

HOPEWELL BOROUGH BOARD OF FIRE COMMISSIONERS

4 Columbia Avenue- PO Box 141

Hopewell, NJ 08525

(609) 466-2136

AGENDA

August 8, 2012

Call to order:

Flag Salute

Notification of meeting (Sunshine Law)

Roll call

Minutes: (July 11, 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 #12-020 SCBA Cooperative Pricing Agreement

Resolution #12-021 FEMA AFG Communications

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

July 11, 2012

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

ABSENT: Cmsr. Bovenizer

Minutes: (June 13, 2012)

On a motion made by Cmsr. Anderson and seconded by Cmsr. Reichman, the minutes of June 13, 2012 were approved as presented. (Cmsr. Evans was absent at the meeting and did not vote on the approval).

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. Bills were submitted in the amount of \$13,216.84, and the 2nd quarter \$11,400.00 LOSAP transfer deposit was made. The first payment on the special services vehicle (\$6898.80) and fuel tank repairs to Utility52 (\$2229.12) represented significant expenses this month.
2. 2nd quarter tax deposits: \$38,525.40 Hopewell Borough; \$47,869.16 Township (including the Township's share of the command vehicle payment made last month).

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 (Cmsr. Bovenizer absent).

Bid Award: Tanker

Sutphen Corporation was the lowest responsible bidder for the tanker with a total cost of \$326,603.12 (base bid of \$319,922.12 and options totaling \$6,681.00). Financing for the tanker must be approved by the Local Finance Board. Cmsr. Evans will confirm the details of financing options through Hopewell Valley Community Bank and will pursue LFB approval for financing. The contract will be awarded contingent on financing and approval. Downpayment money is currently available.

On a motion by Cmsr. Morehouse and seconded by Cmsr. Anderson, Resolution 2012-018 was proposed. The board approved **Resolution 2012-018** authorizing a contract be awarded to Sutphen Corporation for the manufacture and delivery of a custom tanker apparatus for a total cost of \$326,603.12, contingent on securing financing (not to exceed \$200,000.00) and approval of the Local Finance Board; authorizing a 25% down payment be made and forwarded to the vendor in the amount of \$80,000.00 to lock in the price, and authorizing Cmsr. Evans to confirm financing availability and pursue Local Finance Board approval.

The township has money for the tanker set aside this year and they should be apprised that the contract has been awarded and the money will be needed.

Fire Department Administration:

The contract of sale for the building to the fire company has been signed and the oil tanks are being removed next week.

Ladies' Auxiliary:

1. Due to vacations, no meetings will be held until September.
2. The auxiliary is still active - they provided food for our personnel who participated in a rehab drill at the Dempster Center last week.
3. Ideas on how to recognize life members are being circulated among members.

EMU Report:

1. 23 calls in June – 7 in the borough, 11 in the township, 5 other. 1 scratch call. 2 cancellations.
2. In the case of a scratch call Unit 159 (paid Township staff) responds when they are on duty, otherwise the call goes to mutual aid. 2 scratch calls so far in July.
3. Radios are operating well through the Hopewell Ops tactical frequency. Pagers have been programmed with EMS duty crew tones.
3. The squad hosted a Fire Rehab class (3 CEU's) in June. On July 24th there will be a Respiratory Emergencies class (3 CEU's).
4. Four army cots were ordered for the special services vehicle for rehab purposes.
5. The squad did a number of stand-bys recently for fireworks and for mutual aid companies.
6. Air conditioning in the chief's vehicle is still not working properly. It has been looked at twice so far for this problem and will return to Castoro's this week.

