

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

**THURSDAY, JUNE 27, 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.

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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, Secretary Kintzel, Commissioner Lynch

**MEMBERS ABSENT:**

None

**OFFICERS PRESENT:**

Deputy Chief Soganic (53/153), Captain Beninato (53/153), Deputy Chief Varrasse (152), Captain Schmitt (151), Second Assistant Captain Ferrara (151), Chief Martin (50/159)

**PROFESSIONALS:**

None

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**MINUTES SUBMITTED FOR APPROVAL**

Motion by Secretary Kintzel, seconded by Vice-Chairman Lenarski to approve the regular session minutes from February 28, 2013.

**MOTION CARRIED**

Motion by Commissioner Lynch, seconded by Treasurer Cseremsak to approve the regular and executive session minutes from May 9, 2013

**MOTION CARRIED**

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**PUBLIC COMMENT (AGENDA)**

None

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**NEW BUSINESS**

**RESOLUTION 2013-25**

**A RESOLUTION APPROVING THE FIRST RESPONDER JOINT INSURANCE FUND  
NOTICE OF CLAIM FORM**

*Copy of resolution and record of vote is attached*

**DISCUSSION:**

None

**MOTION CARRIED**

**RESOLUTION 2013-26**

**A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS TO  
CREATE NEW BANK ACCOUNTS**

*Copy of resolution and record of vote is attached*

**DISCUSSION:**

Secretary Kintzel and Chief Martin explained the need for the account to hold the employee funds from the medical flexible spending account. Chief Martin was asked by the Board to ensure the account would not carry any fees.

**MOTION CARRIED**

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**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:		\$259,642.83
Payroll Ending:	June 15, 2013	\$30,046.29
Total Disbursements:		\$289,689.12

*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 payment for a variable speed ventilation fan for the Union Fire Company and Rescue Squad, various repairs to Teli-Squirt 53, an air conditioning repair to Engine 53, a repair to door handles on Ambulance 153-1, a brake repair on Car 53, quarterly payments to the Pennington First Aid Squad, Pennington Borough Fire District, Hopewell Borough Fire District, and the Union Fire Company and Rescue Squad, the year ending 2012 LOSAP payment for the Hopewell Borough Fire District, a hull repair to Marine 53-1, a piece of extrication equipment for the Union Fire Company and Rescue Squad, a debt service payment to the Pennington Borough Fire District for Rescue 51, a conference payment, and a reimbursement for materials used at a live burn/ventilation drill.

The Board and Chief Martin discussed the year ending 2012 LOSAP payment to the Hopewell Borough Fire District.

### **MOTION CARRIED**

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### **UNFINISHED BUSINESS**

#### **EMS Billing:**

The Board discussed the possibility of moving forward with billing for the Union Fire Company and Rescue Squad and the Hopewell Valley Emergency Services Unit.

#### **Water Study:**

The Board and Chief Martin announced the date of an upcoming water study meeting.

#### **UFCRS Ambulance Replacement:**

The Board and Chief Martin reported that 1 bid had been received. The bid will be reviewed by the Union Fire Company and Rescue Squad. Chief Martin outlined the process to go before the Local Finance Board. The Board discussed the financing of the ambulance. The Board

discussed if the fleet of ambulances would remain at 2 or be increased to 3 by keeping one of the ambulances that will be replaced with Deputy Chief Soganic.

2014 Budget / Revenue:  
No report.

Fire Code Fee Increases:  
No progress has been made on the fire code fee increases.

The Board discussed a letter received from the Hopewell Borough Fire District regarding the tanker truck that will be going out of service due to the arrival of the new Tanker 52. The Hopewell Borough Fire District would like to know the Township Board's decision on the first right of refusal of the truck.

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### **OFFICERS REPORTS**

Chief Martin reported that the Board had received the quarter 2 tax payment from Hopewell Township and it had been deposited into the general savings account. Chief Martin reported that planning is continuing for the township fireworks show and he expressed his thanks for the assistance the volunteers will be providing to keep the show safe. Chief Martin reported on a water supply drill that will be occurring in Hunterdon County. Chief Martin reported that staff assisted with the Hopewell Valley Central High School Graduation and that staff attended a Flag Day Ceremony at the Stony Brook Elementary School. Chief Martin reported on his attendance at a meeting of the Hopewell Valley EMS Chiefs. Staff attended the NJ Homeland Security Conference and conducted training on standpipes/ parking garage fires and code enforcement training. Chief Martin reported on a valley wide live burn/ventilation drill. Administrative Assistant Ocicki attended a NJ State Procurement class. Chief Martin reported his work on the compensatory time buy back and the phased health care increase for full time employees. Chief Martin reported on the exercising of stand pipes. Chief Martin presented a memorandum from the Pennington Fire Company regarding response to carbon monoxide incidents. The Board asked that representatives from the Pennington Fire Company and the Pennington Borough Board of Fire Commissioners attend an upcoming meeting to discuss the memorandum. Chief Martin reported on the date of an upcoming water study meeting. Chief Martin reported that work had increased in the area of inspections for residential home sales/changes of occupancy. Chief Martin expressed his appreciation to the Pennington First Aid Squad for returning the paid driver on the days the squad is fully staffed. Chief Martin and the Board discussed the required pension increase for members of the Public Employees Retirement System.

