

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

THURSDAY, AUGUST 28, 2014

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, Secretary Kintzel, Commissioner Lynch

MEMBERS ABSENT:

Treasurer Cseremsak

OFFICERS PRESENT:

Captain Ferrara (Pennington First Aid Squad), First Assistant Captain Muccioli (Pennington First Aid Squad), Chief Varrasse (Hopewell Fire Department and Emergency Medical Unit), Deputy Chief Soganic (Union Fire Company & Rescue Squad), Safety Officer Noden (Union Fire Company & Rescue Squad), Trustee Sullivan (Union Fire Company & Rescue Squad)

PROFESSIONALS:

None

MINUTES SUBMITTED FOR APPROVAL:

Motion by Commissioner Lynch, seconded by Vice-Chairman Lenarski to approve the regular and executive session minutes from May 8, 2014.

MOTION CARRIED

Motion by Commissioner Lynch, seconded by Vice-Chairman Lenarski to approve the regular and executive session minutes from May 22, 2014.

MOTION CARRIED

(Secretary Kintzel abstained)

Motion by Vice-Chairman Lenarski, seconded by Secretary Kintzel to approve the regular session minutes from June 12, 2014.

MOTION CARRIED
(Commissioner Lynch abstained)

Motion by Vice-Chairman Lenarski, seconded by Secretary Kintzel to approve the regular session minutes from June 26, 2014.

MOTION CARRIED
(Commissioner Lynch abstained)

PUBLIC COMMENT (AGENDA)
None

NEW BUSINESS

RESOLUTION 2014-24

A RESOLUTION AUTHORIZING THE CHAIRMAN AND SECRETARY OF THE BOARD OF FIRE COMMISSIONERS, HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1, TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH METRO EMPLOYEE ASSISTANCE SERVICE FOR THE EMPLOYEE ASSISTANCE PROGRAM

Copy of resolution and record of vote is attached

DISCUSSION:
None

MOTION CARRIED

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:		\$63,307.73
Payroll Ending:	July 26, 2014	\$31,332.69
Payroll Ending:	August 9, 2014	\$33,934.30
Payroll Ending:	August 23, 2014	\$34,653.39
Total Disbursements:		\$163,228.11

Motioned by Vice-Chairman Lenarski, seconded by Commissioner Lynch to adopt the bills and claims as read.

DISCUSSION:

Commissioner Lynch reported on the following notable items contained within the bill list: a radio scanner for the Hopewell Valley Emergency Services Unit, a chain saw for the Union Fire Company and Rescue Squad, fire police items for the Union Fire Company and Rescue Squad, emergency medical services supplies, fleet maintenance repairs, radio equipment, CPR manikins, a professional services payment, payment for the Fire House Software Conference, and a LOSAP payment for the Union Fire Company and Rescue Squad.

MOTION CARRIED

UNFINISHED BUSINESS

EMS Billing:

No report.

Water Study:

No report.

Union Fire Company and Rescue Squad Generator:

Trustee Sullivan reported on the progress with the generator project and answered questions on the project.

Fire District Building Project:

No report.

Communications:

Captain Ferrara and Chief Varrasse reported on communications matters and answered questions related to communications.

UFCRS Sprinkler System:

Trustee Sullivan reported on the progress with the sprinkler system and answered questions on the project.

OFFICERS REPORTS

Hopewell Valley Emergency Services Unit:

Commissioner Lynch reported on the following: A valley-wide drill held at the Pennington Fire Company that was taught by a retired Fire Department of New York Chief, a valley-wide drill held at the Pennington Fire Company on the new radio system, and work is underway to prepare the schools in the area to open in accordance with fire code compliance.

Union Fire Company and Rescue Squad:

Deputy Chief of Emergency Medical Services Soganic reported on new license plates required for ambulances and answered questions related to the license plates. Discussion occurred related to the license plates.

Pennington First Aid Squad:

Captain Ferrara reported on the squad's most recent calls for service statistics. Discussion occurred on a new occupancy within the township that is increasing call volume.

Hopewell Fire Department and Emergency Medical Unit:

Chief Varrasse reported on the most recent calls for service statistics for the Hopewell Fire Department & Emergency Medical Unit. Chief Varrasse reported on repairs to the parking lot.

