

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
UNION FIRE COMPANY AND RESCUE SQUAD**

THURSDAY, MARCH 27, 2014

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 Ferrara (Pennington First Aid Squad), Chief Varrasse (Hopewell Fire Department and Emergency Medical Unit), Deputy Chief Soganic (Union Fire Company and Rescue Squad), Trustee Sullivan (Union Fire Company and Rescue Squad), Trustee Stephan (Union Fire Company and Rescue Squad), President Swanson (Union Fire Company and Rescue Squad), Deputy Chief Kraemer (Pennington Fire Company), President Schafer (Hopewell Valley Uniformed Firefighters Local 3897), Chief Martin (Hopewell Valley Emergency Services Unit)

PROFESSIONALS:

Michael Kennedy (J W Kennedy Inc)

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2014-14

**A RESOLUTION CERTIFYING THE REVIEW OF THE ANNUAL REPORT OF AUDIT
FOR THE YEAR ENDED DECEMBER 31, 2013**

Copy of resolution and record of vote is attached

DISCUSSION:

Chairman Chipowsky expressed his appreciation to Chief Martin and his staff for the efforts on the audit. Treasurer Cseremsak expressed his appreciation to Chief Martin and Administrative Assistant Ocicki.

MOTION CARRIED

RESOLUTION 2014-15

A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF A BID FOR A GENERATOR AT UNION FIRE COMPANY AND RESCUE SQUAD

Copy of resolution and record of vote is attached

DISCUSSION:

None

MOTION CARRIED

RESOLUTION 2014-16

A RESOLUTION AUTHORIZING CHANGE ORDER #2 TO THE CONTRACT WITH NEW JERSEY EMERGENCY VEHICLES FOR AN AMBULANCE

Copy of resolution and record of vote is attached

DISCUSSION:

Commissioner Lynch provided details on the need for the change order.

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:		\$338,348.73
Payroll Ending:	March 22, 2014	\$29,583.34
Employer Pension Liability:	2014	\$142,525.00
Total Disbursements:		\$510,457.07

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: The annual employer liability payments for the New Jersey Police and Firefighters Pension System and the New Jersey Public Employee Pension System. *(The state had amended the amount owed requiring this item to be brought to the Board again from the 3/13/14 meeting).* The year ending 2013 audit, repair to the auto (power) eject on Engine 53, the installation of a power auto eject for Car 53, a suspension repair to Ambulance 153-1, a suspension repair to Ambulance 153-2, the 1st quarter payments to the Pennington Borough Fire District, Hopewell Borough Fire District, Pennington First Aid Squad, and the Union Fire Company and Rescue Squad, a repair to the base station radio at Station 53, legal fees, and payment for the replacement ambulance that will be delivered on the following day.

MOTION CARRIED

UNFINISHED BUSINESS

EMS Billing:
No progress.

Water Study:
Chief Martin reported that with the assistance of the Hopewell Township Public Works Department, hydrant markers were installed on Jacob’s Creek Road.

UFCRS Ambulance Replacement:
Commissioner Lynch provided a report on the final inspection of the ambulance prior to its delivery that is expected on the following day. Discussion was held on a grab handle on the interior of the ambulance. The Board asked Captain Ferrera if the Pennington First Aid Squad would still be interested in the ambulance that will be replaced.

Union Fire Company and Rescue Squad Generator:
Chief Martin reported on progress related to the generator project.

Fire District Building Project:
No report.

EMS Dispatch:

Chief Martin reported that the Township Administrator has been designated as the lead for the transition to Mercer County for emergency medical services dispatch. Discussion was held with those present related to fees for the service and the possibility of an extension of the service provided by Capital Health Systems.

**President Pete Swanson arrived and held a brief discussion with the Board on the status of the generator project.

**President Pete Swanson introduced Mike Kennedy representing J W Kennedy Inc who is the sprinkler repair contractor hired by the fire company. Mr. Kennedy reported that portions of the dry system has been found to have an organic growth within the pipes know as mic. Mr. Kennedy provided a detailed explanation of the problem being caused by the mic. As part of the discussion Mr. Kennedy indicated that portions of the dry system will need to be replaced. Mr. Kennedy reported that testing of the mic and the water in the system will need to occur prior to work commencing on the replacement of the affected parts of the system. Mr. Kennedy answered questions from the Board and those present on the problem as presented. Discussion was held on the pressure tank and work that should occur to re-line the interior walls of the underground pressure tank. The Board asked that the testing occur as soon as possible. Chief Martin was asked by the Board to notify the Board's insurance company and advise them of the matter. Discussion was held related to the matter between the Board and those present at the meeting.

