

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

**MAY 8, 2018**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, May 8, 2018 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Co-Chairman John Catrombon, Jr. 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 Catrombon, Jr., 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 Mike Murphy, Fire Co. #3, Chief Kit Crisafulli, Neshanic Fire Co.; and Chief Fire Marshal Chris Weniger. Absent:

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 April 10, 2018. Roll call vote: All approved.**

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Work Meeting minutes of May 3, 2018. Roll call vote: All approved.**

**TREASURER'S REPORT**

**APRIL 30, 2018**

Checking Account Balance:	\$ 29,589.38
Savings Account Balance:	\$ 862,668.16
LOSAP	\$ 212,992.33
Capital Expense Account Balance:	\$ 951,596.11
Total of all Accounts:	\$ 2,056,845.98
Expenditures for April 2018:	\$ 691,322.40
Amount to be transferred to Checking from Savings	\$ 695,000.00

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

**CORRESPONDENCE**

Commissioner Catrombon, Jr. 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*).
- Thank You letter from Vivian Campbell, Vice President of the East Millstone First Aid Squad (*Attachment*).

**MONTHLY FIRE REPORTS**

Commissioner Catrombon, Jr. read the monthly fire reports for April 2018.

**FIRE REPORTS**

	<b>ALARMS</b>	<b>MAN HRS.</b>	<b>YTD ALARMS</b>	<b>YTD MAN HRS.</b>	<b>DRILLS</b>	<b>MAN HRS.</b>	<b>YTD DRILLS</b>	<b>YTD MAN HRS.</b>
<b>#1</b>	20	84.8	124	749.5	2	99.0	10	396.0
<b>#2</b>	61	355.1	241	1834.2	3	138.5	12	553.5
<b>#3</b>	25	108.9	99	793.7	1	52.0	7	450.0
<b><u>Neshanic</u></b>	17	54.4	88	393.6	3	53.0	10	256.0

**CHIEF FIRE MARSHAL'S REPORT**

Chief Fire Marshal Chris Weniger reported the following:

- Discussed the fuel issues we are having with County – NJPA (National Joint Powers Alliance Cooperative Purchasing Program). Would like to pursue this (*Attachment – Resolution 2018-15*).

- The annual apparatus servicing is complete.
- SCBA cylinder hydro testing is in progress.
- Gave a progress report on the VIP water Line in the Veteran's Industrial Park.
- Working with Partner Engineering to update SDS for the Fire Stations and OSHA plans.
- Would like permission to submit the paperwork to move Fire Marshal Ryan Giordano to #4 Fire Marshal which is the next level. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the paperwork to promote Fire Marshal Ryan Giordano to #4 Fire Marshal level. Roll call vote: All approved.** Will submit the paperwork tomorrow.
- The Fire Marshalls attended the Man vs Machine Class today, May 8, 2018. Would like to thank the Board for setting this up and funding the course.

### APPARATUS – EQUIPMENT REPORT

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

- |                         |   |
|-------------------------|---|
| CAR 36:                 | Mileage – 48,491<br>PM Service was completed.   |
| CAR 36-2:               | No issues reported.   |
| ENGINE 36:              | Pump service was completed.   |
| LADDER 36:              | PM Service was completed.<br>Door ajar light was repaired.<br>Intake drain was repaired.<br>Power steering leak was repaired. |
| TENDER 36:              | PM Service was completed.   |
| BRUSH 36:               | Pump Service was completed.   |
| BRUSH 36-2:             | Pump Service was completed.   |
| RESCUE 36:              | PM Service was completed.   |
| MARINE 36:              | No issues reported.   |
| <u>Small Equipment:</u> | 1 SCBA was repaired.<br>24 bottles of hydro were tested.<br>Gas meters were calibrated.                                       |

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

CAR 37: Mileage – 19,230  
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: PM Service was completed.  
Brakes and water leaks were repaired.

ENGINE 37-2: PM Service was completed.  
Pump primer is on order.

TOWER  
LADDER 37: No issues reported.

BRUSH 37: Pump PM was completed.

BRUSH 37-2: Pump PM was completed.

REHAB1 37: No issues reported.

RESCUE 37: PM Service was completed.  
Ground light was repaired.  
Air leak was repaired.

Small Equipment: 1 SCBA was repaired.  
1 Generator was repaired.  
32 bottles of hydro were tested.  
Gas meters were calibrated.

**Chief Mike Murphy of Fire Company #3 reported the following:**

CAR 38: Mileage – 35,200  
PM Service and brakes was completed.

CAR 38-2: No issues reported.

