

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

**379 SOUTH BRANCH ROAD  
HILLSBOROUGH, NJ 08844  
Hillsborough.firesafety@comcast.net**

**REGULAR MEETING**

APRIL 10, 2018

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, April 10, 2018 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Chairman Charlie Nuara called the meeting to order.

Following the Pledge of Allegiance to the Flag, a call of the roll indicated that Board members present were: Commissioner Charlie Nuara, Commissioner John Lazorchak, Commissioner Pat Buckley, and Commissioner Mike Carone. Also present were Fire Chiefs: Chief Everett Heider, Fire Co. #1; Chief Bill Shaffer, Fire Co. #2, Chief Kit Crisafulli, Neshanic Fire Co. Absent: Commissioner John Catrombon, Jr., Chief Mike Murphy, Fire Co. #3, and Chief Fire Marshal Chris Weniger.

In accordance with the state of NJ "Sunshine Law" adequate notice of this meeting was provided by mailing notification to the Hillsborough Beacon and Courier News. Notice was also delivered to the Township Clerk and posted on the Municipal Building Bulletin Board.

**APPROVAL OF MINUTES**

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Regular Meeting minutes of March 13, 2018. Roll call vote: All approved.**

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Work Meeting minutes of April 5, 2018. Roll call vote: All approved.**

**TREASURER'S REPORT**

**MARCH 2018**

Checking Account Balance:	\$ 127,042.65
Savings Account Balance:	\$ 1,023,292.00
LOSAP	\$ 212,953.82
Capital Expense Account Balance:	<u>\$ 951,353.71</u>
Total of all Accounts:	\$ 2,314,642.38
Expenditures for March 2018:	\$ 332,149.84
Amount to be transferred to Checking from Savings	\$ 233,000.00

A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Treasurer’s Report. Roll call vote: All approved.

**CORRESPONDENCE**

Commissioner Nuara read the list of incoming correspondence consisting of:

- Monthly Fire Reports *(On file in the Fire Safety Office)*.
- Fire Safety Out-of-Service Schedule *(Attachment)*.

**MONTHLY FIRE REPORTS**

Commissioner Nuara read the monthly fire reports for March 2018.

**FIRE REPORTS**

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
<b>#1</b>	36	271.4	106	669.3	1	30.0	7	252.0
<b>#2</b>	48	603.9	182	1496.1	3	161.0	9	434.0
<b>#3</b>	22	349.7	79	703.1	2	116.0	6	398.0
<b><u>Neshanic</u></b>	29	147	73	343.1	3	112.0	7	203.0

**CHIEF FIRE MARSHAL’S REPORT**

Fire Marshal Dave Foelsch reported the following:

- Apparatus Repair and Maintenance bids were received. Two bidders: Priority and Fire and Safety. Based on bids, recommend awarding contract to Priority. **Resolution 2018-014 – A motion was made by Commissioner Buckley, seconded by Commissioner Carone to Approve to Authorize the Award of the Contract for Fire Apparatus Maintenance and Repairs to First Priority. Roll call vote: All approved. (Attachment).**

- Annual apparatus servicing is on-going.
- SCBA cylinder hydro testing has begun. It will take approximately six weeks to complete.
- The Hillsborough Fire Works is scheduled for June 30, 2018. Time will be announced.

**APPARATUS – EQUIPMENT REPORT**

**Chief Everett Heider of Fire Company #1 reported the following:**

CAR 36: Mileage – 48,867  
No issues reported.

CAR 36-2: No issues reported.

ENGINE 36: PM Service is complete.

LADDER 36: Generator leak was repaired.  
Heat was repaired.

TENDER 36: No issues reported.

BRUSH 36: No issues reported.

BRUSH 36-2: No issues reported.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: 1 SCBA was repaired.  
1 radio was repaired.  
3 dry suits were repaired.  
3 bottles were hydro tested.

**Chief Bill Shaffer of Fire Company #2 reported the following:**

CAR 37: Mileage – 18,355  
Tire was repaired.

CAR 37-2: No issues reported.

ENGINE 37: No issues reported.

ENGINE 37-2: No issues reported.

TOWER  
 LADDER 37: No issues reported.

BRUSH 37: Pump will not start. Was repaired, need to leave fuel turned off.  
 Winch was repaired.

BRUSH 37-2: Pump will not start. Was repaired, need to leave fuel turned off.  
 Winch was repaired.

RESCUE 37: Ground light is out for repair.

REHAB1 37: Charging checked and is ok.

Small Equipment: 1 SCBA was repaired.  
 1 generator is out for repair.  
 1 wet saw was repaired.

**Chief Mike Murphy of Fire Company #3 was absent, however, he submitted a report of the following:**

CAR 38: Mileage – 35,050  
 No issues reported.