OFFICERS REPORTS

Hopewell Valley Emergency Services Unit:

Chief Martin reported that the financial software was closed for the year 2013, Chief Martin attended the audit exit conference, the audit has been presented to the township clerk and sent to the web-site. The quarter 1 tax payment has been received. The annual pension payment has been made. The hose testing request for quotes has been submitted, Chief Martin attended the Mercer County Fire Protection and Prevention Meeting, a notification was submitted to the NJ Division of Fire Safety related to a civilian burn related to a cooking injury, Chief Martin attended the new ambulance factory inspection, Engine 53 was titled to the Board of Fire Commissioners since the final payment on the truck was made, the quarter 1 fire apparatus inspections were completed, the suspension repairs to Ambulance 153-1 and Ambulance 153-2 have been completed, the Hopewell Valley Bureau of Fire Safety is dealing with a hoarding condition in an apartment, with a fire protection system problem in a commercial building, and with a fire pump problem at the Mercer County Correctional Center. Unsafe structure markers were placed on buildings in the Station 53 response area at the request of Chief 53, hydrant markers have been placed along Jacob's Creek Road, staff assisted with fire prevention education at the Hopewell Elementary School, and at the Hopewell Valley Central High School healthy teens event. Staff attended the Hopewell Valley Municipal Alliance Meeting. Staff attended training held at Princeton University, staff completed code enforcement training, and Chief Martin reported the ventilation system for vehicle exhaust is expected to be completed shortly.

Union Fire Company and Rescue Squad:

Deputy Chief Soganic reported the new ambulance is expected tomorrow.

Pennington First Aid Squad:

The Board and those present discussed a response to the 153 local by the Pennington First Aid Squad that resulted in a mechanical failure to a Pennington First Aid Squad ambulance.

**There was discussion related to an emergency medical services call that Squad 153 was dispatched for and was unable to respond to.

Hopewell Fire Department and Emergency Medical Unit:

Chief Varrasse reported on concerns she has related to available crews on weekends. Chairman Chipowsky asked that the squad chiefs meet to discuss available resources.

Pennington Fire Company:

No report.

PUBLIC COMMENT (NON AGENDA)

Trustee Sullivan and President Swanson reported on progress related to the replacement chief's car for the Union Fire Company and Rescue Squad.

Chairman Chipowsky asked if there was a need for an executive session and Treasurer Cseremsak reported that an executive session was needed.

EXECUTIVE SESSION RESOLUTION

Motion by Commissioner Lynch, seconded by Treasurer Cseremsak to enter Executive Session at 8:01 PM to discuss a personnel matter

MOTION CARRIED

The Board re-entered open session at 8:26 PM.

ADJOURNMENT

Motion by Commissioner Lynch and seconded by Vice-Chairman Lenarski to adjourn the meeting at 8:26 PM.

MOTION CARRIED

Respectfully submitted,



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

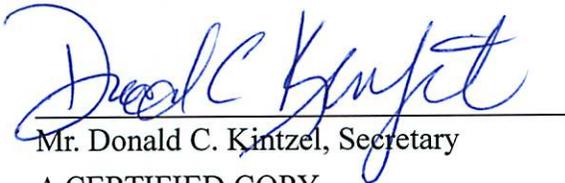
WHEREAS, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

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			✓			


Mr. Donald C. Kintzel, Secretary

A CERTIFIED COPY

March 27, 2014

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

RESOLUTION 2014-14

**A RESOLUTION CERTIFYING THE REVIEW OF THE ANNUAL REPORT OF AUDIT
FOR THE YEAR ENDED DECEMBER 31, 2013**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report of audit for the year ended December 31, 2013 has been completed and filed with the Board of Fire Commissioners of Fire District No. 1 for the Township of Hopewell, County of Mercer, pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, specifically the section entitled "Schedule of Findings and Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