ENGINE 38: No issues reported.  
Going out servicing for 1-2 weeks.

LADDER 38: Chassis service was completed.

TENDER 38: No issues reported.

BRUSH 38: Pump Service was completed.

RESCUE 38: Light tower would not come down. Was checked and is now operating properly.  
Intermittent problem with the door light.

MARINE 38: No issues reported.

Small Equipment: 24 Bottles of hydro were tested.  
1 Saw was repaired.  
Gas meters were calibrated.

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

CAR 48: Mileage – No report.

ENGINE 48-4: No issues reported.

ENGINE 48-5: No issues reported.

TENDER 48: No issues reported.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: No report.

**R&R COMMITTEE UPDATE**

FAP:

- Nothing to report.

Signal 100 Team:

- Nothing to report.

**APPROVAL TO PAY CLAIMS LIST 2018- 05**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5/8/18	22998	AMWELL AUTO & TIRE CENTER	18-271 Invoice 151043	347.94
5/8/18	22999	Auto Plus	18-272 Invoice 45578311/45578400/45574825	195.63
5/8/18	23000	BILL SHAFFER	18-273	81.97
5/8/18	23001	B&L Printing	18-274 Invoice 23521/23520	401.86

5/8/18	23002	COMCAST	18-275	175.94
5/8/18	23003	CHARLIE NUARA	18-276	45.00
5/8/18	23004	COMCAST	18-277	115.89
5/8/18	23005	HUNTERDON EMERGENCY SV TRAINING CTR	18-278	350.00
5/8/18	23006	CONTINENTAL FIRE & SAFETY INC.	18-279 Invoice H2208	1,966.11
5/8/18	23007	CONTINENTAL FIRE & SAFETY INC.	18-280 Invoice H2134	53.00
5/8/18	23008	CONTINENTAL FIRE & SAFETY INC.	18-280 Invoice H2134	227.00
5/8/18	23009	CONTINENTAL FIRE & SAFETY INC.	18-281 Invoice 2103	295.40
5/8/18	23010	COMMUNICATION SPECIALIST, INC	18-282 Invoice 38348	278.00
5/8/18	23011	SOMERSET COUNTY VEHICLE MAINTENANCE	18-283 Invoice 241	1,000.18
5/8/18	23012	CENTRAL JERSEY NURSERIES	18-284 Invoice 56798/56952/57370	469.33
5/8/18	23013	First Priority Emergency Vehicles	18-285 Invoice 17173	36.50
5/8/18	23014	FLEMINGTON DEPT STORE	18-286 Invoice 179641	76.95
5/8/18	23015	First Priority Emergency Vehicles	18-287 Invoice 17116/17114/17111/17108	2,481.04
5/8/18	23016	FIRST DUE EMERGENCY SUPPLY CO.	18-288 Invoice 16953/17007/17035/17048	4,760.00
5/8/18	23017	First Priority Emergency Vehicles	18-289 Invoice 16882	875.00
5/8/18	23018	FLEMINGTON DEPT STORE	18-290 Invoice 61351	137.90
5/8/18	23019	Grainger	18-291 Invoice 9754366830/9754689686	966.32
5/8/18	23020	Grainger	18-292 Invoice 9752693664	15.30
5/8/18	23021	HTVFC #1	18-293	5,677.61
5/8/18	23022	HILLSBOROUGH FIRE CO.#2	18-294	138.85
5/8/18	23023	TOWNSHIP OF HILLSBOROUGH	18-295	473.41
5/8/18	23024	Johnson, Ken	18-299	578.59
5/8/18	23025	Ken J Song	18-300	50.00
5/8/18	23026	MIKE MURPHY	18-301	78.29
5/8/18	23027	MIKE MURPHY	18-302	3,453.84
5/8/18	23028	MINERVA CLEANERS	18-303 Invoice 474-83/474-87	782.00
5/8/18	23029	NICHOLAS PATULLO	18-304	1,319.42
5/8/18	23030	NIC Group, Inc.	18-305	2,900.00
5/8/18	23031	NIC Group, Inc.	18-306	1,450.00
5/8/18	23032	NIC Group, Inc.	18-307	2,473.42
5/8/18	23033	NEW JERSEY FIRE EQUIPMENT COMPANY	18-308 Invoice 57161	177.91
5/8/18	23034	NATIONAL FIRE PROTECTION ASSOCIATION	18-309 Invoice 7193961Y	27.90
5/8/18	23035	NEW JERSEY FIRE EQUIPMENT COMPANY	18-310 Invoice 57082/56955	387.10
5/8/18	23036	PLANET BULB	18-311 Invoice 94272	142.49
5/8/18	23037	Roadway Rescue	18-312 Inv HFD032018	595.00
5/8/18	23038	RWJ Physician Enterprise, PA	18-313 Invoice 12117290/12117540	2,714.00
5/8/18	23039	RICHARD M. BRASLOW ESQ.	18-314 Invoice 19583	828.00
5/8/18	23040	RICHIES TIRE SERVICE	18-315 Invoice 515688	225.15
5/8/18	23041	SOMERSET COUNTY EMER. SERV. TRAINING	18-316 Invoice 12781	900.00
5/8/18	23042	TURNOUT RENTAL	18-317 Invoice 14656 18-318 Invoice	1,600.00
5/8/18	23043	Tractor Supply	200152093/200153427/200156105	85.78
5/8/18	23044	UPS	18-319 Invoice 74Y02Y178	16.23
5/8/18	23045	VERIZON WIRELESS	18-319 Invoice 74Y02Y178	842.80
5/8/18	23046	VERIZON	18-321	40.22
5/8/18	23047	UPS	18-322 Invoice 74Y02Y148	12.75

