

HOPEWELL BOROUGH BOARD OF FIRE COMMISSIONERS

4 Columbia Avenue- PO Box 141

Hopewell, NJ 08525

(609) 466-2136

AGENDA

July 11, 2012

Call to order:

Flag Salute

Notification of meeting (Sunshine Law)

Roll call

Public Comment

Minutes: (June 13, 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 #12-017 Accepting Audit Report

Resolution #12-018 Awarding Tanker Bid

Resolution #12-019 Authorizing Financing for Fire Apparatus (Quint)

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

June 13, 2012

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

ABSENT: Cmsr. Evans

Minutes: (May 9, 2012 and May 23, 2012)

On a motion made by Cmsr. Reichman and seconded by Cmsr. Anderson, the minutes of May 9, 2012 were approved as presented. On a motion by Cmsr. Anderson and seconded by Cmsr. Reichman, the minutes of the May 23, 2012 special meeting were approved as presented (Cmsr. Bovenizer was absent at that meeting and did not vote on the approval).

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

1. Sutphen Corporation, 6450 Eiterman Road, Dublin OH 43016 - \$319,922.12; 25% downpayment required within 30 days of contract signing; no trade-in or lease-purchase proposed.
2. US Tanker Fire Apparatus, 1827 Hobbs Dr. Delavan WI 53115 (Continental Fire & Safety 180 Volusia Ave. Trenton NJ 08610) - \$326,973.00 if payment on chassis (\$136,917.00) at contract signing is made; if chassis prepayment is not made price is \$331,643.00; no trade-in; lease purchase options and interest rates vary depending on downpayments/prepayments and lease term.

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

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 previously certified that there were sufficient unencumbered funds to pay the bills and designated the account to which each would be charged.

May bills were submitted in the amount of \$ 49,522.03. There was no LOSAP deposit this month. The final payment on the command vehicle (\$7465.75); workers' compensation insurance (\$13,506.00); and turn out gear (\$10,638.64) represented significant expenses this month.

On a motion made by Cmsr. Bovenizer and seconded by Cmsr. Reichman, 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: No report.

EMU Report:

1. 26 calls in May – 13 in the borough, 12 in the township, 1 in Titusville. 2 scratch calls.
2. Radios seem to be operating well through the Hopewell Ops tactical frequency. The duty crew set-up is working well, although Friday nights can be problematic.
3. A number of training sessions have been held at our facilities. A drill on Fire Scene Safety and a Rehab class will be held in June.
4. Three members will attend an 8 CEU class this month on Pediatric Education for Pre-Hospital Professionals.
5. The chief's vehicle was serviced and required a roughly \$200 part to repair the air conditioning.

Fire Chief Report:

1. 26 calls in May – 5 in the borough, 18 in the township, 2 in Pennington Borough, and 1 other. Our Quint and tanker were first on the scene to a call at the Hopewell Valley Vineyards and knocked down the fire before other units arrived.
2. The utility vehicle has a fuel pump problem; there is no estimate for repair yet.
3. The brush truck drive shaft needs repair; it is expected to cost less than \$1000.00.
4. Deputy Chief Mullen reported that Hopewell Township Dispatch will begin narrow banding effective July 2, 2012.
5. Repainting of the Quint has been put off by the manufacturer until some time in July.
6. There will be a meeting of the three Valley fire companies to discuss LOSAP in July.

Fire Official Report: On file.

Attorney Report: None.

Committee Reports: None.

Other Business:

SCBA: The specs for the SCBA have been finalized by the Valley air pack committee and are awaiting attorney approval before being disseminated. Chair Morehouse, with agreement from the board, requested that the specs clearly state that bid awards will be based on net prices, which shall include trade-in proposals, whether a vendor chooses to provide a trade-in option or not, and that prices remain firm for more than sixty days. Attorney Griswold will relate these requests to Chief Martin.

Tanker Purchase: Should it be deemed necessary or advisable to address the award of contract prior to the next regularly scheduled meeting, on a Motion by Cmsr. Reichman and seconded by Cmsr. Anderson, the board agreed that Chairman Morehouse is authorized to notice the June 27, 2012 scheduled work session as a special meeting of the board at which formal action may be taken for purposes of awarding the tanker contract.

