

Carl A. Halpin Jr.
9 Timberline Drive
Howell NJ, 07731
Email: chalpin2894@yahoo.com
732-664-2020 (cell)

per diem - Howell #1 Dist. 2yrs
volunteer - Jackson

Re: Upper Freehold Township Fire Captain Employment

September 4, 2020

To whom it may concern:

My name is Carl A. Halpin Jr. I am interested in applying for the vacant position of Fire Captain for Upper Freehold Township. I have Graduated from Ocean County College with an Associate's Degree in Fire Science, As well as an Associate's Degree in General Studies with a concentration in business. Currently, I am a Volunteer Firefighter for Jackson Volunteer Fire Co. No. 1, Station 55 and have been since the day I turned sixteen. I would like to take my love and passion for community service, and turn it into a career. Like it has been said, "If you love what you do, you never have to work a day in your life."

I was elected Captain at Station 55 in 2018. As Captain, I am responsible for my men and woman on my crew and making sure EVERYONE GOES HOME. As well as planning training for crews to make sure everyone is ready for whatever calls may come our way. I have always had a drive and dream to become a career Firefighter. I am a hardworking, loyal, honest, and stand-up individual who will go above and beyond to reach my goals. I am always willing and available to learn and attend more training or anything required to be done, for me to become a Full-Time Fire Captain for Upper Freehold Township.

Please feel free to contact me at any time. Thank you for your time and consideration.

Sincerely,



Carl A. Halpin Jr.

Work Background:

(Current)Howell Twp. Fire Bureau (Fire Inspector/ Investigator)	(Sept. 2018- present)
(Current) Howell Fire Dist. #1 (Per Diem Firefighter)	(June 2018- present)
GEM Ambulance (Lead Dispatcher)	(April 2014- Sept. 2018)
George Harms Construction: (Yard Worker)	(May 2013 - Sept. 2013)
P.F. Changs Chinese Bistro: (Chef)	(May 2012 - May 2013)

References:

Tim Carson (Chief of Fire Company)	(848)-207-0640
Parent Roe	(732)-778-5102
Ivan Laboy (Firefighter)	(732)-370-2180

Volunteers - Jackson Twp

Township of Upper Freehold
314 Route 539
Cream Ridge, NJ 08514

Telephone: 609-758-7738 Ext.226
Fax 609-758-1183

Employment Application:

Date: 09/04/2020

Applicant Information:

Name (Last, First, Middle): Halpin, Jr. Carl Arthur
Address: 9 Timberline Drive
City/Town: Howell NJ 07731
Phone (Work): () _____ (Home): () _____
Drivers' License No: _____ (Cell): (732) 664-2020
E-mail address: Chalpin2894@yahoo.com

Position applied for: Fire Captain - Full Time

Have you ever applied to the Township before: ___ Yes ☒ No If yes, give date _____

Date you can start: 2-weeks Notice Salary desired: Negotiable

Are you available to work: ☒ Full time ___ Part time ___ Shift work ___ Temporary ___

Are you currently employed: ☒ Yes ___ No May we contact you at work: ___ Yes ☒ No

May we contact your current employer: ___ Yes ☒ No

Are you currently on layoff status and subject to recall: ___ Yes ☒ No

Do you possess a current driver's license: ☒ Yes ___ No

Do you possess a current commercial driver's license: ___ Yes ☒ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work:

___ Yes ___ No

Are you legally eligible to work in the United States of America: ☒ Yes ___ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Employment is conditional upon the results of a criminal background check

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
Elementary: Aldrich - Howell	(5) 6 7 8	(Yes) No	N/A
High: Freehold Township	1 2 3 (4)	(Yes) No	
College: Ocean county college	1 2 3 (4)	(Yes) No	1. Fire science 2. Business
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:
English	.	Yes	Yes	Yes
Spanish	limited	No	No	No

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Attached to cover & Resume'

Comments & Additional Information: Is there any additional information about you we should consider?

Attached - cover letter

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:
Tim Carson, 8 Xavier Dr. Jackson NJ	848-207-0640	10
Parent Roe, 11 Princeton Dr. Howell, NJ	732-778-5102	3
Ivan Laboy, 10 Princeton Dr. Jackson, NJ	732-370-2180	10

Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: Carl A. Halpin Jr.
Address: 9 Timberline Drive
City/town: Howell, N.J. 07731
Phone: (732) 664-2020

Position Applied For: Full-time Fire Captain

How did you learn about this position? Advertisement Employment Agency
Friend Relative Walk-in ☒ Other (Explain) Township Website

Information Regarding Status:

Equal Employment Opportunity identification groups:

☒ White
☐ African-American (non-Hispanic)
☐ Hispanic
☐ American Indian/Alaskan native
☐ Asian/Pacific Islander
☐ Other

Other protected Groups:

☐ Individual with a disability
☐ Vietnam-era veteran (served between 1964 and 1975)
☐ Disabled veteran

For Township use only

Hired: Yes No Position _____ Date _____

Which EEO job classification best describes the position for which the applicant applied?

