

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

January 11, 2012

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

ABSENT:

Minutes: (Tabled)

Public Budget Hearing:

A motion was made by Cmsr. Bovenizer and seconded by Cmsr. Anderson to open the hearing on the 2012 budget. No public comments were made. The public hearing was closed with a motion by Cmsr. Evans and seconded by Cmsr. Bovenizer.

Treasurer's Report:

1. Resolution #12-001 A Resolution Designating Depositories of Funds and a Cash Management Plan
2. Resolution #12-002 A Resolution Appointing an Attorney for 2012
3. Resolution #12-003 A Resolution Appointing a Clerk/Bookkeeper for 2012
4. Resolution #12-004 A Resolution Appointing an Accountant/Auditor for 2012
5. Resolution #12-005 A Resolution Appointing Official Newspapers for 2012
6. Resolution #12-006 A Resolution Setting Meeting Dates for 2012
7. Resolution #12-007 A Resolution Accepting a Temporary Budget for 2012
8. Resolution #12-008 A Resolution Appointing an Insurance Agency for 2012.
9. Resolution #12-009 A Resolution Adopting the 2012 Budget
10. Resolution #12-010 A Resolution Authorizing Local Finance Board Application

All of the resolutions were passed with roll call votes.

2. January bills are submitted in the following amounts: 2011 Budget: \$4,920.46, 2012 Budget \$7,930.02 for a total of \$12,850.48. A motion was made to pay the bills by Cmsr. Reichman and seconded by Cmsr. Anderson. The bill list was passed with a roll call vote.

3 A purchase order will be needed by March 30, 2012 for the SCBA equipment. There was discussion on the financing of the SCBA equipment. The referendum was reviewed. We will proceed as planned. Our interest rate will be between 3% and 5%.

4. It was confirmed that \$4,000 was encumbered in 2011 for the quint generator repair.

Fire Department Administration:

1. Project Santa went well.

Ladies' Auxiliary: No report

EMU Report:

1. 34 calls in December: 22 Township, 12 Borough, 0 Mutual aid, 0 other and 0 scratched calls. Total calls for 2011 were 346. There were 3 scratched calls for the year.
2. As of last Friday, there were changes in the EMU officers for 2012.
3. Training will be discussed at the next officers' meeting. The new cost may be \$1,200 per student.
4. All vehicles are in good repair. The 1998 Jeep is still functional. It is also used for training transportation.
5. There is one new EMT

Fire Chief Report:

1. 22 calls in December: 10 Township, 5 Borough, 7 mutual aid and 0 other. The total calls for 2012 were 381. That was a new high record of calls for the year. A lot were due to storms.
2. There was a call on Stony Brook Road caused by a generator setting a wood pile on fire.
3. The chief asked that the radio agreement status be looked into at the meeting. After much discussion, Chair Morehouse said it was of his opinion to replace the radios piecemeal as needed. He stated that if a clearly stated, acceptable shared agreement resolution was presented to the board, it would be brought up to be discussed and acted upon. He also stated a command center for operations would have to be established.
4. The department hopes to have specs for the new tanker and to go out to bid in March or April.
5. The engine is out on loan to Titusville and should be back Friday.
6. The Quint will go out for repairs on Monday for the generator repairs.
7. The Chief of Communications expects to narrow band in April 2012 in co-ordination with the police department and Life Comm. Pennington is not ready yet.
8. E-One has stated they will cover all costs, including transportation, for the paint repairs.
9. Police with FF1 certification can respond to alarms and cancel calls. However, there are issues with ISO and how they regulate their dispatching. The police will have to contact central directly.
10. Certificates of insurance need to be issued to Mercer and Somerset County fire academies.

Fire Official Report: On file

Attorney Report:

Committee Reports:

Other Business:

Meeting adjourned: 9:10

Closed session

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2011 Budget
February 8, 2012

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
EES SALES				
12/31/2011	EES SALES	Repair generator Q52	FIRE VEHICLE REP...	3,362.74
	Total EES SALES			<u>3,362.74</u>
MW COMMUNICATIONS				
12/31/2011	MW COMMUNICATIONS	152-2 radio/portable repair	RADIO EQUIPMENT	1,495.25
	Total MW COMMUNICATIONS			<u>1,495.25</u>
PRINCETON PACKET, INC				
12/31/2011	PRINCETON PACKET, INC	Legal Ads Election/budget/hearing	ELECTIONS	220.46
	Total PRINCETON PACKET, INC			<u>220.46</u>
TOTAL				<u><u>5,078.45</u></u>

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2012 Budget
February 8, 2012

