

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

January 13, 2016

PRESENT: Cmsr. Morehouse
Cmsr. Bovenizer
Cmsr. Davies
Cmsr. Evans (arrived at 7:38)
Cmsr. Myers

ABSENT: None.

Call to Order: The scheduled meeting of the Board of Fire Commissioners was called to order at 7:30 pm by Commissioner Morehouse following proof of compliance with the Open Public Meetings Act. Notice of the meeting was given through the Annual Meeting Notice and was filed with the municipal clerk, posted at the municipal building, the board's office, and advertised in the official newspapers of the district as required by law.

Minutes:

On a motion by Commissioner Bovenizer and seconded by Commissioner Myers, the December 9, 2015 open session meeting minutes were approved as submitted.

Due to the fact Commissioner Evans was not yet present at the meeting the Treasurer's report was delayed.

Public Comment: There was no public comment.

Motioned by Commissioner Myers and seconded by Commissioner Bovenizer to approve resolutions 16-02 through 16-08 and 16-10 through 16-11 all at one time. Motion was unanimously passed.

Resolution 16-02 was a resolution designating depositories of funds and a cash management plan. Resolution 16-03 was a resolution appointing an attorney for 2016. Resolution 16-04 was a resolution for appointing a clerk/bookkeeper for 2016. Resolution 16-05 was a resolution appointing an accountant/auditor for 2016. Resolution 16-06 was a resolution appointing official newspapers for 2016. Resolution 16-07 was a resolution setting meeting dates for 2016. Resolution 16-08 was a resolution authorizing the budget to be read by title at the public hearing. Resolution 16-10 was a resolution appointing an insurance agency for 2016. Resolution 16-11 was a resolution accepting a temporary budget for 2016.

2016 Budget:

Public Hearing: The public hearing regarding the 2016 budget was opened to provide taxpayers of the district and all persons having an interest therein an opportunity to present objections. The hearing closed as there was no public at the meeting.

Resolution 16-09 - On a motion by Commissioner Myers and seconded by Commissioner Bovenizer, the 2016 budget was adopted. Motion unanimously passed.

Hopewell Fire Department Administration:

There were no representatives from the Fire Department Administration present at the meeting.

Ladies Auxiliary-

There were no representatives from the Ladies Auxiliary present at the meeting.

EMU Chief Report:--There were 17 calls in December ending the year with 293 calls and 9 scratches. There were no major issues in 2015. In 2016 Ambulance 152-2 is going to get upgraded. There are 2 new EMT's with 3 students going to EMT class starting in January. In house training is continuing quite nicely thanks in part to Chris Jones. Narcan is now on the trucks. There have been no official complaints about the scratches occurring however perhaps a conversation should be started about having a second career person in the station to eliminate or reduce the occurrences.

Fire Chief Report:—There were 263 calls for the 2015 year for the fire company. There were no major storms and a decrease in the number of cellar pumps, however there was a marked increase in fires and accidents with 6 extrication jobs. Deputy Chief Mullen provided an in depth report on the breakdown of calls including what hours of the day are the busiest. Deputy Chief Mullen was thanked for the in depth report. As of now the equipment is standing good. The department is looking to maybe switch the rescue tools to EDRAULIC tools which are mechanical tools not hydraulic. They run on batteries and no hoses or power units. They are lighter and smaller than the tools currently used. The commissioners' office is almost complete.

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 previously certified that there were sufficient encumbered funds in the 2015 budget and unencumbered funds in the 2016 temporary budget to pay the bills and designated the account to which each would be charged.

1. Bills were submitted to be paid from the 2015 budget in the amount of \$14,132.62 and the 2016 temporary budget of \$24,349.67 for a total of \$38,482.29. Motioned by Commissioner Evans and seconded by Commissioner Myers to pay the bills as submitted with a roll call vote.

The bills for 2016 include the reimbursement of Nottingham Insurance for the down payment they paid on the Board's behalf to Liberty Mutual Insurance as well as the payment for the Accident and Sickness insurance policy and the 1st installment of 4 for the commercial insurance.

Insurance

Commissioner Myers explained to the Board about the insurance policies. Both the Accident and Sickness policy and the Commercial policy were discussed.

There will be 8 more payments due for workers compensation from February through September. The statement is usually received after the meeting date and is due before the next meeting. Commissioner Myers suggested the Board take action to allow payment to be made to Liberty Mutual, not to exceed \$4000 monthly, when the bill comes in and this would expire in October. That way the bills could be paid on time and the policy would not be cancelled.

Commissioner Myers will be working on an insurance audit with LOSAP and workers compensation.

Long Range Plan: No report.

Fire Official Report: On file and a copy was provided to the Commissioners.

Committee Reports: None

Resolution 16-12 On a motion by Commissioner Evans and a second by Commissioner Bovenizer, the Board passed the resolution unanimously. This resolution regarded transfers between line items within the 2015 budget as allowed by NJ Statute.

The new truck was discussed. The Houston Galveston Area Council only deals with securing and awarding competitive bids from manufacturers to build the apparatus, they have nothing to do with the financing of the truck. The Local Finance Board approves financing to ensure it is economically feasible for the fire district and that there is no collusion involved with the purchase. If the purchase is approved by the voters in February and the financing is approved by the Local Finance Board, in 2016 only a contract will be signed with the manufacturer. No payments will be made until 2017.

Resolution 16-13 Motioned by Commissioner Bovenizer and seconded by Commissioner Evans to approve the resolution regarding the board's approval for the Local Finance Board's application. Motion unanimously passed.

Resolution 16-14 This resolution was included in the application for the Local Finance Board. Motioned by Commissioner Bovenizer and seconded by Commissioner Evans to approve the resolution. Motion unanimously passed.

Resolution 16-15

Motioned by Commissioner Evans and seconded by Commissioner Bovenizer to allow the Liberty Mutual workers' compensation bill to be processed and paid monthly when it comes in, not to exceed \$4000 per month, until October. Motion was unanimously passed.

Adjournment: There being no further business to come before the board, on a motion by Cmsr. Bovenizer and seconded by Cmsr. Evans unanimously approved the meeting adjourned at 9:25. The next regularly scheduled meeting of the board will be held on February 10, 2016.