

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, AUGUST 27, 2015**

The regular meeting of the Board of Fire Commissioners was held on August 27, 2015 at the Hopewell Township Municipal Services Building Titusville New Jersey at 7:00 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, Treasurer Cseremsak, Secretary Lynch

Absent:

Commissioner Kintzel, Vice-Chairman Lenarski

Also Present:

Clerk Varrasse, (Hopewell Fire Department and Emergency Medical Unit), Chief Martin, Administrative Assistant Ocicki (Hopewell Township Fire District No.1), Captain Ferrara (Pennington First Aid Squad)

MINUTES SUBMITTED FOR APPROVAL

Secretary Lynch motioned to accept the March 12, 2015 Regular and Executive Session Minutes, and was seconded by Treasurer Cseremsak.

Secretary Lynch motioned to accept the March 26, 2015 Regular and Executive Session Minutes, and was seconded by Treasurer Cseremsak.

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2015-37

**A RESOLUTION APPOINTING SARAH OCICKI TO THE POSITION OF PURCHASING
AGENT AND INCREASING THE BID THRESHOLD,
PURSUANT TO N.J.S.A. 40:11-3a AND N.J.A.C. 5:34-5 et seq.**

WHEREAS, the Hopewell Township Fire District No. 1 desires to create the position of Purchasing Agent; and

WHEREAS, Sarah Ocicki, administrative assistant for Hopewell Township Fire District No. 1, is a Qualified Purchasing Agent (“QPA”) pursuant to the requirements set forth at N.J.S.A 40A:

11-9, et seq, and possesses a valid Qualified Purchasing Agent certificate, as issues by the New Jersey Division of Local Government Services, Department of Community Affairs.

NOW, THEREFORE, BE IT RESOLVED by the Chairman of the Board of Fire Commissioners of Hopewell Township Fire District No. 1, County of Mercer, the following:

- 1) The position of Purchasing Agent is hereby created for the Hopewell Township Fire District; and
- 2) The governing body hereby appoints Sarah Ocicki as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A 40A:1-2(30), with specific relevance to the authority, responsibility, and accountability or the purchasing activity of the contracting unit, and may conduct any activities as may be necessary or appropriate to the purchasing function of the Hopewell Township Fire District No. 1; and,
- 4) Hopewell Township Fire District No. 1 hereby increases its bid threshold to \$40,000.

The resolution was moved by Chairman Chipowsky and seconded by Secretary Lynch. The motion to pass the resolution carried. Purchasing Agent Ocicki was congratulated by the members of the Board and Chief Martin for her hard work in obtaining the designation.

TREASURER’S REPORT

Treasurer Cseremsak read the summary of the Bills and Claims dated August 27, 2015 and was seconded by Secretary 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:		\$17,171.63
Payroll Ending:	August 22, 2015	\$38,172.99
Total Disbursements:		\$55,344.62

UNFINISHED BUSINESS

A. EMS BILLING:
No report.

B. WATER STUDY:
No report.

C. FIRE DISTRICT BUILDING PROJECT:
No report.

E. COMMUNICATIONS:
No report.

F. UFCRS SPRINKLER SYSTEM:
No report.

G. VOLUNTEER RECRUITMENT:

Chief Martin reported on social media postings and a public relations campaign related toward fire prevention week. Secretary Lynch reported on the large amount of junior members at the Union Fire Company & Rescue Squad.

H. REPLACEMENT AMBULANCE:

Chief Martin reported that he had been in contact with the salesperson who had been on vacation. Upon the return of the salesperson the specification process will begin. The Board and Captain Ferrara discussed the status of the new ambulance for the Pennington First Aid Squad.

I. PENNINGTON FIRE COMPANY REPLACEMENT LADDER TRUCK:

Chief Martin and the Board discussed the ground ladder inventory that will be part of the new ladder truck.

**Chief Martin advised the Board that the Chief Officers from the Pennington Fire Company were attending a training seminar.

HOPEWELL VALLEY EMERGENCY SERVICES UNIT REPORT

Chief of Emergency Services Martin reported on the status of fire code inspections, informed the Board that it was time to set the budget hearing schedule for 2016, expressed his excitement that certain staff members had partnered with the Hopewell Valley Regional School District to bring the "Fire Is" program to a target audience.

UNION FIRE COMPANY AND RESCUE SQUAD REPORT

No report.

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

Clerk Varrasse reported on improvements that are planned to be made to the ambulances at the Hopewell Emergency Medical Unit.

PENNINGTON FIRE COMPANY REPORT

No report.

PUBLIC COMMENT (NON AGENDA)

None.

EXECUTIVE SESSION RESOLUTION:

Secretary Lynch motioned to enter Executive Session and was seconded by Treasurer Cseremsak at 7:10 PM. The Board entered Executive Session to discuss contractual matters.

ADJOURNMENT:

Treasurer Cseremsak motioned to adjourn the meeting and was seconded by Secretary Lynch at 7:26 PM. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'MGM', is positioned above the typed name.

Matthew G. Martin
Chief of Emergency Services