

HOPEWELL BOROUGH BOARD OF FIRE COMMISSIONERS

4 Columbia Avenue- PO Box 141

Hopewell, NJ 08525

(609) 466-2136

AGENDA

March 14, 2012

Call to order:

Flag Salute

Notification of meeting (Sunshine Law)

Roll call

Public Comment

Minutes: (February 8, 2012)

Public Comment:

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:

Resolution #12-011 Annual LOSAP Resolution

Resolution #12-012 Cooperative Pricing Agreement

Closed session

**MEETING MINUTES
BOARD OF FIRE COMMISSIONERS
HOPEWELL BOROUGH DISTRICT NO. 1**

February 8, 2012

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

Minutes: (January 11, 2012)

On a motion made by Cmsr. Anderson and seconded by Cmsr. Reichman, the minutes of January 11, 2012, were approved as presented.

Public Comment: None

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. February bills were submitted in the amount of \$24,948.52 (\$5,078.45 from the 2011 encumbered funds and \$19,870.07 from the 2012 temporary budget). Included in the current bills was \$15,346.00 for insurance and included in the 2011 encumbered bills was \$3,362.74 for generator repairs on the Quint. On a motion made by Cmsr. Reichman 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.

Fire Department Administration: No report

Ladies' Auxiliary:

1. Life member Eva Dilts passed away during the month.
2. The auxiliary received a \$750 grant from the Hopewell Harvest Fair.
3. The auxiliary will purchase the flowers for the fire company's upcoming installation dinner and provide a Valentine's basket to a retired firefighter from Boonton.
4. The Mercer County Fire Auxiliary will meet next month in Whitehorse.
5. Members of the auxiliary have offered to work the polls (2-9 pm) on February 18th.

Chairman Morehouse appointed Lyle Jones and Carol Pfister as poll workers for the February 18th election and budget referendum. Each will be paid \$100. Cmsr. Reichman will open and Cmsrs. Morehouse and Anderson will close the polls. Debbie Smith will secure the voter registration list.

EMU Report:

1. 26 calls in January: 11 Township, 13 Borough, 2 mutual aid, 0 scratched calls.
2. Ambulance 1522 ('98) is leaking oil. The repair estimate from Castoro's is \$1500-\$2000.
3. Efforts are underway to auto-import call data (vehicle and personnel) to expedite recording keeping the provision of LOSAP reports.
4. Discussion of criteria to qualify new members for the EMT Basic Training course and clarification of training evaluations continues.

Fire Chief Report:

1. 24 calls in January: 15 Township, 5 Borough, 3 mutual aid and 1 other.
2. The family of a vehicle accident victim complimented the fire company on its response and efforts during a complex extrication involving live electrical wires on Cherry Valley Road.
3. 2 members will attend FDIC in Indianapolis this April. The cost of airfare and registrations has increased; a request was made for an additional \$500 to cover expenses. On a motion by Cmsr. Anderson and seconded by Cmsr. Reichman, within the 2012 Training Appropriation an increase in the amount approved for FDIC from \$4000 to \$4500 was proposed. The motion passed without objection.
4. There are a couple of members enrolled in fire school.
5. Regional Communications Grant: The chief advocated moving ahead with the radio grant. Cmsr. Morehouse voiced concern about funding if the radios are purchased all at once. The chief was directed to present a revised proposal for board consideration at the next meeting.

Fire Official Report: On file

Attorney Report: None

Committee Reports: None

Other Business:

Tanker Specs: The technical specs for the tanker are almost complete. The board will review them at its February 22nd work session. A lease-purchase financing option will be included as part of the bid. The full bid package should be completed by March 1st. On a motion by Cmsr. Anderson, seconded by Cmsr. Evans, and passed without objection, notice of the bid will be advertised as soon as the bid package is complete, with bid proposals returnable on April 11, 2012, at 7:30 pm at the board's scheduled meeting. Local Finance Board approval of proposed financing will be required.

SCBA Purchase: Cmsr. Evans presented the SCBA financing proposal to the Local Finance Board and received its Provisional Approval. The approval is contingent on the Hopewell Board using due diligence to find an interest rate of 2 ½% or less (the rate set forth in the application was 3 ½%), or working with the LFB to find the lowest rate possible. Cmsr. Evans will contact Hopewell Valley Bank to see if its lending rate can be lowered and will work with the LFB to meet its conditions. The next LFB meeting is March 14th at which time the board's financing proposal will be amended as to interest rate and approved, or will be approved as originally presented if a lower rate is unattainable. The State Contract pricing for the SCBA expires March 31st.
On a motion by Cmsr. Anderson and seconded by Cmsr. Reichman, the chief was authorized to proceed with the SCBA purchase as designed and understood pursuant to the valley-wide purchase proposal, provided that the order not be placed until March 1st (after the results of the budget referendum are known), and further provided that any purchase order be explicitly contingent on final approval of funding by the LFB. The motion passed without objection and was unanimously approved by roll call vote.

