

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

THURSDAY, MARCH 14, 2013

CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE - Chairman Chipowsky called the meeting to order at 7:13 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.

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

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

MEMBERS PRESENT:

Chairman Chipowsky, Vice-Chairman Lenarski, Treasurer Cseremsak, Commissioner Lynch (arrived 7:18 PM), Secretary Kintzel

MEMBERS ABSENT:

None

OFFICERS PRESENT:

Battalion Chief Bailey (53), Captain Schmitt (151), Second Assistant Captain Ferrara (151), Chief Martin (50/159), Trustee Pollock (51), Deputy Chief Soganic (153)

PROFESSIONALS:

Kevin Hart (Attorney for the Board)

PUBLIC COMMENT (AGENDA)

None

RE-ORGANIZATION OF THE BOARD OF FIRE COMMISSIONERS

NOMINATIONS FOR 2013 BOARD OFFICERS

Chairman Chipowsky called for the nominations for the 2013 Board of Fire Commissioners officers.

CHAIRMAN

Treasurer Cseremsak nominated Michael Chipowsky for Chairman, and was seconded by Secretary Kintzel. No further nominations were made for Chairman.

VICE-CHAIRMAN

Secretary Kintzel nominated Joseph Lenarski for Vice-Chairman, and was seconded by Treasurer Cseremsak. No further nominations were made for Vice-Chairman.

TREASURER

Secretary Kintzel nominated Michael Cseremsak for Treasurer, and was seconded by Vice-Chairman Lenarski. No further nominations were made for Treasurer.

SECRETARY

Vice-Chairman Lenarski nominated Donald Kintzel for Secretary, and was seconded by Treasurer Cseremsak. No further nominations were made for Secretary.

COMMISSIONER AT LARGE

Treasurer Cseremsak nominated Timothy Lynch for Commissioner At Large, and was seconded by Vice-Chairman Lenarski. No further nominations were made for Commissioner At Large.

ELECTION OF 2013 BOARD OFFICERS

Chairman:	Michael Chipowsky
Vice-Chairman:	Joseph Lenarski
Treasurer:	Michael Cseremsak
Secretary:	Donald Kintzel
Commissioner At Large	Timothy Lynch

CANDIDATES UNANIMOUSLY ELECTED

NEW BUSINESS

RESOLUTION 2013-15

A RESOLUTION ESTABLISHING THE LIST OF PART TIME EMPLOYEES TO WORK FOR THE HOPEWELL VALLEY EMERGENCY SERVICES UNIT

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED WITH TWO ABSTENTIONS

Secretary Kintzel and Commissioner Lynch abstained from voting on the resolution.

RESOLUTION 2013-16

RESOLUTION OF BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP OF HOPEWELL IN THE COUNTY OF MERCER, MAKING APPLICATION TO THE LOCAL FINANCE BOARD PURSUANT TO N.J.S.A.40A:5A-6

Copy of resolution and record of vote is attached

DISCUSSION:

Chief Martin explained the need for the resolution.

MOTION CARRIED

RESOLUTION 2013-17

A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF A BID

Copy of resolution and record of vote is attached

DISCUSSION:

The Board discussed what will happen with the ambulance that will be replaced with Deputy Chief Soganic, Battalion Chief Bailey, and Chief Martin. Chief Martin reported on the status of the bid documents. The Board requested that the specifications go through an attorney review before being advertised.

MOTION CARRIED

TREASURER’S REPORT

BILLS & CLAIMS

Summary read by Treasurer Cseremsak

BILLS & CLAIMS

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

Bill List:		\$162,905.20
Payroll Ending:	March 9, 2013	\$27,565.86
Payroll Ending:	March 9, 2013	\$1,850.26
Employer Pension Liability:	2013	\$148,451.00
Total Disbursements:		\$340,772.32

Motioned by Treasurer Cseremsak, seconded by Vice-Chairman Lenarski to adopt the bills and claims as read.

DISCUSSION:

Chief Martin reported on why there were 2 payrolls and explained the annual employer pension liability. Chief Martin reported on notable payments made as part of the bill list including the increased rate for the new fire hydrant line payable to New Jersey American Water, the second yearly assessment for the Joint Insurance Fund, fire hydrant markers, a lap top computer for the Union Fire Company and Rescue Squad, a partial payment for the Union Fire Company and Rescue Squad Length of Service Awards Program, a full payment for the Township Fire Districts portion of the Pennington Borough Fire District Length of Service Awards Program, top ten response awards for the Union Fire Company and Rescue Squad, cell phone and recruitment reimbursement for the Union Fire Company and Rescue Squad, the balance of the water damage insurance claim to the Union Fire Company and Rescue Squad.