CAR 38-2: No issues reported.

ENGINE 38: No issues reported.

LADDER 38: No issues reported.

TENDER 38: No issues reported.

BRUSH 38: No issues reported.

RESCUE 38: Electric siren was repaired.

MARINE 38: No issues reported.

Small Equipment: 2 gas pumps were repaired.  
 1 flashlight was repaired.

**Chief Kit Crisafulli of Neshanic Volunteer Fire Company reported the following:**

CAR 48: Mileage – No report.  
 No issues reported.

ENGINE 48-4: No issues reported.

ENGINE 48-5: No issues reported.  
 TENDER 48: Due to go out for repair of charging system.  
 BRUSH 48: No issues reported.  
 MINI PUMPER 48: No issues reported.  
Small Equipment: N/A

**R&R COMMITTEE UPDATE**

FAP:

- No report.

Signal 100 Team:

- No report.

**APPROVAL TO PAY CLAIMS LIST 2018- 04**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/10/2018	22908	Amtrust North America	18-181	121609.00
04/10/2018	22909	Advanced Eyecare	18-182	222.40
04/10/2018	22910	BILL SHAFFER	18-183	14.91
04/10/2018	22911	ALLEGRO ENTERPRISES INC	18-184	8.53
04/10/2018	22912	APPROVED FIRE PROTECTION	Invoice IN00015684	148.00
04/10/2018	22913	ALL HANDS FIRE EQUIPMENT	Invoice INV11544	281.97
04/10/2018	22914	Auto Plus	Invoice 45577161	75.22
04/10/2018	22915	AMWELL AUTO & TIRE CENTER	Invoice 150297	916.29
04/10/2018	22916	B&L Printing	Invoice 23274	148.35
04/10/2018	22917	BILL SHAFFER	18-191	39.48
04/10/2018	22918	BILL SHAFFER	18-192	34.10
04/10/2018	22919	B&L Printing	Invoice 23231	163.90
04/10/2018	22920	COMMUNICATION SPECIALIST INC	Invoice 38336	69.00
04/10/2018	22921	CAMMPS HARDWARE & LAWN PRODUCTS	Invoice 01-41151	168.41
04/10/2018	22922	CONTINENTAL FIRE & SAFETY INC.	18-196	167.10
04/10/2018	22923	COMCAST	18-197	175.94
04/10/2018	22924	CONTINENTAL FIRE & SAFETY INC.	18-198	67.78

04/10/2018	22925	CHARLIE NUARA	18-199	3000.00
04/10/2018	22926	COURIER NEWS	18-200	74.82
04/10/2018	22927	SOMERSET COUNTY VEHICLE MAINTENANCE	18-201	2233.80
04/10/2018	22928	COMMUNICATION SPECIALIST INC	Invoice 38256	147.00
04/10/2018	22929	COMCAST	18-203	115.89
04/10/2018	22930	CHRISTOPHER WENIGER		69.00
04/10/2018	22931	Dive Seekers	Invoice 189, 191	908.85
04/10/2018	22932	Deer Run Hay Company	18-206	56.25
04/10/2018	22933	Rolle Dorwin	18-207	120.00
04/10/2018	22934	ELECTRONIC MEASUREMENT LABS INC.	Invoice 51041	80.00
04/10/2018	22935	ELECTRONIC MEASUREMENT LABS INC.	Invoice 50788/51041/51056	546.00
04/10/2018	22936	EAST COAST MEDIA	Invoice 35114	305.00
04/10/2018	22937	First Priority Emergency Vehicles	Invoice 16923	190.00
04/10/2018	22938	First Priority Emergency Vehicles	Invoice 16888/16972/16873	599.00
04/10/2018	22939	FLEMINGTON DEPT STORE	Invoice 176443	70.93
04/10/2018	22940	Fire Companies.Com	Invoice 15700	817.88
04/10/2018	22941	First Priority Emergency Vehicles	Invoice 16697, 16746, 16749	772.89
04/10/2018	22942	NORTHEAST GREAT DANE	Invoice 010310510510	1841.25
04/10/2018	22943	FIRE FIGHTERS EQUIPMENT COMPANY INC.	Invoice 20180813	645.50
04/10/2018	22944	FLEMINGTON DEPT STORE	Invoice 60755	31.94
04/10/2018	22945	First Priority Emergency Vehicles	Invoice 16626	618.14
04/10/2018	22946	Grainger	Invoice 9730202455 10, 9717330857 36	152.96
04/10/2018	22947	Global Imports Inc	Invoice 408661	203.81
04/10/2018	22948	HILLSBOROUGH FIRE CO.#1	18-222	92.68
04/10/2018	22949	HILLSBOROUGH FIRE CO.#2	18-223	166.95
04/10/2018	22950	HILLSBOROUGH FIRE CO.#2	18-224	145.79
04/10/2018	22951	HILLSBOROUGH FIRE CO.#1	18-225	115.77
04/10/2018	22952	Hunterdon County Finance Department	Invoice 18-00085, 18-00094	65.00
04/10/2018	22953	HILLSBOROUGH FIRE CO.#2	18-227	125.09
04/10/2018	22954	HILLSBOROUGH FIRE CO.#2	18-228	116.39
04/10/2018	22955	HILLSBOROUGH FIRE CO.#2	18-229	301.28
04/10/2018	22956	John Lazorchak	18-230	3000.00
04/10/2018	22957	Joseph Shreve	18-231	120.00
04/10/2018	22958	IAAI	Invoice 122193	145.00
04/10/2018	22959	LAKE ELECTRIC MAINT & SMALL ENGINE REPAIR	18-233	393.13
04/10/2018	22960	MIDDLESEX COUNTY FIRE ACADEMY	18-234	73.00
04/10/2018	22961	NORTHEAST GREAT DANE	Invoice 0103105105	1841.25
04/10/2018	22962	NIC Group Inc.	18-236	1450.00
04/10/2018	22963	NEW JERSEY FIRE EQUIPMENT COMPANY	Invoice 56773	108.00
04/10/2018	22964	NIC Group Inc.	Invoice 10824	429.00
04/10/2018	22965	NATIONAL FIRE PROTECTION ASSOCIATION	Invoice 71939614	27.90