LFB Procedures: The Local Finance Board has begun inspecting equipment that fire districts seek to replace. The SCBA was personally inspected by a LFB representative and in all likelihood the tanker will be, too.

LOSAP: The certified LOSAP list should be ready at the next meeting. A question concerning military leave will be addressed at a future meeting.

There being no further business to come before the board, on a motion by Cmsr. Anderson, seconded by Cmsr. Reichman and unanimously approved, the meeting adjourned at 8:55 pm.

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2011 Budget
 March 14, 2012

Date	Name	Memo	Account	Amount
SKYLANDS FIRE EQUIPMENT				
12/29/2011	SKYLANDS FIRE EQUIPME...	5 sets fire gear	UNIFORMS--FIRE (F...	13,599.55
Total SKYLANDS FIRE EQUIPMENT				<u>13,599.55</u>
TOTAL				<u>13,599.55</u>

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2012 Budget
March 14, 2012

Date	Name	Memo	Account	Amount
AFFILIATED COMPUTER SERVICES				
3/13/2012	AFFILIATED COMPUTER S...	Firehouse software support/1 add'l license	EQUIPMENT MAINT...	660.00
Total AFFILIATED COMPUTER SERVICES				660.00
AT&T				
3/13/2012	AT&T	Long distance svc to 2/10/12	TELEPHONES	76.11
Total AT&T				76.11
BIO SHINE				
3/13/2012	BIO SHINE	Towels/window cleaner/bowl cleaner/TP	JANITORIAL/WAST...	164.66
Total BIO SHINE				164.66
C&H ENTERPRISES				
3/13/2012	C&H ENTERPRISES	Cleaning svc- Feb	JANITORIAL/WAST...	346.30
Total C&H ENTERPRISES				346.30
DOCUSAFE RECORDS MANAGEMENT				
3/13/2012	DOCUSAFE RECORDS MA...	Records storage 3/1-3/31	RECORDS MAINTEN...	45.00
Total DOCUSAFE RECORDS MANAGEMENT				45.00
EMERGENCY SERVICES MARKETING CORP., INC.				
3/13/2012	EMERGENCY SERVICES M...	1 Am Responding toll charges	FD BUDGET	50.46
Total EMERGENCY SERVICES MARKETING CORP., INC.				50.46
FOUR LANES END FIRE APPARATUS SERVICE				
3/13/2012	FOUR LANES END FIRE AP...	Rear cab mounts- Q52	FIRE VEHICLE MAI...	386.55
Total FOUR LANES END FIRE APPARATUS SERVICE				386.55
GRISWOLD, BARBARA S.				
3/13/2012	GRISWOLD, BARBARA S.	1st qtr legal svcs to 3/31	LEGAL FEES	1,000.00
3/13/2012	GRISWOLD, BARBARA S.	Minutes- February	CLERK	175.00
Total GRISWOLD, BARBARA S.				1,175.00
HOPEWELL AUTO PARTS				
3/13/2012	HOPEWELL AUTO PARTS	Misc veh parts	FIRE VEHICLE MAI...	92.22
3/13/2012	HOPEWELL AUTO PARTS	Misc veh parts	EMU VEHICLE MAIN...	12.03
Total HOPEWELL AUTO PARTS				104.25
HOPEWELL FIRE DEPT. ADMIN.				
3/13/2012	HOPEWELL FIRE DEPT. AD...	Energy switches/ballast/paint/electrical	UTILITIES	225.21
3/13/2012	HOPEWELL FIRE DEPT. AD...	Vinyl stock/shipping pagers	FD BUDGET	256.40
3/13/2012	HOPEWELL FIRE DEPT. AD...	ARC cards	TRAINING	189.00
3/13/2012	HOPEWELL FIRE DEPT. AD...	Pager repair	RADIO REPAIR	79.55
Total HOPEWELL FIRE DEPT. ADMIN.				750.16
JW KENNEDY, INC.				
3/13/2012	JW KENNEDY, INC.	3 Oxygen tanks	EMU BUDGET	119.45
Total JW KENNEDY, INC.				119.45
KENNEDY, LYLE				
3/13/2012	KENNEDY, LYLE	Poll worker 2/18/12	ELECTIONS	100.00
Total KENNEDY, LYLE				100.00
NOVAK, JOSEPH				
3/13/2012	NOVAK, JOSEPH	Motion sensor	UTILITIES	19.97
Total NOVAK, JOSEPH				19.97
PFISTER, CAROL				
3/13/2012	PFISTER, CAROL	Poll worker 2/18/12	ELECTIONS	100.00
Total PFISTER, CAROL				100.00
PRINCETON PACKET, INC				
3/13/2012	PRINCETON PACKET, INC	Legals: Meeting dates	ADVERTISING	44.76
3/13/2012	PRINCETON PACKET, INC	Legals: Elect/Budget/Adopt	ELECTIONS	69.87
Total PRINCETON PACKET, INC				114.63
SELECTIVE INSURANCE COMPANY OF AMERICA				
3/13/2012	SELECTIVE INSURANCE C...	WC & Commercial Pkg	INSURANCE	13,506.00