MOTION CARRIED

UNFINISHED BUSINESS

EMS Billing:

The Board, Captain Schmitt, and Chief Martin discussed emergency medical services billing and contributions to the Pennington First Aid Squad. Chairman Chipowsky reported that he had met with the Township Administrator and is awaiting a meeting with the Township Mayor related to billing. Chairman Chipowsky reported on a meeting he attended with the Ewing Township Administrator regarding mutual aid responses to Ewing Township. An extensive discussion occurred on mutual aid to Ewing Township for emergency medical services with the Board and the officers present.

Emergency Services Specialist Hiring Process:

Chairman Chipowsky tabled the discussion.

Water Study:

Chief Martin and the Board discussed the status of efforts related to the water study. Chief Martin also reported he is working on fire hydrant inspections and dry standpipe inspections.

UFCRS Ambulance Replacement:

Chief Martin reported on behalf of the Bond Attorney regarding the ambulance replacement. The Board assigned Secretary Kintzel the responsibility of looking into sources to borrow funds for the ambulance.

Fire Code Fee Increases:

Chief Martin reported he is meeting with the Township Administrator regarding the fee increases.

OFFICERS REPORTS

Chief Martin reported that the year ending 2012 audit and LOSAP review will be beginning shortly. The fees for emergency medical services services from the Borough of Pennington in the amount of \$3,000.00 has been deposited into the general savings account. Hopewell Valley Emergency Services Unit staff members conducted training on hose line advancement and hazardous materials operations. Chief Martin expressed his appreciation to the Union Fire Company and Rescue Squad for the use of the training facilities and to the West Windsor Division of Emergency Services for teaching the hazardous materials operations course. Two staff members are currently attending the Division of Fire Safety Fire Instructor Course. Chief Martin and Specialist Williams attended a hospital emergency planning course. Chief Martin attended a course on the new ISO rating schedule. Ambulance 153-2 was returned from repair. At the request of Station 51 a specialist has been training to operate Tanker 51 located at the Pennington Fire Company. Chief Martin was asked by the Board to ensure insurance coverage is present to operate Tanker 51. Chief Martin reported he attended a meeting at the Pennington School for a planned fire works show. The Board discussed the fire works show with Chief Martin related to fees for the fire safety permit and staff costs. Chief Martin discussed the radiator repair for teli-squirt 53 with the Board and authorized Chief Martin to continue with the plan for repair/replacement. Chief Martin reported that ambulance 153-2 had returned to service after having a computer system repair. Chief Martin reported that we are still awaiting hearing back from the manufacturer on the rusting condition found on engine 53. Chief Martin and the Board discussed a volunteer from the community who has a background in information technology who is interested in volunteering by assisting with information technology for the fire district. The Board authorized the assistance by the volunteer.

Battalion Chief Bailey reported on behalf of the Union Fire Company and Rescue Squad that the squad is working with Lifecomm Communications to return primary emergency medical services dispatching to Lifecomm from the Hopewell Township Police Department. Work is underway on swift water training. Ambulance 153-2 has returned to service from the computer repair. Maintenance is underway on the apparatus. A problem occurred with one of the new self contained breathing apparatus units. The Board discussed the air pack problem with Chief Martin and Battalion Chief Bailey. Hydrostatic testing is underway on the cascade unit located at Station 53.

PUBLIC COMMENT (NON-AGENDA)

Captain Schmitt of the Pennington First Aid Squad provided the Board his most recent calls for service statistics. The Board and Captain Schmitt discussed mutual aid matters to Ewing Township. Pennington Fire Company Trustee Matthew Pollock discussed canal bridges with the Board.

EXECUTIVE SESSION RESOLUTION

Motion by Treasurer Cseremsak, seconded by Commissioner Lynch to enter executive session to discuss the emergency services specialist hiring process at 7:59 PM.

MOTION CARRIED

The Board re-entered open session at 8:37 PM and requested any members of the public to return to the meeting.

