

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

THURSDAY, NOVEMBER 7, 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, Commissioner Lynch

MEMBERS ABSENT:

Treasurer Cseremsak, Secretary Kintzel

CHIEF OFFICERS PRESENT:

Captain Schmitt (Pennington First Aid Squad), Assistant Captain Muccioli (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), Trustee Stephen (Union Fire Company and Rescue Squad), Chief Varrasse (Hopewell Fire Department and Emergency Medical Unit), Deputy Chief Kraemer (Pennington Fire Company), Lieutenant Baldorossi (Pennington Fire Company), Lieutenant Bainbridge (Pennington Fire Company), Chief Martin (Hopewell Valley Emergency Services Unit)

PROFESSIONALS:

None

PUBLIC COMMENT (AGENDA)

Deputy Chief Kraemer representing the Pennington Fire Company requested to provide the Pennington Fire Company report as they also have training scheduled for the evening. Deputy Chief Kraemer provided an annual report containing the following: Positive improvements and an unprecedented level of cooperation have occurred through the creation of the Hopewell Valley Regional Emergency Services Committee. Expenses have been reduced through the creation of the cooperative pricing program that establishes competitive pricing for hose, ladder, and pump testing. The valley wide training has occurred involving all of the valley emergency services agencies and the stand alone training conducted by the Pennington Fire Company. Appreciation was expressed for Chief Martin and his staff for the cooperative working relationships between career and volunteers, the attention provided to enforcement of the fire code including the

aggressive reduction in false alarm calls, Chief Martin's increased response roles to calls during the daytime hours, and the training of Specialist Fosina in operating Tanker 51. Training attended by members of the Pennington Fire Company in fire fighter safety and survival. The creation through the Hopewell Valley Regional Emergency Services Committee of valley wide standard operating procedures. Deputy Chief Kraemer reported on recruitment and retention efforts underway at the Pennington Fire Company including the utilization of duty crews in the evenings. The positive opportunity of former Pennington Fire Company Chief Steve Pegram currently serving as a career fire chief in Ohio who is returning to the area in 2014 to assist the fire company in developing a strategic vision. Chief Kraemer reported a junior program is underway that will lead to senior firefighters. Looking toward the future, Chief Kraemer reported that the planned addition and renovations to the Pennington Fire Company along with the planned replacement of the ladder truck will assist in the recruitment and retention along with a positive working environment for the volunteers cumulating in the 125 anniversary of the fire company in 2016. Chief Kraemer expressed his desire that the Board consider the moving of some or all of the meetings held by the Board to allow the increased participation of the Pennington Fire Company due to the current regular meeting schedule also falling on the training and meeting nights of the fire company. Deputy Chief Kraemer reported on new members of the fire company and introduced the members present. Commissioner Lynch asked the new members present how they learned about the fire company. A member of the Pennington Fire Company reported on why he joined. Chairman Chipowsky expressed his appreciation for the report and asked that all present are safe as they leave to conduct training.

NEW BUSINESS

RESOLUTION 2013-35

A RESOLUTION APPROVING A BUDGET TRANSFER

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

**Chief Martin reported the planned resolution for the special meeting for the emergency power generator at the Union Fire Company and Rescue Squad will need to be tabled as it is not ready.

TREASURER'S REPORT

BILLS & CLAIMS

Summary read by Vice-Chairman Lenarski

BILLS & CLAIMS

Authorized cash disbursements requiring approval for payment of bills in the following amounts:

Bill List:		\$83,352.14
Payroll Ending:	Saturday, November 2, 2013	\$31,492.30
Total Disbursements:		\$114,844.44

Motioned by Vice-Chairman Lenarski , 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: the masonry repairs at the Union Fire Company and Rescue Squad, the rear axle repair to Engine 53, the annual HURST extrication tool service, the annual SCBA flow testing, the second and final 2013 LOSAP payment for the Union Fire Company and Rescue Squad, carbon monoxide meters for the Union Fire Company and Rescue Squad, 3rd quarter fire hydrant fees paid to Trenton Water Works, and various reimbursements to the Union Fire Company and Rescue Squad.

MOTION CARRIED

UNFINISHED BUSINESS

EMS Billing:
No progress.

Water Study:
Chairman Chipowsky asked Chief Martin look into the planned development at the Pennytown site.

UFCRS Ambulance Replacement:
Chief Martin provided a progress report on the ambulance construction.

2014 Budget / Revenue:
The budget process is currently underway.

Fire Code Fee Increases:
No progress.

Union Fire Company and Rescue Squad Generator:
Chief Martin and President Swanson reported on the planned replacement generator at the Union Fire Company and Rescue Squad and answered questions from the Board related to the project.

