

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, FEBRUARY 26, 2015**

The regular meeting of the Board of Fire Commissioners was held on February 26, 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 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, Commissioner Lynch

Absent: Secretary Kintzel

Also Present: Captain Ferrara (Pennington First Aid Squad), First Assistant Captain Muccioli Pennington First Aid Squad), Chief Morehouse (Hopewell Borough Emergency Medical Unit), Clerk Varrasse (Hopewell Borough Fire District), Chief Martin (Hopewell Township Fire District)

MINUTES SUBMITTED FOR APPROVAL

Commissioner Lynch motioned to accept the October 23, 2014 Regular and Executive Session Minutes, and was seconded by Treasurer Cseremsak. The motion carried and the minutes were accepted.

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

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

RESOLUTION 2015-20

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

R E S O L U T I O N 2015-21

A RESOLUTION AWARDING A BID FOR EMS EXPENDABLE MEDICAL SUPPLIES AND EQUIPMENT

WHEREAS, the Board of Fire Commissioners of Hopewell Township Fire District No. 1 advertised for bids for EMS Expendable Medical Supplies and Equipment; and

WHEREAS, the District received five (5) bids on February 4, 2015, the results of which are attached; and

WHEREAS, upon review of the bids, it is determined that the bid received from Midwest Medical Supply does not conform to the requirements of the bid specifications as described in the attached Memo to File; and

WHEREAS, the bidders hereinafter designated are the lowest qualified bidders; and

WHEREAS, the bids of the following vendors for EMS expendable medical supplies and equipment be awarded as follows, in an amount not to exceed \$25,000.00 for the period of February 26, 2015 through February 26, 2016:

Bound Tree Medical, LLC
 5000 Tuttle Crossing Blvd
 Dublin, OH 43016

Emergency Medical Products
 5235 International Drive, Suite B
 Cudahy, WI 53110

Henry Schein, Inc
 PO Box 3227
 Irmo, SC 29063

V. E. Ralph & Son, Inc
 320 Schuyler Ave
 Kearny, NJ 07032

WHEREAS, the bidders hereinafter designated are awarded based on the discounted rate for 2015 catalogs, and subsequent catalog for 2016.

NOW, THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners of the Hopewell Township Fire District in the County of Mercer, State of New Jersey:

1. That contracts be and are hereby awarded to the bidders listed above.
2. That the contract shall not exceed \$25,000.00.
3. That the Chairman and Secretary of the Board of Fire Commissioners be and are hereby authorized to execute said contract.

The resolution was moved by Commissioner Lynch and seconded by Treasurer Cseremsak. The motion to pass the resolution carried. Chief Martin expressed his appreciation to Administrative Assistant Ocicki and Specialist Williams for their work on the bid.

TREASURER’S REPORT

Treasurer Cseremsak read the summary of the Bills and Claims dated February 26, 2015 and was seconded by Vice-Chairman Lenarski. Chief of Emergency Services Martin provided a report on the disbursements for consideration by the Board. Chief Martin answered questions related to a mechanical tool purchased for the Union Fire Company & Rescue Squad. A roll call vote was held and the following amounts were authorized:

Bill List:		\$106,862.13
Payroll Ending:	February 12, 2015	\$39,448.03
Payroll Ending:	February 26, 2015	\$36,452.30
Total Disbursements:		\$146,310.16

UNFINISHED BUISNESS

A. EMS BILLING:

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

B. WATER STUDY:

Discussion occurred on stand-pipes that are planned to be installed/repared by the Township of Hopewell.

C. FIRE DISTRICT BUILDING PROJECT:

No report.

E. COMMUNICATIONS:

Chief Martin, Captain Ferrera, and Second Assistant Captain Muccioli reported on communications matters and were questioned by the Board related to follow up to concerns by the leadership at the Mercer County Communications Center.

F. UFCRS SPRINKER SYSTEM:

Chief Martin reported that a bid was advertised for the sprinkler tank project and answered questions from the Board on the project.

G. VOLUNTEER RECRUITMENT:

Chief Martin reported that the volunteer recruitment program had been rolled out and was featured in local press and a television news program. Chief Martin reported on other areas of the recruitment program and reported that a meeting was scheduled with the volunteer representatives to discuss the program. The Board discussed the program and questioned Chief Martin the officers present about the positives and negatives of the program.

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 training conducted on code enforcement and maydays. Chief Martin updated the Board on the status of various fleet maintenance. Chief Martin reported that he will be attending a meeting of the First Responders Joint Insurance Fund to discuss the incidents with the Teli-Squirt. Chief Martin reported on administrative matters of the Board including budget management, follow up from the fire district election, the annual financial audit and LOSAP review. Chief Martin reported on meetings that are underway to discuss concern over railcar traffic. Chief Martin advised that he will be assisting the Union Fire Company & Rescue Squad on the improvements that will be beginning to the fire company as part of the energy audit. Chief Martin answered questions from the Board related to his report. Chief Martin was asked to improve attendance at meetings from the organizations the Board supports.

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 answered questions from the Board related to mutual aid responses. Chief Martin was asked to request a meeting with the Ewing Township Administrator to discuss emergency medical services responses to Ewing Township. The Board, Captain Ferrara, and Chief Martin discussed the mutual aid

responses. Captain Ferrara reported on the emergency medical technician course that is currently underway and a refresher course that is being planned.

HOPEWELL FIRE DEPARTMENT AND EMU REPORT

Chief Morehouse reported on the completion of Narcan administration training, new volunteer members, and mutual aid responses from the Hopewell Emergency Medical Unit to surrounding communities. Chief Morehouse answered questions from the Board on his report.

PENNINGTON FIRE COMPANY REPORT

No report.

PUBLIC COMMENT (NON AGENDA)

Vice-Chairman Lenarski asked Chief Martin to raise the public awareness of driveway access when it snows for emergency equipment. Vice-Chairman Lenarski reported this concern became evident when a ladder truck from the Lawrenceville Fire Company was damaged while operating at a recent structure fire in Hopewell Township. Discussion then occurred with the Board and the officers present at the meeting about a recent structure fire including radio communications and water supply. The Board also expressed its appreciation to Signal 22 for the canteen services provided at the fire.

EXECUTIVE SESSION RESOLUTION:

The Board entered Executive Session to discuss a personnel matter. Treasurer Cseremsak motioned to enter Executive Session and was seconded by Commissioner Lynch to discuss contractual matters at 7:30 PM. Motion Carried.

ADJOURNMENT:

Treasurer Cseremsak motioned to adjourn the meeting and was seconded by Commissioner Lynch at 7:57 PM. The motion carried.

Respectfully submitted,



Matthew G. Martin
Chief of Emergency Services