RESOLUTION 2013-18

A RESOLUTION APPROVING THE APPOINTMENT OF TWO (2) EMERGENCY SPECIALISTS

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

ADJOURNMENT

Motion by Treasurer Cseremsak and seconded by Secretary Kintzel to adjourn the meeting at 8:40 PM.

MOTION CARRIED

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

**BOARD OF FIRE COMMISSIONERS
HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1**

RESOLUTION 2013-15

**A RESOLUTION ESTABLISHING THE LIST OF PART TIME EMPLOYEES TO
WORK FOR THE HOPEWELL VALLEY EMERGENCY SERVICES UNIT**

WHEREAS, a need exists to provide a list of eligible part time employees to provide staffing on a case by case basis; and,

WHEREAS, the Board of Fire Commissioners has authorized the Chief of Emergency Services to amend the listing when the need exists; and,

WHEREAS, the rate of pay per hour for part time employees is fifteen dollars per hour;

NOW, THEREFORE, BE IT RESOLVED, by the Hopewell Township Fire District No.1, Board of Fire Commissioners hereby establishes the list of part-time employees annexed herein.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak	✓		✓			
Kintzel					✓	
Lenarski		✓	✓			
Lynch					✓	
Chipowsky			✓			


Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY
3/14/13

PART TIME EMPLOYEES AS OF MARCH 14, 2013

CAROLINE BENDER
MICHAEL BENINATO
ASHLEY COBLE
JOSEPH FLYNN
RICHARD GORDON
ANDREW KINTZEL
HEATHER KINTZEL
DAMIAN LYNESS
JOHN MUCCIOLI
MATTHEW PECK
HARDY KURT PEDERSEN
CHUCK SISTA
DYLAN STURCHIO
EDWARD VANHISE
HEATHER VARRASSE

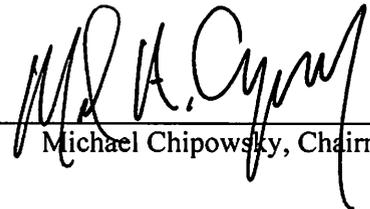
STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
LOCAL FINANCE BOARD
APPLICATION CERTIFICATION

APPLICANT'S NAME: BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE
TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER, NEW
JERSEY

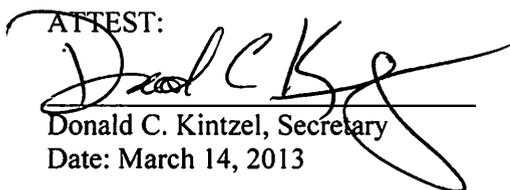
I, Michael Chipowsky, Chairman of the Board of Fire Commissioners of Fire District No. 1 in the
Township of Hopewell, in the County of Mercer, New Jersey DO HEREBY DECLARE:

That the documents submitted herewith and the statements contained herein are true to the best of
my knowledge and belief; and

That this application was considered and its submission to the Local Finance Board approved by
the governing body of the Board of Fire Commissioners of Fire District No. 1 in the Township of
Hopewell, in the County of Mercer on March 14, 2013.



Michael Chipowsky, Chairman

ATTEST:


Donald C. Kintzel, Secretary
Date: March 14, 2013

RESOLUTION 2013-16

**RESOLUTION OF BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT
NO. 1 IN THE TOWNSHIP OF HOPEWELL IN THE COUNTY OF MERCER,
MAKING APPLICATION TO THE LOCAL FINANCE BOARD PURSUANT TO
N.J.S.A.40A:5A-6**

WHEREAS, the Board of Fire Commissioners of Fire District No. 1 in the Township of Hopewell, in the County of Mercer, New Jersey (the "Fire District") desires to make application to the Local Finance Board for its review and/or approval of a proposed resolution authorizing the sale of bonds or notes or a lease purchase agreement to finance the acquisition of an ambulance;

WHEREAS, the Fire District believes that:

- (a) it is in the public interest to accomplish such purpose;
- (b) said purpose or improvements are for the health, welfare, convenience or betterment of the inhabitants of the local unit or units;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant;
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the local unit or units and will not create an undue financial burden to be placed upon the local unit or units;

NOW THEREFORE, BE IT RESOLVED BY BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1 IN THE TOWNSHIP OF HOPEWELL, IN THE COUNTY OF MERCER as follows:

Section 1. The application to the Local Finance Board is hereby approved, and the Fire District's Bond Counsel, solicitor, and auditor along with other representatives of the Fire District, are hereby authorized to prepare such application and to represent the Fire District in matters pertaining thereto.

