

**HOPEWELL BOROUGH BOARD OF FIRE COMMISSIONERS**

4 Columbia Avenue- PO Box 141

Hopewell, NJ 08525

(609) 466-2136

**AGENDA**

April 11, 2012

Call to order:

Flag Salute

Notification of meeting (Sunshine Law)

Roll call

**Bid opening: Tanker**

Public Comment

Minutes: (March 14, 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:

Resolution #12-014 Authorizing a Periodic Adjustment to LOSAP

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

**March 14, 2012**

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

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

**ABSENT:** Cmsr. Evans

**Public Comment:**

Jessica Flint, of 89 Model Avenue, moved to the borough on January 1<sup>st</sup> and was not aware of the fire siren at the time. She expressed her frustration at its effect on her baby's and her family's sleep. She asked if there was another way to transmit calls to volunteers rather than sounding the siren in the middle of the night. Chief Novak explained the communications infrastructure and stated that maybe as more technologically advanced equipment becomes available and affordable there may come a time that the siren can be turned off at night. It must be a regional solution, as the fire company serves an entire region, not just the borough, and there is no short term answer - he expects it will take at least 3 to 5 years. Cmsr. Morehouse stated that this issue has been revisited a number of times over the years and significant adjustments to the siren decibel level have been made. Due to the regional nature of the coverage and budget restraints it hasn't proven economically sound to commit the amount of money it would take to update the siren technology when it is possible that within a period of years the siren may become unnecessary. Cmsr. Morehouse stated there have been action groups formed in the past and directed Ms. Flint to the Borough Council meetings where more information on the history of the sirens and the findings of prior action groups will be available.

**Minutes: (February 8, 2012)**

On a motion made by Cmsr. Anderson and seconded by Cmsr. Reichman, the minutes of February 8, 2012, were approved as presented. Cmsr. Bovenizer 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. February bills were submitted in the amount of \$34,271.43 (\$13,599.55 from the 2011 encumbered funds and \$20,671.88 from the 2012 budget). All 2011 encumbrances except LOSAP have now been paid. 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. The township wants to send its 70% LSOAP contribution directly to Lincoln Financial. The auditor says this is fine. LOSAP is over budget this year. Cmsr. Morehouse suggested the township should pay 70% of the actual LOSAP figure, not just the estimate set forth in the budget. He will talk to the auditor about the effect of being over budget.

3. The 2012 budget referendum passed and results were forwarded to the state and borough along with a PO to the borough requesting the quarterly tax payments.

4. The final financial reports for 2011 have been sent to the auditor.

**Fire Department Administration:** No report

**Ladies' Auxiliary:**

1. Life member Suzanne Devlin passed away in February.
2. The annual egg hunt will be held on March 31<sup>st</sup> and the breakfast will be held April 1<sup>st</sup>.
3. The auxiliary is preparing an Easter basket for the Child Unit at St. Barnabas Burn Center.
4. A few plants will be available for sale at the breakfast on April 1<sup>st</sup> and the Mother's Day plant sale will take place as usual. In addition, the auxiliary is conducting a Flower Power fundraiser on-line for the sale of flowers and bulbs. Cmsr. Morehouse suggested they send the information on this fundraiser to Michele Hovan so she can put it on the borough's website.
5. The auxiliary purchased eight GPS devices for the fire company and presented them at the awards dinner.
6. The Mercer County Fire Auxiliary will meet on March 21<sup>st</sup> at Princeton Engine Company No. 1. The state auxiliary meeting will be held April 14<sup>th</sup> in Philipsburg.

Chairman Morehouse suggested a plaque recognizing deceased life members' service to the auxiliary be designed and hung in the firehouse. He also suggested a similar recognition for past chiefs and deceased life members' of the fire company. An archive of current and past members and their service exists and Christine Toth will work on securing information for the plaques.

**EMU Report:**

1. 29 calls in February: 24 Township, 5 Borough, no scratched calls.
2. A 3 CPU drill on Splinting and Bandaging will be held on March 27<sup>th</sup> at a cost of \$30 per person.
3. A tire on Ambulance 22 has a slow leak. Castoro's says a patch will not be safe so a new tire will be purchased.
4. The diesel passed a 2-year inspection, even though not required to go through the process.

**Fire Chief Report:**

1. 19 calls in February, of which 5 were mutual aid and were all working fires.
2. The Quint got stuck at a garage fire in East Amwell which necessitated heavy duty towing. Stewarts of Belle Mead towed it for \$450, much less than the township's contractor would have charged. A body mount was broken on the truck and has been repaired (\$386).
3. The siren on the utility vehicle is inoperable. A new one has been ordered at a cost of \$230. Hopefully it can be installed in-house.
4. 4 sets of gear at a cost of \$2700 each, approved in the budget, will be ordered this month.
5. SCBA – the valley-wide committee decided to go out to bid to secure the best value. The bid will include the trade-in of old bottles and masks as part of the pricing.
6. Tanker – the Notice of Bid was advertised and specifications are being disseminated.

