

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

THURSDAY, OCTOBER 17, 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, Secretary Kintzel, Commissioner Lynch

MEMBERS ABSENT:

None

CHIEF OFFICERS PRESENT:

Captain Schmitt (Pennington First Aid Squad), Second Assistant Captain Ferrara (Pennington First Aid Squad), Chief Burd (Union Fire Company and Rescue Squad), President Swanson (Union Fire Company and Rescue Squad), Trustee Sullivan (Union Fire Company and Rescue Squad), Commissioner Bovenizer (Hopewell Borough Fire District), Chief Novak (Hopewell Fire Department and Emergency Medical Unit), Chief Martin (Hopewell Valley Emergency Services Unit)

PROFESSIONALS:

None

MINUTES SUBMITTED FOR APPROVAL

Motion by Commissioner Lynch, seconded by Treasurer Cseremsak to approve the regular and executive session minutes from August 22, 2013.

MOTION CARRIED

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2013-33

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 (Secretary Kintzel abstained from voting on the resolution)

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:		\$85,489.51
Payroll Ending:	Saturday, October 5, 2013	\$30,838.31
Total Disbursements:		\$116,327.82

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 the following: a replacement motor for the vehicle exhaust system at the Union Fire Company and Rescue Squad, reimbursement for ½ of the cost of a dress uniform for a member of the Hopewell Valley Emergency Services Unit, a volunteer medical screening, annual stretcher maintenance, annual fire pump testing, a repair to Tanker 53, a repair to Ambulance 153-1, debt service payments to the Hopewell Borough Fire District, emergency medical services supplies, annual AED maintenance contract, public purchasing training for an administrative employee.

Chief Martin answered questions related to the purchase of a Knox Box. The Board discussed ambulance repairs and ambulance inventory.

MOTION CARRIED

UNFINISHED BUSINESS

EMS Billing:

No progress.

Water Study:

Chief Martin reported on efforts to obtain permission to install stand pipes on private properties within Hopewell Township. Chief Martin reported that the Township Administrator is working on an ordinance related to the water study. Chief Martin reported he is purchasing and installing hydrant markers. Chief Martin answered a question related to fire hydrants.

UFCRS Ambulance Replacement:

Chief Martin provided a progress report on the ambulance construction.

2014 Budget / Revenue:

No report.

Fire Code Fee Increases:

No progress.

Commissioner Lynch reported that he and Chief Martin will be attending a class on the Affordable Care Act. The Board discussed the Affordable Care Act.

OFFICERS REPORTS

Hopewell Valley Emergency Services Unit:

Chief Martin reported on the following: Additional reimbursements have been received from the Hurricane Sandy responses in the amount of \$3,458.52. Tanker 53 had a repair to its braking system. The replacement motor has been installed for the vehicle exhaust system at the Union Fire Company and Rescue Squad. The masonry repairs at the Union Fire Company and Rescue Squad are underway. Fire prevention education visits are underway. Hopewell Valley Emergency Services Unit staff assisted the Pennington First Aid Squad with fit testing. The radios purchased as part of the Fire Act Grant have been received and inventoried. Chief Martin attended an open house at Campbell Supply. Hopewell Valley Emergency Services Unit staff completed emergency medical services training and training on active shooter. Hopewell Valley Emergency Services Unit Administrative Assistant Ocicki has passed the first round of public purchasing training. Chief Martin attended the Hopewell Valley Municipal Alliance Mayor's Breakfast. Chief Martin requested permission to have the tank that has a water leak on Tanker 53 repaired. The Board, Chief Martin, and Chief Burd discussed the repair, the apparatus, and the vendor who will be utilized to conduct the repair. Chief Martin requested permission and discussed with the Board, Chief Burd, President Swanson, and Trustee Sullivan, to move forward on the installation of a new air compressor and in-line air dryer at the Union Fire Company and Rescue Squad.

Union Fire Company and Rescue Squad:

Chief Burd reported on the most recent calls for service statistics for the Union Fire Company and Rescue Squad. Chief Burd reported on the the annual Halloween Party.

Pennington First Aid Squad:

Captain Schmitt representing the Pennington First Aid Squad provided the Board with the most recent calls for service statistics.

Hopewell Fire Department and Emergency Medical Unit:

Chief Novak reported on the most recent calls for service statistics for the Hopewell Fire Department and Emergency Medical Unit.

**Chief Burd reported on a matter involving the Mercer County Corrections Center and answered questions from the Board.

Pennington Fire Company:

Chief Martin reported that the Pennington Fire Company is hosting a valley wide extrication drill and the officers are unable to attend.

BUDGET WORK SESSION

Chief Burd and President Swanson representing the Union Fire Company and Rescue Squad presented their 2014 budget request. The Board reviewed the budget request in detail and discussed various line items with Chief Burd and President Swanson. Chief Martin was questioned on various items related to the budget request. During the budget discussion the Board, Chief Burd, Chief Martin, Chief Novak, and Trustee Sullivan discussed Tanker 53 in detail. The Board asked Chief Martin to have the truck inspected during the tank repair to attempt to determine the longevity of the apparatus. The Board, President Swanson, Chief Burd, Trustee Sullivan, and Chief Martin discussed the replacement of the emergency power generator at the Union Fire Company and Rescue Squad in detail including the various methods of moving forward with the replacement of the generator. The Board and Chief Burd discussed the possible replacement of the chief's car currently owned by the Union Fire Company and Rescue Squad.

Chief Novak representing the Hopewell Fire Department and Emergency Medical Unit and Commissioner Bovenizer representing the Hopewell Borough Fire District presented their 2014 budget request. The Board expressed their appreciation to Chief Novak and Commissioner Bovenizer for submitting a budget that was within two percent of the prior year budget. The Board, Chief Novak, and Commissioner Bovenizer discussed the budget request.

Chairman Chipowsky advised those present that he needed to be excused from the meeting due to another commitment. The Board moved with adjourning the meeting prior to the Chairman leaving.

ADJOURNMENT

Motion by Treasurer Cseremsak and seconded by Commissioner Lynch to adjourn the meeting at 9:07 PM.

MOTION CARRIED

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'MM', is positioned below the text 'Respectfully submitted,'.

Matthew Martin
Chief of Emergency Services

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

RESOLUTION 2013-33

**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,

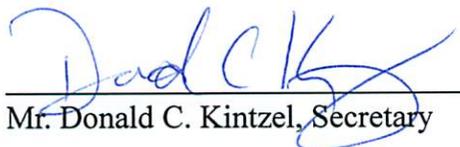
WHEREAS, the Board of Fire Commissioners has authorized the Chief of Emergency Services to amend the listing when the need exists; and,

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		✓	✓			
Kintzel					✓	
Lenarski			✓			
Lynch	✓		✓			
Chipowsky			✓			



Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY
10/17/13

PART TIME EMPLOYEES AS OF OCTOBER 17, 2013

CAROLINE BENDER
MICHAEL BENINATO
DAVID VAN DOREN
JOSEPH FLYNN
RICHARD GORDON
ANDREW KINTZEL
HEATHER KINTZEL
DAMIAN LYNESS
JOHN MUCCIOLI
MATTHEW PECK
HARDY KURT PEDERSEN
CHUCK SISTA
EDWARD VANHISE
HEATHER VARRASSE