

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING  
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1  
THURSDAY, FEBRUARY 11, 2016**

The regular meeting of the Board of Fire Commissioners was held on February 11, 2016 at the Hopewell Township Municipal Services Building Titusville New Jersey at 7:04 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:

Secretary Lynch

Also Present:

Second Assistant Captain Varrasse (Pennington First Aid Squad), Chief of Emergency Services Martin (Hopewell Township Fire District), Ex-Chief/Trustee Pollock (Pennington Fire Company), Attorney Hart (Stark & Stark)

**MINUTES SUBMITTED FOR APPROVAL**

Chairman Chipowsky asked for a motion on the regular session minutes from December 29, 2015. Treasurer Cseremsak motioned to accept the minutes as presented and was seconded by Vice-Chairman Lenarski. The motion carried.

Chairman Chipowsky asked for a motion on the regular session minutes from January 7, 2016. Treasurer Cseremsak motioned to accept the minutes as presented and was seconded by Vice-Chairman Lenarski. The motion carried with Commissioner Kintzel abstaining from the vote.

**PUBLIC COMMENT (AGENDA)**

None

**NEW BUSINESS**

**RESOLUTION 2016-17**

**A RESOLUTION APPROVING A BUDGET TRANSFER**

**WHEREAS**, the Hopewell Township Board of Fire Commissioners is authorized to undertake various budget transfers in accordance with N.J.S.A.40A:14-78.10; and

**WHEREAS**, \$0.30 shall be transferred from account 01-OE-201-200-006 New Jersey State Health Benefits Plan to 01-LS-600-100-004 Hopewell Borough Fire District LOSAP for contributions to volunteer’s Length of Service Awards Program.

**NOW, THEREFORE, BE IT RESOLVED**, by the Hopewell Township Board of Fire Commissioners that the above transfers shall be approved.

The resolution was moved by Treasurer Cseremsak and seconded by Vice-Chairman Lenarski. The motion to pass the resolution carried. Discussion occurred regarding the need for the resolution between members of the Board and Chief Martin.

**RESOLUTION 2016-18**

**A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 OF THE TOWNSHIP OF HOPEWELL TO EXECUTE A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF HOPEWELL**

**WHEREAS**, the Township of Hopewell (the “Township”), 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 Township 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 services required by the Fire Safety Act; and

**WHEREAS**, the Township 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 is hereby authorized and directed to execute a Shared Services Agreement between the Township 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 Vice-Chairman Lenarski and seconded by Treasurer Cseremsak. The motion to pass the resolution carried. Chief Martin and Attorney Hart were questioned by Commissioner Kintzel on the term of the agreement.

**TREASURER’S REPORT**

Treasurer Cseremsak read the summary of the Bills and Claims dated February 11, 2016 and was seconded by Vice-Chairman Lenarski. Chief Martin provided a report on the Bills and Claims as submitted. Chief Martin was questioned on the equipment purchased for the new Command Vehicle for the Union Fire Company and Rescue Squad. Further discussion occurred on the Command Vehicle and the equipment purchased for the vehicle. A roll call vote was held and the following amounts were authorized:

Bill List:		\$36,597.24
Payroll Ending:	February 6, 2016	\$43,458.35
Total Disbursements:		\$80,055.59

## **UNFINISHED BUSINESS**

### **A. EMS BILLING:**

Chief Martin reported on EMS Billing.

### **B. WATER STUDY:**

A report was provided on matters related to water supply by Chief Martin including the clearing of snow from fire hydrants. Discussion occurred on the use of local Boy Scout Organizations to assist with the clearing of snow from fire hydrants and the Hopewell Township Public Works Departments assistance with snow removal.

### **C. FIRE DISTRICT BUILDING PROJECT:**

No report.

### **D. COMMUNICATIONS:**

Discussion occurred on communications matters with members of the Board and the Officers present at the meeting including the F1 dispatch channel.

### **E. UFCRS SPRINKLER SYSTEM:**

Chief Martin reported on the use of an architect to determine the requirements of the sprinkler system at the Union Fire Company and Rescue Squad including the amount of the contract for the architect.

### **F. VOLUNTEER RECRUITMENT:**

Chief Martin on a volunteer recruitment effort that occurred at the Hopewell Valley Central High School. Chief Martin answered questions from the Board and Officers present related to recruitment.

### **G. REPLACEMENT AMBULANCE:**

Chief Martin reported that the pre-construction meeting was scheduled for February 29, 2016.

### **H. PENNINGTON FIRE COMPANY REPLACEMENT LADDER TRUCK:**

Ex-Chief/Trustee Pollock reported that construction of the truck was underway.

### **I. HOPEWELL BOROUGH FIRE DISTRICT REPLACEMENT RESCUE TRUCK:**

The Board and Chief Martin discussed the referendum and preparations for the upcoming election. Chief Martin was questioned on sample ballots by Ex-Chief/Trustee Pollock.

## **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 grant award by the Bristol-Myers Squibb Corporation to assist with the funding of a replacement fit test machine for the annual SCBA fit-testing that is used throughout Hopewell Valley. Chief Martin reported on a staff meeting held with full time staff members of the Hopewell Valley Emergency Services Unit. Chief Martin reported on training, recruitment, public education, and volunteer recruitment training that will be held on February 23, 2016 at 7:00 PM. Chief Martin was asked to remind the Board of the training and was questioned by Ex-Chief/Trustee Pollock on the training. Chief Martin reported on the expected delivery of a 2016 Tahoe for the use by the Hopewell Valley Emergency Services Unit and answered questions on the vehicle. Chief Martin was questioned by Vice-Chairman Lenarski on a problem with the recently purchased Ambulance 153-2. Chief Martin reported on the water leak in the cab of the ambulance that was repaired via warranty along with some other items on the ambulance that have been replaced under warranty.

## **UNION FIRE COMPANY AND RESCUE SQUAD REPORT**

No report.

**PENNINGTON FIRST AID SQUAD**

Second Assistant Captain Varrasse reported on the most recent calls for service statistics for the Squad. Second Assistant Captain Varrasse also reported that all 3 ambulances are currently in service and provided the Board with the date and time of the annual Pennington First Aid Squad dinner.

**HOPEWELL FIRE DEPARTMENT AND EMU REPORT**

Clerk Varrasse reported on the most recent calls for service statistics for the Hopewell Fire Department and Emergency Medical Unit. Clerk Varrasse reported on preparations underway for the Hopewell Borough Fire District Election. Clerk Varrasse provided the Board with the date and time of the annual Hopewell Fire Department and Emergency Medical Unit dinner.

**PENNINGTON FIRE COMPANY REPORT**

Ex-Chief/Trustee Pollock reported that construction underway at the fire company and answered questions related to the construction by Commissioner Kintzel. Ex-Chief/Trustee Pollock asked who provided and installed the fire hydrant markers in the Township and Chief Martin reported on fire hydrant markers. Discussion occurred on possible adopt a fire hydrant programs.

**PUBLIC COMMENT (NON AGENDA)**

Ex-Chief/Trustee Pollock provided members of the Board with the date and time of the annual Pennington Fire Company dinner.

**EXECUTIVE SESSION RESOLUTION**

Chairman Chipowsky asked if there was a need for an Executive Session and there was not. Chairman Chipowsky asked Attorney Hart if there were any matters that he needed to bring before the Board and there was not.

**ADJOURNMENT:**

Treasurer Cseremsak motioned to adjourn the meeting and was seconded by Commissioner Kintzel at 7:33 PM. The motion carried.

Respectfully submitted,



Matthew G. Martin  
Chief of Emergency Services