- | | | |
|---------------------------|--------------------------------|-----------------------------|
| 1. Officials and Managers | 4. Sales workers | 7. Operators (semi-skilled) |
| 2. Professionals | 5. Office and clerical workers | 8. Laborers (unskilled) |
| 3. Technicians | 6. Craft workers (skilled) | 9. Service workers |

Township Official _____ Date _____

2020 Example Proposal Budget

Created By: C. Halpin Jr.

Total Allotment: \$508,600

Staffing: (Yearly Salary Figures)		
Full Time Captain:	\$	75,000.00
Full Time Firefighter 1:	\$	45,000.00
Full Time Firefighter 2:	\$	45,000.00
Full Time Firefighter 3:	\$	45,000.00
Per Diem Firefighter (See below)		
Overtime Budget:	\$	30,000.00
PerDiem Firefighter Allocation:		
1 per Day @ Hourly Rate of \$18.50	\$	40,000.00
Necessary Coverage days: IE: Time off coverage/ vacation coverage etc.	\$	20,000.00
Training Allotment: \$30,000		
Fire Courses Hands on Off Premises	\$	30,000.00
Fire Courses Hands on On Premises		
CPR Re-Certs		
EMT CEU Courses		
EMT Core Refresher Courses		
Uniforms Allocation		
Full Time Employees :		
\$400.00 per Employee Per Year (4) Stipend	\$	1,600.00
Per Diem Employees - Purchase in Bulk to be kept on hand		
IE: Jobshirts, short sleeve/ long sleeve uniform shirt. BTU pants, Black Boots	\$	2,000.00

like the detail

Upkeep of Trucks and Station House: IE: Cleaning Agents, Soaps, Truck Wash, Polish, wax, garbage bags.	\$	5,000.00
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Equipment Repair: Allocation IE: Structural Firefighting Equipment Repair from OOS.	\$	100,000.00
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Tool / Equipment Purchasing for Future of Dept. IE: Thermal Imaging Camera, Traffic Safety Vests, Cones, Tablets, Software Etc.	\$	50,000.00
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PPE: Turnout Gear/ SCBA Masks Etc:	\$	20,000.00
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TOTAL BUDGET:	\$	508,600.00
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THIS IS NOT A FINAL COPY THIS IS ONLY AN EXAMPLE, WITH NO KNOWLEDGE OF FUNDS AVAILABLE

(Document Letterhead from Fire Dept./ District

Attn:

-Business Administrator

-Township Committee

09/15/2020

Dear Business Administrator & Township Committee,

I am writing to you in request of purchasing a new piece of equipment for the Upper Freehold Township Fire Department. In an effort to continue honing our training and preparation in all forms of firefighting, I have found a piece of equipment that would continue to do so with regards to our training.

The piece of equipment is a Fire House Innovations Corp. "Multi- Force" Door. After review of two other products this product has stuck out the most. This door is the most realistic and versatile forcible-entry training device of its kind. It allows members to train using every technique which applies to inward- opening doors, outward opening doors, left-hand and right-hand swinging doors (with metal or wood door jambs) using a haligan and flat head axe or maul, or while using a hydro-ram or rabbit tool. This simulator trains firefighters for these types of doors encountered in day to day firefighting. The door also comes with a cutting station feature which will allow firefighters to use saws to cut rebar and simulate lock cutting for entry. The prop additionally comes with a door crushing station, this station simulates exactly what it is like to force an outward opening metal door with a metal jamb. (This type of situation is found on the rear doors of strip malls, and or commercial properties.) And finally, the last feature this door provides is the battering ram feature. Not only can this door be used as a firefighting prop, and train our members, but the door comes with an attachment which

(Document Letterhead from Fire Dept./ District

will allow a battering ram to be used and practiced on different swinging inward doors, in turn, allowing our Police Department and local law enforcement officials, an opportunity to train on forcing doors, for situations they may face on the Law Enforcement Side of things.

On a fire scene, the quicker the door gets forced, the quicker water can be applied to the fire, thus preserving life and property. All firefighters know and understand that when there is quick entry, which leads to water being applied to the seat of the fire faster, life and property are saved. I would ask that after reviewing all previously submitted documentation with other quotes and vendors, that you move forward with the purchase of the Fire House Innovations Corp. "Multi-Force" Door. I believe that it is well worth every penny that it costs, and the amount of training that will come out of it both on the Fire and Police side of it will repay the Township in itself.

As always, if you have any questions, comments or concerns, please feel free to contact me at any time.

Respectfully Submitted,



Carl A. Halpin Jr.
Captain
Fire Department

cost?
quotes?