5/8/18	23048	W.B.MASON COMPANY, INC.	18-323 Inv 54439466	23.70
5/8/18	23049	Johnson, Walter	18-324	48.55
5/8/18	23050	W.B.MASON COMPANY, INC.	18-325 Inv I54151757/I54189205/I54232826	228.32
5/8/18	23051	Zoro, Inc.	18-326 Invoice INV 4353073/INV 4177576	138.78
5/8/18	23052	NIC Group, Inc.	18-327	2,900.00
5/8/18	23053	PATRICK BUCKLEY	18-328	885.83
5/8/18	23054	JOANN BULLOCK	18-329	243.00
5/8/18	23055	AMWELL AUTO & TIRE CENTER	18-269 Invoice 151021	524.11
5/8/18	23056	ALLEGRO ENTERPRISES INC	18-331	36.09
5/8/18	23057	Pierce Manufacturing, Inc.	18-332 Invoice M53543	642,771.00
5/8/18	23058	Chexalance LLC	18-333 Invoice 1041	200.00
				<u>691,322.40</u>

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Claims List 2018-05. Roll call vote: All approved.**

**A motion was made by Commissioner Catrombon, Jr. seconded by Commissioner Carone to approve to pay the Claims List 2018-05. Roll call vote: All approved.**

**APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2018-05**

**A motion was made by Commissioner Buckley seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$695,000.00 from savings account to checking account. Roll call vote: All approved.**

**COMMISSIONERS' REPORTS**

**Commissioner Nuara:**

Contracts:

- No report.

Budget:

- No report.

Specifications, Special Bids and Acquisitions:

- No report.

New Apparatus:

- Need to get quotes on mount up equipment b the Vendor.
- Mounting of equipment cannot be done by yourselves as it is a warranty issue.
- Asked Chief Shaffer if they know what equipment they want. They have \$7,000.00 left in their budget.

Other:

- Tourniquet Training:
  - o Lieutenant Ryan Buckley of Station 36 explained the importance of having tourniquet training for the District. I suggested that he speak with Fire Marshal Dave Foelsch as he participated in a class for this. Chief Fire Marshal Weniger said that he was asked by the Township Police if the Fire Marshalls would like to do this training. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve to do Tourniquet Training. Roll call vote: All approved.**
- Jumbo Siamese Purchase:
  - o At the May 3, 2018 Work Meeting, Ex-Chief Jim Paterno from Station 37 submitted and discussed a proposal for the purchase of a Jumbo Siamese which would cost \$933.25 plus 5" valve and connections for a total of approximately \$1,300.00 (*Attachment*). **A motion was made by Commissioner Buckley, seconded by Commissioner Nuara to purchase one Jumbo Siamese with valve and connections for a total of \$1,300.00. Roll call vote: All approved.**
- District Picnic:
  - o Announced that the Board will be having a District Picnic for the Firefighters and their immediate families on Sunday, August 5, 2018 at Station 38.
  - o Don Kazar will cater the food and will set up the tent, etc.
  - o We will not be supplying alcohol. Can Bring your Own bottle.
  - o Flyers will be going out soon. Will send to the Chiefs to distribute to all the members.



**Commissioner Catrombon, Jr.:**

Radios & Pagers:

- Said that Chief Fire Marshal Weniger mentioned he needs charger bases. The cost is \$175.00 each. Commissioners said he could order 10 pagers complete with bases under the Grant Code.

