

HOPEWELL BOROUGH BOARD OF FIRE COMMISSIONERS

4 Columbia Avenue- PO Box 141
Hopewell, NJ 08525
(609) 466-2136

AGENDA

September 10, 2014

Call to order:

Flag Salute

Notification of meeting (Sunshine Law)

Roll call

Minutes: (August 13, 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**

August 13, 2014

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

Minutes: (July 9, 2014)

On a motion made by Cmsr. Bovenizer and seconded by Cmsr. Anderson, the minutes of July 9, 2014 were approved with the following correction: Cmsr. Anderson seconded the motion to adjourn, not Cmsr. Myers as written.

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 \$82,177.70, including the \$56,000.00 annual financing payment on the Quint (\$50,835.75 principal and \$5,164.25 interest). Aside from the Quint payment, the most significant payment was for turn-out gear. There was no LOSAP transfer this month.
2. On a motion made by Cmsr. Evans and seconded by Cmsr. Bovenizer, the treasurer's report was accepted and the bills proposed for payment. Payment of the bills passed unanimously on a roll call vote, with Cmsr. Bovenizer abstaining insofar as reimbursement to him for cabinet brackets.

Fire Department Administration: No report.

Ladies' Auxiliary: No report.

EMU Report:

1. 22 calls in July: 14 Township, 6 Borough, 2 other. There was 1 scratch call.
2. Due to the bankruptcy of emsCharts, after December the software that provides access to electronic health care records to first responders will no longer be viable. County EMS officials are researching alternatives in an effort to avoid disruption of this important service.

Fire Chief Report: (Chief Novak)

1. 33 calls in July: 22 Township, 3 Borough, 2 Pennington Borough, 4 East Amwell Twp. and 2 other. 19 of the calls were alarm activations. 18% of the call volume so far this year has been mutual aid.
2. Four members recently graduated from Firefighter One at the County Fire School.
3. Audible Siren – The chief suggested revisiting the purchase of a siren controller unless County Dispatch addresses its equipment malfunctions and operator errors causing an increase in the number of unintentional nighttime audible alarms
4. Radio Implementation – Programming was difficult due to the number of frequencies needed, especially for mutual aid. Radio training for all Valley companies will be held next week at Station 51. There is a late September target date for all companies to implement the new system.

5. Hose Testing – Annual testing completed and 65 feet of hose failed. Some can be repaired in-house, but some will have to be replaced at a cost of approximately \$3,000.00. The board directed the chief to secure competitive quotes and to purchase the needed hose pursuant to the lowest quote.

6. ISO Report – Following a detailed ISO on-site inspection the fire department's Public Protection Classification rating (evaluating the fire department/fire district fire suppression program) improved to a Class 5 from a Class 9 (the lower the rating the better).

7. East Amwell Fire Protection – The fire department is the primary service provider in parts of East Amwell Township. The chief suggested that offering mutual aid response might be preferential to accepting responsibility for first response, as operating costs and manpower obligations for East Amwell calls have risen.

8. Budget and Long Range Planning – Chief Novak and Cmsr. Bovenizer will update the long-range planning document and budget needs and will present to the board.

Fire Official Report: On file

Attorney Report: None

Committee Reports: None

Other Business:

Payment and Renewal of Quint Financing – The board approved **Resolution 14-16** authorizing the annual loan payment (\$56,000.00) and renewal of financing for the Quint (\$52,449.28) through Hopewell Valley Community Bank.

Adjournment: There being no further business to come before the board, on a motion by Cmsr. Bovenizer, seconded by Cmsr. Anderson and unanimously approved, the meeting adjourned at 8:35 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
September 10, 2014

