

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, JANUARY 8, 2015**

The regular meeting of the Board of Fire Commissioners was held on January 8, 2015 at the Hopewell Township Municipal Services Building, 201 Washington Crossing-Pennington Road Titusville New Jersey at 7:02 PM.

CALL MEETING TO ORDER / STATEMENT OF NOTICE

Chairman Michael Chipowsky called the meeting to order and stated that the notice of the meeting had been posted on the Hopewell Township Municipal Bulletin Board and forwarded to the Hopewell Valley News, Times of Trenton, and had been placed on the Hopewell Township Fire District Web-Site in accordance with the requirements of the Open Public Meeting Act.

PLEDGE OF ALLEGIANCE & SALUTE TO THE FLAG

The Pledge of Allegiance was led by Chairman Chipowsky.

ROLL CALL BY CHAIRMAN

Present: Chairman Chipowsky, Vice-Chairman Lenarski, Treasurer Cseremsak, Secretary Kintzel

Absent: Commissioner Lynch

Also Present: Captain Ferrara (Pennington First Aid Squad), First Assistant Captain Muccioli (Pennington First Aid Squad), Chief Martin (Hopewell Township Fire District), Attorney Hart (Stark and Stark)

MINUTES SUBMITTED FOR APPROVAL

There were no minutes for consideration.

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2015-01

A RESOLUTION DESIGNATING DEPOSITORIES OF FUNDS

BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, that the Hopewell Valley Community Bank be designated as the depository of the Board's funds for checking and savings account purposes; and,

BE IT FURTHER RESOLVED, that the New Jersey Cash Management Fund be designated as the depository of the Board's funds for investment purposes.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried.

RESOLUTION 2015-02

A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED, that the Hopewell Valley News and the Times of Trenton are hereby designated as the official newspapers of Hopewell Township Fire District No. 1 for the year 2015.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried.

RESOLUTION 2015-03

A RESOLUTION AUTHORIZING PROFESSIONAL SERVICES AGREEMENTS

WHEREAS, there exists a need for professional services for the following: legal services, accounting services, medical director services, payroll services, and information technology services; and

WHEREAS, the estimated cost of the contract is \$7,000.00 for legal services; \$12,900.00 for accounting services; \$5,000.00 for medical director services; \$5,500 for payroll services; and \$10,000.00 for information technology services; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that a resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, as follows:

1. The Chairman and Secretary are hereby authorized and directed to execute professional services agreements with:
 - Stark & Stark for legal services;
 - Bartolomei Pucciarelli, LLC for accounting services;
 - Dr. Stephen Vetrano for medical director services;
 - Action Data Services for payroll services;
 - RnD Consulting LLC for information technology services.
2. The contracts are awarded without competitive bidding as “Professional Service” under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a)) as a contract for services to be performed by persons authorized by law to practice recognized professions that are regulated by law and it is not possible to obtain competitive bids.
3. A notice of this action shall be available in the office of the Chief of Emergency Services.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried.

RESOLUTION 2015-04

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 seventeen dollars and fifty cents 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.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. Secretary Kintzel abstained. The motion to pass the resolution carried.

RESOLUTION NO. 2015-05

A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1 TO EXECUTE A SHARED SERVICES AGREEMENT WITH THE BOARD OF FIRE COMMISSIONERS OF HOPEWELL BOROUGH FIRE DISTRICT NO.1

WHEREAS, the Board of Fire Commissioners of Hopewell Borough Fire District No. 1 (“Borough Board”), is responsible for fire inspection services pursuant to the Uniform Fire Safety Act (N.J.S.A. 52:27D-195 et. seq.) (“The Fire Safety Act”); and

WHEREAS, pursuant to the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et. seq.), the Borough Board desires to contract with the Board of Fire Commissioners of Hopewell Township Fire District No. 1 (“Township Board”) for the provision of fire inspection services and other certain services required by The Fire Safety Act; and

WHEREAS, the Township Board and the Borough Board are both “local units,” and the fire inspection services and other certain services required by The Fire Safety Act are “shared services” within the meaning of N.J.S.A. 40A:65-3.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Township Board is authorized and directed to execute a Shared Services Agreement between the Township Board and the Borough Board, pursuant to N.J.S.A. 40A:65-5, for the provision of fire inspection services and other certain services required by The Fire Safety Act, substantially in the form annexed hereto (the “Agreement”).