Pennington Fire Company:

Vice-Chairman Lenarski reported on efforts underway related to the ordering of the new ladder truck.

PUBLIC COMMENT (NON AGENDA)

None

Chairman Chipowsky asked if there was need for executive session and there was a need to discuss a personnel matters.

EXECUTIVE SESSION RESOLUTION

Motion by Commissioner Lynch and seconded by Chairman Chipowsky to enter Executive Session at 7:26 PM.

ADJOURNMENT

Motion by Commissioner Lynch and seconded by Secretary Kintzel to adjourn the meeting at 7:53 PM.

MOTION CARRIED

Respectfully submitted,



Matthew Martin
Chief of Emergency Services

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

RESOLUTION 2014-24

**A RESOLUTION AUTHORIZING THE CHAIRMAN AND SECRETARY OF THE
BOARD OF FIRE COMMISSIONERS, HOPEWELL TOWNSHIP FIRE DISTRICT NO.
1, TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH METRO
EMPLOYEE ASSISTANCE SERVICE FOR THE EMPLOYEE ASSISTANCE PROGRAM**

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No.1 (“Board”) has determined that a need exists for professional employee assistance program services; and

WHEREAS, every firm, no matter how well managed, has employees with such troubles as problem drinking, misuses of other drugs, emotional disorders, financial, domestic and legal problems; and

WHEREAS, management does not wish to know the details of these personal problems but is concerned with their effects on job performance, and wishes to offer its employees assistance in handling these problems; and

WHEREAS, the Board has determined that Metro Employee Assistance Service of Trenton, New Jersey can provide such services for the sum of \$1,500.00 for the period of September 1, 2014 to August 31, 2015; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in a form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of this contract relative to the professional services, and notice of award of said contract, shall be made available for public inspection; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, County of Mercer, State of New Jersey, that the Board Chairman and Secretary execute a Professional Services Agreement with Metro Employee Assistance Service, Trenton, New Jersey to provide employee assistance program services for the sum of \$1,500.00 for the period of September 1, 2014 to August 31, 2015; and

BE IT FURTHER RESOLVED, that this resolution and the notice of award of contract shall be made available for public inspection at the office of the Chief of Emergency Services.

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, August 28, 2014

**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

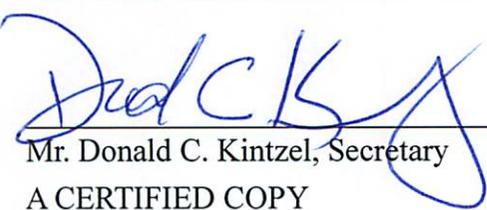
WHEREAS, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

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		✓	✓			


Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY

August 28, 2014



EXECUTIVE DIRECTOR
Geetha Arulmohan

METRO EMPLOYEE ASSISTANCE SERVICE

AGREEMENT

This is an Agreement between the **METRO EMPLOYEE ASSISTANCE SERVICE** (hereafter MEAS) and **Hopewell Township Fire District #1** (hereafter Employer).

WHEREAS, Every firm - no matter how well managed - has employees with such troubles as problem drinking, misuse of other drugs, emotional disorders, financial, domestic and legal problems.

WHEREAS, Management does not wish to know the details of these personal problems but is concerned with their effects on job performance, and wishes to offer its employees assistance in handling these problems.

THEREFORE, the Employer is retaining MEAS for the purpose of providing this assistance to its employees.

This Agreement shall run from **September 1st 2014** to **August 31th 2015** unless otherwise agreed in writing.

Under the terms of this Agreement, MEAS will provide the following services:

1. **Consultation services** to management in the following areas:
 - a. establishing and implementing the Company's drug and alcohol policy and employee assistance program.
 - b. writing the Company's policy on this program, if not in place.