Grants:

- No report.

Apparatus/Equipment Maintenance:

- No report.

Air Packs & Air Bottle Testing:

- No report.

**Commissioner Lazorchak:**

Insurance:

- Met with Kristen from Pavese-McCormick Insurance Company last week to renew the insurance policy.
- The bill is due in mid-June.

Medical (Physicals):

- There is less than two months left for any members that have not yet gotten their physical.
- There are 6 openings remaining for Saturday, May 19, 2018.
- All physical need to be complete by the end of June. No exceptions will be allowed.

Fit Testing:

- No report.

## Commissioner Buckley:

### Bureau of Fire Operations:

- No report.

### OEM:

- No report.

### GOG's:

- No report.

### Accident/Injury – Workman's Compensation:

- No report.

### Gear Cleaning & Repair:

- Will be preparing 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 Station 38's list of gear.

### OSHA:

- Reached out to PEOSH to set up a meeting with their Chief to discuss the Junior Firefighter Program. Bill Iden from Station 48 volunteered to attend the meeting with me.

### District Drills:

- Man-in-Machine Class was held on May 8, 2018 with 10 members in attendance.
- District "Firefighter Survival" class will be set up for October 2018. Need to know if there is any interest and how many members want to attend. Would need checks in advance.

### Training:

- FDIC:
  - o Emphasis on cancer rates being higher than the national average.

- Simple precautions like gross decontamination of turnout gear at scenes before getting back on the apparatus.
  - Particulate filtering hoods.
  - Keeping gear clean.
  - Practicing good hygiene.
  - Handed out information to the Chiefs. Please make copies and hand out to all members (*Attachment*).
- New DCA Regulations for obtaining Fire Officer State Certification:
- Prerequisites:
    - Successfully complete an NFPA 1021 compliant course.
    - Pass the State exam.
    - Certified Firefighter II.
    - Certified to Hazardous Materials Operations Level.
    - IML Level 1 (ICS-200)
    - Fire Instructor Level 1.
    - Incident Safety Officer (16-hour course).
    - Building Construction (12-hour course).
    - Fire Tactics (24-hour course).
- CEVO Course:
- Asked Chiefs to look into when their members are due for this training.

**Commissioner Carone:**

Audit:

- No report.

LOSAP:

- No report.

Bills with Vouchers:

- No report.

Budget:

- No report.

Inventory:

- No report.

**CHIEF'S REPORTS**

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

Drills: Familiarization of Building in Town Drill will be held on May 10, 2018.

Radios and Pager Drill will be held on May 17, 2018.

Ventilation Drill will be held on May 24, 2018 at the Somerville Tower.

- Would like approval for equipment for Station 36's boat. **A motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. to approve the purchase for equipment for Station 36 Boat. Roll call vote: All approved.**
- In need of radios for Rescue 36. Chief Fire Marshal Weniger stated that they are \$3,000.00. Commissioner Nuara said that cannot buy any right now. Suggested to see if anyone has spares.

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

Drills: Walk thru at the Hillsborough Radiology & MRI Safety Mini Drill was held on May 1, 2018.

Phase 5 Live Burn will be held on May 22, 2018 at the Academy.

**Chief Mike Murphy – Fire Company #38**

Drills: Phase 5 Drill will be held on May 14, 2018 at 7:30 pm at the Academy.

Extrication Drill will be held on June 4, 2018 at 7:30 pm at the Academy.

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

Drills: Water Shuttle Drill will be held on May 15, 2018 at Station 48.

Extrication Drill will be held on May 29, 2018.

**OEM:**

- John Sheridan stated that the Police have switched to County Dispatch.

**PUBLIC**

- Joann Bullock mentioned that the Neshanic Fire Company Ladies Auxiliary is having their Annual Mother's Day Flower Sale on Friday, May 11, 2018 from 3-8 pm and Saturday, May 12, 2018 from 9 am – 1:00 pm.
- Commissioner Nuara mentioned the Woods Road Golf Outing will be held on June 11, 2018.

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Catrombon, Jr. to adjourn the meeting at 8:56 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary  
Hillsborough Township  
Board of Fire Commissioners

JL/jhb  
Attachments

**ATTACHMENTS  
FOR THE MAY 8, 2018  
REGULAR MEETING MINUTES**

1. Fire Safety Out-of-Service Schedule
  
2. Thank You letter from Vivian Campbell, Vice President of the East Millstone First Aid Squad.
  
3. Resolution 2018-15.
  
4. Jumbo Siamese Information Sheet.
  
5. Firefighter Cancer Rate Information Sheet.