

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, APRIL 13, 2023**

The regular meeting of the Board of Fire Commissioners was held on April 13, 2023 in person and via Zoom at 7:00 PM.

CALL MEETING TO ORDER / STATEMENT OF NOTICE

Chairperson Burd 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 Chairperson Burd.

ROLL CALL

Chairperson Burd-	Present
Vice-Chairperson Novak-	Present
Secretary Jones-	Present
Treasurer Tomaro-	Present
Commissioner Rodriguez-	Present

MINUTES SUBMITTED FOR APPROVAL

Regular and Executive Session Meeting Minutes for 3/23/2023 attended by all Commissioners were submitted and approved. Commissioner Jones made the motion and Commissioner Novak seconded.

PUBLIC COMMENT (AGENDA): None

TREASURER’S REPORT

BILLS & CLAIMS

April 13, 2023

Authorized cash disbursements requiring approval for payment of bills in the following amounts:

Bill List		\$87,007.19
Pay Date	April 13, 2023	\$74,910.73
Total Disbursements:		\$161,917.92

Commissioner Tomaro mentioned the notable bills.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro	X		X			
Jones			X			
Rodriguez		X	X			
Novak			X			
Burd			X			

STATION REPORTS:

- A. Union Fire Company & Rescue Squad:** Report submitted.
- B. Hopewell Fire Department and Emergency Medical Unit:** Report submitted, held meeting with officers regarding the replacement of the engine or holding money until 2027 when the Quint will need to be replaced. Hopewell will not be replacing the engine and will wait to replace the quint in 2027. Beginning May 14th Stations 46 & 51 will be added to their boxes due to road closure and bridge remodel. Chief Reed spoke with trustees from 151 regarding inventory to share with the valley. Operation Hail Mary was successful, no one hesitated to step up to ensure coverage.
- C. Pennington Fire Company:** Report Submitted
- D. Hopewell Valley Emergency Services Unit:** Report submitted. Chief Martin thanks Specialist Williams for teaching the Public Works employee CPR training with the Hopewell Twp Health Dept. The Health Dept is working with HVES on obtaining PPE for Public Works through the County grant available.

UNFINISHED BUSINESS | WORK SESSION | SUB COMMITTEE DISCUSSIONS

- A. Volunteer Recruitment:** Chief Martin reported the godaddy website used through the marketing company is still online. Commissioner Jones will work with Chief Martin on removing.
- B. EMS Billing & Department of Health Licensing:** District has obtained their Medicare number needed to begin billing. Specialist Williams is working with the Clerk on the ordinance needed for the Township Committee to pass. The ordinance will require passing at two meetings.
- C. EMS – Hopewell Valley:** Capital Health began responding on 4/3. Operations have been going with a few hiccups, they have been addressed and fixed. Chief Martin receives report rosters to review. Capital Health has responded to a decent amount of mutual aid calls. Commissioner Moorehouse is working on sending a letter to Mayor Steinman of Ewing regarding the amount of mutual aid the district responds to. Chairperson Burd offered to help with the letter and will sign in support. Lt. Wilson gave an update on the closure of 151 and thanked employees and volunteers who stepped up to ensure coverage for the month of March. He and the District are working hard to ensure every instance is being handled to the best of their availability and are addressing any issue as it arises. Chairperson Burd thanked FM Fosina for his extra work during the month of March and is hoping to

- hire another inspector to help with inspections. A letter was sent to Attorney Hart from 151 and hope to address at the next meeting.
- D. **Development in Hopewell Valley:** ongoing
 - E. **Shared Services Agreements:** Commissioner Jones and Tomaro are working on Hopewell Boroughs Agreement.
 - F. **Future Tax Referendum:** no report
 - G. **American Recovery Act Funds | Funding from Hopewell Township:** no report
 - H. **TS-53 Replacement | Vehicle Replacement:** Chief Martin will investigate if Telesquirt 53 could go on the November ballot or would need to wait until the Referendum in February 2024. Chief Pedersen is working with Rocky Hill on purchasing the Telesquirt they are replacing. Cost is between \$20-\$25k, Chief Martin to look into finances for purchasing.
 - I. **Tanker 53-1:** Lt Wilson has been in contact with the museum, they are very interested in the tanker. Working on a long-term lease and resolution which Attorney Hart will review. Commissioner Tomaro will forward information about donating the tanker to Chief Martin.
 - J. **Fire Safety Trailer:** no report
 - K. **Fire/EMS Study:** no report

NEW BUSINESS:

**RESOLUTION 2023-36
RESOLUTION AWARDING CC# 23-02
TO J&J STAFFING RESOURCES, IN A FAIR AND OPEN AWARD
FOR HUMAN RESOURCES TEMPORARY EMPLOYMENT AGENCY CONSULTANT**

WHEREAS, there is a need for Human Resources Temporary Employment Agency Consultant for the Hopewell Township Fire District No. 1 (District); and

WHEREAS, the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-4.1et seq.) allows the use of competitive contracts and approved by council resolution; and

WHEREAS, the District duly advertised for public receipt of competitive contracts providing the required 20 days prior to receipt for CC#23-02 in a fair and open manner, consistent with N.J.S.A.19:44A-20.5 et. Seq., and

WHEREAS, the District received competitive contracts for Human Resources Temporary Employment Agency Consultant at March 2, 2023 at 10:00 A.M.; and

WHEREAS, the rating committee has reviewed the submittals and rated according to the direction under competitive contracts as required within N.J.A.C. 5:34-4 et. Seq., and

WHEREAS, J&J Staffing Resources, PO Box 1620, Cherry Hill, New Jersey, 08034, has provided the response most advantageous to the District, under the demands of price and other factors found within statute; and

WHEREAS, the process was administered as require by law by the Qualified Purchasing Agent who has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S.A. 40A:11-1 et seq.); and

WHEREAS, the term of contract is allowable for up to five (5) years as authorized under N.J.S.A.40A:11-4.1 et. Seq., and

WHEREAS, the subject to future budget approvals in the yearly budget as approved by the governing body hereby certifies that funds NOT TO EXCEED \$50,000 in 2023.