**Fire Official Report:** On file

**Attorney Report:** Attorney Griswold handed out information on cooperative pricing and the regional communications grant.

**Committee Reports:** None

**Other Business:**

**LOSAP:** The certified list of volunteers eligible for LOSAP awards for 2011 was accepted by the board. It will be posted for thirty days, and if there are no challenges the entire list will be sent to the township so it can make its payment toward the total contribution.

The board approved Resolution 2012-11 accepting the certified LOSAP list for 2011 and authorizing its posting.

Cmsr. Anderson requested and received the board's consent that the deadline for newly qualifying volunteers to complete their paperwork with Lincoln Financial be set as April 15, 2012 in order for the contribution figure given to the township to be accurate.

Attorney Griswold will work with the fire company in a review of its by-laws in terms of membership definitions.

**SCBA Purchase:** Cmsr. Bovenizer summarized a meeting of the Valley chiefs and a representative from each board during which it was determined the most economic and effective way to purchase SCBA is to put it out to bid. That way the trade-in of used equipment can be calculated into the net purchase price, an option not available with a State Contract purchase. The group decided not to proceed with the State Contract purchase. A cooperative pricing arrangement between the three fire districts was suggested and would allow one bid to determine the price for all. It is permissible to limit the subject matter of the bids to MSA and Scott SCBA. The chiefs advised that either of these manufacturers' equipment would be acceptable.

The Cooperative Pricing Agreement would name one of the districts as the lead agency to obtain pricing for the SCBA and other items over the five-year term of the arrangement. The lead agency would award a master contract to the lowest price responsible vendor and thereafter each district contracts directly with the vendor for its own needs, subject to the specifications in the master contract. It is like purchasing on a State Contract, except at the local level.

The board approved Resolution 2012-12 authorizing the chairman to enter into a cooperative pricing agreement with Hopewell Township Fire District No. 1 as lead agency for the purchase of SCBA and other items for a period of five years. The contract will be on file at the fire district offices.

Commissioner-elect Evans will report on the status of the Local Finance Board approval for the SCBA financing next month.

**Regional Communications Grant:** The grant asks for \$2.9 million and the total grant writing fee was \$3000 which will be split among participants, at this time totaling at least 15. An irrevocable decision to participate in the grant process does not take place until the grant is awarded. The host (Hamilton Twp. Fire District No.3) places the equipment order for all participants and each pays the host its 20% match for what has been ordered for the participant. The host collects the balance from FEMA and pays the vendor. The host is responsible for submitting all record keeping requirements, etc. Whether there could be warranty issues since the only contract with the vendor is with the host remains to be determined.

The board approved Resolution 2012-13 authorizing the chairman to execute a Shared Services Agreement with Hamilton Township Fire District No. 3 to indicate the board's preliminary interest in participating in a Regional Assistance to Firefighters Grant to support the purchase of new communications equipment for fire personnel and vehicles.

**Closed Session:** On a motion made by Cmsr. Morehouse and seconded by Cmsr. Anderson, the board went into closed session. Discussion of the potential disposition by Hopewell Borough of the building housing the fire department took place. No action was taken.

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 9:10 pm.

