

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, FEBRUARY 5, 2015**

The regular meeting of the Board of Fire Commissioners was held on February 5, 2015 at the Hopewell Township Municipal Services Building, 201 Washington Crossing-Pennington Road Titusville New Jersey at 7:00 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, Treasurer Cseremsak, Secretary Kintzel, Commissioner Lynch (arrived 7:05 PM)

Absent: Vice-Chairman Lenarski

Also Present: Captain Ferrara (Pennington First Aid Squad), Captain Pedersen (Union Fire Company & Rescue Squad), Chief Martin (Hopewell Township Fire District), Administrative Assistant Ocicki (Hopewell Township Fire District), Attorney Hart (arrived 7:15 PM) (Stark and Stark)

MINUTES SUBMITTED FOR APPROVAL

The Regular and Executive Session Minutes from October 23, 2014 were presented to the Board but could not be voted on.

PUBLIC COMMENT (AGENDA)

None

PRESENTATION ON VOLUNTEER RECRUITMENT PROGRAM

Administrative Assistant Ocicki and Chief Martin provided a overview of a volunteer recruitment program that was in the process of being rolled out by the Fire District and Communications Solutions of Jenkintown, Pennsylvania. Board Members and those in attendance at the meeting asked questions of Administrative Assistant Ocicki and Chief Martin and they were thanked by the Board for their efforts with the development of the program.

NEW BUSINESS

RESOLUTION 2015-15

A RESOLUTION AUTHORIZING THE RECEIPT OF NEW BIDS FOR THE REHABILITATION OF AN UNDERGROUND SPRINKLER TANK AT UNION FIRE COMPANY AND RESCUE SQUAD

WHEREAS, the Board of Fire Commissioners authorized Resolution 2014-26 for the advertisement and receipt of bids for the rehabilitation of an underground sprinkler tank at Union Fire Company and Rescue Squad; and

WHEREAS, two bids were received on December 12, 2014 and were rejected per Resolution 2014-33 as substantially exceeding the contracting unit's appropriation for the project; and

WHEREAS, the Hopewell Township Board of Fire Commissioners desires to authorize the receipt of new bids for the project.

NOW, THEREFORE, BE IT RESOLVED, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 hereby authorizes the Chief of Emergency Services to receive new bids for the rehabilitation of an underground sprinkler tank at Union Fire Company and Rescue Squad.

The resolution was moved by Treasurer Cseremsak and seconded by Commissioner Lynch. The motion to pass the resolution carried.

2015 ADOPTED BUDGET RESOLUTION

Hopewell Township Fire District No. 1

FISCAL YEAR: January 1, 2015 to December 31, 2015

WHEREAS, the Annual Budget for the Hopewell Township Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2015 and ending December 31, 2015, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of January 22, 2015; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A: 4-45.44 et. seq.); and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$3,517,937.00 which includes amount to be raised by taxation of \$3,116,591.00, and Total Appropriations of \$3,517,937.00; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on January 22, 2015 that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2015 and ending December 31, 2015, is hereby adopted and shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$3,517,937.00, which

includes amount to be raised by taxation of \$3,116,591.00, and Total Appropriations of \$3,517,937.00; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.

The resolution was moved by Treasurer Cseremsak and seconded by Commissioner Lynch. The motion to pass the resolution carried. Secretary Kintzel explained the need for the resolution related to the New Jersey Department of Local Government Services approval of the 2015 budget.