FEMA Radio Grant: In addition to the grant writer's fee there will be a pro-rata share of an audit fee associated with the grant. There is a hope that the cost per unit of the radio equipment will go down due to the volume being ordered for grant participants.

Adjournment: There being no further business to come before the board, on a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the meeting adjourned at 8:14 pm.

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2012 Budget
July 11, 2012

Date	Name	Memo	Account	Amount
AT&T				
7/11/2012	AT&T	Long distance svc to 06/10/12	TELEPHONES	66.36
	Total AT&T			66.36
BIO SHINE				
7/11/2012	BIO SHINE	Case towels/glass cleaner/TP	UTILITIES	151.64
	Total BIO SHINE			151.64
BREATHE SAFE				
7/11/2012	BREATHE SAFE	Replaced 2nd stage button on MSA SCBA	EQUIPMENT MAINT...	138.92
	Total BREATHE SAFE			138.92
C&H ENTERPRISES				
7/11/2012	C&H ENTERPRISES	Cleaning 1st 2 wks in June	JANITORIAL/WAST...	175.22
	Total C&H ENTERPRISES			175.22
COMMUNITY SAFETY CONSULTANTS				
7/11/2012	COMMUNITY SAFETY CON...	Fire Rehab class 6/26/12	TRAINING	200.00
	Total COMMUNITY SAFETY CONSULTANTS			200.00
DITSCHMAN FLEMINGTON FORD				
7/11/2012	DITSCHMAN FLEMINGTON ...	U52 Replaced both fuel sending units/Cle...	FIRE VEHICLE REP...	2,229.12
	Total DITSCHMAN FLEMINGTON FORD			2,229.12
DOCUSAFE RECORDS MANAGEMENT				
7/11/2012	DOCUSAFE RECORDS MA...	Records storage to 07/31/12	RECORDS MAINTEN...	45.00
	Total DOCUSAFE RECORDS MANAGEMENT			45.00
FLEMINGTON DEPARTMENT STORE				
7/11/2012	FLEMINGTON DEPARTMEN...	EMT patches & boots	UNIFORMS-EMU (E...	132.95
	Total FLEMINGTON DEPARTMENT STORE			132.95
HOPEWELL AUTO PARTS				
7/11/2012	HOPEWELL AUTO PARTS	Cleaning supplies	FIRE VEHICLE MAI...	61.55
	Total HOPEWELL AUTO PARTS			61.55
HOPEWELL FIRE DEPT. ADMIN.				
7/11/2012	HOPEWELL FIRE DEPT. AD...	Used rear axle differential/seal B52	FIRE VEHICLE REP...	597.50
7/11/2012	HOPEWELL FIRE DEPT. AD...	Payment 1 of 5	SPECIAL SVCS VEH...	6,898.80
	Total HOPEWELL FIRE DEPT. ADMIN.			7,496.30
KENNEDY, JOHN				
7/11/2012	KENNEDY, JOHN	Window cleaner	UTILITIES	7.47
	Total KENNEDY, JOHN			7.47
PETE'S WELDING CO., INC.				
7/11/2012	PETE'S WELDING CO., INC.	Refurbish/retube drive shaft U52	FIRE VEHICLE MAI...	160.00
	Total PETE'S WELDING CO., INC.			160.00
SMITH, DEBORAH L.				
7/11/2012	SMITH, DEBORAH L.	Clerical/Bookkeeping svcs to 7/10/12	CLERK	640.00
	Total SMITH, DEBORAH L.			640.00
TRENTON EMERGENCY MEDICAL SERVICE				
7/11/2012	TRENTON EMERGENCY M...	PEPP BLS Provider course	TRAINING	300.00
	Total TRENTON EMERGENCY MEDICAL SERVICE			300.00
VALLEY OIL COMPANY				
7/11/2012	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
7/11/2012	VALLEY OIL COMPANY	Fuel purchases- Jun	VEHICLE FUEL	852.30
	Total VALLEY OIL COMPANY			852.30
VARRASSE, HEATHER				
7/11/2012	VARRASSE, HEATHER	6 volt 12A battery	EMU BUDGET	50.58
	Total VARRASSE, HEATHER			50.58
VERIZON COMMUNICATIONS				
7/11/2012	VERIZON COMMUNICATIO...	Broadband svc to 7/31/12	TELEPHONES	70.02

