

HOPEWELL BOROUGH BOARD OF FIRE COMMISSIONERS

4 Columbia Avenue- PO Box 141

Hopewell, NJ 08525

(609) 466-2136

AGENDA

July 9 2014

Call to order:

Flag Salute

Notification of meeting (Sunshine Law)

Roll call

Minutes: (June 11, 2014)

Public Comment:

Treasurer's Report:

Ladies' Auxiliary

EMU Chief Report:

Fire Chief Report:

Fire Official Report: On file

Committee Reports:

Attorney Report:

Other Business:

Resolution 14-15 2014 Audit Resolution

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

June 11, 2014

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

Minutes: (May 14, 2014)

On a motion made by Cmsr. Evans and seconded by Cmsr. Morehouse, the minutes of May 14, 2014 were approved as presented (Cmsrs. Anderson and Bovenizer approved in writing prior to the meeting).

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 \$21,592.73. The most significant payments were for equipment maintenance and annual testing. On a motion made by Cmsr. Evans and seconded by Cmsr. Myers, 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 check for the board's portion of the 2013 LOSAP contribution (\$25,838.63) was sent to Lincoln Financial, along with that of the Township.

Fire Department Administration: No report.

Ladies' Auxiliary: No report.

EMU Report:

1. 23 calls in May: 12 Township, 7 Borough, 1 Pennington Borough, 3 other. 2 scratch calls. Chief Varrasse is looking into the circumstances of the scratch calls.
2. The EMU is now being dispatched through the county's Central Dispatch and the transition appears to be going well.
3. The state has put out a new bid for EMS charting system providers. Depending on the outcome, at some point a new charting system may need to be implemented.

Fire Chief Report:

1. 19 calls in May: 14 Township, 2 Borough, 2 Pennington Borough and 1 other. One call was to a nighttime automobile fire.
2. Mercer County Radio System Meeting - Most of the officers are at this meeting tonight to discuss the implementation of the system and vehicle designations.

3. Fire School - 4 members will graduate from Firefighter 1 this month; another is attending pump school.
4. Events - The Memorial Day parade was a success.
5. Firehouse - Building renovations continue as time allows.
6. Utility Vehicle – Damage sustained to mirror, battery discharge.
7. Long term replacement schedule for apparatus and equipment is being reviewed.

Fire Official Report: On file

Attorney Report: None

Committee Reports: None

Other Business:

Bookkeeper/Clerk: Ms. Smith will be leaving this fall. The board will be looking for someone to perform this service.

Adjournment: There being no further business to come before the board, on a motion by Cmsr. Evans, seconded by Cmsr. Myers and unanimously approved, the meeting adjourned at 8:10 pm. The next regularly scheduled meeting of the board will be held on July 9, 2014.

