairman Lynch will speak with counsel to determine what, if any, options are available to provide contributions to LOSAP members.

Chairman Lynch thanked those present for attending the Communication Solutions Group presentation.

**X. EXECUTIVE SESSION RESOLUTION**

Treasurer Malkiewicz moved and was seconded by Vice-Chairman Burd to enter Executive Session to discuss litigation and personnel.

**XI. ADJOURNMENT**

Vice Chairman Burd motioned to adjourn the meeting and was seconded by Treasurer Malkiewicz at 8:20 PM. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'SO', written in a cursive style.

Sarah Ocicki  
Purchasing Agent