RESOLUTION 2015-17

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH PENNINGTON BOROUGH FOR BASIC LIFE SUPPORT SERVICES

WHEREAS, the Borough of Pennington (“Borough”) is responsible for providing a system for the provision of emergency care and transportation of persons who are sick or injured and in need of immediate medical care within the boundaries of the Borough; and

WHEREAS, for this purpose, pursuant to the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et. Seq.), the Borough desires to contract with the Board of Fire Commissioners of Hopewell Township Fire District No.1 for the provision of Basic Life Support Services within the boundaries of the Borough; and

WHEREAS, the proposed Shared Services Agreement, of which a copy is attached, is in substantially the same form as the 2014 Agreement between these parties including the \$3,000 annual fee for the services.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, that the Chairman of the Board of Fire Commissioners is hereby authorized and directed to execute the attached Shared Services Agreement between the Board of Fire Commissioners and the Borough of Pennington for the provision of Basic Life Support Services within the boundaries of the Borough, subject to approval as to the final form by the Borough Attorney of the Borough of Pennington.

The resolution was moved by Commissioner Lynch and seconded by Treasurer Cseremsak. The motion to pass the resolution carried.

RESOLUTION NO. 2015-18

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE BOROUGH OF PENNINGTON FOR FIRE INSPECTION SERVICES

WHEREAS, the Borough of Pennington (the “Borough”) is responsible for certain 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 desires to contract with the Board of Fire Commissioners of Hopewell Township Fire District No. 1 (the “Board”) for the provision of fire inspection services and other certain service required by The Fire Safety Act; and

WHEREAS, the Borough and the 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 Board Chairman be and is hereby authorized and directed to execute a Shared Services Agreement between the Borough and the Board 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 Commissioner Lynch and seconded by Treasurer Cseremsak. The motion to pass the resolution carried.

RESOLUTION 2015-19

A RESOLUTION APPROVING THE CERTIFIED LIST OF ELIGIBLE VOLUNTEERS FROM THE UNION FIRE COMPANY AND RESCUE SQUAD FOR THE LENGTH OF SERVICE AWARD PROGRAM

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 (“Board”) is in receipt of a Certified List of Eligible Volunteers from the Union Fire Company and Rescue Squad for the Length of Service Award Program for the Calendar Year 2014; and

WHEREAS, the Board finds the list acceptable and approves said list to be posted for a 30-day posting; and,

WHEREAS, after said 30-day posting has been completed, contributions to individual volunteer accounts shall be deposited on behalf of the eligible volunteers.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Hopewell Township Fire District No. 1, that the Certified List of Eligible Volunteers of the Union Fire Company and Rescue Squad is accepted and approved.

The resolution was held for a future meeting. The resolution did not pass.

TREASURER’S REPORT

Treasurer Cseremsak read the summary of the Bills and Claims dated February 5, 2015 and was seconded by Commissioner Lynch. 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: | | \$39,541.30 |
| Payroll Ending: | January 24, 2015 | \$36,207.12 |
| Total Disbursements: | | \$75,748.42 |

UNFINISHED BUSINESS

A. EMS BILLING:

Discussion occurred on drafting a memorandum to the Township Committee related EMS Billing.

B. WATER STUDY:

Discussion occurred on stand-pipes.

C. FIRE DISTRICT BUILDING PROJECT:

No report.

E. COMMUNICATIONS:

No report.

F. UFCRS SPRINKER SYSTEM:

No report.

G. VOLUNTEER RECRUITMENT:

The report was addressed during the presentation that occurred earlier in the meeting.

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 and activities of the Hopewell Valley Bureau of Fire Safety.

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, a concern with the agreement between Pennington Borough and the Fire District for BLS services, and the ambulance replacement. Discussion occurred between Captain Ferrara and the Board Members related to the contributions made by the Borough of Pennington to the Pennington First Aid Squad.

HOPEWELL FIRE DEPARTMENT AND EMU REPORT

No report.

PENNINGTON FIRE COMPANY REPORT

No report.

PUBLIC COMMENT (NON AGENDA)

None

EXECUTIVE SESSION RESOLUTION:

Chairman Chipowsky requested the Board enter an Executive Session to discuss contractual services. Secretary Kintzel motioned to enter Executive Session and was seconded by Treasurer Cseremsak 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 7:51 PM. The motion carried.

Respectfully submitted,

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

Matthew G. Martin
Chief of Emergency Services