Date	Name	Memo	Account	Amount
9th DISTRICT, NJSFAC, INC.				
2/1/2012	9th DISTRICT, NJSFAC, INC.	2012 Dues	EMU BUDGET	380.00
	Total 9th DISTRICT, NJSFAC, INC.			380.00
AT&T				
2/1/2012	AT&T	Long distance svc to 1/10/12	TELEPHONES	60.45
	Total AT&T			60.45
C&H ENTERPRISES				
2/1/2012	C&H ENTERPRISES	Cleaning svcs- Jan	JANITORIAL/WAST...	346.30
	Total C&H ENTERPRISES			346.30
DOCUSAFE RECORDS MANAGEMENT				
2/1/2012	DOCUSAFE RECORDS MA...	Records storage- Feb	RECORDS MAINTEN...	45.00
	Total DOCUSAFE RECORDS MANAGEMENT			45.00
EMERGENCY SERVICES MARKETING CORP., INC.				
2/1/2012	EMERGENCY SERVICES M...	I Am Responding subscription	FD BUDGET	800.00
	Total EMERGENCY SERVICES MARKETING CORP., INC.			800.00
EMS CHARTS, INC.				
2/1/2012	EMS CHARTS, INC.	CAD import fee & set up	EMU BUDGET	444.00
	Total EMS CHARTS, INC.			444.00
SELECTIVE INSURANCE COMPANY OF AMERICA				
2/1/2012	SELECTIVE INSURANCE C...	2012 insurance Inst. 1	INSURANCE	15,346.00
	Total SELECTIVE INSURANCE COMPANY OF AMERICA			15,346.00
SMITH, DEBORAH L.				
2/1/2012	SMITH, DEBORAH L.	Clerical/bookkeeping	CLERK	815.00
	Total SMITH, DEBORAH L.			815.00
THE TIMES				
2/1/2012	THE TIMES	Legal ads- adopted budget/annual meetin...	ADVERTISING	114.55
	Total THE TIMES			114.55
VALLEY OIL COMPANY				
2/1/2012	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
2/1/2012	VALLEY OIL COMPANY	Fuel purchases- Jan	VEHICLE FUEL	905.53
	Total VALLEY OIL COMPANY			905.53
VERIZON				
2/1/2012	VERIZON	Phone svc to 1/4/12	TELEPHONES	170.07
	Total VERIZON			170.07
VERIZON COMMUNICATIONS				
2/1/2012	VERIZON COMMUNICATIO...	Broadband svcs 1/1-1/31	TELEPHONES	70.04
	Total VERIZON COMMUNICATIONS			70.04
VERIZON WIRELESS				
2/1/2012	VERIZON WIRELESS	Broadband svcs	TELEPHONES	80.06
	Total VERIZON WIRELESS			80.06
VIKING				
2/1/2012	VIKING	Pest control- Feb & placard	UTILITIES	91.28
	Total VIKING			91.28
WATCHUNG SPRING WATER CO. INC.				
2/1/2012	WATCHUNG SPRING WAT...	Cooler rentals & water 1/5-1/25	FD BUDGET	101.79
	Total WATCHUNG SPRING WATER CO. INC.			101.79
WELLS FARGO FINANCIAL LEASING				
2/1/2012	WELLS FARGO FINANCIAL ...	Copier lease- Feb	VOLUNTEER ADMIN	100.00
	Total WELLS FARGO FINANCIAL LEASING			100.00
TOTAL				19,870.07

Hopewell Borough Bd. of Fire Cmsrs.
2012 Temporary Budget
February 8, 2012

Accrual Basis

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
ADMIN. - CMSRS ONLY	0.00	100.00	-100.00	0.0%
ADVERTISING	114.55	400.00	-285.45	28.6%
CLERK	1,630.00	1,700.00	-70.00	95.9%
ELECTIONS	0.00	400.00	-400.00	0.0%
EMU BUDGET	824.00	1,000.00	-176.00	82.4%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	0.00	700.00	-700.00	0.0%
EMU VEHICLE REPAIR (MAJOR REPAIR)	0.00	800.00	-800.00	0.0%
EQUIPMENT MAINTENANCE (MAINT. CONTRACTS)	0.00	1,000.00	-1,000.00	0.0%
FD BUDGET	901.79	1,000.00	-98.21	90.2%
FIRE DEPT. ADMIN.	0.00	300.00	-300.00	0.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	0.00	700.00	-700.00	0.0%
FIRE VEHICLE REPAIR (MAJOR REPAIRS)	0.00	800.00	-800.00	0.0%
INSURANCE	22,000.00	20,000.00	2,000.00	110.0%
INTER-GVTL LOAN (PICKUP TRUCK)	0.00	1,200.00	-1,200.00	0.0%
LEGAL FEES	0.00	1,000.00	-1,000.00	0.0%
LOSAP--BOROUGH	0.00	3,800.00	-3,800.00	0.0%
LOSAP--TWSP	0.00	8,900.00	-8,900.00	0.0%
RADIO EQUIPMENT	0.00	500.00	-500.00	0.0%
RADIO REPAIR	0.00	500.00	-500.00	0.0%
RECORDS MAINTENANCE (RECORDS STORAGE (DOCUSAF...)	90.00	100.00	-10.00	90.0%
TELEPHONES	460.64	800.00	-339.36	57.6%
TRAINING	0.00	1,500.00	-1,500.00	0.0%
UTILITIES	177.28	1,391.00	-1,213.72	12.7%
VEHICLE FUEL	905.53	3,000.00	-2,094.47	30.2%
VOLUNTEER ADMIN	200.00	300.00	-100.00	66.7%
Total Expense	27,800.09	51,891.00	-24,090.91	53.6%
Net Ordinary Income	-27,800.09	-51,891.00	24,090.91	53.6%
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	-27,800.09	-51,891.00	24,090.91	53.6%