

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

**THURSDAY, AUGUST 8, 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

**MEMBERS ABSENT:**

Commissioner Lynch

**CHIEF OFFICERS PRESENT:**

Deputy Chief Kreamer (51), Deputy Chief Varrasse (152), Captain Schmitt (151), Second Assistant Captain Ferrara (151), Deputy Chief Soganic (53/153), Chief Martin (50/159)

**PROFESSIONALS:**

Kevin Hart (Attorney for the Board)

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**MINUTES SUBMITTED FOR APPROVAL**

Motion by Treasurer Cseremsak, seconded by Vice-Chairman Lenarski to approve the regular session minutes from June 27, 2013.

**MOTION CARRIED**

Motion by Treasurer Cseremsak, seconded by Vice-Chairman Lenarski to approve the regular session minutes from July 11, 2013.

**MOTION CARRIED**

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**PUBLIC COMMENT (AGENDA)**

None

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**NEW BUSINESS**

None

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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:		\$33,669.26
Payroll Ending:	July 28, 2013	\$31,508.36
Total Disbursements:		\$65,177.62

*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 the following: a payment for the accident sickness and health insurance policy, Bowman and Company for the annual fee for assistance with the management of the medical flexible spending program and the production of the debt service schedules for the replacement ambulance, water rescue gear, election graphics for the materials for the 2013 election, a repair to Tanker 53, a repair to Ambulance 153-2, swift-water awareness and operations training, the second and final year ending 2012 payment for the Length of Service Awards Program for the Pennington First Aid Squad, a battery charger for the Union Fire Company and Rescue Squad, and the 1<sup>st</sup> half reimbursement for expenses for the Union Fire Company and Rescue Squad.

**MOTION CARRIED**

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**UNFINISHED BUSINESS**

**EMS Billing:**

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

**Water Study:**

The Board is awaiting a meeting with the Township Administration related to an ordinance for water supply and the placement of stand-pipes. Chief Martin reported the sample ordinance was provided to the Township Administrator for his review.

UFCRS Ambulance Replacement:

Chief Martin reported on a meeting with the Local Finance Board representative related to the application to the Local Finance Board.

2014 Budget / Revenue:

Chairman Chipowsky reminded that the budget process will begin shortly.

Fire Code Fee Increases:

No progress has been made on the fire code fee increases.

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**OFFICERS REPORTS**

Hopewell Valley Emergency Services Unit:

Chief Martin reported on the following: a report on meeting with the Warden at the Mercer County Corrections Center related to fire code inspections, a valley wide training event held at Sensors Unlimited, fire prevention was provided with the fire prevention trailer at the National Night Out that was held in Hopewell Borough, a report on a meeting with the Board's insurance broker of record related to the renewal of the Joint Insurance Fund policies, Teli-Squirt 53 has returned to service from the turbo replacement, a report on repairs and pending repairs to Engine 53, a report on the installation and acceptance of a replacement cooking suppression system at the Union Fire Company and Rescue Squad, a report on the out of service vehicle exhaust system at the Union Fire Company and Rescue Squad, a report on a sprinkler leak at the Union Fire Company and Rescue Squad, a report on improvements to the stand-pipe located on Valley Road, a report on annual hydrant inspections that have been conducted by New Jersey American Water and Trenton Water Works, a report on a meeting between Trenton Water Works and the Hampton's at Hopewell project team, the paid driver is in place at the Union Fire Company and Rescue Squad for the temporary weekend staffing. Chief Martin expressed his appreciation to the Pennington Fire Company for placing an engine in service on a recent Saturday. Chief Martin reported he will be away for the upcoming week.

Union Fire Company and Rescue Squad:

Deputy Chief Soganic representing the Union Fire Company and Rescue Squad provided the Board with the most recent calls for service statistics.

Pennington First Aid Squad:

Captain Schmitt representing the Pennington First Aid Squad provided the Board with the most recent calls for service statistics. Captain Schmitt reported on an emergency medical technician course that will be beginning shortly at the Pennington First Aid Squad. Captain Schmitt reported on the status of the construction of the sleeping quarters and a new front apron. Captain Schmitt reported on staffing during week days. Captain Schmitt reported on state funding of the emergency medical technician course.

Hopewell Fire Department and Emergency Medical Unit:

Deputy Chief Varrasse representing the Hopewell Fire Department and Emergency Medical Unit provided the Board with the most recent calls for service statistics.

Pennington Fire Company:

Deputy Chief Kreamer reported on staffing of an engine that occurred on a recent Saturday. The Board expressed their appreciation on the initiative of the Pennington Fire Company to set up the staffed engine.

Deputy Chief Kreamer and the Board discussed the response of the Union Fire Company and Rescue Squad to assist the Pennington Fire Company on mutual aid calls.

The Board, Chief Martin, and Deputy Chief Kreamer discussed if the temporary weekend staffing will be needed on the days that the Pennington Fire Company has an engine in service. Chairman Chipowsky asked that the fire chiefs meet to discuss staffing and coverage of calls. The Board, Chief Martin and Deputy Chief Kreamer discussed ideas that Chief Kreamer has presented including valley wide duty officers and duty crews at the Pennington Fire Company on evenings. The Board, Chief Martin, and Chief Kreamer discussed responses to carbon monoxide alarms and the impact these alarms have on equipment, fuel, and volunteer responders in detail. Chief Kreamer and Chief Martin were asked to provide the Board with information on how other communities are dealing with carbon monoxide alarms.

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**PUBLIC COMMENT (NON-AGENDA)**

None

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Chairman Chipowsky asked if there was any further business to bring before the Board. Chief Martin requested an Executive Session to discuss personnel matters.

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**EXECUTIVE SESSION RESOLUTION**

Motion by Secretary Kintzel, seconded by Treasurer Cseremsak to enter executive session to discuss contracted services at 7:51 PM.

**MOTION CARRIED**

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**ADJOURNMENT**

Motion by Treasurer Cseremsak and seconded by Secretary Kintzel to adjourn the meeting at 7:51 PM.

**MOTION CARRIED**

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Respectfully submitted,

*MGM*

Matthew Martin  
Chief of Emergency Services

**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	✓		✓			

  
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Mr. Donald C. Kintzel, Secretary  
A CERTIFIED COPY

August 8, 2013