

**HOPEWELL BOROUGH BOARD OF FIRE COMMISSIONERS**

4 Columbia Avenue- PO Box 141

Hopewell, NJ 08525

(609) 466-2136

**AGENDA**

**October 8, 2014**

Call to order:

Flag Salute

Notification of meeting (Sunshine Law)

Roll call

Minutes: (September 10, 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:

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

**September 10, 2014**

**PRESENT:** Cmsr. Morehouse  
Cmsr. Evans (present by telecommunication)  
Cmsr. Myers  
**ABSENT:** Cmsr. Anderson  
Cmsr Bovenizer

**Minutes:** (August 13, 2014)

On a motion made by Cmsr. Evans and seconded by Cmsr. Myers, the minutes of August 13, 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 \$25,776.98, including two additional bills (Fireflo, Inc. (\$800.00) for annual pump testing, and Watchung Spring Water Co. (\$80.62) for water, both chargeable to the FD Budget allocation). Significant payments were for insurance (last installment), pagers, vehicle maintenance and Fire Department Administration. The LOSAP transfer will be made next month.
2. On a motion made by Cmsr. Myers and seconded by Cmsr. Evans, 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. 16 calls in August: 10 Township, 6 Borough.

**Fire Chief Report:** (Chief Novak)

1. 17 calls in August: 8 Township, 4 Borough, 3 Pennington Borough, 1 East Amwell Twp. and 1 other.
2. Replacement ladders for those that failed inspection have been received.
3. Pump testing has been completed and all passed. A leaking gasket on the tanker will be fixed this week.
4. Dispatch – The county dispatch system will now use one Regionalized Dispatch Channel for dispatching all emergency agencies in Mercer County. It consolidates all dispatch to one frequency, which will transmit through several towers instead of only one or two as with the previous multi-frequency system. It may be necessary to get the tower on New Road operational to avoid dead spots in our area. The chief is optimistic that the new system will help alleviate the delays in dispatching that the fire department has been experiencing, as well as the accidental siren activations during nighttime hours.

5. Audible Siren – In light of the changes to the county dispatch system the chief recommended replacing the siren controllers on the two sirens operating within the district. The controllers can be programmed to automatically shut off the audible alarms at night, however Central Dispatch can override the suspension in the event of an actual fire, activating the audible alarm and notifying all emergency services in the county. The cost of the equipment per quote from M&W Communications is \$2,950.00. The chief will secure additional quotes.

Fire Official Report: On file

Attorney Report: None

Committee Reports: None

Other Business:

Siren Controller - As a result of modifications to the dispatch system, on a motion by Cmsr. Myers and seconded by Cmsr. Evans a Resolution was proposed to authorize the issuance of a purchase order for two (2) siren controllers from the lowest quoting vendor, and installation costs associated therewith. The cost of the project shall not exceed \$3,500.00, and be charged to the 2014 Equipment appropriation. The Board approved Resolution 14-17 authorizing the purchase and installation of two (2) siren controllers at a cost not to exceed \$3,500.00.

Adjournment: There being no further business to come before the board, on a motion by Cmsr. Morehouse, seconded by Cmsr. Myers and unanimously approved, the meeting adjourned at 8:20 pm. The next regularly scheduled meeting of the board will be held on September 10, 2014.