OFFICERS REPORTS

Hopewell Valley Emergency Services Unit:

Chief Martin reported on the following: The annual ladder testing and SCBA testing has been completed, the 3rd quarter vehicle inspections have been completed, the masonry repairs at the Union Fire Company and Rescue Squad have been completed, Chief Martin attended a meeting with management from the Mercer County Corrections Center, the 3rd quote for the air compressor and in-line air dryer should be received shortly, Tanker 53 has been scheduled for the tank repair and inspection of the longevity of the apparatus, Engine 53 is currently out of service due to a failed steering box and a component of the on-board generator, the 2003 Ford Expedition is in need of a brake and an oil leak repair, an agreement to retain the bond attorney for the 2014 referendum will be presented at the next meeting, Hopewell Valley Emergency Services Unit staff members conducted haz-mat operations training taught by a member of West Windsor Emergency Services. Walk-through training is being conducted at the Sensors Unlimited project in conjunction with the Trenton Fire Department Haz-Mat Team, Chief Martin expressed his appreciation to the Pennington First Aid Squad for the volunteer stand-by crew at the state cross country championships and for the squad's assistance with the transportation of a Hopewell Valley Emergency Services Unit family member. Chief Martin reported that the Township Administrator would like the Board members to report on space needs for the proposed emergency services building, Chief Martin reported that he has reached out to the Chief of the Pennington Fire Company regarding career personnel.

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 meeting with the management from the Mercer County Correctional Center and concerns related to emergency medical services responses to the correctional center.

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 students from the Pennington First Aid Squad that are attending the EMT class being held at the Pennington First Aid Squad and new members that have joined the squad.

Hopewell Fire Department and Emergency Medical Unit:

Chief Varrasse reported on the most recent calls for service statistics for the Emergency Medical Unit. Chief Varrasse reported on a call involving the delivery of a baby by the squad and the response to a fire incident in the Township.

Pennington Fire Company:

See above

PUBLIC COMMENT (NON AGENDA)

None

BUDGET WORK SESSION

Chief Martin representing the Hopewell Valley Emergency Services Unit presented the Board with the 2014 proposed budget for the Hopewell Valley Emergency Services Unit. The Board reviewed the budget proposals and questioned Chief Martin on some of the budget items. The Board asked Chief Martin to review the budget with Secretary Kintzel.

Chief Martin asked if he should add the building project to the unfinished business of the agenda and he was advised to do so.

Commissioner Lynch reported on a seminar he and Administrative Assistant Ocicki attended regarding the Affordable Care Act.

Chairman Chipowsky asked if there was a need to enter into Executive Session and there was no need reported.

ADJOURNMENT

Motion by Commissioner Lynch and seconded by Vice-Chairman Lenarski to adjourn the meeting at 7:47 PM.

MOTION CARRIED

Respectfully submitted,

Matthew Martin
Chief of Emergency Services

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

RESOLUTION 2013-35

A RESOLUTION APPROVING A BUDGET TRANSFER

WHEREAS, the Hopewell Township Board of Fire Commissioners is authorized to undertake various budget transfers by statute: and

WHEREAS, \$3,790.53 shall be transferred from account 3-01-OE-201-200-001 Fringe Benefits PFRS to 3-01-DS-100-000-003 Principal Payment/Capital Leases Quint 52 for expenses for debt service principal payments for the Hopewell Borough Fire District 2013 Quint 52 debt service obligation payment; and

WHEREAS, it is necessary to undertake the transfer.

NOW, THEREFORE, BE IT RESOLVED, by the Hopewell Township Board of Fire Commissioners that \$3,790.53 shall be transferred from account 3-01-OE-201-200-001 Fringe Benefits PFRS to 3-01-DS-100-000-003 Principal Payment/Capital Leases Quint 52 for expenses for debt service principal payments for the Hopewell Borough Fire District 2013 Quint 52 debt service obligation payment.

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

November 7, 2013

Batch Id: 2013-017 Batch Date: 11/04/13 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Seq
3-01-OE-201-200-001 Fringe Benefits - Pension	Transfer Out PFRS	HBFD 2013 Quint 52 debt service payment	3,790.53	1
3-01-DS-100-000-003 Prin. Pay Capital Leases Quint 52	Transfer In	HBFD 2013 Quint 52 debt service payment	3,790.53	2

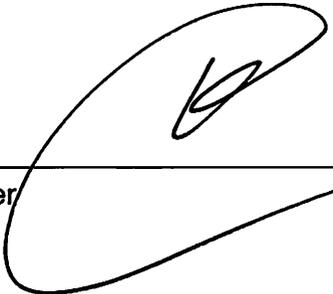
	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	1	3,790.53
Transfer Out:	1	3,790.53
Cancel:	0	0.00
Encumbrance:	0	0.00
Total:	2	7,581.06

There are NO errors in this listing.

	Updated Entries	Updated Amount		
Reimbursements:	0	0.00		
Expenditures:	0	0.00		
Transfer In:	1	3,790.53		
Transfer Out:	1	3,790.53		
Cancel:	0	0.00		
Encumbrances:	0	0.00		
Batch: 2013-017	Updated Entries: 2	Updated Amount: 7,581.06	Ref Num: 804	



Chief of Emergency Services



Treasurer