BOARD OF TRUSTEES

CHAIRMAN
Paul W. Norris, Esq.
Attorney
Stark & Stark

VICE CHAIRMAN
Sylvia Mulraney
Retired Director of Human Services
County of Mercer

SECRETARY
Phyllis Marchand
Former Mayor
Princeton Township

TREASURER
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Licensed Professional Counselor

John Brown
Retired VP of Human Services
Johnson & Johnson

Deborah Dunn, Esq.
Attorney
Stark & Stark

Leomae R. Good
Retired Director of Welfare
City of Trenton

Matthew S. Kiefer
Founder
Kiefer Landscapes Inc.

Lance Liverman
President
Liverman Associates

Aimee Maier
Licensed Social Worker

- c. providing brochures, pamphlets and other information regarding these programs.
- 2. **Orientation and training sessions** for all supervisory personnel on the EAP and on the D.O.T. requirements to be provided yearly. (if applicable)
- 3. **Information sessions for all other company personnel** on the EAP and on the D.O.T. requirements. (if applicable)
- 4. **Counseling:**

- a. **Self-Referrals**

As the name implies, employees and family members can come on their own to seek help for a personal problem. MEAS will see them up to five times, but usually once or twice is sufficient. MEAS evaluates the problem and refers an employee to appropriate treatment at which point the employee's insurance should pick up the cost. MEAS maintains a list of therapists who will provide treatment for its clients on a sliding-scale.

- b. **Supervisory Referrals**

A supervisor may refer an employee because of job-related problems such as excessive absenteeism, chronic tardiness, difficulty in getting along with other employees, or drug/alcohol use. MEAS works closely with the employee to identify the problem, makes arrangements for treatment (if called for), monitors his/her compliance, and reports back to the supervisor. This is the most time-consuming of the services offered.

5. Staff Enrichment and Growth Workshops on:

- * Drug/Alcohol Issues
- * Stress Management
- * Self-Esteem
- * Co-Dependence
- * Adult Children of Alcoholics Issues
- * Smoking Cessation
- * Eating Disorders
- * Parent Effectiveness Skills
- * Communication Skills
- * How to Talk to your Children about Alcohol and Drugs

- 6. A quarterly report to the Employer indicating the extent and type of usage of the program.

The Employer will do the following:

1. Establish top-level policy and procedures with controls maintained at the decision-making levels. Designate an individual or a task force, which include supervisors and union representatives, to assume primary responsibility for the implementation and follow-through phases of the program.

2. Issue a statement of policy that the company stands ready to assist any employee who wishes to solve a behavioral/medical problem affecting his performance on the job. Delineate employee responsibilities. When performance becomes an issue, the employee must choose the alternative between accepting help or submitting to the disciplinary procedure.

3. Use every available internal system of communication to create a wholesome company-wide climate of acceptance. Make it fashionable to accept help for behavioral/medical problems. Assure personnel that rigid confidential safeguards will be maintained.

4. Bring the full capabilities of management to bear on the goals of early problem-detection and motivation.

5. Assign a clear-cut responsibility for carrying out the procedures that are to be followed in identifying, documenting, confronting and referring an employee's problem to the Employee Assistance Counselor.

6. Schedule initial orientation and continuing training for all supervisory personnel twice yearly. Help them completely understand the program and their role in it.

7. Pay MEAS the sum of **\$1,500.00** for this contract and payment should be made within 30 days. This is all-inclusive. There are no hidden costs.

For this flat rate, MEAS will provide all brochures, education programs, consultation services, training programs, and evaluation and counseling services outlined in this Agreement.

The Employer will be responsible for the costs of letters and announcements regarding the program to employees and family members.

The procedures adopted for the Employee Assistance Program should be the same procedures that are normally used in evaluating any department member's job performance. The important thing is that they be utilized consistently and uniformly throughout the company at all levels and for all job classifications.

IN WITNESS HEREOF, the parties have set their hands and seals this 5th day of August, 2014

SIGNED BY:

METRO EMPLOYEE ASSISTANCE SERVICE:

EXECUTIVE DIRECTOR: Geetha Arulmohan MSW, LSW, LCA **DATE:** 8/5/14
(Geetha Arulmohan)

WITNESS: Duign **DATE:** 8/5/14

EMPLOYER:

SIGNATURE: [Signature] **TITLE:** TREASURER

(Please Print Name) MICHAEL F CSEBURN, SA **Date:** 8/29/2014