

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

THURSDAY, MAY 9, 2013

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.

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:

Chief Varrasse (152), Second Assistant Captain Ferrara (151), Trustee Pollock (51), Chief Martin (159/50)

PROFESSIONALS:

Attorney Hart

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2013-22

**A RESOLUTION CERTIFYING THE REVIEW OF THE ANNUAL REPORT OF AUDIT
FOR THE YEAR ENDED DECEMBER 31, 2012**

Copy of resolution and record of vote is attached

DISCUSSION:

The Board thanked Chief Martin and his staff for the favorable audit. Chief Martin discussed aspects of the audit with the Board and provided audit documents to the Board.

MOTION CARRIED

RESOLUTION 2013-23

A RESOLUTION DESIGNATING EMERGENCY SERVICES WEEK

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:		\$23,606.25
Payroll Ending:	May 4, 2013	\$31,291.37
Total Disbursements:		\$54,897.62

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 payment for an air conditioning repair and a electrical repair to ambulance 153-2, a starter replacement for ambulance 153-1, a Union Fire Company and Rescue Squad volunteer member physical, and uniforms for Hopewell Valley Emergency Services Unit employees.

MOTION CARRIED

UNFINISHED BUSINESS

EMS Billing:
No report

Water Study:
Chief Martin reported he had requested a meeting with the Township Administration related to the water study.

UFCRS Ambulance Replacement:
Chief Martin reported he had the completed bid specifications and asked for an attorney review of the document. Chief Martin thanked all that assisted with the development of the bid specifications. Chief Martin and the Board discussed the bid specifications and the funding of the ambulance purchase.

2014 Budget / Revenue:
No report.

Fire Code Fee Increases:
Chief Martin reported that the Hopewell Valley Bureau of Fire Safety has been assigned a new local assistance representative by the NJ Division of Fire Safety. Chief Martin advised that this individual would be conducting the required monitoring visit of the Hopewell Valley Bureau of Fire Safety and that any fee changes should wait until the completion of the monitoring visit.

Year Ending 2012 Audit and LOSAP Review:
Chief Martin reported that the audit and LOSAP review had been completed and the matter can be removed from the unfinished business report.

Secretary Kintzel reported on the status of LOSAP matters for the Union Fire Company and Rescue Squad and the Pennington First Aid Squad.

OFFICERS REPORTS

Chief Martin reported that he attended the audit exit conference. Chief Martin has completed the NJ Division of Fire Safety RIMS training and explained the RIMS system. Chief Martin reported on the upcoming NJ Division of Fire Safety monitoring visit. Chief Martin attended a meeting with Normandy Real Estate Partners related to fire responses to the Bank of America site. Chief Martin reported on a computer software upgrade. Chief Martin reported that a quarterly deposit of life hazard use fees received from the State of New Jersey had been completed into the fire safety account. Chief Martin reported that Hopewell Valley Emergency Services Unit staff members had completed training in electrical hazards, gas monitoring, and emergency medical services helmet removal. The required document for vendors paid in excess of \$17,500.00 in the year ending 2012 has been posted to the web-site. The audit advertisements have been completed and forwarded to the State of New Jersey. Chief Martin reported that the sprinkler system at the Union Fire Company and Rescue Squad has been returned to service.

Chief Martin reported that he attended the Mercer County Firemans Association Memorial Service. Chief Martin reported that the Township Committee will be passing a resolution in observance of emergency medical services week at an upcoming meeting.

The Board asked Chief Martin to reach out to the leadership at the Union Fire Company and Rescue Squad requesting representation at meetings.

PUBLIC COMMENT (NON-AGENDA)

Second Assistant Captain Ferrara representing the Pennington First Aid Squad provided the Board with the squad's most recent calls for service statistics. Captain Ferrara reported that work will be underway shortly with the new bunk rooms at the Pennington First Aid Squad.

The Board discussed a proposed agreement from the Pennington Borough Fire District for the repayment of funds from the purchase of the self contained breathing apparatus units. Chief Martin was asked to discuss certain questions related to the proposed agreement with the Pennington Borough Fire District.

Chief Martin reminded the Board to complete the required financial disclosure statements if they had not already done so.

Chief Martin reminded the Board that there will be a joint board meeting on 5-23-13. Chief Martin was asked to advertise the 5-23-13 meeting to begin at 6:30 PM.

Chief Martin discussed a request to borrow the fire safety trailer by the City of Lambertville Board of Fire Commissioners.