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried.

RESOLUTION 2015-06

A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS AND THE CHIEF OF EMERGENCY SERVICES TO CERTIFY THE DIVISION OF FIRE SAFETY END OF YEAR REPORTS

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1, has received a request from the Division of Fire Safety to certify the number of life hazard use inspections conducted by the Hopewell Valley Bureau of Fire Safety for the year of 2014; and

WHEREAS, the requested report will be completed and reviewed;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1 that the requested report from the Division of Fire Safety will be completed and this resolution hereby authorizes the Chairman and the Chief of Emergency Services to submit the report.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried.

RESOLUTION 2015-07

A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF HOPEWELL TOWNSHIP FIRE DISTRICT NO. 1 TO PASS A TEMPORARY BUDGET FOR THE YEAR 2015

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 has determined that a need exists for a temporary working budget for the year of 2015; and

WHEREAS, the State of New Jersey allows for the usage of fourteen percent of the previous year's expended budget for the temporary budget; and

WHEREAS, the Board of Fire Commissioners has introduced and advertised the proposed budget for 2015; and

WHEREAS, the budget has been submitted to the State of New Jersey Department of Local Government Services for their review and acceptance.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, that the temporary budget for 2015 is hereby passed for usage of fourteen percent of the 2014 expended budget.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried.

TREASURER'S REPORT

Treasurer Cseremsak read the summary of the Bills and Claims dated January 8, 2015 and was seconded by Vice-Chairman Lenarski. Chief of Emergency Services Martin provided a report on the disbursements for consideration by the Board. A roll call vote was held and the following amounts were authorized:

Bill List:		\$29,219.60
Total Disbursements:		\$29,219.60

UNFINISHED BUISNESS

A. EMS BILLING:

No discussion items

B. WATER STUDY:

No discussion items

C. FIRE DISTRICT BUILDING PROJECT:

Discussion occurred on the possible emergency services building to be located on Van Princess Lane.

E. COMMUNICATIONS:

Discussion occurred on communications including the movement of dispatch frequencies and the performance of the communications center and equipment.

F. UFCRS SPRINKER SYSTEM:

Chief Martin reported the tank rehabilitation will proceed to bid after the public vote on the budget proposal.

G. VOLUNTEER RECRUITMENT:

Chief Martin reported on the progress with the launching of the volunteer recruitment program, development of social media platforms, and other methods to interact with prospective volunteer candidates.

HOPEWELL VALLEY EMERGENCY SERVICES UNIT REPORT

Chief of Emergency Services Martin provided a report on the activities of the Hopewell Valley Emergency Services Unit including a report on staff training, activities of the Hopewell Valley Bureau of Fire Safety, fleet maintenance, technology improvements, the temporary 2015 budget and purchasing items.

UNION FIRE COMPANY AND RESCUE SQUAD REPORT

No report provided.

PENNINGTON FIRST AID SQUAD

Captain of the Pennington First Aid Squad Ferrara provide the Squad's latest calls for service statistics and the 2015 budget request from the Pennington First Aid Squad.

HOPEWELL FIRE DEPARTMENT AND EMU REPORT

No report.

PENNINGTON FIRE COMPANY REPORT

No report.

PUBLIC COMMENT (NON AGENDA)

The Board Members and Chief Martin discussed legal advertisements and the replacement ambulance. Attorney Hart reported on a mutual aid agreement with a neighboring township.

EXECUTIVE SESSION RESOLUTION:

Chairman Chipowsky requested the Board enter an Executive Session to discuss contract negotiations. Treasurer Cseremsak motioned to enter Executive Session and was seconded by Vice-Chairman Lenarski to discuss contractual matters at 7:35 PM. Motion Carried.

ADJOURNMENT:

Secretary Kintzel motioned to adjourn the meeting and was seconded by Treasurer Cseremsak at 7:48 PM. The motion carried.

Respectfully submitted,

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

Matthew G. Martin
Chief of Emergency Services