

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING
HOPEWELL TOWNSHIP FIRE DISTRICT NO.1
THURSDAY, JUNE 9, 2016**

The regular meeting of the Board of Fire Commissioners was held on June 9, 2016 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 and Times of Trenton, and had been posted 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

Chairman Chipowsky - Present
Vice-Chairman Lenarski - Present
Treasurer Cseremsak - Present
Secretary Lynch - Present
Commissioner Kintzel - Present

Also Present:

Captain Ferrara - (Pennington First Aid Squad)
First Assistant Captain Muccioli - (Pennington First Aid Squad)
Second Assistant Captain Varrasse - (Pennington First Aid Squad)
Chief of Emergency Services Martin - (Hopewell Valley Emergency Services Unit)
Lieutenant of Emergency Services Schulman - (Hopewell Valley Emergency Services Unit)
Chief Novak - (Hopewell Fire Department)
Chief Morehouse - (Hopewell Emergency Medical Unit)
Trustee Pollock - (Pennington Fire Company)
Chief Malkiewicz - (Union Fire Company and Rescue Squad)
Deputy Chief Burd - (Union Fire Company and Rescue Squad)
Assistant Chief Kintzel - (Union Fire Company and Rescue Squad)
Battalion Chief Pedersen - (Union Fire Company and Rescue Squad)
Deputy Chief of EMS Soganic - (Union Fire Company and Rescue Squad)
Chairman Morehouse - (Hopewell Borough Fire District)
Attorney Hart - (Stark and Stark)

MINUTES SUBMITTED FOR APPROVAL

Motion by Secretary Lynch, seconded by Treasurer Cseremsak to accept the regular and executive session minutes from May 12, 2016. The motion carried with Commissioner Kintzel abstaining.

Motion by Treasurer Cseremsak, seconded by Vice-Chairman Lenarski to accept the regular session minutes from May 26, 2016. The motion carried with Secretary Lynch abstaining.

Motion by Treasurer Cseremsak, seconded by Secretary Lynch to accept the regular and executive session minutes from April 14, 2016. The motion carried.

PUBLIC COMMENT (AGENDA)

None

NEW BUSINESS

RESOLUTION 2016-28

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, a need exists for assistance with information technology and communications equipment 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.

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.

RECORD OF BOARD VOTE ON PASSAGE

| Commissioner | Moved | Second | Aye | Nay | Abstain | Absent |
|--------------|-------|--------|-----|-----|---------|--------|
| Cseremsak | X | | X | | | |
| Kintzel | | X | X | | | |
| Lenarski | | | X | | | |
| Lynch | | | X | | | |
| Chipowsky | | | X | | | |

RESOLUTION NO. 2016-29

A RESOLUTION INCREASING THE PROFESSIONAL SERVICES AGREEMENT CONTRACT FOR ACTION DATA SERVICES

WHEREAS, Resolution 2016-06 was passed on January 14, 2016, authorizing a professional services agreement with Action Data Services and estimating the cost of the contract at \$5,500.00; and

WHEREAS, unforeseen circumstances have increased the use of payroll services and the fees are expected to exceed \$5,500.00; and

WHEREAS, additional fees are not expected to exceed \$1,000.00; and

WHEREAS, the total cost of the contract for 2016 is not expected to exceed be \$6,500.00.

NOW, THEREFORE, BE IT RESOLVED, the Hopewell Township Fire District No. 1 Board of Fire Commissioners hereby authorizes an increase of \$1,000.00 in the cost of the contract for payroll services with Action Data Services, the total cost of which will not exceed \$6,500.00.

RECORD OF BOARD VOTE ON PASSAGE

| Commissioner | Moved | Second | Aye | Nay | Abstain | Absent |
|--------------|-------|--------|-----|-----|---------|--------|
| Cseremsak | | X | X | | | |
| Kintzel | | | X | | | |
| Lenarski | | | X | | | |
| Lynch | X | | X | | | |
| Chipowsky | | | X | | | |

RESOLUTION 2016-30

A RESOLUTION CERTIFYING THE REVIEW OF THE ANNUAL REPORT OF AUDIT FOR THE YEAR ENDED DECEMBER 31, 2015

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual report of audit for the year ended December 31, 2015 has been completed and filed with the Board of Fire Commissioners of Fire District No. 1 for the Township of Hopewell, County of Mercer, pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, specifically the section entitled “Schedule of Findings and Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the Board of Commissioners have received the annual report of audit, and have specifically reviewed the section entitled “Schedule of Findings and Recommendations,” in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Fire District No. 1 in the Township of Hopewell, County of Mercer, hereby certifies to the Local Finance Board of the State of New Jersey that each board member has personally reviewed the annual report of audit for the year ended December 31, 2015 and specifically has reviewed the sections of the report of audit entitled “Schedule of Findings and Recommendations,” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Fire District is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

RECORD OF BOARD VOTE ON PASSAGE

| Commissioner | Moved | Second | Aye | Nay | Abstain | Absent |
|--------------|-------|--------|-----|-----|---------|--------|
| Cseremsak | X | | X | | | |
| Kintzel | | | X | | | |
| Lenarski | | | X | | | |
| Lynch | | X | X | | | |
| Chipowsky | | | X | | | |

Chief of Emergency Services Martin provided a report on the year ending 2015 audit and the exit conference report and answered questions from the Board. The Board thanked Chief Martin and Purchasing Agent Ocicki for the hard work on the audit.