Chairman Chipowsky reminded those attending that the annual mothers day flower sales will be underway at the Union Fire Company and Rescue Squad and the Pennington Fire Company.

Trustee Pollock representing the Pennington Fire Company reported that a clothing donation box has been located at the Pennington Fire Company.

Vice-Chairman Lenarski thanked Chairman Chipowsky for his work with the Hopewell Valley 911 Memorial.

EXECUTIVE SESSION RESOLUTION

Motion by Treasurer Cseremsak, seconded by Commissioner Lynch to enter executive session to discuss contractual matters and employee contracts at 7:25 PM.

ADJOURNMENT

The Board returned to open session at 8:28 PM. Motion by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski to adjourn the meeting at 8:28 PM.

MOTION CARRIED

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'MM' or 'MGM', written in a cursive style.

Matthew Martin

Chief of Emergency Services

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

RESOLUTION 2013-22

**A RESOLUTION CERTIFYING THE REVIEW OF THE ANNUAL REPORT OF AUDIT
FOR THE YEAR ENDED DECEMBER 31, 2012**

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, 2012 has been completed and filed with the Board of Fire Commissioners of Fire District No. 1 for 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 Commissioners of Fire District No. 1 in 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 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 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	Aye	Nay	Abstain	Absent
Cseremsak		✓	✓			
Kintzel			✓			
Lenarski			✓			
Lynch	✓		✓			
Chipowsky			✓			



Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY

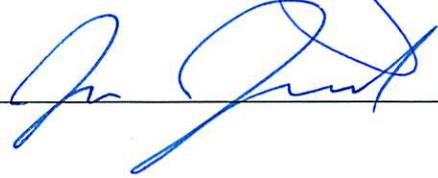
May 9, 2013

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD
AUDIT REVIEW CERTIFICATE

We, the members of the Board of Commissioners of Fire District No. 1 of the Township of Hopewell, County of Mercer, being of full age and being duly sworn according to law, upon our oath, depose and say:

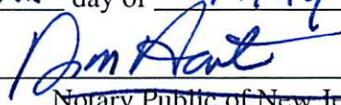
1. We are duly elected members of the Board of Commissioners of Fire District No. 1 of the Township of Hopewell, County of Mercer.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual report of audit for the year ended December 31, 2012, and specifically the section of the report of audit entitled "Schedule of Findings and Recommendations."

<u>Name</u>	<u>Signature</u>
MICHAEL A. CHIPOWSKY	
MICHAEL F. CIERWINSKI	
JOSEPH M. LENARSKI	Joseph M. Lenarski
DONALD C. KINTZEC	
Timothy M. Lynch	

Sworn to and subscribed before me

this 9th day of MAY, 2013



Notary Public of New Jersey

KEVIN M HART
An Attorney at Law
of New Jersey

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

RESOLUTION 2013-23

A RESOLUTION DESIGNATING EMERGENCY SERVICES WEEK

WHEREAS, emergency medical services, or EMS, is a vital public service; and

WHEREAS, the members of EMS teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the EMS system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, first responders, emergency medical dispatchers, educators, administrators and others; and

WHEREAS, the members of EMS teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

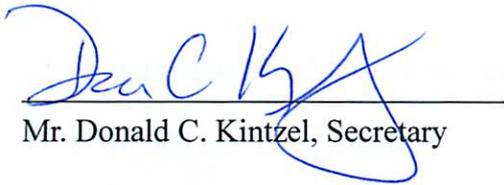
WHEREAS, emergency medical services are provided to the residents of the Township of Hopewell by the Union Fire Company and Rescue Squad, Pennington First Aid Squad, Pennington Fire Company, Hopewell Fire Department and Emergency Medical Unit, Hopewell Valley Emergency Services, Capital Health Emergency Medical Services, and Hopewell Township Police Department; and

WHEREAS, it is appropriate to recognize the value and accomplishments of EMS providers by designating Emergency Medical Services Week;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Fire District No. 1 in the Township of Hopewell, County of Mercer, that May 19th through May 25th, 2013, be recognized as Emergency Medical Services Week, with the theme "EMS: One Mission. One Team".

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, May 9, 2013

**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

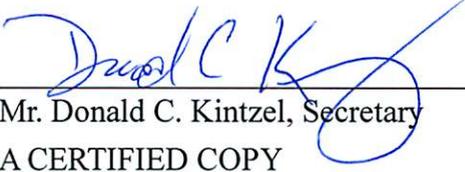
WHEREAS, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

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

May 9, 2013