

HOPEWELL BOROUGH BOARD OF FIRE COMMISSIONERS

4 Columbia Avenue- PO Box 141

Hopewell, NJ 08525

(609) 466-2136

AGENDA

May 9, 2012

Call to order:

Flag Salute

Notification of meeting (Sunshine Law)

Roll call

Public Comment

Minutes: (April 11, 2012)

Treasurer's Report:

Fire Department Administration:

Ladies' Auxiliary

EMU Chief Report:

Fire Chief Report:

Fire Official Report: On file

Committee Reports:

Attorney Report:

Other Business:

Tanker Bid

Cleaning service

**MEETING MINUTES
BOARD OF FIRE COMMISSIONERS
HOPEWELL BOROUGH DISTRICT NO. 1
April 11, 2012**

Commissioner Evans was sworn in for a new three-year term.

PRESENT: Cmsr. Anderson
Cmsr. Bovenizer
Cmsr. Evans
Chair Morehouse
ABSENT: Cmsr. Reichman

Bid Opening: Three bids were received for the tanker (prices do not include options):

1. Sutphen Corporation, 6450 Eiterman Road, Dublin OH 43016 - \$319,992.12; 25% downpayment required; no trade-in or lease-purchase proposed.
2. USTanker Fire Apparatus, 1827 Hobbs Dr. Delavan WI 53115 (Continental Fire & Safety 180 Volusia Ave. Trenton NJ 08610) - \$328,276.00; optional pre-pay on chassis for \$3104.00 price reduction; no trade-in; lease-purchase 5 yrs 3.25%, 7 yrs. 3.52%, 10 yrs. 3.89%.
3. Rosenbauer South Dakota, Inc., 100 Third St. Lyons SD 57041 - \$344,192.00; no trade-in; lease purchase 5 yrs. 3.15%, 7 yrs. 3.54%, 10 yrs. 3.97%.

On a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson the bids were received subject to compliance with the legal and technical specifications.

Minutes: (March 14, 2012)

On a motion made by Cmsr. Anderson and seconded by Cmsr. Bovenizer, the minutes of March 14, 2012, were approved with the following correction: Under EMU Report, the drill on splinting and bandaging was a three CEU course, not CPU as written. Cmsr. Evans was absent at that meeting and did not vote on the approval.

Treasurer's Report:

A copy of the treasurer's report was made available to each commissioner with a list and description of the bills to be paid. The Chief Financial Officer certified that there were sufficient unencumbered funds to pay the bills and designated the account to which each would be charged.

1. March bills were submitted in the amount of \$12,758.74. Significant expenditures include emergency services training, cell phone stipends, fire admin. service awards and vehicle fuel. On a motion made by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the treasurer's report was accepted and the bills proposed for payment. Payment of the bills passed unanimously on a roll call vote.
2. First quarter tax checks were received and deposited – Hopewell Township \$40,247.07; Hopewell Borough \$36,385.10.

Officer Elections and Appointments:

On a motion by Cmsr. Anderson and seconded by Cmsr. Bovenizer the following slate of officers were nominated and elected for a one-year term: Chairman – Cmsr. Morehouse; Treasurer – Cmsr. Evans; Secretary – Cmsr. Reichman.

Chair Morehouse made the following appointments:

PACO Officer – Cmsr. Bovenizer
Chief Financial Officer – Cmsr. Evans

Fire Department Administration:

1. 405 people attended the breakfast, which netted the fire company about \$3000.
2. The annual egg hunt was a success.
3. Hopewell Borough Council presented the first reading of a proposed ordinance to pass title to the building to the fire company. A second reading and public hearing will take place in 30 days and then the ordinance can be finally adopted.

Ladies' Auxiliary:

1. The Mercer County Firemen's Memorial Service will be held May 3rd. Some members of the auxiliary and the fire company will be recognized.
2. The concept of a memorial plaque for life members was well received. Duchess Lake will find someone to spearhead this project and will report back to the board.
3. The Easter flower sale was a success. The Flower Power fundraiser just closed and the results have not yet been tallied.
4. The auxiliary is sending springtime wishes to retired firemen in the Boonton home.
5. The Mercer County Fire Auxiliary will meet on April 18th in Hamilton.