(Document Letterhead from Fire Dept./ District

Attn:

-To whom it may concern

RE: Documenting Issue 09/15/2020

09/15/2020

Good Afternoon,

This letter is to serve as documentation of an incident that occurred today 09/15/2020 at the Fire Department. Firefighter John Doe reported to work this morning at his regular scheduled shift start time (0800.) With a notable scent of alcohol on his breath. Firefighter Doe was immediately brought into my office and sat down, I flat out asked the question if he had been drinking anything today. He responded no that he had not. After pushing the issue more, he continued to deny the claim. I offered him two choices, to consent to a drug/alcohol screening through the local hospital/ insta doc, or he would be suspended immediately pending a further investigation and further disciplinary action. After discussion it was FF Doe's decision to be sent home under suspension pending further investigation.

As of now this is what we know, FF Doe Reported to work on time, with a strong scent of alcohol on his breath. Upon entering Captains office it became apparent he seemed to be a little off in regards to speech, a slight slur was noticed in discussion with his responses. He was offered a chance to admit he had a problem or issue, and that I had offered to get him help required. After further denial he was offered a chance to prove that he was not impaired by going to take a drug/alcohol test. After further denial he was informed that he is suspended immediately and that he will no longer be on the schedule until further notice, pending a investigation and disciplinary action decision. He was told to either contact a family member or

(Document Letterhead from Fire Dept./ District

loved one to pick him up from the Station and give him a ride home, or I offered him a ride home in a utility vehicle. A phone call was made to Mrs. Doe who came and picked him up from the station.

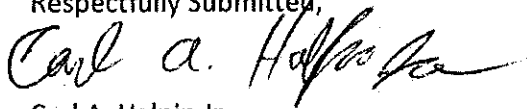
As a firefighter, you have the obligation to the community and your fellow brothers/sisters, to be prepared for anything. You cannot be prepared for anything in our line of work if you are under the influence of alcohol or drugs. Not only are you putting yourself at risk, more importantly you are putting your fellow crew members at risk.

In conclusion, it is my recommendation that a 60 day suspension be applied to the Firefighters schedule. If that is the chosen route of discipline that the department chooses to go with, I would like to bring in FF. Doe to a one on one meeting with myself, and offer help again in the form of counseling or classes. I would like to make sure our employees know that we care about their well-being and that the action was unacceptable and will not be tolerated moving forward. It is also my recommendation that if this action is to re-occur in any way shape or fashion, that we suspend immediately pending an employment termination hearing.

10 - have witness

As always, if you have any questions, comments or concerns, please feel free to contact me at any time.

Respectfully Submitted,



Carl A. Halpin Jr.

Captain

Fire Department

Diane Kelly

From: Carl Halpin <chalpin2894@yahoo.com>
Sent: Tuesday, September 15, 2020 3:56 PM
To: Diane Kelly
Subject: Re: Upper Freehold Township follow-up questions
Attachments: Formal Letter Requesting Piece of Equip. (1).pdf;
Formal Letter Explaining a Personnel Issue
Example.pdf; Copy of Sample Budget
09-15-2020.xlsx

Good Afternoon Mrs. Kelly,

I apologize about the rush. I tried to take care of the items requested as quickly as possible. I hope this is everything that you were looking for! I look forward to meeting with you tomorrow!

Have a good night!

Respectfully,

Carl A. Halpin Jr.

On Monday, September 14, 2020, 12:14:11 PM EDT, Diane Kelly <dkelly@uftnj.com> wrote:

Good afternoon Carl,

As a follow-up to our telephone interview, please provide your responses to the following scenarios to me by the close of business tomorrow.

1. A proposed budget for your department, in Excel format.
2. A formal letter to the Business Administrator and Township Committee defining the need for the purchase of a particular piece of equipment (your choice), assuming that price quotes have been received, with your recommendation of vendor to proceed with and why.

3. A formal letter explaining a personnel issue that occurred (you choose and describe) and recommended corrective action.

Dianne Kelly, CMFO

Township Administrator/Chief Financial Officer

Upper Freehold Township

314 Route 539

Cream Ridge, NJ 08514

(p) 609-758-7738 ext. 211

(f) 609-758-1183

Monday-Thursday 8:30-4:15

Robert Fortsch

From: Carl Halpin <chalpin2894@yahoo.com>
Sent: Friday, September 04, 2020 2:16 PM
To: Robert Fortsch
Subject: Application and Resume for Full - Time Fire Captain Position
Attachments: SKM_C454e20090413591.pdf; SKM_C454e20090413590.pdf

Good Afternoon Mrs. Kelly,

Attached to this email is a copy of the Job Application as well as a Cover Letter and Resume. Please let me know if you require anything else. It would be greatly appreciated.

Thank you and have a great weekend!

Respectfully,

Carl A. Halpin Jr.
Captain
Jackson Twp. Vol. Fire Co. # 1
Station 55