

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, DECEMBER 10, 2015**

The regular meeting of the Board of Fire Commissioners was held on December 10, 2015 at the Hopewell Township Municipal Services Building Titusville New Jersey at 7:05 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, Commissioner Kintzel, Treasurer Cseremsak

Absent:

Secretary Lynch

Also Present:

Clerk Varrasse (Hopewell Borough Fire District), President Swanson, Chief Malkiewicz, Battalion Chief Pedersen (Union Fire Company & Rescue Squad), Chief of Emergency Services Martin, Purchasing Agent Ocicki (Hopewell Township Fire District), Kevin Hart (Attorney for the Board)

MINUTES SUBMITTED FOR APPROVAL

The Board held the Regular and Executive Session meeting minutes from August 27, 2015. The minutes will be presented at a future meeting.

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

**2016 FIRE DISTRICT BUDGET RESOLUTION No. 2015-40
Hopewell Township Fire District No. 1**

FISCAL YEAR:

January 1, 2016 to December 31, 2016

WHEREAS, the Annual Budget for the Hopewell Township Fire District No. 1 (the "Fire District") for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented before the Board of Commissioners of the Fire District at its open public meeting of **December 10, 2015**; and

WHEREAS, the budget as introduced 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 introduced reflects Total Revenues of **\$3,765,301**, which includes an amount to be raised by taxation of **\$ 3,342,683**, and Total Appropriations of **\$3,765,301**; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on **December 10, 2015** that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2016 and ending December 31, 2016 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on **January 14, 2016**.

The resolution was moved by Commissioner Kintzel and seconded by Treasurer Cseremsak. The motion to pass the resolution carried. The Board expressed it's appreciation towards Purchasing Agent Ocicki and Chief of Emergency Services Martin for the effort put into the budget.

RESOLUTION 2015-41

A RESOLUTION AUTHORIZING THE CHAIRMAN AND SECRETARY TO EXECUTE A REVISED EMPLOYMENT AGREEMENT WITH SARAH OCICKI

WHEREAS, a review of the current agreement between the Board of Fire Commissioners and QPA Sarah Ocicki was completed by Treasurer Michael Cseremsak and Sarah Ocicki; and

WHEREAS, terms for revision of the current agreement have been mutually agreed upon; and

WHEREAS, a review of the new agreement has been completed and accepted by all parties.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township, Mercer County, do hereby approve the new agreement for Sarah Ocicki and put it into effect as of the date of her QPA certification, June 9, 2015.

BE IT FURTHER RESOLVED, that the Board of Fire Commissioners gives the Chairman and the Secretary of the Board the authority to execute the contract.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried. The Board congratulated Purchasing Agent Ocicki on her achievements and Commissioner Kintzel explained how the position of a Qualified Purchasing Agent supports the mission of the fire district.

RESOLUTION 2015-42

A RESOLUTION AUTHORIZING THE CHAIRMAN AND SECRETARY TO EXECUTE A REVISED EMPLOYMENT AGREEMENT WITH LIEUTENANTS DANIEL SCHULMAN AND JONATHAN D. MOORE

WHEREAS, a review of the current agreement between the Board of Fire Commissioners and the Hopewell Township Fire District Lieutenants was completed by Treasurer Michael Cseremsak, Lt. Daniel Schulman, and Lt. Jonathan D. Moore; and

WHEREAS, terms for revision of the current agreement have been mutually agreed upon; and

WHEREAS, a review of the new agreement has been completed and accepted by all parties.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Hopewell Township, Mercer County, do hereby approve the new agreement for Lt. Daniel Schulman and Lt. Jonathan D. Moore, and put it into effect as of January 1, 2015.

BE IT FURTHER RESOLVED, that the Board of Fire Commissioners gives the Chairman and the Secretary of the Board the authority to execute the contract.