EMU Report:

1. 21 calls in March with no scratch calls.
2. Some members toured the new Princeton Medical Center building on Route One. At 5:45 pm it took about 22 minutes to get there using the recommended ambulance route. The Princeton First Aid & Rescue Squad will be donating to our squad traffic control sensors to control the lights at Rt. 1 and Harrison Street and at the gate to the emergency room at the hospital.
3. On May 12th the annual breakfast for the fire companies, EMS and police will be held at the new Princeton Medical Center.
4. On April 24th a 2 CEU 'summer emergencies' class will be held at our station.
5. Five people attended the 3 CEU CPR class on April 10th.
6. The new tire has been put on Ambulance 22.
7. The EMU radios are now connected into Hopewell Ops tactical frequency.

Fire Chief Report:

1. 18 calls in March, of which 5 were mutual aid.
2. The tanker battery needs replacement. It will cost roughly \$650.00.
3. The 1996 utility vehicle had the water pump, brake compressor and front brakes replaced. The vehicle is used on a regular basis now by the daytime person and fire school attendees.
4. All periodic maintenance service has been done on the apparatus.
5. The gear has been ordered and will probably take a couple months to come in.
5. 2 firefighters will attend the FDIC in Indianapolis.
6. The SCBA specs have been prepared and will go out once the joint pricing agreement is approved by the state.
7. The passenger side on the Quint will be repainted in June.
8. Operation Dream Lift will take place on May 8th and the fire company will send a truck to help.
9. The fire company will assist the borough in its move to the new municipal building on April 24th.
10. The volume of fire calls is up from this time last year. This past weekend alone the fire company logged about 80 calls to Hopewell Hunt as the result of a PSE&G electrical wire mishap that caused a massive power surge and resulted in one fire and some damage to almost every residence in the neighborhood. 26 firefighters and 8 EMU personnel responded.
11. The FEMA Regional ~~ASG~~ ^{AFG} grant for the radios was approved for partial funding. Notice of the participants' shares should be available within a few weeks at which time a final decision on participation must be made. We will only pay for the equipment we request, which will probably be less than that originally contemplated since the entire grant award is less than requested.
12. A pager and siren test was conducted by the county. All our sirens and most pagers were OK.

13. A request for a static IP address for the fire company was discussed and approved. It will cost an extra \$5-10 dollars per month and will come from the computer line item in the budget.

Fire Official Report: On file

Attorney Report: Effective February 1, 2013 the fire district will be required by law to establish an internet website of its own, or a webpage on another government's website, to post information related to its mission, finances, meetings and employees, etc. A Local Finance Notice will be issued in the future to detail what information must be posted.

Committee Reports: None

Other Business:

LOSAP: The 30-day posting period for the certified list of volunteers eligible for 2011 LOSAP awards will end on April 15th. Thereafter the township will be notified of the amount of its contribution.

On a motion by Cmsr. Anderson and seconded by Cmsr. Evans, Resolution 2012-014 was proposed for board consideration. The board approved Resolution 2012-014 authorizing a periodic Consumer Price Index adjustment for the 2011 LOSAP contribution and authorizing payment to the provider, Lincoln Financial Group, in an amount to reflect the adjustment.

There was discussion of the increasing cost of LOSAP contributions, the valley-wide point system and membership definitions in the fire department by-laws.

SCBA Purchase: Cmsr. Evans will follow up with the Local Finance board to determine the status of the SCBA financing application. It was on the LFB's consent agenda and it is expected that it was approved.

Insurance: Cmsr. Bovenizer will make sure that Hopewell Township Fire District No. 1 has been included as an additional insured on the board's insurance.

The board's insurance may increase about \$1000 if the fire company purchases the building.

There being no further business to come before the board, on a motion by Cmsr. Anderson, seconded by Cmsr. Bovenizer and unanimously approved, the meeting adjourned at 9: 26 pm.