**Hopewell Borough Bd. of Fire Cmsrs.**  
**Bills by Vendor 2014 Budget**  
**October 8, 2014**

Date	Name	Memo	Account	Amount
<b>ABSOLUTE FIRE PROTECTION COMPANY INC.</b>				
10/7/2014	ABSOLUTE FIRE PROTECT...	LED Marker lights- Q52	FIRE VEHICLE MAI...	235.00
Total ABSOLUTE FIRE PROTECTION COMPANY INC.				235.00
<b>CASTORO GMC TRUCK CO., INC.</b>				
10/7/2014	CASTORO GMC TRUCK CO...	Maint. svc 02 Ford E450	EMU VEHICLE MAIN...	298.39
Total CASTORO GMC TRUCK CO., INC.				298.39
<b>COMMUNITY SAFETY CONSULTANTS</b>				
10/7/2014	COMMUNITY SAFETY CON...	Vitals/Pt assess. 9/16/14	TRAINING	200.00
Total COMMUNITY SAFETY CONSULTANTS				200.00
<b>CONTINENTAL FIRE &amp; SAFETY</b>				
10/7/2014	CONTINENTAL FIRE & SAF...	Gas meters calibration	EQUIPMENT MAINT...	130.00
Total CONTINENTAL FIRE & SAFETY				130.00
<b>EMERGENCY SERVICES MARKETING CORP., INC.</b>				
10/7/2014	EMERGENCY SERVICES M...	2013 800 number charges	FD BUDGET	26.32
Total EMERGENCY SERVICES MARKETING CORP., INC.				26.32
<b>FF1 PROFESSIONAL SAFETY SERVICES</b>				
10/7/2014	FF1 PROFESSIONAL SAFE...	Forestry nozzles	EQUIPMENT	205.36
10/7/2014	FF1 PROFESSIONAL SAFE...	35' ladder & 16' ladder	EQUIPMENT	1,533.80
Total FF1 PROFESSIONAL SAFETY SERVICES				1,739.16
<b>HOPEWELL AUTO PARTS</b>				
10/7/2014	HOPEWELL AUTO PARTS	Cleaners and ratchet strap	FIRE VEHICLE MAI...	44.81
Total HOPEWELL AUTO PARTS				44.81
<b>HOPEWELL FIRE DEPT. ADMIN.</b>				
10/7/2014	HOPEWELL FIRE DEPT. AD...	Batteries/pager repairs	RADIO REPAIR	474.20
10/7/2014	HOPEWELL FIRE DEPT. AD...	Monitors/memory	EQUIPMENT	694.91
10/7/2014	HOPEWELL FIRE DEPT. AD...	CPR cards	TRAINING	297.00
10/7/2014	HOPEWELL FIRE DEPT. AD...	USB drive/Airpack batteries	FD BUDGET	192.45
10/7/2014	HOPEWELL FIRE DEPT. AD...	2014 service awards	SERVICE AWARDS	2,000.00
Total HOPEWELL FIRE DEPT. ADMIN.				3,658.56
<b>JW KENNEDY, INC.</b>				
10/7/2014	JW KENNEDY, INC.	3 Oxygen refills	EMU BUDGET	123.95
Total JW KENNEDY, INC.				123.95
<b>NOTTINGHAM INSURANCE</b>				
10/7/2014	NOTTINGHAM INSURANCE	Inst #9 Workers comp	INSURANCE	3,691.36
Total NOTTINGHAM INSURANCE				3,691.36
<b>SMITH, DEBORAH L.</b>				
10/7/2014	SMITH, DEBORAH L.	Clerical/bookkeeping svcs to 10/7/14	CLERK	640.00
Total SMITH, DEBORAH L.				640.00
<b>VALLEY OIL COMPANY</b>				
10/7/2014	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
10/7/2014	VALLEY OIL COMPANY	Fuel purchases- September	VEHICLE FUEL	1,459.38
Total VALLEY OIL COMPANY				1,459.38
<b>VERIZON WIRELESS</b>				
10/7/2014	VERIZON WIRELESS	Broadband emer veh to 9/23/14	TELEPHONES	80.02
Total VERIZON WIRELESS				80.02
<b>VIKING</b>				
10/7/2014	VIKING	Pest control svcs- October	JANITORIAL/WAST...	92.00
Total VIKING				92.00
<b>WASTE MANAGEMENT OF NJ</b>				
10/7/2014	WASTE MANAGEMENT OF ...	Container svc- October	JANITORIAL/WAST...	230.90
Total WASTE MANAGEMENT OF NJ				230.90
<b>WATCHUNG SPRING WATER CO. INC.</b>				
10/7/2014	WATCHUNG SPRING WAT...	Cooler rentals- 9/3/2014	FD BUDGET	22.70

Hopewell Borough Bd. of Fire Cmsrs.