Section 2. The Secretary of the Fire District is hereby directed to prepare and file a copy of the proposed resolution with the Local Finance Board as part of such application.

Section 3. The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak	✓		✓			
Kintzel			✓			
Lenarski			✓			
Lynch		✓	✓			
Chipowsky			✓			

The foregoing is a true copy of a resolution adopted by the Board of Fire Commissioners No. 1 in the Township of Hopewell, in the County of Mercer on March 14, 2013.



 Donald C. Kintzel, Secretary

**BOARD OF FIRE COMMISSIONERS
HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1**

RESOLUTION 2013-17

A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF A BID

WHEREAS, specifications for a bid will be drafted to establish pricing for a replacement ambulance;
and

WHEREAS, voters in the Annual Fire District Election of the Fire Commissioners of Fire District No.1
in the Township of Hopewell voted yes to referendum proposal III to authorize the Hopewell Township
Board of Fire Commissioners to purchase an ambulance; and

WHEREAS, the Hopewell Township Board of Fire Commissioners desires to advertise for bids.

NOW, THEREFORE, BE IT RESOLVED, by the Hopewell Township Fire District No.1 that the
Chief of Emergency Services is hereby authorized to advertise for bids to establish pricing for a
replacement ambulance.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak	✓		✓			
Kintzel			✓			
Lenarski		✓	✓			
Lynch			✓			
Chipowsky			✓			


Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY
Thursday, March 14, 2013

**BOARD OF FIRE COMMISSIONERS
HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1**

RESOLUTION 2013-18

A RESOLUTION APPROVING THE APPOINTMENT OF TWO (2) EMERGENCY SPECIALISTS

WHEREAS, vacancies exist in the ranks of the emergency services specialists of Hopewell Township Fire District No.1; and

WHEREAS, the Board of Fire Commissioners desires to fill the vacancies; and

WHEREAS, the Board of Fire Commissioners conducted a comprehensive candidate screening process involving written examinations, physical performance testing, and interviews; and

WHEREAS, there are currently two (2) vacancies; and

WHEREAS, ~~_____ and _____~~
were selected; and ~~_____~~

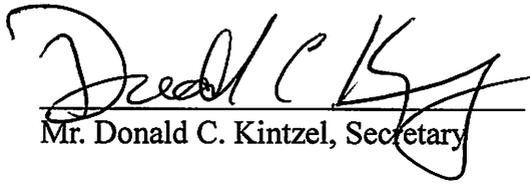
WHEREAS, the Board Treasurer has certified the availability of compensation for said appointments to be consistent with the existing collective bargaining unit.

NOW, THEREFORE, BE IT RESOLVED, by the Hopewell Township Fire District No.1, Board of Fire Commissioners hereby authorizes the Chief of Emergency Services to extend conditional offers of employment ~~to _____ and _____~~
~~_____~~ effective April 8, 2013.

THEREFORE, BE IT FURTHER RESOLVED, that the employment will be conditional based upon results of medical screening, drug screening, and state-required background checks.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak	✓		✓			
Kintzel			✓			
Lenarski		✓	✓			
Lynch			✓			
Chipowsky			✓			



Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY
3/14/13

**BOARD OF FIRE COMMISSIONERS
HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1**

RESOLUTION

EXECUTIVE SESSION

WHEREAS, it is necessary for the board to discuss real estate, sensitive public safety, legal, contract negotiations and/or personnel matters; and

WHEREAS, N.J.S.A. 10:4-12 permits the board to conduct a meeting from which the public is excluded in order to discuss such matters; and

WHEREAS, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 1 in the Township of Hopewell, County of Mercer that the board shall forthwith conduct an executive session to discuss the above.

BE IT FURTHER RESOLVED, that the scope of the aforesaid executive session will be limited to the above matters as stated.

RECORD OF BOARD VOTE ON PASSAGE

Commissioner	Moved	Second	Aye	Nay	Abstain	Absent
Cseremsak	✓		✓			
Kintzel			✓			
Lenarski			✓			
Lynch		✓	✓			
Chipowsky			✓			


Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY

March 14, 2013