

Hamilton Township Fire District #2

Mercerville Fire Company



Fire Commissioners
Gene Argenti
Scott Fairfax
Alec Martin
Brian Clarke
Stephen Vetrano

MINUTES
October 8, 2012

The Regular Meeting of the Board of Fire Commissioners, Hamilton Township Fire District No. 2 was called to order by Chairman Argenti at 7:00 pm. After the Flag Salute and a moment of silence; The Open public Meeting Act and the Uniform Fire Safety Code were given. Roll was called.

Commissioners in attendance:

Brian Clarke, Scott Fairfax, Dr. Stephen Vetrano, Gene Argenti (Chairman)

Commissioners absent:

Alec Martin

Special Guest:

Deputy Chief Tozzi presented Bob Kocis, Mike Kocis, and Giovanni Graceffa of K7 & Associates, Inc. Bob Kocis, described the company and their experience building firehouses. Their mission is to fill the needs of the Board of Commissioners and act as a go between for the Board and the construction of the new building(s). Their goal is to analyze each architectural firm and provide non-biased judgment and ratings. After the presentation and a discussion of K7's experience, capabilities, and policies, Commissioner Fairfax made a motion to hire K7 & Associates for a total of \$5,000 to see us through the next few steps of the project. The motion was seconded by Commissioner Vetrano and passed 4-0.

Secretary's Report by Commissioner Martin

Minutes from the September 24, 2012 meeting were read. Motion was made by Commissioner Vetrano and seconded by Commissioner Fairfax to approve the minutes as read with no corrections. Motion passed 4-0

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Treasurer's Report by Commissioner Fairfax

Grand Bank all three (3)

Operation: \$2,391.96, Payroll: \$3,675.06, Money Market: \$1,049,157.92
Account Balance: \$1,055,224.94

Cash Management Fund (Total): \$99,296.60

Motion was made by Commissioner Fairfax and seconded by Commissioner Vetrano to approve P.O.s #1414 through 1443. (See Attached List). Motion Passed 4-0

Motion was made by Commissioner Fairfax and seconded by Commissioner Clarke to approve and pay the bill list. Motion passed 4-0

Commissioner Fairfax reported that the Open P.O. 1179 for Polar Inc. (Water and coffee supplies) was getting close to the max and would like to increase it by \$200. A motion was made and seconded by commissioner Clarke and approved 4-0.

Commissioner Fairfax also reported that the Open P.O. 1171 for Vehicle Maintenance (Various vendors) was over budget (\$30,000 for the year) and he would like to increase it to \$35,000. A motion was made and seconded by commissioner Clarke and approved 4-0.

Building and Grounds report: A/O Krajovics reported a new thermostat is needed for the engine bay. It was damaged by the door swinging. A/O Krajovics will look into prices on a new one.

Deputy Chief's Report: D/C Tozzi reported that the company now has two new volunteer members, Matt Joiner and Mitch Warwitz. Mitch is already Firefighter 1 certified and assigned to C Platoon. The volunteers are maxed out according to the new finite plan with the exception of one spot on C Platoon. Ray Krajovics and Lisa Polascak painted the MICU crew room for Life 793. Lisa helped paint while in the building on her duty crew night. The station is up to 938 calls. The fire prevention show went on excellently this past weekend. FM McElroy and Dave Porsche did a phenomenal job and C Platoon cut a car for the crowd. There are 4 architectural firms lined up for "Operation Sand Castle" and one will speak tonight. D/C Tozzi is waiting to meet with a grant firm. The staff will start with their annual physicals in the next week while on duty to not incur any additional cost to the district. However, acting pay will have to be paid out to whoever is standing in for the Captain during his physical. D/C Tozzi has someone coming to look at Engine 12-1 next week for a possible sale.

FM Report: none given

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Old Business: Chairmen Argenti asked if D/C Tozzi had collected all of the paid staff's issued pagers to institute the on-duty pager program. D/C Tozzi apologized that he has yet to do so.

New Business: Chairmen Argenti reported that he had a meeting with Robert Wood Johnson University Hospital at Hamilton's Skip Semino, Fred Jacobs, and Barbra Smith about obtaining an ambulance. However, EMS comes from RWJ New Brunswick. They will set up another meeting in the next two weeks. They recognized the need for an additional ambulance in the township. They asked if Chairmen Argenti was interested in staffing an ambulance if they provided one and paid the Board. He replied that he is always interested in anything that better serve the needs of our citizens. Chairmen Argenti would like Commissioner (Dr.) Vetrano to attend the next meeting and to give his EMS insight.

Special Guest: Gregory Gilbert of Bignell, Watkins & Hasser Architects, P.C. presented his firms services, Stated: Building should have a life expectancy of 50 years, His firm could have Conceptual design schematics in two weeks, Design Development in 2 months, and Construction Drawings two months thereafter (5 Months before we could go to bid) Firms rates 7-8% of constructions costs, "ALL IN" including a construction administrator. Stated his firms primary clients are in "Retail". His firm is located in Annapolis, MD.

After Mr. Gilbert's presentation a discussion with the gentlemen from K7 & Associates discussed with the board the opinions of the architect.

The Board motioned to enter executive session at 10:10 PM (2210 hours) to discuss the budget. The Board returned from executive session at 11:02 (2302 hours).

Commissioner Fairfax made a motion to create the position of Administrative Captain and make it available to all who are interested. Commissioner Vetrano seconded it. The motion passed 4-0.

The meeting adjourned at 11:04 PM (2304 hours)

The next scheduled meeting of the Board will be held on Monday, October 21, 2012 at 7:00 pm.

Respectfully Submitted,

Brian D. Clarke
Commissioner / Assistant Secretary
Hamilton Township Fire District #2