04/10/2018	22966	Packet Media LLC	Invoice 300393649/ 300395001	97.65
04/10/2018	22967	Packet Media LLC	18-241	82.74
04/10/2018	22968	PLANET BULB	Invoice 94272	142.49
04/10/2018	22969	RICHIES TIRE SERVICE	18-243	225.15
04/10/2018	22970	RICHARD M. BRASLOW ESQ.	Invoice 19518	2241.50
04/10/2018	22971	State Line Fire & Safety Inc.	Invoice 113528	390.00
04/10/2018	22972	SOMERSET COUNTY EMER. SERV. TRAINING	Invoice 12753	150.00
04/10/2018	22973	SOMERSET COUNTY EMER. SERV. TRAINING	Invoice 12750	84.00
04/10/2018	22974	SOMERSET COUNTY BOARD OF ELECTIONS	18-248	37.35
04/10/2018	22975	Simon Says LLC	18-249	1000.00
04/10/2018	22976	SKYLANDS FIRE EQUIP.	18-250	12615.89
04/10/2018	22977	State Line Fire & Safety Inc.	Invoice 113312	975.00
04/10/2018	22978	TOWNSHIP OF HILLSBOROUGH	18-252	163243.58
04/10/2018	22979	VERIZON WIRELESS	Invoice 9803559691	843.05
04/10/2018	22980	VERIZON	18-254	49.64
04/10/2018	22981	W.B.MASON COMPANY INC.	Invoice I53652037	17.08
04/10/2018	22982	W.B.MASON COMPANY INC.	Invoice I53592264	109.10
04/10/2018	22983	Zoro Inc.	Invoice INV4320587	181.55
04/10/2018	22984	MIDDLESEX COUNTY FIRE ACADEMY	18-258	125.00
04/10/2018	22985	MIKE MURPHY	18-259	74.82
04/10/2018	22986	MIKE MURPHY	18-260	43.33
04/10/2018	22987	MIKE MURPHY	18-261	122.76
04/10/2018	22988	JOANN BULLOCK	18-262	342.00
04/10/2018	22989	HILLSBOROUGH FIRE CO.#1	18-263	73.00
04/10/2018	22990	MIKE MURPHY	18-264	1280.00
04/10/2018	22991	Johnson Ken	18-265	116.36
04/10/2018	22992	W.B.MASON COMPANY INC.	Inv I53135643	28.12
04/10/2018	22993	JOHN CATROMBON	18-267	68.68
04/10/2018	22994	AMWELL AUTO & TIRE CENTER	Invoice 150678	345.06
04/10/2018	22995	Zoro Inc.	Invoice INV4170412	59.45
04/10/2018	22996	Chexalance LLC	Invoice 1036	200.00
04/10/2018	22997	ALL HANDS FIRE EQUIPMENT	18-188	157.97
				<b>332149.84</b>

**A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to approve the Claims List 2018-04. Roll call vote: All approved.**

**A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve to pay the Claims List 2018-04. Roll call vote: All approved.**

## APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2018-04

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the transfer of funds in the amount of \$233,000.00 from savings account to checking account. Roll call vote: All approved except for 22925 and 22956.

## COMMISSIONERS' REPORTS

### Commissioner Nuara:

- Contracts:
  - o No report.
  