### **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 on patient call reporting systems. Captain Schmitt reported on reimbursement for the emergency medical technician class. Captain Schmitt reported on an upcoming emergency medical technician course scheduled at the Pennington First Aid Squad. The Board discussed a dispatching error that occurred with a mutual aid ambulance with Captain Schmitt and Chief Martin.

Chairman Chipowsky asked if there was any further businesses to bring before the Board. Chief Martin requested permission to add the Pennington Borough Fire District SCBA re-payment agreement to the unfinished business section of the agenda. The Board discussed the adding of the Pennington First Aid Squad, the Hopewell Borough Fire District, and the Pennington Fire Company to the agenda for future officers reports.

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**ADJOURNMENT**

Motion by Treasurer Cseremsak and seconded by Commissioner Lynch to adjourn the meeting at 7:30 PM.

**MOTION CARRIED**

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Respectfully submitted,



Matthew Martin  
Chief of Emergency Services

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

**RESOLUTION 2013-25**

**A RESOLUTION APPROVING THE FIRST RESPONDER JOINT INSURANCE FUND  
NOTICE OF CLAIM FORM**

**WHEREAS**, the FIRST Responder Joint Insurance Fund is authorized by statute to provide insurance coverage for local units of government who are desirous of same; and

**WHEREAS**, Hopewell Township Fire District No.1 is a member of the FIRST Responder Joint Insurance Fund; and

**WHEREAS**, N.J.S.A. 59:8-6 authorized public entities to require information in addition to that specified in N.J.S.A 59:8-4 for the proper investigation and/or resolution of such claims; and

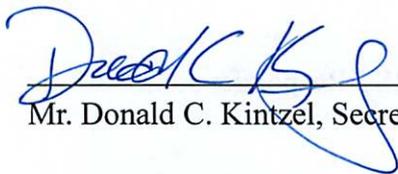
**WHEREAS**, the FIRST Responder Joint Insurance Fund has recommended that each of the participating public entities adopt and approve a Notice of Tort Claim form in the form attached to this resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Hopewell Township Fire District No.1 that Hopewell Township Fire District No.1 hereby adopts and approves the attached Notice of Claim form pursuant to N.J.S.a 59:8-6.

**BE IT FURTHER RESOLVED**, nothing in this resolution shall be construed as invalidating any Notice of Claim form authorized by Hopewell Township Fire District No. 1 and/or the FIRST Responder Joint Insurance Fund prior to the implementation 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  
Thursday, June 27, 2013

RESOLUTION OF CORPORATION/ORGANIZATION

Depository Account - Authority to Open Account(s) and to Deposit and Withdraw Funds

TO: <b>HOPEWELL VALLEY COMMUNITY BANK</b>	FROM: (NAME/ADDRESS OF CORPORATION)
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I hereby certify that I am the duly elected and qualified Secretary and keeper of the records and corporate seal of the Corporation/Organization named above, that the following is a true and complete copy of a Resolution duly adopted at a meeting of the Board of Directors of said Corporation/Organization, held on the date shown below in accordance with law and the by-laws of said Corporation/Organization, and that my delivery of this Resolution to the Bank certifies to the Bank that such Resolution is still in full force and effect.

RESOLVED, the following described officers, employees or agents of Corporation/Organization, whose names and signatures appear below, are hereby authorized, for an on behalf of the Corporation/Organization, to open and maintain a depository account or accounts of the Corporation/Organization with the Bank, subject to the terms and conditions specified in the applicable Account Rules and Agreement(s), and to endorse and deposit with the Bank negotiable instruments or other orders for the payment of money, which endorsements may be made in writing or by stamp and without the designation of the person endorsing.

BE IT FURTHER RESOLVED, the undersigned officers, employees or agents of Corporation/Organization may sign checks or other orders for the payment of money, withdrawing funds from Corporation/Organization account(s) with the Bank. Such signature may be in writing or by facsimile. Any undersigned officer, employee or agent may sign without the other(s) unless specifically designated otherwise."

TITLE	NAME	SIGNATURE
CHAIR	MICHAEL CHIPOWSKI	<i>M. A. Cypri</i>
Treasurer	Michael F Cseromjak	<i>[Signature]</i>
VICE CHAIRMAN	JOSEPH M. LENARSKI x	<i>Joseph M. Lenarski</i>
Commissioner	Timothy M. Lynch x	<i>T. Lynch</i>
Secretary	DONALD C. KINTZEL x	<i>Donald C. Kintzel</i>

I FURTHER CERTIFY that the foregoing are titles, names, and genuine signatures of the present officers, employees and agents of the Corporation/Organization authorized by the above Resolution, that they hold such offices at this time, that their true signatures appear on the reverse hereof, and that the above resolution is not a violation of our articles of association or by-laws and was duly adopted at a meeting of the Board on the 27<sup>th</sup> day of JUNE, 2013 and that said resolution has not since been repealed or amended.

IN WITNESS WHEREOF, I have hereunto affixed my name as Secretary, and the seal of this Corporation/Organization, this 27<sup>th</sup> day of JUNE 2013

CORPORATE SEAL

*Donald C. Kintzel*  
Secretary

Acct. opened by \_\_\_\_\_

