

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

THURSDAY, JULY 11, 2013

CALL MEETING TO ORDER/STATEMENT OF PROPER NOTICE - Chairman Chipowsky called the meeting to order at 7:01 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, Secretary Kintzel, Commissioner Lynch

MEMBERS ABSENT:

None

OFFICERS PRESENT:

Deputy Chief Varrasse (152), Captain Schmitt (151), Chief Martin (50/159)

PROFESSIONALS:

None

MINUTES SUBMITTED FOR APPROVAL

Motion by Commissioner Lynch, seconded by Treasurer Cseremsak to approve the regular and executive session minutes from May 23, 2013.

MOTION CARRIED

Motion by Commissioner Lynch, seconded by Treasurer Cseremsak to approve the regular and executive session minutes from June 13, 2013

MOTION CARRIED

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2013-27

**A RESOLUTION APPROVING A REVISED EMPLOYMENT CONTRACT WITH
SARAH OCICKI**

Copy of resolution and record of vote is attached

DISCUSSION:

Treasurer Cseremsak had not had the chance to review the contract prior to the meeting. The Board passed the resolution pending the review by Treasurer Cseremsak.

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:		\$15,472.48
Payroll Ending:	June 29, 2013	\$47,249.50
Total Disbursements:		\$62,721.98

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 an interest payment to the Hopewell Valley Community Bank for the SCBA/radio bond, payment for emergency medical services supplies, and payment for the emergency medical technician course for 2 members of the Union Fire Company and Rescue Squad.

Chief Martin answered questions from the Board related to the emergency medical technician course payment for the 2 members from the Union Fire Company and Rescue Squad.

MOTION CARRIED

UNFINISHED BUSINESS

EMS Billing:

The Board is still awaiting a meeting with the Township Administration related to emergency medical services billing.

Water Study:

The Board and Chief Martin reported on a water study meeting that had occurred.

UFCRS Ambulance Replacement:

Chief Martin reported on the financing for the ambulance and the upcoming meeting of the Local Finance Board. Chief Martin was asked by the Board to ask the bidder to extend the pricing until such time as the matter has been reviewed by the Local Finance Board. The Board discussed the application to the Local Finance Board. The Board discussed the fleet size of ambulances.

2014 Budget / Revenue:

No report.

Fire Code Fee Increases:

No progress has been made on the fire code fee increases. Chief Martin answered a question from the Board related to fire code fees in Hopewell Borough.

Pennington Borough Fire District SCBA Repayment Agreement

Chief Martin reported that the Board had received the revised agreement and he and Secretary Kintzel would review the agreement and present it to the Board at an upcoming meeting.

OFFICER'S REPORTS

Hopewell Valley Emergency Services Unit:

Chief Martin reported that he attended a water study meeting. Chief Martin reported on the successful fire works show and expressed his appreciation to all who assisted. Chief Martin reported that the second quarter fleet inspections have been completed, the compensatory time buy back had been completed, staff completed training on swift water awareness, and 2 staff members will be attending a swift water operations course with the Union Fire Company and Rescue Squad. Chief Martin reported that he is working with the new NJ Division of Fire Safety computer system. Specialist Williams attended a meeting of the Mercer County Regional Emergency Medical Services Association. Chief Martin asked the Board if the Hopewell Valley Emergency Services Unit should conduct the special duty for football games at the Hopewell Valley Central High School. The Board discussed the matter and asked that it be discussed with the Union Fire Company and Rescue Squad. Chief Martin and the Board discussed the scheduling of a Joint Board Meeting. Chief Martin reported on repairs that are needed for Engine 53.

Union Fire Company and Rescue Squad:
No report.

Pennington First Aid Squad:

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 the status of the construction of the sleeping quarters at the squad building. Captain Schmitt reported on changes to the Squad's rules for membership. Captain Schmitt reported on the upcoming fall emergency medical technician course. The Board and Chief Martin discussed payment that was made for 2 members of the Union Fire Company and Rescue Squad to attend the emergency medical technician course.

Hopewell Fire Department and Emergency Medical Unit:

Deputy Chief Varrasse provided the Board with the emergency medical unit's most recent calls for service statistics. Deputy Chief Varrasse reported on rehab that was conducted at a recent valley wide drill. Deputy Chief Varrasse reported on the status of the ambulance fleet and reported on a repair to the utility truck, the sale of the old tanker, and a recent water leak that occurred at the firehouse.

Pennington Fire Company:
No report.

PUBLIC COMMENT (NON-AGENDA)

The Board discussed the use of duty crews by volunteer stations.

ADJOURNMENT

Motion by Secretary Kintzel and seconded by Treasurer Cseremsak to adjourn the meeting at 7:23 PM.

MOTION CARRIED

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

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

RESOLUTION 2013-27

**A RESOLUTION APPROVING A REVISED EMPLOYMENT CONTRACT WITH SARAH
OCICKI**

WHEREAS, the current employment agreement contains a clause allowing for an annual raise based upon merit based upon the employee's annual performance evaluation; and

WHEREAS, a review of the contract was completed by Board of Fire Commissioner's Treasurer Michael Cseremsak and Administrative Assistant Sarah Ocicki; and

WHEREAS, terms for revision of the current contract have been mutually agreed upon; and

WHEREAS, attorney for the Board Kevin Hart has provided a revised draft of the contract for review; and

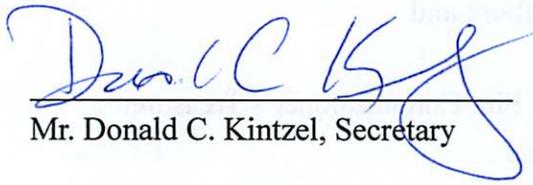
WHEREAS, a review has been completed and accepted by all parties.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township, Mercer County, do hereby approve the new contract for Sarah Ocicki and put it into effect on July 11, 2013.

BE IT FURTHER RESOLVED, that the Board of Fire Commissioners gives the Chairman and the Secretary of the Board the authority to execute the contract.

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, July 11, 2013