Line Item: 01-AD-101-100-002

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Hopewell Township Fire District No. 1 that:

1. The contract for Human Resources Temporary Employment Agency Consultant is awarded to J&J Staffing Resources, PO Box 1620, Cherry Hill, New Jersey, 08034, for a one (1) year contract, with renewals in accordance with N.J.S.A.40A:11-15, at the rate of HTFD Administrative Assistant \$34.50 – 37.50 per hour Based on Experience

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro			X			
Jones	X		X			
Rodriguez, Jr.			X			
Novak		X	X			
Burd			X			

Active Chiefs Meeting: The stations were informed each Squad will receive a computer, modem, license installed from Mercer County. Bids were submitted and the County is working on awarding. Once awarded, installations will be scheduled.

Pennytown Pond dredging plan is moving forward through Hopewell Township. FM Fosina has been in contact with the Township Engineer. The Board of Fire Commissioners have approved and supported using the pond as a draft site.

The Board approved Chief Martin’s request to post and hire a full time and a part time Fire Inspector.

EMS District Discussion: Chief Martin would like to form an EMS Group, the Fire Districts will not be able to sustain the costs of privatized EMS long term. He would like to look into creating a Valley-wide regional EMS Board.

Chief Martin informed the Board of the recent passing of their auditor Jared Korn who has worked with the District for 17 years.

Schedule Changes: Now that Capital Health is in service, District employees received schedule changes. Ambulance 159 is no longer in service. A new schedule was created for employees working on 159. New schedule is Monday-Friday, 3 FF/EMT’s at Hopewell Borough, Lt. and 2 Specialists, 8:00am - 4:00pm. They will respond on ambulance calls if they are the closest available unit. 5 FF/EMT’s at Union Fire Company, Lt and 4 specialists, 7:00am - 5:00pm. Employees will continue to work in conjunction with the volunteers. New schedule will reduce need for per diem employees and overtime costs. FM Fosina will have one rotating specialist for Code Enforcement.

Acting Deputy Chief: Chief Martin asked the Board to approve placing Lt Moore as the District Acting Deputy Chief until a formal promotional process is in place.

**RESOLUTION 2023-37
RESOLUTION AUTHORIZING THE APPOINTMENT OF JONATHAN D. MOORE
TO THE RANK OF ACTING DEPUTY FIRE CHIEF**

WHEREAS, in order to provide additional supervision of its employees and promote a more defined chain of command, the Board of Fire Commissioners of the Hopewell Township Fire District No.1 have determined that a need exists for a Deputy Fire Chief within the Hopewell Township Fire District No.1; and

WHEREAS, although a selection process for the permanent position of a Deputy Fire Chief still needs to be established, the Hopewell Township Board of Fire Commissioners and Chief of Emergency Services feel that a Deputy Fire Chief and a Deputy Chief Administrative Officer positions are warranted immediately; and

WHEREAS, the Board of Fire Commissioners and Chief of Emergency Services Matthew Martin will establish both the eligibility requirements for the position and a promotional process for the position of Deputy Fire Chief; and

WHEREAS, this position will further continue the ongoing strong and cohesive relationships established by Chief Matthew Martin with our volunteer partners in the community; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of the Hopewell Township Fire District No. 1 that Jonathan D. Moore is hereby appointed to the position of Acting Deputy Fire Chief and Acting Deputy Chief Administrative Officer, effective April 13, 2023.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro		X	X			
Jones			X			
Rodriguez, Jr.			X			
Novak	X		X			
Burd			X			

PUBLIC COMMENT (NON AGENDA):

Commissioner Tomaro publicly thanked the 159 staff and the volunteer EMT’s at Hopewell and Union for stepping up during the month of March to cover the Valley EMS.

EXECUTIVE SESSION

The Board of Fire Commissioners went into closed session at 8:29 pm.

**RESOLUTION 2023-38
EXECUTIVE SESSION**

WHEREAS the Open Public Meetings Act permits the Board of Fire Commissioners of Hopewell Township Fire District No. 1 to exclude the public from a portion of the meeting in order to discuss matters requiring confidentiality per N.J.S.A. 10:4-12; and

WHEREAS, the Board is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 1 in the Township of Hopewell, County of Mercer as follows:

1. The Board intends to discuss certain matters which are deemed confidential pursuant to N.J.S.A. 10:4-12 in Executive Session.
2. The scope of the aforesaid executive session will be limited to the following:
 - A. Contracts
3. Minutes of the Executive Session will be disclosed to the public when the need for confidentiality no longer exists.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Tomaro			X			
Jones	X		X			
Rodriguez, Jr.			X			
Novak		X	X			
Burd			X			

ADJOURNMENT

The Board of Fire Commissioners returned to open session at 8:43 pm after checking the vestibule and virtual waiting room for meeting attendees. Commissioner Tomaro motioned to adjourn the meeting and was seconded by Commissioner Burd at 8:44 pm. The motion carried.

Respectfully submitted,



Randi Malkiewicz
Admin Clerk

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