

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
THURSDAY, AUGUST 13, 2015**

The regular meeting of the Board of Fire Commissioners was held on August 23, 2015 at the Hopewell Township Municipal Services Building Titusville New Jersey at 7:03 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 Kintzel

Absent:

Commissioner Kintzel

Also Present:

Chief Morehouse, (Hopewell Fire Department and Emergency Medical Unit), Chief Malkiewicz, (Union Fire Company & Rescue Squad), Chief Martin, (Hopewell Township Fire District No.1), Captain Ferrara (Pennington First Aid Squad), Kevin Hart (Stark & Stark)

**MINUTES SUBMITTED FOR APPROVAL**

Secretary Lynch motioned to accept the February 15, 2015 Regular and Executive Session Minutes, and was seconded by Treasurer Cseremsak.

Secretary Lynch motioned to accept the February 26, 2015 Regular and Executive Session Minutes, and was seconded by Treasurer Cseremsak. Vice-Chairman Lenarski requested that Chief Martin review the minutes to verify his attendance at the February meetings.

**PUBLIC COMMENT (AGENDA)**

None

**NEW BUSINESS**

**RESOLUTION 2015-36**

**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, 2015 to August 31, 2016; 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, 2015 to August 31, 2016; 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.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried. Chief Martin explained the need for the resolution and the services that would be provided

**TREASURER’S REPORT**

Treasurer Cseremsak read the summary of the Bills and Claims dated August 23, 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:		\$34,788.83
Payroll Ending:	July 25, 2015	\$39,548.25
Payroll Ending:	August 8, 2015	\$39,978.60
Total Disbursements:		\$114,315.68

**UNFINISHED BUSINESS**

**A. EMS BILLING:**

Secretary Lynch requested permission to move forward with issuing the memorandum regarding emergency medical services billing.

**B. WATER STUDY:**

Chief Martin discussed stand-pipes with the Board. The Board and Chief Martin discussed the pond located off of Mercer County Route 654.

**C. FIRE DISTRICT BUILDING PROJECT:**

The Board and Chief Martin discussed the possible emergency services building to be located off of Scotch Road.

**E. COMMUNICATIONS:**

No report.

**F. UFCRS SPRINKLER SYSTEM:**

Chief Martin reported on the completion of project drawings, the determination of the manufacturer of the tank, and other matters related to the project.

**G. VOLUNTEER RECRUITMENT:**

Chief Martin reported on social media postings and progress with the recruitment program.

**H. REPLACEMENT AMBULANCE:**

Chief Martin reported on a meeting that was held to determine the specifications for the new ambulance.

**I. PENNINGTON FIRE COMPANY REPLACEMENT LADDER TRUCK:**

Chief Martin that the Pennington Borough Fire District had met with the Local Finance Board and received approval to proceed with the loan for the truck. The Board discussed specifications for the new truck and concern was raised about them.

**HOPEWELL VALLEY EMERGENCY SERVICES UNIT REPORT**

Chief of Emergency Services Martin expressed his appreciation for the assistance to Lieutenant Moore who provided each Board Member with a monthly report. Chief Martin reported that Administrative Assistant Ocicki had received certification as a qualified purchasing agent. Chief Martin reported on assistance provided to the Union Fire Company & Rescue Squad with the installation of a new air conditioning unit, public education provided to the Hopewell Township Police Department National Night Out, and training completed by members of the Hopewell Valley Emergency Services Unit on emergency medical services protocols and ventilation.

Chief Malkiewicz questioned if all of the recruitment training was being completed. Chief Martin was asked to follow up by the Board.

**UNION FIRE COMPANY AND RESCUE SQUAD REPORT**

Chief Malkiewicz provided the Board with the Union Fire Company & Rescue Squads most recent calls for service statistics. Chief Malkiewicz reported on a new Battalion Chief, fleet maintenance, a need to investigate the purchase of a new boat to replace Marine 53-1, the fire companies response to the large fire in North Jersey, and the replacement chiefs vehicle.

**PENNINGTON FIRST AID SQUAD**

Captain Ferrara discussed the Pennington First Aid Squad's most recent calls for service statistics. The Board and Captain Ferrara discussed the discontinuation of the EMT class at the Pennington First Aid Squad. Captain Ferrara reported on the new ambulance that was present for a tour by the Board. The Board, Chief Morehouse, Chief Malkiewicz and Captain Ferrara, discussed the concern of cancellation of

the class and how the Board can help. Captain Ferrara is interested in discussing the future of the squad with the Board.

**HOPEWELL FIRE DEPARTMENT AND EMU REPORT**

Chief Morehouse reported on the most recent calls for service statistics for the Hopewell Fire Department and Emergency Medical Unit, the mutual aid response to the fire in North Jersey, a weekend day with six calls without a scratch, fleet maintenance, and the Chiefs concern over the costs associated with loosing the training center at the Pennington First Aid Squad. Also reported on was the positive impacts of the junior program.

Chief Malkiewicz reported on the Union Fire Company & Rescue Squad junior program.

**PENNINGTON FIRE COMPANY REPORT**

No report.

**PUBLIC COMMENT (NON AGENDA)**

None.

**\*\*The Board suspended the meeting to inspect the new ambulance present from the Pennington First Aid Squad at 7:39 PM.**

**\*\*The Board re-opened the meeting at 7:52 PM.**

**EXECUTIVE SESSION RESOLUTION:**

Secretary Lynch motioned to enter Executive Session and was seconded by Treasurer Cseremsak at 7:53 PM.

**ADJOURNMENT:**

Treasurer Cseremsak motioned to adjourn the meeting and was seconded by Vice-Chairman Lenarski at 8:32 PM. The motion carried.

Respectfully submitted,



Matthew G. Martin  
Chief of Emergency Services