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

RESOLUTION 2015-43

A RESOLUTION ADOPTING THE SCHEDULE OF MEETING DATES FOR 2016

WHEREAS, PL 1975, ch 231 (N.J.S.A 10:4-6 et seq.) known as the "Open Public Meetings Law" was enacted so as to ensure the right of all citizens to have advance notice of and to attend all meetings of public bodies; and

WHEREAS, every public body must post by January 10 or within 7 days following their annual organization meeting, whichever is later, for the purpose of inspection a schedule of the regular meetings of the public body to be held during the succeeding year; and

WHEREAS, said schedule must be prominently posted and remain posted in a public place throughout the year; and

WHEREAS, said schedule must be delivered to two designated newspapers; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, The Hopewell Township Fire District No. 1 Board of Fire Commissioners that the following are designated as public meeting dates.

The resolution was moved by Vice-Chairman Lenarski and seconded by Treasurer Cseremsak. The motion to pass the resolution carried. Commissioner Kintzel provided special notice of when the Board will meet at the Union Fire Company & Rescue Squad.

TREASURER'S REPORT

Treasurer Cseremsak read the summary of the Bills and Claims dated December 10, 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:		\$42,643.35
Total Disbursements:		\$42,643.35

UNFINISHED BUSINESS

A. EMS BILLING:

No report.

B. WATER STUDY:

No report.

C. FIRE DISTRICT BUILDING PROJECT:

No report.

D. COMMUNICATIONS:

No report

E. UFCRS SPRINKLER SYSTEM:

Chief of Emergency Services Martin provided a status report on the project to re-line the interior of the water tank for the sprinkler system. Chief of Emergency Services Martin advised that the tank is not recommended to be repaired and should be replaced. The Board and Chief Martin discussed some options related to providing a water supply for the sprinkler system.

F. VOLUNTEER RECRUITMENT:

Chief Malkiewicz provided a report on a public relations release that is being worked on related to the junior members in Hopewell Valley. Chief Malkiewicz reported that the public relations firm and the fire company are working on obtaining permission from the parents/guardians of those who are a part of the story.

G. REPLACEMENT AMBULANCE:

Chief Martin that all parties are close to a set of final specifications that will be presented for an estimate.

H. PENNINGTON FIRE COMPANY REPLACEMENT LADDER TRUCK:

Discussion occurred on the delivery date for the apparatus.

HOPEWELL VALLEY EMERGENCY SERVICES UNIT REPORT

Chief of Emergency Services Martin reported on the efforts to complete the budget, and fire prevention inspections, and the completion of ladder testing. Chief Martin reported that staff members attended training in youth fire setter prevention, fire investigation, emergency medical services conference held in Atlantic City NJ, and a course on modern fire attack.

UNION FIRE COMPANY AND RESCUE SQUAD REPORT

Chief Malkiewicz and Battalion Chief Pedersen reported on new members who will be attending fire school, a family night held at the fire company, the annual historical river crossing, an issue with the ladder on the tele-squirt that will require further investigation, the status of the specifications for the new

ambulance, and the junior program public relations event. Chief Malkiewicz also reported that members attended fire investigation training. Chief Malkiewicz was thanked by the Board for his attendance and the detailed report.

PENNINGTON FIRST AID SQUAD

Pennington First Aid Squad member Heather Varrasse reported on an upcoming change in officers for 2016.

HOPEWELL FIRE DEPARTMENT AND EMU REPORT

Clerk Varrasse reported on the 2016 budget introduction by the Hopewell Borough Fire District, the annual holiday tree lighting, the annual project santa, and that 2 members had recently become EMT's.

PENNINGTON FIRE COMPANY REPORT

No report.

PUBLIC COMMENT (NON AGENDA)

Chief Malkiewicz reported on the date of project santa for the Union Fire Company & Rescue Squad.

EXECUTIVE SESSION RESOLUTION

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski to enter Executive Session to discuss contractual matters at 7:33 PM. The motion to pass the resolution carried.

Chairman Chipowsky reported that after the completion of a formal interview process for the position of Fire Official that Andrew Fosina has been selected. Chairman Chipowsky asked that a formal offer of employment is made and delivered to Andrew Fosina. There was a motion by Treasurer Cseremsak, and seconded by Vice-Chairman Lenarski to offer the position. The motion carried.

ADJOURNMENT:

Treasurer Cseremsak motioned to adjourn the meeting and was seconded by Commissioner Kintzel at 7:41 PM. The motion carried.

Respectfully submitted,



Matthew G. Martin
Chief of Emergency Services