- Budget:
  - o No report.
  
- Specifications, Special Bids and Acquisitions:
  - o No report.
  
- New Apparatus:
  - o No report.
  
- Other:
  - o LOSAP:
    - Would like the Chiefs to have their members check their recent LOSAP Statement (Lincoln Financial) to make sure they are correct. LOSAP was \$1,400.00 this year and next year will be \$1,500.00. This is closer to the State amount. The State increases the amount every year.
  
  - o Request for Baseball Shirts and Hats:
    - **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to purchase 8 baseball shirts and hats for the District Team. Roll call vote: All approved.**



**Commissioner Catrombon, Jr.:**

- Absent. No report.

**Commissioner Lazorchak:**

- Insurance:
  - o No report.
- Medical (Physicals):
  - o 29 physicals are completed to date.
  - o 36 more physicals are scheduled through May.
  - o There are still 14 openings available for physicals to be scheduled for Saturday May 19, 2019.
  - o Primary Care will not accept paperwork for physicals from other physicians
- Fit Testing:
  - o No report.

**Commissioner Buckley:**

- Bureau of Fire Operations:
  - o No report.
- OEM:
  - o No report.
- GOG's:
  - o GOG Meeting is scheduled for April 18, 2018 at Station 36 at 7:00 pm.

- Accident/Injury – Workman’s Compensation:
  - o No report.
  
- Gear Cleaning & Repair:
  - o Will prepare a spreadsheet with serial numbers for all gear (pants and coats) and will give to the Fire Safety Office to be used to identify PPE by member. Need Stations 36 and 38’s list of gear.
  
- OSHA:
  - o PEOSH has issued a document where they are prohibiting Junior Firefighters from going to Firefighter 1 class unless they are 18-year-old prior to the class starting.
    - This has been reviewed by the Board and a GOG will be developed by the GOG Committee.
    - Would like the Chiefs to talk to the Liaison for the Juniors and let them know they are 5 slots available welcome to come to the meeting.
  
- District Drills:
  - o Man vs Machine:
    - The class was cancelled due to too many members cancelled.
    - A class is scheduled for May 8, 2018 at 8:00 am at Station 36 for the Fire Safety personnel. They can take five more people in the class, which is now filled.
    - Chief Shaffer mentioned that he has 13 members interested in taking the class. Could a class be scheduled for June for Station 37? Chief Crisafulli said he has approximately 7 members that would be interested.
    - This class is also available at the Hunterdon Academy.
  
  - o Firefighter Survival Class:
    - Looking to schedule a class Mid-October. Would like to know if there is any interest.
  
- Training:
  - o Would like the Chiefs to check the records for CEVO Class and CEVO Road Course.

**Commissioner Carone:**

- Audit:
  - o No report.
  
- LOSAP:
  - o No report.
  
- Bills with Vouchers:
  - o No report.
  
- Budget:
  - o No report.
  
- Inventory:
  - o No report.

**CHIEF'S REPORTS**

**Chief Everett Heider - Fire Company #36:**

Drills: Rural Water Supply Drill is scheduled for April 12, 2018. Location to be determined.

OEM Ranger Drill is scheduled for April 17, 2018.

Vehicle Rescue Drill is scheduled for April 26, 2018.

- Ladder 36 will be out of service on Monday, April 16, 2018 for about a week.
  - o Ladder 38 will be first due on District Calls.

**Chief Bill Shaffer – Fire Company #37**

Drills: Safety Video of OEM's Ranger Mini Drill was held on April 4, 2018 at 7:00 pm.

Training with OEM and the Ranger Drill will be held on April 17, 2018 at 7:00 pm.

- Would like to purchase two industrial heavy-duty winch accessory kits.

**Chief Mike Murphy – Fire Company #38 was absent, however, he submitted a report of the following:**

Drills: Hose Line Drill was held on March 26, 2018

Phase 5 Drill is scheduled for April 23, 2018 at the Academy

Extrication Drill is scheduled for May 5, 2018 at the Academy

**Chief Kit Crisafulli – Fire Company #48 - Neshanic**

Drills: North Star Drill with the Branchburg Companies is scheduled for April 18, 2018.

Verizon Walk Thru Drill is scheduled for April 24, 2018.

**OEM:**

- No report.

**PUBLIC**

- No report.

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Buckley to adjourn the meeting at 8:25 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary  
Hillsborough Township  
Board of Fire Commissioners

JL/jhb  
Attachments

**ATTACHMENTS  
FOR THE APRIL 10, 2018  
REGULAR MEETING MINUTES**

1. Fire Safety Out-of-Service Schedule
  
2. RESOLUTION 2018-14 – Authorizing the Award of the Contract for Fire Apparatus Maintenance and Repairs.