

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

March 13, 2013

Commissioners Morehouse and Myers were sworn in prior to the meeting.

PRESENT: Cmsr. Anderson
Cmsr. Bovenizer
Cmsr. Evans
Cmsr. Morehouse
Cmsr. Myers

Call to Order: The scheduled meeting of the board was called to order by Commissioner Morehouse at 7:30 pm. Proof of publication under the Open Public Meetings Law (Annual Meeting Notice published in the official newspapers of the district, posted at the Hopewell Borough Municipal Building and the board offices) was provided.

Election of Officers and Appointments:

On a motion by Cmsr. Bovenizer and seconded by Cmsr. Myers nominating Cmsr. Morehouse for the office of Chairman, and no further nominations being made, Cmsr. Morehouse was elected Chairman.

On a motion by Cmsr. Evans and seconded by Cmsr. Anderson nominating Cmsr. Myers for the office of Vice-Chairman, and no further nominations being made, Cmsr. Myers was elected Vice-Chairman.

On a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson nominating Cmsr. Evans for the office of Treasurer, and no further nominations being made, Cmsr. Evans was elected Treasurer.

On a motion by Cmsr. Myers and seconded by Cmsr. Morehouse nominating Cmsr. Anderson for the office of Secretary, and no further nominations being made, Cmsr. Anderson was elected Secretary.

Chair Morehouse made the following appointments, unanimously approved by the Board:

Paul Evans as Chief Financial Officer.
David Anderson as LOSAP Plan Administrator.
David Anderson as Public Records Custodian.
Mark Bovenizer as Fire Company and EMS liaison.
Mark Bovenizer as Public Agency Compliance Officer.

On a motion by Cmsr. Myers and seconded by Cmsr. Anderson, Resolution 13-12 was proposed. The board adopted **Resolution 13-12** memorializing the appointment of the fire district's Public Agency Compliance Officer.

Minutes :(February 16, 2013 - should be February 13, 2013)

On a motion by Cmsr. Myers and seconded by Cmsr. Evans, the minutes of the February 16, 2013 meeting were approved with the following correction: the date of the meeting was February 13, 2013, not February 16th as written.

Public Comment: None.

Treasurers 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 encumbered funds from the 2012 budget and sufficient unencumbered funds in the 2013 budget to pay the bills and designated the account to which each would be charged.

Bills were submitted to be paid from the 2012 encumbered funds in the amount of \$3,221.72. The most notable expense was for turn-out gear. Bills were submitted to be paid from the 2013 budget in the amount of \$15,142.30. The most significant expenditure was for vehicle maintenance. On a motion by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the foregoing bills were proposed for payment. Payment was approved on a roll call vote.

Fire Department Administration:

1. Potholes in the driveway and parking lot were repaired; permits are being sought to repair the roof; research is being done into the cost of replacing the windows in the building; and the building committee is developing plans for reconfiguring the interior to create/relocate office and work spaces.
2. The annual Easter Egg Hunt will be held on March 23rd at the train station and breakfast will be March 24th at the firehouse.

Ladies' Auxiliary: No report

EMU Report:

1. 28 calls in February: 17 Township, 8 Borough, 3 other. No scratched calls.

Fire Chief Report:

1. 26 calls in February: 15 Township, 4 Borough, 4 Pennington Borough and 3 other.
2. CPR Certification Update – Between 30 and 35 members will need to recertify this year, at a cost of about \$19 per card.
3. Repairs necessitated by the East Amwell structure fire last month have been completed.
4. Vehicle Maintenance – A vehicle maintenance schedule for 2013 was circulated and competitive quotes sought. Four Lanes End Fire Apparatus Service offered the most comprehensive plan at the least cost. It will provide routine service for all fire vehicles on a rotating schedule (monthly or every other month) at an annual cost of \$4025.00. On a motion by Cmsr. Evans and seconded by Cmsr. Anderson, the board approved Four Lanes End Fire Apparatus Service of Langhorne, PA as the 2013 approved vendor for routine fire vehicle maintenance pursuant to its submitted proposal.
5. SCBA's - The new bottles are in the trucks, however the existing brackets do not properly fit the bottles and are already causing wear on them. Quotes to replace brackets range from \$315.00 to \$390.00 each, depending on model. Research will be done to determine the most appropriate brackets for the trucks and they will be purchased pursuant to the lowest quote received.
6. Tanker - The final inspection trip is scheduled for March 25th and if everything is okay, delivery will take place shortly thereafter. Commissioner Evans will take part in the inspection trip. The truck should be in service (after training, etc.) before June. The township is still expressing an interest in buying the old tanker.

Fire Official Report: On file

Committee Reports:

Insurance: Cmsr. Myers reviewed insurance materials. He feels the Selective Insurance package is complete and thorough. A current roster of volunteers and drivers has been submitted as requested and vehicle insurance cards for 2013 were distributed to the chiefs. The 2012 workers' compensation audit should be forthcoming. Cmsr. Myers will begin the process of updating the actual replacement values for vehicles and equipment and will review the list of members for comp purposes. The Nottingham Agency will be willing to make a presentation at a future meeting.

Attorney Report: None

Other Business:

Annual Election and Budget Referendum: The budget passed by a vote of 26 to 0. C. Schuyler Morehouse was elected to a three-year term (25 votes) and Melvin Myers was elected to a one-year term (25 votes) on the board. The results will be certified to the State.

LOSAP: The certified list of volunteers eligible for LOSAP awards for 2012 was presented to the board. Total awards equal \$90,076.77. The list will be posted for thirty days, and if there are no challenges it will be sent to the township so it can make its payment toward the total contribution. Three members who earned awards in 2012 will need to complete their applications with the Lincoln Financial so their contributions can be made to the provider.

On a motion by Cmsr. Anderson and seconded by Cmsr. Bovenizer, Resolution 13-14 was proposed. The board adopted **Resolution 13-14** accepting the certified LOSAP list for 2012 and authorizing its posting.

Joint Fire District Meeting: The primary focus of the February 28th meeting was budgets and ways to regionally save money. Cmsr. Morehouse informed the group that the borough fire district has very little room to adjust its budget, as 47% of it goes toward insurance, career employee costs, LOSAP and debt service on the Quint. He felt there was very little the borough board could cut and still maintain an effective firefighting organization. Another joint meeting will be scheduled in May to discuss the regional long range equipment replacement plan. Cmsr. Morehouse feels that realistically this may be the only area in which savings might be realized.

Adjournment:

There being no further business to come before the board, on a motion by Cmsr. Morehouse and seconded by Cmsr. Bovenizer, the meeting adjourned at 9:07 pm. The next regularly scheduled meeting of the board will be held on April 10, 2013.