Fire Chief Report:

1. 24 calls in June – 3 in the borough, 14 in the township, 2 in Pennington Borough, and 5 other. The Quint is our usual first-out vehicle and on average only 2 minutes 45 seconds elapse between the time the dispatch goes out and the time the vehicle leaves the firehouse. This is impressive.
2. Hopewell dispatch has narrowbanded. All our radios and about 60% of pagers have been reprogrammed, including the EMS duty crew tone.
3. An attempt is underway to reduce the use of the siren at night by the installation of a timer that will turn it off between certain hours, but which can be overridden by dispatch if the gravity of a situation requires override. It will take time to implement and test. The siren may also be used for tornado warnings in the future.
4. The brush truck and utility vehicle were repaired.
5. Repainting of the Quint – condition worsening, still waiting to hear from Absolute for appointment.
6. YMCA campers visited the fire station to learn about fire safety.
7. The township will host a water study meeting on July 30th at which the formal report will be presented.
8. Utility bills for the building have been switched to the fire company's name.
9. Members will help the borough move the last of their equipment and records on July 17th.
10. The meeting of the three Valley fire companies to discuss LOSAP will be July 25th.

Fire Official Report: On file.

Attorney Report: None.

Committee Reports: None.

Other Business:

SCBA: The bid proposals for the SCBA will be opened July 12th. The township board is the lead agency and will be doing the technical review of the proposals and making an award. The township board meets again on July 26th so it is possible the award will be made then. Six bottles were taken out of service this month, so the chief is anxious to move forward as soon as possible. Chair Morehouse agreed. Cmsr. Evans indicated financing through Hopewell Valley Community Bank has been approved by the LFB and the purchase money should be available when needed. Trade-ins are included as part of the bid – no separate process is needed. The board is looking to finalize the particulars of this purchase next month.

Audit (2011): The Board approved Resolution 2012-017 accepting the 2011 fire district audit, certifying each member of the board had reviewed it, and authorizing the execution of the group affidavit required by law. Documents will be sent to authorities in accord with the statutes.

LOSAP Audit (2011): The 2011 LOSAP audit is complete and will be forwarded to appropriate authorities.

Quint Financing Renewal: The board approved Resolution 12-019 authorizing renewal of financing for the Quint through Hopewell Valley Community Bank in the amount of \$151,109.82.

Adjournment: There being no further business to come before the board, on a motion by Cmsr. Morehouse and seconded by Cmsr. Anderson, the meeting adjourned at 9:06 pm.