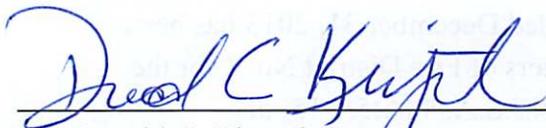
WHEREAS, the Board of Commissioners have received the annual report of audit, and have specifically reviewed the section entitled "Schedule of Findings and Recommendations," in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of Fire District No. 1 in the Township of Hopewell, County of Mercer, hereby certifies to the Local Finance Board of the State of New Jersey that each board member has personally reviewed the sections of the report of audit entitled "Schedule of Findings and Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the secretary of the district is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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

March 27, 2014

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM
PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD
AUDIT REVIEW CERTIFICATE

We, the members of the Board of Commissioners of Fire District No. 1 of the Township of Hopewell, County of Mercer, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are duly elected members of the Board of Commissioners of Fire District No. 1 of the Township of Hopewell, County of Mercer.

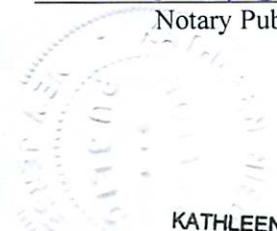
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual report of audit for the year ended December 31, 2013, and specifically the section of the report of audit entitled "Schedule of Findings and Recommendations."

<u>Name</u>	<u>Signature</u>
<u>Donald C. Kintzic</u>	<u>Donald C. Kintzic</u>
<u>Timothy M. Lynch</u>	<u>Timothy M. Lynch</u>
<u>MICHAEL A. CHIPOWSKY</u>	<u>Michael A. Chipowsky</u>
<u>MICHAEL F. CSEREMSKY</u>	<u>Michael F. Cseremsky</u>
<u>JOSEPH M. LENARSKI</u>	<u>Joseph M. Lenarski</u>

Sworn to and subscribed before me

this 28 day of March, 2014

Kathleen Niederer
Notary Public of New Jersey



KATHLEEN NIEDERER
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Nov 20, 2015

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

RESOLUTION 2014-15

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF A BID FOR A GENERATOR
AT UNION FIRE COMPANY AND RESCUE SQUAD**

WHEREAS, specifications for a bid will be drafted to establish pricing for a generator at Union Fire Company and Rescue Squad; and

WHEREAS, voters at a Special Meeting of the Fire Commissioners of Fire District No.1 in the Township of Hopewell held on December 5, 2013 voted yes to a proposal to authorize the Hopewell Township Board of Fire Commissioners to purchase a generator; and

WHEREAS, the Hopewell Township Board of Fire Commissioners desires to advertise for bids.

NOW, THEREFORE, BE IT RESOLVED, by the Hopewell Township Fire District No.1 that the Chief of Emergency Services is hereby authorized to advertise for bids to establish pricing for a generator.

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, March 27, 2014

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

RESOLUTION 2014-16

**A RESOLUTION AUTHORIZING CHANGE ORDER #2 TO THE CONTRACT WITH
NEW JERSEY EMERGENCY VEHICLES FOR AN AMBULANCE**

WHEREAS, on August 22, 2013 the Board of Fire Commissioners of Hopewell Township Fire District No.1 authorized a contract with New Jersey Emergency Vehicles in the amount of \$163,813.00 for the purchase of an Ambulance; and

WHEREAS, Change Order #1 was authorized by Resolution 2013-34 on October 24, 2013 and amended the contract total to \$164,848.00; and

WHEREAS, a change was made at the final inspection on March 25, 2013, that will decrease the contracted amount; and

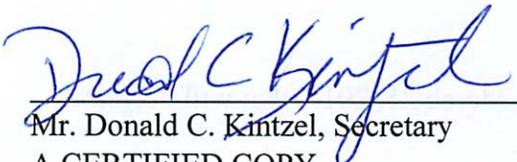
WHEREAS, the Chief of Emergency Services recommends that Change Order #2 which decreases the total contract amount by \$85.00 as outlined on the attached worksheet which is annexed hereto and made part of the Resolution as approved by the Board of Fire Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township Fire District No. 1 do hereby approve:

- That Change Order #2 representing a decrease in the amount of \$85.00 be and is hereby approved with respect to the contract for an Ambulance.
- That the amount of all Change Orders be a 0.6% change to the total contract amount for a new contract amount with New Jersey Emergency Vehicles of \$164,763.00.

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

March 27, 2013

Change Order #2

Initial Award	\$163,813.00
Change Order #1	\$1035.00
Remove Floor Mats from Cab	-\$85.00
New Contract Total	\$164,763.00