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>AT&amp;T</b>				
4/9/2012	AT&T	Long distance to 3/10/12	TELEPHONES	67.59
	Total AT&T			67.59
<b>BIO SHINE</b>				
4/9/2012	BIO SHINE	Towel rolls	UTILITIES	35.00
	Total BIO SHINE			35.00
<b>C&amp;H ENTERPRISES</b>				
4/9/2012	C&H ENTERPRISES	Cleaning svc- March	JANITORIAL/WAST...	371.30
	Total C&H ENTERPRISES			371.30
<b>CASTORO GMC TRUCK CO., INC.</b>				
4/10/2012	CASTORO GMC TRUCK CO...	Repl tire 98 Ford E350	EMU VEHICLE MAIN...	272.83
	Total CASTORO GMC TRUCK CO., INC.			272.83
<b>DOCUSAFE RECORDS MANAGEMENT</b>				
4/9/2012	DOCUSAFE RECORDS MA...	Records storage 4/1-4/30	RECORDS MAINTEN...	45.00
	Total DOCUSAFE RECORDS MANAGEMENT			45.00
<b>EAST COAST EMERGENCY LIGHTING</b>				
4/9/2012	EAST COAST EMERGENCY...	Whelen siren control center	FIRE VEHICLE MAI...	272.99
	Total EAST COAST EMERGENCY LIGHTING			272.99
<b>EMERGENCY EQUIP SALES LLC</b>				
4/9/2012	EMERGENCY EQUIP SALE...	Kit/adapter/collar	FIRE VEHICLE MAI...	100.90
	Total EMERGENCY EQUIP SALES LLC			100.90
<b>FYR-FYTER SALES &amp; SERVICE</b>				
4/9/2012	FYR-FYTER SALES & SERV...	Annual fire ext. recert	EQUIPMENT MAINT...	276.50
	Total FYR-FYTER SALES & SERVICE			276.50
<b>GALATRO, DAN</b>				
4/9/2012	GALATRO, DAN	Cell phone stipend	TELEPHONES	200.00
	Total GALATRO, DAN			200.00
<b>HOPEWELL AUTO PARTS</b>				
4/10/2012	HOPEWELL AUTO PARTS	Misc. parts	EMU VEHICLE MAIN...	61.64
4/10/2012	HOPEWELL AUTO PARTS	Misc. parts	FIRE VEHICLE MAI...	63.11
	Total HOPEWELL AUTO PARTS			124.75
<b>HOPEWELL FAMILY PRACTICE</b>				
4/9/2012	HOPEWELL FAMILY PRAC...	Dept. physical	TRAINING	296.00
	Total HOPEWELL FAMILY PRACTICE			296.00
<b>HOPEWELL FIRE DEPT. ADMIN.</b>				
4/9/2012	HOPEWELL FIRE DEPT. AD...	Syringes & serum TB testing	EMU BUDGET	285.00
4/9/2012	HOPEWELL FIRE DEPT. AD...	9th District refreshments 3/21	EMU BUDGET	76.51
4/9/2012	HOPEWELL FIRE DEPT. AD...	2012 Service awards	SERVICE AWARDS	2,000.00
	Total HOPEWELL FIRE DEPT. ADMIN.			2,361.51
<b>MOTOROLA, INC.</b>				
4/9/2012	MOTOROLA, INC.	Pager repair G8676	RADIO REPAIR	78.00
	Total MOTOROLA, INC.			78.00
<b>MULLEN, WILLIAM E</b>				
4/9/2012	MULLEN, WILLIAM E	Cell phone stipend	TELEPHONES	600.00
	Total MULLEN, WILLIAM E			600.00
<b>MYERS, MELVIN H.</b>				
4/9/2012	MYERS, MELVIN H.	NJFAC refreshments 3/21	EMU BUDGET	29.65
4/9/2012	MYERS, MELVIN H.	Pre-reg fee NJSFAC 5/20/12	TRAINING	60.00
	Total MYERS, MELVIN H.			89.65
<b>MYERS, ROB</b>				
4/9/2012	MYERS, ROB	Cell phone stipend	TELEPHONES	200.00
	Total MYERS, ROB			200.00

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

Date	Name	Memo	Account	Amount
<b>NOVAK, JOSEPH</b>				
4/9/2012	NOVAK, JOSEPH	Cell phone stipend	TELEPHONES	600.00
	Total NOVAK, JOSEPH			600.00
<b>NOVAK, ROSEMARIE</b>				
4/9/2012	NOVAK, ROSEMARIE	Cell phone stipend	TELEPHONES	600.00
	Total NOVAK, ROSEMARIE			600.00
<b>PRINCETON PACKET, INC</b>				
4/9/2012	PRINCETON PACKET, INC	Notice of Bid- Tanker	ADVERTISING	33.60
	Total PRINCETON PACKET, INC			33.60
<b>SMITH, DEBORAH L.</b>				
4/9/2012	SMITH, DEBORAH L.	Clerical/bookkeeping to 4/10/12	CLERK	640.00
	Total SMITH, DEBORAH L.			640.00
<b>SOMERSET COUNTY EMERGENCY SVCS. TRAINING</b>				
4/10/2012	SOMERSET COUNTY EME...	Hazmat/FF1/FF2	TRAINING	2,625.00
	Total SOMERSET COUNTY EMERGENCY SVCS. TRAINING			2,625.00
<b>STEWART'S TOWING</b>				
4/9/2012	STEWART'S TOWING	Recovery fee Q-52 (mud)	FIRE VEHICLE MAI...	450.00
	Total STEWART'S TOWING			450.00
<b>THE TIMES</b>				
4/9/2012	THE TIMES	Notice of Bid- Tanker	ADVERTISING	20.30
	Total THE TIMES			20.30
<b>VALLEY OIL COMPANY</b>				
4/9/2012	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
4/9/2012	VALLEY OIL COMPANY	Fuel purchases- Mar	VEHICLE FUEL	1,368.41
	Total VALLEY OIL COMPANY			1,368.41
<b>VARRASSE, HEATHER</b>				
4/9/2012	VARRASSE, HEATHER	Cell phone stipend	TELEPHONES	600.00
	Total VARRASSE, HEATHER			600.00
<b>VERIZON COMMUNICATIONS</b>				
4/9/2012	VERIZON COMMUNICATIO...	Broadband svc to 4/30/12	TELEPHONES	70.02
	Total VERIZON COMMUNICATIONS			70.02
<b>VERIZON WIRELESS</b>				
4/9/2012	VERIZON WIRELESS	Broadband svc- Emer veh 3/24-4/23	TELEPHONES	80.04
	Total VERIZON WIRELESS			80.04
<b>WASTE MANAGEMENT OF NJ</b>				
4/9/2012	WASTE MANAGEMENT OF ...	Container svc- April	JANITORIAL/WAST...	150.00
	Total WASTE MANAGEMENT OF NJ			150.00
<b>WATCHUNG SPRING WATER CO. INC.</b>				
4/9/2012	WATCHUNG SPRING WAT...	Cooler rental & water 3/8-3/21	FD BUDGET	129.35
	Total WATCHUNG SPRING WATER CO. INC.			129.35
<b>TOTAL</b>				<b>12,758.74</b>