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2012 Budget
May 9, 2012

Date	Name	Memo	Account	Amount
AIR POWER INTERNATIONAL, INC.				
5/9/2012	AIR POWER INTERNATION...	Yearly Maintenance contract & parts	EQUIPMENT MAINT...	2,001.30
Total AIR POWER INTERNATIONAL, INC.				2,001.30
AT&T				
5/9/2012	AT&T	Long distance svc to 4/10/12	TELEPHONES	77.37
Total AT&T				77.37
BIO SHINE				
5/9/2012	BIO SHINE	Towels & trash bags	UTILITIES	66.15
Total BIO SHINE				66.15
C&H ENTERPRISES				
5/9/2012	C&H ENTERPRISES	Cleaning svc- April	JANITORIAL/WAST...	346.30
Total C&H ENTERPRISES				346.30
DOCUSAFE RECORDS MANAGEMENT				
5/9/2012	DOCUSAFE RECORDS MA...	Records storage- May	RECORDS MAINTEN...	45.00
Total DOCUSAFE RECORDS MANAGEMENT				45.00
EAST COAST EMERGENCY LIGHTING				
5/9/2012	EAST COAST EMERGENCY...	2 Whelan F18PC LED lighting	FIRE VEHICLE MAI...	145.20
Total EAST COAST EMERGENCY LIGHTING				145.20
FOUR LANES END FIRE APPARATUS SERVICE				
5/9/2012	FOUR LANES END FIRE AP...	Fluid svc all trucks & battery T52/water pu...	FIRE VEHICLE REP...	3,722.07
Total FOUR LANES END FIRE APPARATUS SERVICE				3,722.07
HOPEWELL AUTO PARTS				
5/9/2012	HOPEWELL AUTO PARTS	Misc. parts/supplies	FIRE VEHICLE MAI...	104.17
5/9/2012	HOPEWELL AUTO PARTS	Misc. parts/supplies	EMU VEHICLE MAIN...	15.28
Total HOPEWELL AUTO PARTS				119.45
HOPEWELL FIRE DEPT. ADMIN.				
5/9/2012	HOPEWELL FIRE DEPT. AD...	FDIC & expenses/CPR/AED cards 4/10/12	TRAINING	4,563.58
5/9/2012	HOPEWELL FIRE DEPT. AD...	CPR/AED cards 4/13	COMMUNITY SERVI...	171.00
5/9/2012	HOPEWELL FIRE DEPT. AD...	Seagate hard drive	FD BUDGET	169.99
Total HOPEWELL FIRE DEPT. ADMIN.				4,904.57
MERCER COUNTY COMMUNITY COLLEGE				
5/9/2012	MERCER COUNTY COMMU...	Hazmat operations 4/28/12	TRAINING	60.00
Total MERCER COUNTY COMMUNITY COLLEGE				60.00
SMITH, DEBORAH L.				
5/9/2012	SMITH, DEBORAH L.	Clerical/bookkeeping svcs to 4/08/12	CLERK	640.00
Total SMITH, DEBORAH L.				640.00
VALLEY OIL COMPANY				
5/9/2012	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
5/9/2012	VALLEY OIL COMPANY	Vehicle fuel- April	VEHICLE FUEL	1,398.26
Total VALLEY OIL COMPANY				1,398.26
VERIZON				
5/9/2012	VERIZON	Phone svc to 4/04/12	TELEPHONES	174.77
Total VERIZON				174.77
VERIZON WIRELESS				
5/9/2012	VERIZON WIRELESS	Broadband svc- 4/24- 5/23	TELEPHONES	80.02
Total VERIZON WIRELESS				80.02
WASTE MANAGEMENT OF NJ				
5/9/2012	WASTE MANAGEMENT OF ...	Container service- May	JANITORIAL/WAST...	170.28
Total WASTE MANAGEMENT OF NJ				170.28
WATCHUNG SPRING WATER CO. INC.				
5/9/2012	WATCHUNG SPRING WAT...	Water & cooler rentals 3/22-4/18	FD BUDGET	184.29
Total WATCHUNG SPRING WATER CO. INC.				184.29

Hopewell Borough Bd. of Fire Cmsrs.

