

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

December 10, 2014

PRESENT: Cmsr. Morehouse
Cmsr. Anderson
Cmsr. Bovenizer (left early)
Cmsr. Evans
Cmsr. Myers (arrived late)

Call to Order: The scheduled meeting of the board was called to order by Cmsr. 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 and at the Hopewell Borough Municipal Building and the board offices) was provided.

Minutes: (November 12, 2014)

On a motion made by Cmsr. Anderson and seconded by Cmsr. Evans, the minutes of November 12, 2014 were approved as presented.

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 in the 2014 budget to pay the bills and designated the account to which each would be charged.

1. Bills were submitted to be paid from the 2014 budget in the amount of \$55,489.03. The most significant payments were for 2014 financing costs of the SCBA and for the district's share of the cost of the career personnel.
2. On a motion made by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the treasurer's report was accepted and the bills proposed for payment; however, payment to Hopewell Valley Community Bank will not be sent until Cmsr. Bovenizer confirms the amount and approves release of the check. Payment of the bills passed unanimously on a roll call vote.

Fire Department Administration: No report.

Ladies' Auxiliary:

1. The holiday party was a success; officers will be elected in January, 2015.
2. Blanket sales continue.
3. Flossie Klett, a member of the auxiliary for more than 40 years, died recently.

EMU Report:

1. 25 calls in November: 12 Township, 10 Borough, 3 East Amwell Township; 1 other. 1 scratch call. A number of calls were for emergency medical conditions, falls and motor vehicle accidents. Year-to-date is 274 calls.
2. Jessie Bailey, a longtime member and past Captain of the Pennington EMS, died recently. Hopewell EMS may cover for Pennington during her funeral.

3. After research and comparison of vendors and services, local EMS officers determined that EMS Charts is the preferred vendor for records maintenance. Chief Varrasse executed the contract for services. Funds will be encumbered for payment.

Commissioner Myers arrived.

Fire Chief Report

1. 23 calls in November: 15 Township, 3 Borough, 2 Pennington Borough, 1 East Amwell Twp., 1 Lawrence Twp. 14, 1 other. Although call volume is down for the year, there has been a noticeable increase on the number of actual fires and motor vehicle extrications.

2. A portion of the floor in the engine bay has lifted and will be patched until quotes for repair can be obtained and reviewed.

3. The pump manifold on the Quint needs repair again.

4. The township is offering a link on its web page to help with volunteer recruitment and information. The township web master will set up and maintain the page.

Fire Official Report: On file

Attorney Report: None

Committee Reports: None

Other Business:

Insurance – Total premiums, including workers’ comp, increase about 3% for 2015. The 2015 workers’ comp deposit of \$10,400, and the VFIS accident and sickness policy premium of \$6,653.67 are due before the next meeting. Nottingham Insurance will cover these costs and reimbursement to Nottingham should be approved at the January meeting.

2015 Budget – Chairman Morehouse complimented everyone in keeping the budget as tight as it can be to maintain the quality of emergency services provided the public. On a motion by Cmsr. Evans and seconded by Cmsr. Bovenizer, Resolution 2015-018 was proposed. The board adopted **Resolution 2014-018** approving its 2015 Fire District Budget with revenues of \$514,489.00, which includes an amount to be raised by taxation of \$181,646.00, and total appropriations of \$514,489.00, and setting the date for the public hearing on the budget as January 14, 2015.

Commissioner Bovenizer left.

Clerk/Bookkeeper – Heather Varrasse was appointed clerk/bookkeeper for the board to replace Deborah Smith, at a fee of \$666.50 for December, 2014, by **Resolution 2014-019**, proposed by Cmsr. Anderson, seconded by Cmsr. Evans, and approved by the board.

Transfer of Funds Between Line Items in the 2014 Budget: On a motion by Cmsr. Evans and seconded by Cmsr. Anderson, Resolution 2014-020 was proposed. The board approved **Resolution 2014-020** authorizing the transfer of funds between line items in the 2014 budget as authorized by law.

Encumbered Funds – 2014 Budget: On a motion by Cmsr. Evans, seconded by Cmsr. Anderson and approved, pursuant to a list presented and reviewed, encumbrances from the 2014 budget in an amount not to exceed \$60,000.00 were approved.

Election and Budget Referendum: The annual election and budget referendum will be held February 21, 2015 between 2 and 9 pm. There are two 3-year terms open on the board, those presently held by Commissioners Bovenizer and Evans. Petitions to run for either seat are available from the board secretary (Cmsr. David Anderson) or by calling (609) 309-1949. The closing date for filing completed petitions with the board secretary is January 16, 2015.

Adjournment: There being no further business to come before the board, on a motion by Cmsr. Morehouse, seconded by Cmsr. Anderson and approved, the meeting adjourned at 9:30 pm. The next regularly scheduled meeting of the board, and public hearing on the 2015 budget, will be held on January 14, 2015.