

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
HOPEWELL TOWNSHIP MUNICIPAL SERVICES BUILDING**

**TUESDAY, DECEMBER 11, 2012**

**CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE** - Chairman Chipowsky called the meeting to order at 7:00 PM stating that the notice of the meeting had been posted on the municipal bulletin board and forwarded to the Hopewell Valley News and The Trenton Times, in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975.

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**PLEDGE OF ALLEGIANCE AND SALUTE TO THE FLAG** - Chairman Chipowsky led those in attendance in the Pledge of Allegiance to the flag.

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**ROLL CALL BY CHAIRMAN** - Those answering the roll call of Chairman Chipowsky

**MEMBERS PRESENT:**

Chairman Chipowsky, Vice-Chairman Lenarski, Treasurer Cseremsak, Commissioner Kintzel

**MEMBERS ABSENT:** None

**OFFICERS PRESENT:**

Chairman Blackwell (PBFD), Commissioner Bovenizer (HBFD), Captain Schmitt (151), Deputy Chief Kraemer (51), Deputy Chief Mullen (52/152), Chief Burd (53/153), Deputy Chief EMS Soganic (53/153), President Swanson (53/153), Chief Matthew Martin (50/159)

**PROFESSIONALS:**

None

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**PUBLIC COMMENT (AGENDA)**

None

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**PUBLIC COMMENT (NON-AGENDA)**

None

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**BUDGET WORK SESSION**

Chairman Chipowsky thanked all for attending the special meeting. The Chairman explained the need for the special meeting related to the use of surplus funds to balance the fire district budget. Commissioner Kintzel further explained the situation with use of surplus funds to balance the budget and how the impact of the use of the surplus funds will prevent the Board from presenting a balanced budget in the future. The Board discussed the budget situation with Commissioner Bovenizer and Chairman Blackwell. The discussion included various line items in the Hopewell Borough Fire District budget and the Pennington Borough Fire District budget. The Board,

Commissioner Bovenizer and Chairman Blackwell agreed to discuss any possible budget reductions with the Borough Boards. The Board, Commissioner Bovenizer, Chairman Blackwell, and Chief Martin discussed the raising of the tax rate and other methods of increasing revenue including emergency medical services billing. The Board discussed emergency medical services State licensing and the creation of a working group to discuss emergency medical services billing. The Board discussed emergency medical services billing with Commissioner Bovenizer, Chairman Blackwell, Deputy Chief Mullen and Chief Burd. Chairman Chipowsky appointed a working group to look into emergency medical services billing that will include himself, Commissioner Kintzel, and a appointed member of each first aid squad to begin meeting in January. The Board asked questions of Mr. Timothy Lynch of the public who is familiar with the process of emergency medical services billing. The Board discussed the topic of emergency medical services billing and fire service related billing including the method of how to start the process. The Board and Chairman Blackwell discussed the funding of emergency medical services billing through the fire district budget process and the process of how the fire district became involved in emergency medical services. Chief Martin provided a historical record of emergency medical services within the fire district along with other items within the budget. The Board discussed emergency medical services billing with Captain Schmitt. The Board discussed the Union Fire Company and Rescue Squad budget with Chief Burd. The Board, Chairman Blackwell, and Chief Burd discussed the possible reduction of the township fire district budget. The Board, Commissioner Bovenizer, Chairman Blackwell, Chief Martin, and Deputy Chief Mullen discussed the township fire district budget and the use of surplus funds, capital items, debt service, LOSAP, and budget caps. The Board and Chief Martin discussed per-diem funding, per diem staffing, emergency medical services staffing, and the staffing of engine 50. The Board heard from Chief Burd on the matter of emergency medical services staffing. The Board asked Chief Burd to look at his budget and discussed possible reductions with Chief Burd. Chief Martin and the Board discussed various line items in the township budget including preventive maintenance, master plan consulting, and other consulting line items. The Board agreed to not fund a master plan in 2013. The Board and Chief Martin discussed accounting services, and the possibility of a shared service for accounting with Hopewell Township. The Board discussed the mater plan with Commissioner Bovenizer and Chairman Blackwell. The Board and Chief Martin discussed the funding provided to the Pennington First Aid Squad. The Board, Chief Martin, and Captain Schmitt discussed the per-diem employee position assigned to the Pennington First Aid Squad. The Board and Chief Martin discussed the full time position assigned to code enforcement. The Board entered into a line by line township fire district budget review with Chief Martin that included the adjustment of line items and included discussions/questions from Commissioner Bovenizer, Chairman Blackwell, and Specialist Schafer on the subject of fire prevention education materials. The budget discussion with Chief Martin included office supplies/training supplies, copy paper, ink/toner, water cooler rental, supplies, printing materials, recruitment materials, board mileage reimbursement, board conferences and training, hosting of the fire prevention association meetings, board clothing, fire prevention education materials, software maintenance contracts, server software, client access licenses, DNS registration, radio maintenance, building maintenance, employment testing, consulting, accounting, legal notices, sample ballots, per-diem funding, overtime, the surplus funds that will be available from not hiring full time positions in 2012, unemployment funding, surplus funds from health benefits, self contained breathing apparatus maintenance, batteries, hydrant maintenance supplies, the transferring into and out of line item accounts and the impact on surplus funds, firefighter training, emergency medical services training, refreshments after calls/

training, fire department instructors conference, mileage reimbursement, boat training, pump maintenance school, tuition reimbursement, emergency medical services conference, arson investigation association membership, state and international fire chiefs association membership, uniform cleaning, hydrant fees (Trenton Water Works and New Jersey American Water), radios/cellphones, computer hardware, gas meters, fire fighting hose, hand tools, boat motors, dry suits, existing tanker 52, 5" firefighting hose, emergency medical services equipment, HURST tool maintenance, pagers, tires for tanker 53, cell phones/air cards, the contribution to the Pennington First Aid Squad, and physicals.

The Board discussed a purchasing cut-off with Chief Martin and the percent of budget reductions obtained through the budget reductions. The Board and Commissioner Bovenizer discussed the budget situation and discussed a regional board meeting with Chief Martin. The Board discussed placing funds into a capital account for an ambulance. The Board and Chief Martin discussed the ambulance purchase and the possible need for a bond attorney. The Board discussed the debt carried by the board for capital purchases and certain capital purchases with Commissioner Bovenizer and Chairman Blackwell. The Board discussed the possible replacement/re-furb of ladder tower 51. The Board discussed the budget reductions and having a regional meeting with Commissioner Bovenizer.

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#### **ADJOURNMENT**

Motion by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski to adjourn the meeting at 8:48 PM.

#### **MOTION CARRIED**

Respectfully submitted,



Matthew Martin  
Chief of Emergency Services