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2012 Budget
March 14, 2012

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total SELECTIVE INSURANCE COMPANY OF AMERICA				13,506.00
SMITH, DEBORAH L.				
3/13/2012	SMITH, DEBORAH L.	Clerical/bookkeeping to 3/13/12	CLERK	640.00
Total SMITH, DEBORAH L.				640.00
THE TIMES				
3/13/2012	THE TIMES	Legals: Meeting dates	ADVERTISING	42.63
3/13/2012	THE TIMES	Legals: Elec/Budget/Adopt	ELECTIONS	71.92
Total THE TIMES				114.55
VALLEY OIL COMPANY				
3/13/2012	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
3/13/2012	VALLEY OIL COMPANY	Fuel purchases- Feb	VEHICLE FUEL	932.18
Total VALLEY OIL COMPANY				932.18
VERIZON				
3/13/2012	VERIZON	Phone svc to 2/4 and 3/4/12	TELEPHONES	332.79
Total VERIZON				332.79
VERIZON COMMUNICATIONS				
3/13/2012	VERIZON COMMUNICATIO...	Broadband svc to 2/29 & 3/31	TELEPHONES	139.03
Total VERIZON COMMUNICATIONS				139.03
VERIZON WIRELESS				
3/13/2012	VERIZON WIRELESS	Broadband svc-Emer veh 2/24-3/23	TELEPHONES	80.04
Total VERIZON WIRELESS				80.04
WASTE MANAGEMENT OF NJ				
3/13/2012	WASTE MANAGEMENT OF ...	Container svc- Feb & Mar	JANITORIAL/WAST...	300.00
Total WASTE MANAGEMENT OF NJ				300.00
WATCHUNG SPRING WATER CO. INC.				
3/13/2012	WATCHUNG SPRING WAT...	Cooler rentals & water 1/26-2/22	FD BUDGET	214.75
Total WATCHUNG SPRING WATER CO. INC.				214.75
WELLS FARGO FINANCIAL LEASING				
3/13/2012	WELLS FARGO FINANCIAL ...	Copier lease Mar & Apr	VOLUNTEER ADMIN	200.00
Total WELLS FARGO FINANCIAL LEASING				200.00
TOTAL				20,671.88

Hopewell Borough Bd. of Fire Cmsrs.

2012 Budget

March 14, 2012

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	201.94	700.00	-498.06	28.8%
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	2,445.00	10,000.00	-7,555.00	24.5%
COMMUNITY SERVICE	0.00	3,000.00	-3,000.00	0.0%
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	943.45	7,500.00	-6,556.55	12.6%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	12.03	2,500.00	-2,487.97	0.5%
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)	660.00	12,000.00	-11,340.00	5.5%
FD BUDGET	1,423.40	8,000.00	-6,576.60	17.8%
FIRE DEPT.ADMIN.	0.00	5,000.00	-5,000.00	0.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	478.77	12,500.00	-12,021.23	3.8%
FIRE VEHICLE REPAIR (MAJOR REPAIRS)	0.00	12,500.00	-12,500.00	0.0%
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	1,307.26	8,000.00	-6,692.74	16.3%
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	79.55	2,500.00	-2,420.45	3.2%
RECORDS MAINTENANCE (RECORDS STORAGE (DOCUSAF...)	135.00	550.00	-415.00	24.5%
RESERVE FUTURE CAPITAL OUTLAY (Tanker 2011)	0.00	4,500.00	-4,500.00	0.0%
SERVICE AWARDS	0.00	2,000.00	-2,000.00	0.0%
SPECIAL SVCS VEH PAYMENT	0.00	7,000.00	-7,000.00	0.0%
TELEPHONES	1,088.61	8,500.00	-7,411.39	12.8%
TRAINING	189.00	14,000.00	-13,811.00	1.4%
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	422.46	20,000.00	-19,577.54	2.1%
VEHICLE FUEL	1,837.71	15,000.00	-13,162.29	12.3%
VOLUNTEER ADMIN	400.00	2,500.00	-2,100.00	16.0%
Total Expense	48,471.97	654,250.00	-605,778.03	7.4%
Net Ordinary Income	-48,471.97	-654,250.00	605,778.03	7.4%
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	-48,471.97	-654,250.00	605,778.03	7.4%