

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
UNION FIRE COMPANY AND RESCUE SQUAD**

THURSDAY, MARCH 28, 2013

CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE - Chairman Chipowsky called the meeting to order at 7:06 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, Secretary Kintzel

MEMBERS ABSENT:

None

OFFICERS PRESENT:

President Swanson (53/153), Chief Burd (53), Deputy Chief Soganic (153), Battalion Chief Bailey (53), Chief Martin (50/159)

PROFESSIONALS:

Attorney Hart

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2013-19

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

Copy of resolution and record of vote is attached

DISCUSSION:

The Board questioned the resolution number assigned to the resolution. Chief Martin was asked to look into the matter.

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:		\$52,151.65
Payroll Ending:	March 23, 2013	\$27,275.09
Total Disbursements:		\$79,426.74

Motioned by Treasurer Cseremsak, seconded by Commissioner Lynch to adopt the bills and claims as read.

DISCUSSION:

Chief Martin reported on the notable items contained in the bill list including the hydrostatic testing of the cascade bottles for the cascade system at station 53, an emergency light repair on ambulance 153-1, an emergency repair to engine 53, a front discharge valve repair on engine 53, food for the Mercer County Fire Prevention Association meeting, the replacement radiator for teli-squirt 53, reimbursement for the fax service and web hosting, the firefighter instructor course for two specialists, the annual NFPA membership, the quarter one payment to the Pennington First Aid Squad and the Union Fire Company and Rescue Squad, jackets for squad 153. Chief Martin advised that he is still working on obtaining the signed purchase orders from Pennington Borough Fire District and the Hopewell Borough Fire District.

MOTION CARRIED

UNFINISHED BUSINESS

EMS Billing:

Commissioner Lynch reported that he is working on contacting a billing company for further information and requested the assistance of Chief Martin. The Board discussed emergency medical services billing and setting up a meeting with the Township Administrator. The Board discussed billing rates and ordinances from other towns.

Water Study:

The Board and Chief Martin discussed arranging a status meeting with the township representatives. The Board discussed a possible ordinance regarding water supply, the Pennytown project/lake, and a possible stand pipe at a lake located off of Route 31. Chief Martin was asked to request a meeting with the township. The Board, Chief Martin, and Chief Burd discussed the Pennytown project.

UFCRS Ambulance Replacement:

Deputy Chief Soganic reported that she met with Secretary Kintzel to remove propriety items from the ambulance bid specifications and to prepare the bid specifications.

Fire Code Fee Increases:

Chief Martin reported on the status of the proposed fee increases.

2013 Budget / Revenue:

The Board discussed the budget review item contained in the agenda under unfinished business and Chief Martin was asked to change the heading to the 2014 budget/revenue.

OFFICERS' REPORTS

Chief Martin reported that teli-squirt 53 is out of service for the installation of the radiator, the replacement tanker 52 is expected to be delivered around April 4, 2013, information will be coming out shortly from the Township Clerk regarding the filing of the annual financial disclosure statements, the year ending 2012 audit is underway, the new hires will begin on April 3, 2013, staff assisted with fire prevention education at the Hopewell Elementary School, Chief Martin completed the EMT refresher course held at the Pennington First Aid Squad, Specialists Wilson and Schafer completed the fire instructor course, Chief Martin and Treasurer Cseremsak completed the annual Chapter 52 pension certifications, Chief Martin and Captain Schmitt met with the districts medical director to discuss stroke protocols, Chief Martin attended a meeting with Sensors Unlimited regarding site plan reviews for the project located at 330 Carter Road, the Hopewell Valley Bureau of Fire Safety hosted the monthly meeting of the Mercer County Fire Protection and Prevention Association at the Union Fire Company and Rescue Squad, staff members completed training on the new NJ Division of Fire Safety computer program, Chief Martin requested and was approved by the NJ Division of Local Government Services to add the commodities of ladder testing, hose testing, and pump testing to the co-op, a request for quotes under the co-op has been issued for hose testing along with an addendum, Chief Martin met with the Mercer County Business Administrator and the Warden for the Mercer County Correctional Center regarding fire code matters, Chief Martin reported on his attendance at the Hopewell Valley Emergency Services Committee meeting, Chief Martin attended a meeting related to the fire works show to be held at the Pennington School. Chief Martin provided the Board with a sample water supply ordinance. Chief Martin reported that staff members completed training on lifting and moving, the hazards of smoke, and fire ground operations. Chief Martin advised that the FEMA Fire Act grant request for gas meters had been denied. Chief Martin provided the Board with the salary authorization forms for the new hires. Chief Martin advised that the administrative assistant was approaching her one year anniversary and a committee should be

established to review her contract. Chief Martin advised that the swearing in of the new employees will occur at the next meeting.

Chief Burd reported on the most recent calls for service statistics for the Union Fire Company and Rescue Squad. Chief Burd reported on the upcoming flower sale. Chief Burd reported on training and the success of the fire crews. Chief Burd reported that the tanker boxes and rescue boxes have been updated. Chief Burd reported on an upcoming valley wide training opportunity, and the possible use of engine 50 by station 53 personnel.

PUBLIC COMMENT (NON-AGENDA)

The Board and the officers present discussed the advanced life support program provided by Capital Health Systems.

EXECUTIVE SESSION RESOLUTION

Motion by Secretary Kintzel, seconded by Treasurer Cseremsak to enter executive session to discuss legal matters and personnel at 7:36 PM.

ADJOURNMENT

The Board returned to open session at 8:00 PM. Motion by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski to adjourn the meeting at 8:00 PM.

MOTION CARRIED

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

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

RESOLUTION 2013-19

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

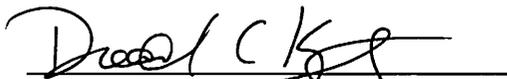
WHEREAS, per Resolution 2013-18, the Board of Fire Commissioners gave Chief Martin the authorization to offer conditional employment on March 14, 2013; and

WHEREAS, Ashley R. Coble and Robert J. Bailey have been offered and have accepted conditional employment.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township Fire District No.1 hereby appoint Ashley R. Coble and Robert J. Bailey to the position of Emergency Services Specialist effective April 3, 2013.

RECORD OF BOARD VOTE ON PASSAGE

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


Mr. Donald C. Kintzel, Secretary

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3/28/13

**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

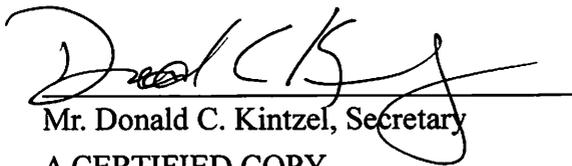
WHEREAS, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

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
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March 28, 2013