Bills by Vendor 2014 Budget

October 8, 2014

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
	Total WATCHUNG SPRING WATER CO. INC.			22.70
	WELLS FARGO FINANCIAL LEASING			
10/7/2014	WELLS FARGO FINANCIAL ...	Copier lease- October1	VOLUNTEER ADMIN	100.00
	Total WELLS FARGO FINANCIAL LEASING			100.00
TOTAL				<u>12,772.55</u>

## Hopewell Borough Bd. of Fire Cmsrs.

## 2014 Budget

October 8, 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	350.46	800.00	-449.54	43.8%
ADVERTISING	95.95	700.00	-604.05	13.7%
BUILDING RENT	10,500.00	18,000.00	-7,500.00	58.3%
CAREER PERSONNEL	0.00	36,000.00	-36,000.00	0.0%
CLERK	7,975.00	10,000.00	-2,025.00	79.8%
COMMUNITY SERVICE	324.00	2,000.00	-1,676.00	16.2%
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	1,894.47	6,500.00	-4,605.53	29.1%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	1,938.79	2,500.00	-561.21	77.6%
EMU VEHICLE REPAIR (MAJOR REPAIR)	0.00	2,500.00	-2,500.00	0.0%
EQUIPMENT	3,014.06	10,000.00	-6,985.94	30.1%
EQUIPMENT MAINTENANCE (MAINT. CONTRACTS)	8,660.99	12,000.00	-3,339.01	72.2%
FD BUDGET	7,031.32	8,800.00	-1,768.68	79.9%
FIRE DEPT. ADMIN.	5,000.00	5,000.00	0.00	100.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	5,674.56	12,500.00	-6,825.44	45.4%
FIRE VEHICLE REPAIR (MAJOR REPAIRS)	8,993.20	12,500.00	-3,506.80	71.9%
INSURANCE	69,843.44	70,000.00	-156.56	99.8%
JANITORIAL/WASTE REMOVAL	4,516.74	8,000.00	-3,483.26	56.5%
LADIES' AUXILIARY	2,000.00	2,000.00	0.00	100.0%
LEGAL FEES	6,750.00	9,000.00	-2,250.00	75.0%
LOSAP--BOROUGH	19,125.00	25,500.00	-6,375.00	75.0%
LOSAP--TWSP	0.00	59,500.00	-59,500.00	0.0%
QUINT INTEREST	8,000.00	8,000.00	0.00	100.0%
QUINT PRINCIPAL	48,000.00	48,000.00	0.00	100.0%
RADIO EQUIPMENT	4,982.90	5,000.00	-17.10	99.7%
RADIO REPAIR	583.00	2,500.00	-1,917.00	23.3%
RECORDS MAINTENANCE (RECORDS STORAGE (DOCUSAF...)	450.00	550.00	-100.00	81.8%
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	2,000.00	2,000.00	0.00	100.0%
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	6,610.29	8,500.00	-1,889.71	77.8%
TRAINING	8,899.46	14,000.00	-5,100.54	63.6%
UNIFORMS--EMU (EMU UNIFORMS ONLY)	222.89	2,000.00	-1,777.11	11.1%
UNIFORMS--FIRE (FIRE UNIFORMS ONLY)	12,487.62	11,900.00	587.62	104.9%
UTILITIES	10,132.21	25,000.00	-14,867.79	40.5%
VEHICLE FUEL	10,308.92	15,000.00	-4,691.08	68.7%
VOLUNTEER ADMIN	1,000.00	1,500.00	-500.00	66.7%
Total Expense	287,853.10	503,034.00	-215,180.90	57.2%
Net Ordinary Income	-287,853.10	-503,034.00	215,180.90	57.2%
Net Income	-287,853.10	-503,034.00	215,180.90	57.2%