

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, SEPTEMBER 10, 2020**

The regular meeting of the Board of Fire Commissioners was held on Thursday, September 10, 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 -	Present

IV. MINUTES SUBMITTED FOR APPROVAL

Vice Chairman Burd moved and Commissioner Tackacs seconded to approve the regular and executive session minutes from 6/25/20. The motion passed.

V. PUBLIC COMMENT (AGENDA)

None.

VI. NEW BUSINESS

RESOLUTION 2020-50: A RESOLUTION CERTIFYING THE REVIEW OF THE ANNUAL REPORT OF AUDIT FOR THE YEAR ENDED DECEMBER 31, 2019

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report of audit for the year ended December 31, 2019 has been completed and filed with the Board of Commissioners of Fire District No. 1 of the Township of Hopewell, County of Mercer, pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, specifically the section entitled "Schedule of Findings and Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the Board of Commissioners have received the annual report of audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations," in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Fire District No. 1 of the Township of Hopewell, County of Mercer, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the year ended December 31, 2019 and specifically has reviewed the sections of the report of audit entitled "Schedule of

Findings and Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Fire District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

RECORD OF BOARD VOTE ON PASSAGE

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

Chief Martin thanked Purchasing Agent Ocicki for her work on the audit. Chairman Lynch explained the audit process to the new Board Members and thanked Purchasing Agent Ocicki and Chief Martin for their work.

VII. TREASURER’S REPORT

Treasurer Malkiewicz read the summary of the Bills and Claims dated September 10, 2020 and was seconded by Vice Chairman Burd. Treasurer Malkiewicz reported on the notable bills. A roll call vote was held and the following amounts were authorized:

Bill List:		\$321,561.08
Pavroll Ending	August 29, 2020	\$55,231.16
Total Disbursements:		\$376,792.24

Chief Martin reported on the Protecting Children Law. Chief Martin noted that he will draft a resolution for the Board and will help Union Fire Company and Rescue Squad Chief Pedersen draft a resolution for the Fire Company. Chief Martin reported that training will be required and discussed training with UFCRS President Swanson and Board Members.

VIII. WORK SESSION / SUB COMMITTEE DISCUSSIONS

A. VOLUNTEER RECRUITMENT – Secretary Tomaro reported that he and Vice Chairman Burd will reach out to the stations to discuss recruitment and retention. Secretary Tomaro reported on a possible public relations story on a Station 52 member. The Board will reach out to the Borough commissioners to determine their level of interest in participating in a recruitment program.

B. UFCRS SPRINKLER TANK – Chairman Lynch reported on the updated price estimate from Van Cleef Engineering. The Board discussed the release of restricted funds and will consider the resolution to release restricted funds at the October 29, 2020 Fire Commissioner’s meeting. Chairman Lynch asked how soon the Board would be able to go out to bid after the resolution is passed and Chief Martin will find out. The Board discussed the closing of the old tank and the location of the new tanks. Chief Martin will send the schematics of the building with the tank location to the Board.

C. SHARED SERVICES AGREEMENT – HOPEWELL BOROUGH & PENNINGTON BOROUGH – no report.

D. VEHICLE REPLACEMENT SCHEDULE – Vice-Chairman Burd discussed the amount of debt service the budget could support each year. Chairman Lynch asked Chief Martin and QPA Ocicki to send the Board information regarding previous year's debt service and the total budget amount. [amount of debt service vs. total budget]

a. Marine 53 – UFCRS Chief Pedersen asked when the Board could place the order to replace the boat that was damaged and is being put out of service. Attorney Hart and the Board discussed funding for the boat and the requirements for emergency purchasing. Those present discussed various procurement techniques and will follow up with QPA Ocicki.

b. Telesquirt 53 – Chief Pedersen reported on the repairs of Telesquirt 53. Chief Pedersen reported that he and several others are working on the specifications for the 2021 vehicle maintenance bid. Chief Pedersen suggested considering a replacement vehicle for the Telesquirt. The Board and those present discussed the current vehicle maintenance vendors and repair schedule.

E. EMS BILLING AND AMBULANCE STATE LICENSING – Chairman Lynch reported that Station 52 is moving toward NJ State Licensing. Will Mullen reported that the ambulances had been re-lettered to meet the state standards for licensing.

F. UPCOMING DEVELOPMENT IN HOPEWELL TOWNSHIP – no report.

IX. PUBLIC COMMENT (NON AGENDA)

Chief Martin asked if the Board would consider moving their meeting night from Thursdays to Wednesdays in 2021 so that Borough Commissioners could attend the Township Commissioners meetings. The Board discussed possible days for meetings and consider Monday the best day for meetings. The Board welcomes the opportunity for more participation and will find out if the other companies will commit to attending meetings.

The Board discussed and approved moving the sub-committee discussions to the second meeting of each month.

Chief Martin will forward the JIF Loss Control Report to the Board members.

X. EXECUTIVE SESSION RESOLUTION

Vice Chairman Burd moved and was seconded by Treasurer Malkiewicz to enter executive session at 7:52 PM to discuss contracts.

XI. ADJOURNMENT

Treasurer Malkiewicz motioned to adjourn the meeting and was seconded by Vice Chairman Burd at 8:51 PM. The motion carried.

Respectfully submitted,



Sarah Ocicki
Purchasing Agent