Hopewell Borough Bd. of Fire Cmsrs.
Bills by Vendor 2014 Budget
 July 9, 2014

Date	Name	Memo	Account	Amount
CASTORO GMC TRUCK CO., INC.				
7/8/2014	CASTORO GMC TRUCK CO...	96 Ford F350 Replace ball joints & steeri...	EMU VEHICLE REP...	1,113.00
7/8/2014	CASTORO GMC TRUCK CO...	02 Ford E450 Front tires & tire rotation	FIRE VEHICLE MAI...	364.65
Total CASTORO GMC TRUCK CO., INC.				1,477.65
DOCUSAFE RECORDS MANAGEMENT				
7/8/2014	DOCUSAFE RECORDS MA...	Records storage- July	RECORDS MAINTEN...	50.00
Total DOCUSAFE RECORDS MANAGEMENT				50.00
FLEMINGTON DEPARTMENT STORE				
7/8/2014	FLEMINGTON DEPARTMEN...	EMT Pants	UNIFORMS--EMU (E...	59.99
Total FLEMINGTON DEPARTMENT STORE				59.99
HOPEWELL AUTO PARTS				
7/8/2014	HOPEWELL AUTO PARTS	Misc. vehicle supplies	FIRE VEHICLE MAI...	22.18
Total HOPEWELL AUTO PARTS				22.18
HOPEWELL FIRE DEPT. ADMIN.				
7/8/2014	HOPEWELL FIRE DEPT. AD...	FDIC conference, classes, air fare, hotel ...	TRAINING	4,777.51
7/8/2014	HOPEWELL FIRE DEPT. AD...	500' Speaker wire	FD BUDGET	208.31
7/8/2014	HOPEWELL FIRE DEPT. AD...	SS vehicle payment 3 of 5 due 7/31/14.	SPECIAL SVCS VEH...	6,898.80
Total HOPEWELL FIRE DEPT. ADMIN.				11,884.62
INVERSO & STEWART				
7/8/2014	INVERSO & STEWART	2014 audit and budget preparation	ACCOUNTING	3,200.00
Total INVERSO & STEWART				3,200.00
LIBERTY MUTAUL INSURANCE GROUP				
7/8/2014	LIBERTY MUTAUL INSURA...	Workers comp Inst #8	INSURANCE	3,691.33
Total LIBERTY MUTAUL INSURANCE GROUP				3,691.33
POSTMASTER HOPEWELL				
7/8/2014	POSTMASTER HOPEWELL	100 Forever postage stamps	ADMIN. - CMSRS O...	49.00
Total POSTMASTER HOPEWELL				49.00
SMITH, DEBORAH L.				
7/8/2014	SMITH, DEBORAH L.	Clerical/bookkeeping svcs to 07/08/14	CLERK	640.00
Total SMITH, DEBORAH L.				640.00
SOMERSET COUNTY EMERGENCY SVCS. TRAINING				
7/8/2014	SOMERSET COUNTY EME...	Pump Ops class- LM	TRAINING	200.00
Total SOMERSET COUNTY EMERGENCY SVCS. TRAINING				200.00
VERIZON				
7/8/2014	VERIZON	Telephone svc to 7/3/14.	TELEPHONES	215.94
Total VERIZON				215.94
VERIZON WIRELESS				
7/8/2014	VERIZON WIRELESS	Broadband svc emer. veh. to 6/23/14	TELEPHONES	80.02
Total VERIZON WIRELESS				80.02
VIKING				
7/8/2014	VIKING	Pest control- June and July	FD BUDGET	184.00
Total VIKING				184.00
WASTE MANAGEMENT OF NJ				
7/8/2014	WASTE MANAGEMENT OF ...	Container svc- July	JANITORIAL/WAST...	230.90
Total WASTE MANAGEMENT OF NJ				230.90
WATCHUNG SPRING WATER CO. INC.				
7/8/2014	WATCHUNG SPRING WAT...	Cooler rentals and water 6/3-6/11	FD BUDGET	72.64
Total WATCHUNG SPRING WATER CO. INC.				72.64
TOTAL				22,058.27

Hopewell Borough Bd. of Fire Cmsrs.

