

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

JANUARY 11, 2017

PRESENT: Cmsr. Morehouse
Cmsr. Bovenizer
Cmsr. Davies
Cmsr. Evans
Cmsr. Myers

ABSENT:

Call to Order: The scheduled meeting of the Board of Fire Commissioners was called to order at 7:30pm 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, the fire district website, and advertised in the official newspapers of the district as required by law.

Public Hearing 2017 Budget

Motioned by Commissioner Bovenizer and seconded by Commissioner Evans to open the public hearing for the 2017 budget.

There was no public comment or questions regarding the 2017 budget.

Motioned by Commissioner Bovenizer and seconded by Commissioner Evans to close the public hearing for the 2017 budget.

Minutes:

On a motion by Commissioner Myers and seconded by Commissioner Bovenizer the December 14, 2016 minutes were approved with no absences.

Public Comment: There was no public comment.

Treasurer's Report: 17-01

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

unencumbered funds in the 2016 budget and the 2017 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 2016 budget of \$50,826.24 and the 2017 temporary budget of \$22,750.36 for a total of \$73,576.60. Motioned by Commissioner Myers and seconded by Commissioner Bovenizer to pay the bills as submitted with a roll call vote.
2. The list of encumbrances from the 2016 budget and the 2017 temporary budget was given to the Board for review.

Resolution 17-02 through 17-07 and 17-09

Motioned by Commissioner Bovenizer and seconded by Commissioner Evans to approve resolutions 17-02 through 17-07 and 17-09 all at one time. Motion unanimously passed.

Resolution 17-02 was a resolution designating depositories of funds and a cash management plan. Resolution 17-03 was a resolution appointing an attorney for 2017. Resolution 17-04 was a resolution appointing a Clerk/Bookkeeper for 2017. Resolution 17-05 was a resolution appointing an Accountant/Auditor for 2017. Resolution 17-06 was a resolution appointing official newspapers for 2017. Resolution 17-07 was a resolution authorizing the budget to be read by title. Resolution 17-09 was a resolution appointing an insurance agency for 2017.

Resolution 17-08

On a motion by Commissioner Bovenizer and seconded by Commissioner Evans the 2017 budget was adopted. Motion unanimously passed.

Resolution 17-10

On a motion by Commissioner Evans and seconded by Commissioner Bovenizer a resolution approving the 2017 temporary budget was passed. Motion unanimously passed with one absence.

Hopewell Fire Department Administration:

The counter tops have been installed in the kitchen and the backsplash will be installed at a future date.

Ladies Auxiliary-

The Ladies Auxiliary are still selling blankets at events. More blankets have been ordered. The Ladies donated money to Signal 22 and the New Jersey Firemen's Home. Two members of the Ladies Auxiliary are sick so cards were sent to them. The Ladies will continue to assist with the Halloween parade. The next meeting of the Mercer County Ladies Auxiliary will be on 1/18/17 at Station 16 in Hamilton.

EMU Chief Report:--There were 22 calls for the month of December with 0 scratches. There were 265 calls for the year of 2016. Staffing was discussed at length. Due to several key people leaving, crews have had to be rearranged. Chief Butler is working on a plan for the future possibly including the public

works employees or changing SOP's. Chief Butler was asked to come back to the next meeting with a real number of active riding members.

Fire Chief Report:—There were 18 calls for the month of December with an annual total of 299 calls. Trucks were sent to mutual aid fires in Hunterdon County and Princeton. There was a large brush fire on Hopewell Amwell Road. The switch to F1 for dispatching is occurring the day after the meeting. Until February Central is going to continue to broadcast over Hopewell Dispatch also. The new rescue tools have been received and are in use on Rescue 52. 1 quote was received for the truck maintenance contract. Per Attorney Griswold, it is advisable to obtain multiple quotes (at least 3 if possible), or to document that multiple quotes were sought before awarding a contract. This contract will be voted on at the next meeting. Chief Novak received a request to send Engine 52 to Station 51 but that request was denied. Chief Novak will be a guest speaker at the National Honor Society event at the Hopewell Valley Central High School.

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

Committee Reports

Commissioner Myers gave an overview of the insurance program for 2017.

LOSAP Commissioner Davies is working with the Fire Department for 2016 LOSAP.

Chief Novak was tasked with working on an updated estimate for the Brush truck both to repair the current truck and replacement costs.

Resolution 17-11- On a motion by Commissioner Evans and seconded by Commissioner Davies a resolution approving transfers from the 2016 budget was approved. Motion unanimously passed.

Resolution 17-12 On a motion by Commissioner Myers and seconded by Commissioner Evans a resolution was passed authorizing the clerk/bookkeeper to generate monthly checks for workers compensation insurance installment payments in between meetings. Motion unanimously passed.

Adjournment: There being no further business to come before the board, on a motion by Cmsr. Bovenizer and seconded by Cmsr. Davies and approved the meeting adjourned at 9:15. The next regularly scheduled meeting of the board will be held on February 8, 2017.