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

Date	Name	Memo	Account	Amount
AIR POWER INTERNATIONAL, INC.				
8/8/2012	AIR POWER INTERNATION...	Hydrostatic test for Cascade System	EQUIPMENT MAINT...	1,440.00
Total AIR POWER INTERNATIONAL, INC.				1,440.00
AT&T				
8/8/2012	AT&T	Long distance svc to 7/10/12	TELEPHONES	63.81
Total AT&T				63.81
CASTORO GMC TRUCK CO., INC.				
8/8/2012	CASTORO GMC TRUCK CO...	98 Jeep PM Svc	EMU VEHICLE MAIN...	296.29
8/8/2012	CASTORO GMC TRUCK CO...	98 Jeep A/C compressor/labor/freon	EMU VEHICLE REP...	416.65
8/8/2012	CASTORO GMC TRUCK CO...	98 Ford E350	EMU VEHICLE MAIN...	343.48
Total CASTORO GMC TRUCK CO., INC.				1,056.42
DOCUSAFE RECORDS MANAGEMENT				
8/8/2012	DOCUSAFE RECORDS MA...	Records storage 8/1-8/31/12	RECORDS MAINTEN...	50.00
Total DOCUSAFE RECORDS MANAGEMENT				50.00
FLEMINGTON DEPARTMENT STORE				
8/8/2012	FLEMINGTON DEPARTMEN...	Boots & twill cargo	UNIFORMS--EMU (E...	138.95
Total FLEMINGTON DEPARTMENT STORE				138.95
FOUR LANES END FIRE APPARATUS SERVICE				
8/8/2012	FOUR LANES END FIRE AP...	R52 Brakes repaired	FIRE VEHICLE MAI...	315.75
Total FOUR LANES END FIRE APPARATUS SERVICE				315.75
HAMILTON TWO FIRE DISTRICT NO.3				
8/8/2012	HAMILTON TWO FIRE DIST...	Radio System purchase agreement	EQUIPMENT	10,000.00
8/8/2012	HAMILTON TWO FIRE DIST...	Radio System purchase agreement	RADIO EQUIPMENT	5,000.00
8/8/2012	HAMILTON TWO FIRE DIST...	Radio System purchase agreement	EMU BUDGET	1,500.00
8/8/2012	HAMILTON TWO FIRE DIST...	Radio System purchase agreement	INSURANCE	5,956.60
Total HAMILTON TWO FIRE DISTRICT NO.3				22,456.60
HOPEWELL AUTO PARTS				
8/8/2012	HOPEWELL AUTO PARTS	Misc. parts/supplies	FIRE VEHICLE MAI...	7.36
Total HOPEWELL AUTO PARTS				7.36
HOPEWELL FIRE DEPT. ADMIN.				
8/8/2012	HOPEWELL FIRE DEPT. AD...	4 Army cots for fire rehab	EMU BUDGET	414.61
Total HOPEWELL FIRE DEPT. ADMIN.				414.61
HOPEWELL VALLEY COMMUNITY BANK				
8/8/2012	HOPEWELL VALLEY COMM...		QUINT PRINCIPAL	46,000.00
8/8/2012	HOPEWELL VALLEY COMM...		QUINT INTEREST	10,000.00
Total HOPEWELL VALLEY COMMUNITY BANK				56,000.00
MYERS, MELVIN H.				
8/8/2012	MYERS, MELVIN H.	Registration for NJSFAC convention 10/4...	TRAINING	125.00
Total MYERS, MELVIN H.				125.00
POSTMASTER HOPEWELL				
8/8/2012	POSTMASTER HOPEWELL	PO Box 141 rental & 100 Forever stamps	ADMIN. - CMSRS O...	121.00
Total POSTMASTER HOPEWELL				121.00
PRI RESCUE TRAINING SPECIALISTS				
8/8/2012	PRI RESCUE TRAINING SP...	Swiftwater rescue class	TRAINING	363.65
Total PRI RESCUE TRAINING SPECIALISTS				363.65
SMITH, DEBORAH L.				
8/8/2012	SMITH, DEBORAH L.	Clerical/bookkeeping svcs to 08/07/12	CLERK	640.00
Total SMITH, DEBORAH L.				640.00
VALLEY OIL COMPANY				
8/8/2012	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
8/8/2012	VALLEY OIL COMPANY	Vehicle fuel- July	VEHICLE FUEL	776.11
Total VALLEY OIL COMPANY				776.11
VERIZON				

Hopewell Borough Bd. of Fire Cmsrs.
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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
8/8/2012	VERIZON	Telephone svc to 8/3/12	TELEPHONES	168.91
	Total VERIZON			168.91
	VERIZON WIRELESS			
8/8/2012	VERIZON WIRELESS	Broadband svc- Emer Veh	TELEPHONES	80.13
	Total VERIZON WIRELESS			80.13
	VIKING			
8/8/2012	VIKING	Pest svc- August	UTILITIES	88.00
	Total VIKING			88.00
	WASTE MANAGEMENT OF NJ			
8/8/2012	WASTE MANAGEMENT OF ...	Container svc- Aug	JANITORIAL/WAST...	150.00
	Total WASTE MANAGEMENT OF NJ			150.00
	WATCHUNG SPRING WATER CO. INC.			
8/8/2012	WATCHUNG SPRING WAT...	Cooler rentals & water 6/22-7/11	FD BUDGET	90.41
	Total WATCHUNG SPRING WATER CO. INC.			90.41
	WELLS FARGO FINANCIAL LEASING			
8/8/2012	WELLS FARGO FINANCIAL ...	Copier lease- August	VOLUNTEER ADMIN	100.00
	Total WELLS FARGO FINANCIAL LEASING			100.00
	TOTAL			<u>84,646.71</u>