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2012 Budget
July 11, 2012

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
	Total VERIZON COMMUNICATIONS			70.02
	VERIZON WIRELESS			
7/11/2012	VERIZON WIRELESS	Broadband Emer. vehicles to 7/23/12	TELEPHONES	80.04
	Total VERIZON WIRELESS			80.04
	VIKING			
7/11/2012	VIKING	Pest control svc July	UTILITIES	88.00
	Total VIKING			88.00
	WASTE MANAGEMENT OF NJ			
7/11/2012	WASTE MANAGEMENT OF ...	Container svc June	JANITORIAL/WAST...	150.00
	Total WASTE MANAGEMENT OF NJ			150.00
	WATCHUNG SPRING WATER CO. INC.			
7/11/2012	WATCHUNG SPRING WAT...	Cooler rentals & water 6/1-6/13	FD BUDGET	121.37
	Total WATCHUNG SPRING WATER CO. INC.			121.37
TOTAL				<u>13,216.84</u>

Hopewell Borough Bd. of Fire Cmsrs.
2012 Budget
July 11, 2012

Accrual Basis

	Jan - Dec 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
ACCOUNTING	3,200.00	3,200.00	0.00	100.0%
ADMIN. - CMSRS ONLY	0.00	800.00	-800.00	0.0%
ADVERTISING	405.28	700.00	-294.72	57.9%
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	5,530.00	10,000.00	-4,470.00	55.3%
COMMUNITY SERVICE	872.00	3,000.00	-2,128.00	29.1%
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	1,397.27	7,500.00	-6,102.73	18.6%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	397.34	2,500.00	-2,102.66	15.9%
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)	3,832.22	12,000.00	-8,167.78	31.9%
FD BUDGET	2,460.43	8,000.00	-5,539.57	30.8%
FIRE DEPT.ADMIN.	5,000.00	5,000.00	0.00	100.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	1,964.49	12,500.00	-10,535.51	15.7%
FIRE VEHICLE REPAIR (MAJOR REPAIRS)	6,548.69	12,500.00	-5,951.31	52.4%
FIRST RESPONSE VEHICLE	7,465.75	7,500.00	-34.25	99.5%
INSURANCE	49,012.00	69,500.00	-20,488.00	70.5%
JANITORIAL/WASTE REMOVAL	3,166.66	8,000.00	-4,833.34	39.6%
LADIES' AUXILIARY	2,000.00	2,000.00	0.00	100.0%
LEGAL FEES	2,000.00	4,000.00	-2,000.00	50.0%
LOSAP--BOROUGH	11,400.00	22,800.00	-11,400.00	50.0%
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...)	315.00	550.00	-235.00	57.3%
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	6,898.80	7,000.00	-101.20	98.6%
TELEPHONES	5,363.34	8,500.00	-3,136.66	63.1%
TRAINING	8,997.01	14,000.00	-5,002.99	64.3%
UNIFORMS--EMU (EMU UNIFORMS ONLY)	132.95	2,000.00	-1,867.05	6.6%
UNIFORMS--FIRE (FIRE UNIFORMS ONLY)	10,638.64	12,400.00	-1,761.36	85.8%
UTILITIES	1,135.16	20,000.00	-18,864.84	5.7%
VEHICLE FUEL	6,272.24	15,000.00	-8,727.76	41.8%
VOLUNTEER ADMIN	700.00	2,500.00	-1,800.00	28.0%
Total Expense	149,604.61	654,250.00	-504,645.39	22.9%
Net Ordinary Income	-149,604.61	-654,250.00	504,645.39	22.9%
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	-149,604.61	-654,250.00	504,645.39	22.9%