

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

THURSDAY, APRIL 11, 2013

CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE - Chairman Chipowsky called the meeting to order at 7:10 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

MEMBERS ABSENT:

Secretary Kintzel

OFFICERS PRESENT:

Deputy Chief Mullen (52), Deputy Chief Soganic (153), Engineer Pedersen (53/153), Trustee Pollock (51), Captain Schmitt (151), Assistant Captain Muccioli (151), Second Assistant Captain Ferrara (151), Chief Martin (50/159), Lieutenant Schulman (50/159)

PROFESSIONALS:

Attorney Hart

Chairman Chipowsky thanked those in attendance for joining the Board for the happy occasion of swearing in new employees.

Chief Martin introduced Specialist Ashley Coble and read a short biography of Specialist Coble. Specialist Coble was sworn in by Attorney Hart.

Chief Martin introduced Specialist Robert Bailey and read a short biography of Specialist Bailey. Specialist Bailey was sworn in by Attorney Hart.

President John Schafer of the International Association of Firefighters Local 3897 presented Specialist Coble and Specialist Bailey with badges.

Chairman Chipowsky requested a brief recess of the meeting to allow for pictures at 7:10 PM.

Chairman Chipowsky reconvened the meeting at 7:25 PM.

MINUTES SUBMITTED FOR APPROVAL

Motion by Vice-Chairman Lenarski, seconded by Commissioner Lynch to approve the regular session minutes from December 11, 2012.

MOTION CARRIED

Motion by Vice-Chairman Lenarski, seconded by Commissioner Lynch to approve the regular and executive session minutes from December 13, 2012.

MOTION CARRIED

Motion by Vice-Chairman Lenarski, seconded by Commissioner Lynch to approve the regular session minutes from December 27, 2012.

MOTION CARRIED

Motion by Commissioner Lynch, seconded by Vice-Chairman Lenarski to approve the regular session minutes from January 10, 2013.

MOTION CARRIED

Motion by Commissioner Lynch, seconded by Treasurer Cseremsak to approve the regular and executive session minutes from January 17, 2013.

MOTION CARRIED

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2013-20

**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

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:		\$109,000.49
Payroll Ending:	April 6, 2013	\$31,072.85
Total Disbursements:		\$140,073.34

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

DISCUSSION:

Chief Martin reported on the notable items contained in the bill list including CPR certifications for Hopewell Valley Emergency Services Unit staff members, physicals for full time candidates, an emergency light repair for teli-squirt 53, the radiator installation for teli-squirt 53, a repair to utility 53, quarter one payments to the Hopewell Borough Fire District and the Pennington Borough Fire District, a EMT refresher for a staff member, extrication equipment, uniforms for station 53 and squad 153, the Target Safety training platform annual renewal and the annual renewal for the fire house software maintenance contract.

MOTION CARRIED

Commissioner Lynch discussed with the Board and Chief Martin the process of approving the bills prior to when they are presented for payment.

UNFINISHED BUSINESS

EMS Billing:

Chairman Chipowsky advised that he has requested a meeting with the township administrator and the mayor to discuss emergency medical services billing. Commissioner Lynch reported that he had provided in each commissioners packets the emergency medical services billing ordinances from Ewing Township, Lawrence Township, and West Windsor Township. Chairman Chipowsky asked that each Board member review the information.

Water Study:

Chairman Chipowsky advised that he request the township administrator schedule a water study status meeting. Chairman Chipowsky advised the meeting will be needed in light of the Pennytown project and funding that had been placed in the township budget for stand pipe installations.

UFCRS Ambulance Replacement:

Chief Martin reported that he, Commissioner Lynch, Administrative Assistant Ocicki, and Deputy Chief Soganic met to finalize the bid specifications.

2013 Budget / Revenue:

No report.

Fire Code Fee Increases:

Chairman Chipowsky reported that the proposed fees had been forwarded to the township committee for review. Chief Martin advised that he has some questions from the committee to respond to.

OFFICERS REPORTS

Chief Martin reported on the training status of the new employees. Chief Martin reported on the status of the year ending 2012 audit and LOSAP review. Chief Martin reported on an application for review from the planning board. \$148,451.00 was transferred from the general savings account to the fire safety account as the funds were utilized to fund the annual pension payment until such time as the quarter one tax payment was received from the township. \$1,195.47 was transferred from the general savings account to the unemployment account at the request of the auditors. Chief Martin explained the need for the transfer and how unemployment funds will be handled in the future. Chief Martin reported that the quarter one vehicle checks and the radiator installation have been completed by Fire Apparatus Repair. The Pennington School fireworks show had been cancelled. Chief Martin advised that Doug Borden representing the districts insurance broker of record will be attending a future meeting to discuss the driving of the Pennington Fire Company tanker truck and to answer questions related to the joint insurance fund. Chief Martin and the Board discussed the second joint board meeting and Chief Martin was advised to schedule the meeting for the second meeting in May.

Chairman Chipowsky discussed the status of the tanker truck that will be retired at station 52 and if the Board would like to try and utilize the apparatus in the township. Chairman Chipowsky requested that the Board think about the matter and it will be revisited at another meeting.

PUBLIC COMMENT (NON-AGENDA)

Captain Schmitt representing the Pennington First Aid Squad provided the Board with the squad's most recent calls for service statistics. Captain Schmitt reported that the Pennington First Aid Squad had voted to construct sleeping quarters in the existing squad building to permit volunteer emergency medical technicians to sleep while on duty. Captain Schmitt also reported that the building will be re-wired with a transfer switch to permit the use of a generator and the security system will be upgraded. Captain Schmitt advised the improvements to the squad building will be funded from the savings of the squad. Captain Schmitt requested the status of

the year ending 2012 Pennington First Aid Squad LOSAP payment. Chief Martin was asked to look into the matter with Secretary Kintzel. Captain Schmitt and the Board discussed the volunteer squad in Ewing Township and a letter sent by Captain Schmitt to the Ewing Township administrator related to mutual aid. Captain Schmitt reported on the possible funding stoppage of the electronic emergency medical services charting provided by the state. Captain Schmitt reported on the closure of an advanced life support unit provided by Capital Health Systems and the possible impact for Hopewell Valley. Captain Schmitt reported that Lifecomm Communications will be moving to a UHF radio system and the budget impact to the Pennington First Aid Squad to upgrade its equipment.

Trustee Pollock advised that the standpipe located off of Valley Road in Titusville is being blocked by a parked car from time to time.

EXECUTIVE SESSION RESOLUTION

Motion by Treasurer Cseremsak, seconded by Commissioner Lynch to enter executive session to discuss personnel matters at 7:47 PM.

ADJOURNMENT

The Board returned to open session at 8:26 PM. Motion by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski to adjourn the meeting at 8:26 PM.

MOTION CARRIED

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

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

RESOLUTION 2013-20

**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		X	X			
Kintzel						X
Lenarski			X			
Lynch	X		X			
Chipowsky			X			

Joseph M. Lenarski
~~Mr. Donald C. Kintzel, Secretary~~
 JOSEPH M. LENARSKI, VICE CHAIRMAN
 A CERTIFIED COPY
 4/11/13

PART TIME EMPLOYEES AS OF APRIL 11, 2013

CAROLINE BENDER
MICHAEL BENINATO
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

**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

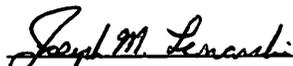
WHEREAS, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

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	X		X			
Kintzel						X
Lenarski			X			
Lynch		X	X			
Chipowsky			X			



Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY *JOSEPH M. LENARSKI, VICE CHAIRMAN*

April 11, 2013