2012 Budget

~~2011~~, 2012

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Accrual Basis

	Jan - Dec 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
ACCOUNTING	0.00	3,200.00	-3,200.00	0.0%
ADMIN. - CMSRS ONLY	0.00	800.00	-800.00	0.0%
ADVERTISING	255.84	700.00	-444.16	36.5%
BUILDING RENT	0.00	6,000.00	-6,000.00	0.0%
Capital Appropriations	0.00	194,000.00	-194,000.00	0.0%
CAREER PERSONNEL	0.00	38,500.00	-38,500.00	0.0%
CLERK	3,725.00	10,000.00	-6,275.00	37.3%
COMMUNITY SERVICE	171.00	3,000.00	-2,829.00	5.7%
COMPUTER	0.00	1,000.00	-1,000.00	0.0%
CONTINGENCY	0.00	5,000.00	-5,000.00	0.0%
ELECTIONS	341.79	600.00	-258.21	57.0%
EMU BUDGET	1,334.61	7,500.00	-6,165.39	17.8%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	361.78	2,500.00	-2,138.22	14.5%
EMU VEHICLE REPAIR (MAJOR REPAIR)	0.00	2,500.00	-2,500.00	0.0%
EQUIPMENT	0.00	10,000.00	-10,000.00	0.0%
EQUIPMENT MAINTENANCE (MAINT. CONTRACTS)	2,937.80	12,000.00	-9,062.20	24.5%
FD BUDGET	1,907.03	8,000.00	-6,092.97	23.8%
FIRE DEPT. ADMIN.	0.00	5,000.00	-5,000.00	0.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	1,615.14	12,500.00	-10,884.86	12.9%
FIRE VEHICLE REPAIR (MAJOR REPAIRS)	3,722.07	12,500.00	-8,777.93	29.8%
FIRST RESPONSE VEHICLE	0.00	7,500.00	-7,500.00	0.0%
INSURANCE	35,506.00	69,500.00	-33,994.00	51.1%
JANITORIAL/WASTE REMOVAL	2,345.14	8,000.00	-5,654.86	29.3%
LADIES' AUXILIARY	0.00	2,000.00	-2,000.00	0.0%
LEGAL FEES	1,000.00	4,000.00	-3,000.00	25.0%
LOSAP--BOROUGH	0.00	22,800.00	-22,800.00	0.0%
LOSAP--TWSP	0.00	53,200.00	-53,200.00	0.0%
QUINT INTEREST	0.00	10,000.00	-10,000.00	0.0%
QUINT PRINCIPAL	0.00	46,000.00	-46,000.00	0.0%
RADIO EQUIPMENT	0.00	5,000.00	-5,000.00	0.0%
RADIO REPAIR	157.55	2,500.00	-2,342.45	6.3%
RECORDS MAINTENANCE (RECORDS STORAGE (DOCUSAF...)	225.00	550.00	-325.00	40.9%
RESERVE FUTURE CAPITAL OUTLAY (Tanker 2011)	0.00	4,500.00	-4,500.00	0.0%
SERVICE AWARDS	2,000.00	2,000.00	0.00	100.0%
SPECIAL SVCS VEH PAYMENT	0.00	7,000.00	-7,000.00	0.0%
TELEPHONES	4,438.42	8,500.00	-4,061.58	52.2%
TRAINING	7,793.58	14,000.00	-6,206.42	55.7%
UNIFORMS--EMU (EMU UNIFORMS ONLY)	0.00	2,000.00	-2,000.00	0.0%
UNIFORMS--FIRE (FIRE UNIFORMS ONLY)	0.00	12,400.00	-12,400.00	0.0%
UTILITIES	523.61	20,000.00	-19,476.39	2.6%
VEHICLE FUEL	4,604.38	15,000.00	-10,395.62	30.7%
VOLUNTEER ADMIN	500.00	2,500.00	-2,000.00	20.0%
Total Expense	75,465.74	654,250.00	-578,784.26	11.5%
Net Ordinary Income	-75,465.74	-654,250.00	578,784.26	11.5%
Other Income/Expense				
Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-75,465.74	-654,250.00	578,784.26	11.5%