Date	Name	Memo	Account	Amount
DOCUSAFE RECORDS MANAGEMENT				
9/7/2014	DOCUSAFE RECORDS MA...	Records storage to 9/30/14	RECORDS MAINTEN...	50.00
Total DOCUSAFE RECORDS MANAGEMENT				50.00
FOUR LANES END FIRE APPARATUS SERVICE				
9/7/2014	FOUR LANES END FIRE AP...	CAFS check drive/E52 brakes	FIRE VEHICLE MAI...	3,002.45
Total FOUR LANES END FIRE APPARATUS SERVICE				3,002.45
GRISWOLD, BARBARA S.				
9/7/2014	GRISWOLD, BARBARA S.	3rd qtr legal svcs	LEGAL FEES	2,250.00
9/7/2014	GRISWOLD, BARBARA S.	Minutes- Jun, Jul, Aug	CLERK	525.00
Total GRISWOLD, BARBARA S.				2,775.00
HOPEWELL FIRE DEPT. ADMIN.				
9/7/2014	HOPEWELL FIRE DEPT. AD...	2014 Budget allocation	FIRE DEPT.ADMIN.	5,000.00
Total HOPEWELL FIRE DEPT. ADMIN.				5,000.00
LADIES AUXILIARY OF HOPEWELL				
9/7/2014	LADIES AUXILIARY OF HO...	2014 Budget allocation	LADIES' AUXILIARY	2,000.00
Total LADIES AUXILIARY OF HOPEWELL				2,000.00
MW COMMUNICATIONS				
9/7/2014	MW COMMUNICATIONS	10 Unication VHF pagers	RADIO EQUIPMENT	4,440.00
Total MW COMMUNICATIONS				4,440.00
MYERS, MELVIN H.				
9/7/2014	MYERS, MELVIN H.	NJSFAC 10/8/14 Registration	EMU BUDGET	140.00
Total MYERS, MELVIN H.				140.00
NOTTINGHAM INSURANCE				
9/7/2014	NOTTINGHAM INSURANCE	Package installment 4 of 4	INSURANCE	5,614.00
Total NOTTINGHAM INSURANCE				5,614.00
SMITH, DEBORAH L.				
9/7/2014	SMITH, DEBORAH L.	Clerical/bookkeeping svcs to 9/9/2014	CLERK	640.00
Total SMITH, DEBORAH L.				640.00
VALLEY OIL COMPANY				
9/7/2014	VALLEY OIL COMPANY		VEHICLE FUEL	0.00
9/7/2014	VALLEY OIL COMPANY	Fuel purchases- August	VEHICLE FUEL	707.00
Total VALLEY OIL COMPANY				707.00
VERIZON COMMUNICATIONS				
9/7/2014	VERIZON COMMUNICATIO...	Broadband svc to 8/31/14	TELEPHONES	124.99
Total VERIZON COMMUNICATIONS				124.99
VERIZON WIRELESS				
9/7/2014	VERIZON WIRELESS	Broadband svc emer veh to 8/23/14	TELEPHONES	80.02
Total VERIZON WIRELESS				80.02
VIKING				
9/7/2014	VIKING	Pest control- Sept	JANITORIAL/WAST...	92.00
Total VIKING				92.00
WASTE MANAGEMENT OF NJ				
9/7/2014	WASTE MANAGEMENT OF ...	Container svc- Sept	JANITORIAL/WAST...	230.90
Total WASTE MANAGEMENT OF NJ				230.90
TOTAL				24,896.36

Hopewell Borough Bd. of Fire Cmsrs.

2014 Budget

September 10, 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	7,335.00	10,000.00	-2,665.00	73.4%
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	1,770.52	6,500.00	-4,729.48	27.2%
EMU VEHICLE MAINTENANCE (MINOR REPAIRS)	1,640.40	2,500.00	-859.60	65.6%
EMU VEHICLE REPAIR (MAJOR REPAIR)	0.00	2,500.00	-2,500.00	0.0%
EQUIPMENT	579.99	10,000.00	-9,420.01	5.8%
EQUIPMENT MAINTENANCE (MAINT. CONTRACTS)	7,730.99	12,000.00	-4,269.01	64.4%
FD BUDGET	6,709.23	8,800.00	-2,090.77	76.2%
FIRE DEPT. ADMIN.	5,000.00	5,000.00	0.00	100.0%
FIRE VEHICLE MAINTENANCE (MINOR REPAIRS)	5,394.75	12,500.00	-7,105.25	43.2%
FIRE VEHICLE REPAIR (MAJOR REPAIRS)	8,993.20	12,500.00	-3,506.80	71.9%
INSURANCE	66,152.08	70,000.00	-3,847.92	94.5%
JANITORIAL/WASTE REMOVAL	4,193.84	8,000.00	-3,806.16	52.4%
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	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	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	108.80	2,500.00	-2,391.20	4.4%
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	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	6,530.27	8,500.00	-1,969.73	76.8%
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)	12,487.62	11,900.00	587.62	104.9%
UTILITIES	10,132.21	25,000.00	-14,867.79	40.5%
VEHICLE FUEL	8,849.54	15,000.00	-6,150.46	59.0%
VOLUNTEER ADMIN	900.00	1,500.00	-600.00	60.0%
Total Expense	261,449.93	503,034.00	-241,584.07	52.0%
Net Ordinary Income	-261,449.93	-503,034.00	241,584.07	52.0%
Net Income	-261,449.93	-503,034.00	241,584.07	52.0%