2014 Budget

July 9, 2014

Accrual Basis

	Jan - Dec 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
ACCOUNTING	3,200.00	3,200.00	0.00	100.0%
ADMIN. - CMSRS ONLY	174.56	800.00	-625.44	21.8%
ADVERTISING	95.95	700.00	-604.05	13.7%
BUILDING RENT	7,500.00	18,000.00	-10,500.00	41.7%
CAREER PERSONNEL	0.00	36,000.00	-36,000.00	0.0%
CLERK	5,530.00	10,000.00	-4,470.00	55.3%
COMMUNITY SERVICE	0.00	2,000.00	-2,000.00	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	389.03	600.00	-210.97	64.8%
EMU BUDGET	1,630.52	6,500.00	-4,869.48	25.1%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	800.53	2,500.00	-1,699.47	32.0%
EMU VEHICLE REPAIR (MAJOR REPAIR)	1,113.00	2,500.00	-1,387.00	44.5%
EQUIPMENT	579.99	10,000.00	-9,420.01	5.8%
EQUIPMENT MAINTENANCE (MAINT. CONTRACTS)	7,455.99	12,000.00	-4,544.01	62.1%
FD BUDGET	5,141.71	8,800.00	-3,658.29	58.4%
FIRE DEPT.ADMIN.	0.00	5,000.00	-5,000.00	0.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	1,643.95	12,500.00	-10,856.05	13.2%
FIRE VEHICLE REPAIR (MAJOR REPAIRS)	8,993.20	12,500.00	-3,506.80	71.9%
INSURANCE	60,538.08	70,000.00	-9,461.92	86.5%
JANITORIAL/WASTE REMOVAL	3,023.04	8,000.00	-4,976.96	37.8%
LADIES' AUXILIARY	0.00	2,000.00	-2,000.00	0.0%
LEGAL FEES	4,500.00	9,000.00	-4,500.00	50.0%
LOSAP--BOROUGH	6,375.00	25,500.00	-19,125.00	25.0%
LOSAP--TWSP	0.00	59,500.00	-59,500.00	0.0%
QUINT INTEREST	0.00	8,000.00	-8,000.00	0.0%
QUINT PRINCIPAL	0.00	48,000.00	-48,000.00	0.0%
RADIO EQUIPMENT	0.00	5,000.00	-5,000.00	0.0%
RADIO REPAIR	0.00	2,500.00	-2,500.00	0.0%
RECORDS MAINTENANCE (RECORDS STORAGE (DOCUSAF...)	400.00	550.00	-150.00	72.7%
SCBA INTEREST	0.00	1,930.00	-1,930.00	0.0%
SCBA PRINCIPLE	0.00	5,319.00	-5,319.00	0.0%
SERVICE AWARDS	0.00	2,000.00	-2,000.00	0.0%
SPECIAL SVCS VEH PAYMENT	6,898.80	7,000.00	-101.20	98.6%
TANKER INTEREST	0.00	5,654.00	-5,654.00	0.0%
TANKER PRINCIPLE	0.00	15,581.00	-15,581.00	0.0%
TELEPHONES	5,631.63	8,500.00	-2,868.37	66.3%
TRAINING	8,402.46	14,000.00	-5,597.54	60.0%
UNIFORMS--EMU (EMU UNIFORMS ONLY)	222.89	2,000.00	-1,777.11	11.1%
UNIFORMS--FIRE (FIRE UNIFORMS ONLY)	0.00	11,900.00	-11,900.00	0.0%
UTILITIES	7,818.25	25,000.00	-17,181.75	31.3%
VEHICLE FUEL	5,617.29	15,000.00	-9,382.71	37.4%
VOLUNTEER ADMIN	700.00	1,500.00	-800.00	46.7%
Total Expense	154,375.87	503,034.00	-348,658.13	30.7%
Net Ordinary Income	-154,375.87	-503,034.00	348,658.13	30.7%
Net Income	-154,375.87	-503,034.00	348,658.13	30.7%

RESOLUTION 14-15

WHEREAS, N.J.S.A. 40a:5a-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made.

WHEREAS, the annual audit report for the fiscal year ended December 31, 2013 has been completed and filed with the Borough Clerk and the Division of Local Government Services pursuant to N.J.S.A 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Hopewell Borough Fire District No. 1** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2013, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON July 9, 2014.

Secretary

Date

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM

PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the **Hopewell Borough Fire District No. 1** being of full age and being fully sworn according to law, upon our oath depose and say:

1. We are duly elected members of the **Hopewell Borough Fire District No. 1**.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2013 and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(Print)

(Signature)

Sworn to and subscribed before me

this _____ day of _____, 2014.

IMPORTANT: Signatures must be original. Photocopies are not accepted.