HOPEWELL BOROUGH FIRE DISTRICT AGREEMENT

The Board indicated that since the matter to be discussed involves the contractual agreement between the Hopewell Borough Fire District and the Hopewell Township Fire District that the matter would be discussed in Executive Session.

EMPLOYEE HEALTH CARE CONTRIBUTIONS

The Board indicated that the matter of funds owed by certain employees related to health care contribution reimbursement was addressed during the audit discussion held after considering the audit resolution.

LADDER TOWER 51 REPAYMENT AGREEMENT

The Board and Chief Martin discussed the need for a formal agreement for the repayment of the fire districts responsibility for the ladder truck.

TREASURER’S REPORT

Treasurer Cseremsak read the summary of the Bills and Claims dated June 9, 2016, and was seconded by Vice-Chairman Lenarski. Chief Martin provided a report on the notable bills and claims. A roll call vote was held and the following amounts were authorized:

| | | |
|----------------------|--------------|--------------|
| Bill List: | | \$208,363.84 |
| Payroll Ending: | May 28, 2016 | \$43,763.09 |
| Total Disbursements: | | \$252,126.93 |

UNFINISHED BUSINESS

A. EMS BILLING:

Secretary Lynch reported that he has scheduled a meeting with the administration from Hopewell Township.

B. WATER STUDY:

The Board and the Officers present discussed a local water supply possibility and the funding available through Hopewell Township for improved access to water supply for firefighting purposes.

C. FIRE DISTRICT BUILDING PROJECT:

The Board asked Chief Martin to set up a meeting with the Hopewell Township Administrator.

D. COMMUNICATIONS:

The Board and Officers present discussed the radio communications system. The Board asked Chief Martin to have a representative from the Mercer County Communications Center attend a future meeting.

E. UFCRS SPRINKLER SYSTEM:

Chief Martin reported that a proposal will be presented to the Board shortly for civil and mechanical engineering.

F. VOLUNTEER RECRUITMENT:

Chief Martin reported on the use of social media for recruitment and that the Hopewell Fire Department and Emergency Medical Unit has requested the use of the recruitment materials for an upcoming public event.

G. REPLACEMENT AMBULANCE:

Deputy Chief Soganic provided a report on the ambulance under construction.

H. PENNINGTON FIRE COMPANY REPLACEMENT LADDER TRUCK:

Trustee Pollock provided a report on the ladder truck under construction.

I. HOPEWELL BOROUGH FIRE DISTRICT REPLACEMENT RESCUE TRUCK:

The Board discussed the rescue truck with Chairman Morehouse. The Hopewell Borough Board can not proceed with approval from the Local Finance Board until such time as the Shared Services Agreement between to Boards has been approved.

HOPEWELL VALLEY EMERGENCY SERVICES UNIT REPORT

Chief Martin of the Hopewell Valley Emergency Services Unit provided a report on the activities of the Unit.

UNION FIRE COMPANY AND RESCUE SQUAD REPORT

Battalion Chief Pedersen of the Union Fire Company and Rescue Squad provided a report on the activities of the Union Fire Company and Rescue Squad.

PENNINGTON FIRST AID SQUAD

Captain Ferrara of the Pennington First Aid Squad reported on the activities of the Pennington First Aid Squad. Chief Martin, Captain Ferrara, and the Board discussed payment from the Board to the Pennington First Aid Squad to assist with the EMT class.

HOPEWELL FIRE DEPARTMENT AND EMU REPORT

Chief Morehouse of the Hopewell Fire Department and Emergency Medical Unit provided a report on behalf of the Hopewell Fire Department and Emergency Medical Unit.

PENNINGTON FIRE COMPANY REPORT

Trustee Pollock of the Pennington Fire Company provided a report on behalf of the Pennington Fire Company and answered questions from the Board related to the building addition.

PUBLIC COMMENT (NON AGENDA)

None

EXECUTIVE SESSION RESOLUTION

Chairman Chipowsky asked Attorney Hart if he had any matters to bring before the Board and he did not. The Board entered Executive Session at 7:35 PM with a motion by Treasurer Cseremsak and seconded by Secretary Lynch. The motion carried to enter Executive Session to discuss the Fire Protection Agreement with the Hopewell Borough Fire District.

ADJOURNMENT:

Treasurer Cseremsak motioned to adjourn the meeting and was seconded by Secretary Lynch at 8:29 PM. The motion carried.

Respectfully submitted,



Matthew G. Martin
Chief of Emergency Services