**Hopewell Borough Bd. of Fire Cmsrs.**  
**2012 Budget**  
**April 11, 2012**

Accrual Basis

	Jan - Dec 12	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
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	3,085.00	10,000.00	-6,915.00	30.9%
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	1,334.61	7,500.00	-6,165.39	17.8%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	346.50	2,500.00	-2,153.50	13.9%
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)	936.50	12,000.00	-11,063.50	7.8%
FD BUDGET	1,552.75	8,000.00	-6,447.25	19.4%
FIRE DEPT. ADMIN.	0.00	5,000.00	-5,000.00	0.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	1,365.77	12,500.00	-11,134.23	10.9%
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	1,828.56	8,000.00	-6,171.44	22.9%
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...)	180.00	550.00	-370.00	32.7%
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	4,106.26	8,500.00	-4,393.74	48.3%
TRAINING	3,170.00	14,000.00	-10,830.00	22.6%
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	457.46	20,000.00	-19,542.54	2.3%
VEHICLE FUEL	3,206.12	15,000.00	-11,793.88	21.4%
VOLUNTEER ADMIN	400.00	2,500.00	-2,100.00	16.0%
<b>Total Expense</b>	<b>61,230.71</b>	<b>654,250.00</b>	<b>-593,019.29</b>	<b>9.4%</b>
<b>Net Ordinary Income</b>	<b>-61,230.71</b>	<b>-654,250.00</b>	<b>593,019.29</b>	<b>9.4%</b>
<b>Other Income/Expense</b>				
Other Income	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-61,230.71</b>	<b>-654,250.00</b>	<b>593,019.29</b>	<b>9.4%</b>

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

**RESOLUTION # 12-014**

**AUTHORIZING A PERIODIC CPI ADJUSTMENT  
TO THE 2011 LENGTH OF SERVICE AWARDS PROGRAM (LOSAP)  
AWARDS AND PAYMENT TO THE PLAN PROVIDER**

WHEREAS, the Board of Fire Commissioners, Hopewell Borough Fire District No. 1, created a Length of Service Award Program (LOSAP) pursuant to New Jersey Public Law 1997, Chapter 388 (NJSA 40A:14-183 et seq.) for the volunteer fire and emergency medical unit members rendering services to the fire district, which LOSAP was approved by the legal voters of the fire district; and

WHEREAS, NJSA 40A:14-185(f) allows the Board of Fire Commissioners from time to time by Resolution, to increase the annual LOSAP contribution for qualified participants in accord with a formula set forth in the statute and the rules promulgated thereunder,

IT IS HEREBY RESOLVED that the Board of Fire Commissioners, Hopewell Borough Fire District No. 1, hereby authorizes an increase in the annual contributions for qualified members pursuant to its LOSAP program for the program year 2011 to reflect the maximum of the cumulative percentage increases in the Consumer Price Index adjustment as determined by the Director of the Division of Local Government Services of the Department of Community Affairs of the State of New Jersey since the time the award was last set, and

IT IS FURTHER RESOLVED that payment to the fire district's LOSAP provider, Lincoln Financial Group, be made in such amount as to reflect the foregoing CPI adjustment for the LOSAP year 2011.

Dated: April 12, 2012

Roll Call Vote:                      Yes                      No                      Abstain                      Absent

Chairperson Morehouse  
Commissioner Reichman  
Commissioner Evans  
Commissioner Anderson  
Commissioner Bovenizer

Resolution passed to

Deborah L. Smith  
Clerk to the Board  
April 11, 2012