

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

JUNE 12, 2018

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, June 12, 2018 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Pat Buckley 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 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, and Chief Fire Marshal Chris Weniger. Absent: Commissioner Charlie Nuara, Commissioner and John Catrombon, Jr. and Chief Kit Crisafulli, Neshanic Fire Co.

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 Carone, seconded by Commissioner Lazorchak to approve the Regular Meeting minutes of May 8, 2018. Roll call vote: All approved.

A motion was made by Commissioner, Carone seconded by Commissioner Lazorchak to approve the Work Meeting minutes of June 7, 2018. Roll call vote: All approved.

TREASURER'S REPORT

MAY 31, 2018

Checking Account Balance:	\$ 42,069.75
Savings Account Balance:	\$ 177,352.54
LOSAP	\$ 213,032.12
Capital Expense Account Balance:	\$ <u>951,838.57</u>
Total of all Accounts:	\$ 1,384,292.98
Expenditures for May 2018	\$ 185,714.70
Amount to be transferred to Checking from Savings	\$ 175,000.00

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

CORRESPONDENCE

Commissioner Buckley 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*).
- Fire Forest Grant Resolution (*Attachment*). **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Fire Forest Grant Resolution. Roll call vote: All approved.**

MONTHLY FIRE REPORTS

Commissioner Buckley read the monthly fire reports for May 2018.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	29	98.7	168	871.6	4	105.5	15	524.3
#2	63	343.1	291	2,100.2	2	106.0	13	630.5
#3	19	139.0	121	944.8	1	72.0	8	522.0
<u>Neshanic</u>	-	-	93	401.9	-	-	-	-

Note: Neshanic – No Report.

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- NJPA Fuel Application has been submitted. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the NJPA Fuel Application to be submitted. Roll call vote: All approved.**
- SCBA cylinder hydro testing has been completed.
- The street index was updated and distributed to the Chiefs and various offices.
- The Hillsborough Township Fireworks is scheduled for Saturday, June 30, 2018. Fire Departments need to be on site no later than 6:30 pm. The Police asked that we have a minimal number of personal vehicles behind the school.
- The Apparatus Ventilation Service Contract is up for renewal and will need to be signed. This would include servicing of the systems, fans, hoses and maintenance at a cost of \$1,286.00/year with a 6-month warranty. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the renewal of the Apparatus Ventilation Service Contract for \$1,286.00/year which includes the entire District. And a 6-month warranty. Roll call vote: All approved. (On file in the Fire Safety Office)**
- Hydraulic tool servicing will be taking place this Saturday and will be handled by Fire Marshal Girodano. Fire Safety personnel will be in and out of the firehouses on Saturday.
- Hose Testing is scheduled for the last week in June. Will send out the exact dates to the Chiefs next week.
- I located four walkie talkies and reprogrammed and put on the Rescue Truck at Station 36.
- AED pads and batteries have been replaced and all medical bags have been gone through
- State Credentials have been completed by all Fire Marshalls.
- Have placed plastic bags on rigs to put in any gear that gets blood on it.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 50,235
Decals are peeling.

CAR 36-2: No issues reported.

ENGINE 36: No issues reported.

LADDER 36: Door ajar light was repaired.
Power steering leak was repaired.

TENDER 36: Tank has a leak on side dump toward rear. Contacted Seagrave for warranty repair.

BRUSH 36: No issues reported.

BRUSH 36-2: PM service was completed.

RESCUE 36: No issues reported.

RANGER 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: Bottles of hydro were tested.

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

CAR 37: Mileage – 20,645
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: Brakes were replaced.

ENGINE 37-2: Pump primer was checked and is working properly.

LADDER 37: Radio and chargers were removed.

TENDER 37: No issues reported.

BRUSH 37: New scene lights are on order.

RESCUE 37: No issues reported.

REHAB1: No issues reported.

Small Equipment: Bottles of hydro were tested and all bottles passed.

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

CAR 38: Mileage – 35,740
No issues reported.

CAR 38-2: No issues reported.
Was out of service for the air conditioning. Now back in service.

ENGINE 38: No issues reported.

LADDER 38: No issues reported.

TENDER 38: No issues reported.

BRUSH 38: No issues reported.

RESCUE 38: Window came off track and was repaired.
Cascade station was repaired.
Air fill station leak was repaired.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: Bottles of hydro were tested.

Commissioner Lazorchak 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: No issues reported.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: Nothing reported.

R&R COMMITTEE UPDATE

FAP:

- Nothing to report.

Signal 100 Team:

- Nothing to report.

District Picnic:

- The District Picnic will be held on Sunday, August 5, 2018 from 2:00 pm – On. Would like the Chiefs to respond with a headcount by July 28, 2018.
- A Flyer was emailed to all Chiefs, Commissioners and Fire Safety and should be distributed to all District Members. (*Attachment*)

APPROVAL TO PAY CLAIMS LIST 2018- 06

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
06/12/2018	23060	AED SUPERSTORE	18-334 Invoice 921769	1,196.51
06/12/2018	23061	AMWELL AUTO & TIRE CENTER	18-335 Invoice 151211	23.28
06/12/2018	23062	BILL SHAFFER	18-336	40.84
06/12/2018	23063	CHRISTOPHER WENIGER	18-337	73.00
06/12/2018	23064	SOMERSET COUNTY VEHICLE MAINTENANCE	18-338 Invoice 243	2,940.83
06/12/2018	23065	COMCAST	18-339	185.94
06/12/2018	23066	COMMUNICATION SPECIALIST, INC	18-340 Invoice 38491, 38481 & 38480	5,276.00
06/12/2018	23067	CONTINENTAL FIRE & SAFETY INC.	18-341 Invoice G5402	52.00
06/12/2018	23068	CONTINENTAL FIRE & SAFETY INC.	18-342 Invoice H2723	467.00
06/12/2018	23069	SOMERSET COUNTY VEHICLE MAINTENANCE	18-343 Invoice 242	2,513.73
06/12/2018	23070	COMCAST	18-344	115.89
06/12/2018	23071	CENTRAL JERSEY NURSERIES	18-345 Invoice 57661	8.10
06/12/2018	23072	CC Embroidery Creations	18-346	2,437.00
06/12/2018	23073	CONTINENTAL FIRE & SAFETY INC.	18-347 Invoice H2499	100.00
06/12/2018	23074	COMMUNICATION SPECIALIST, INC	18-348 Invoice 38394/38395	570.00
06/12/2018	23075	Rolle, Dorwin	18-349	236.19
06/12/2018	23076	EAST COAST MEDIA	18-350 Invoice 35596	248.00
06/12/2018	23077	ELECTRONIC MEASUREMENT LABS	18-351 Invoice 51279	499.00
06/12/2018	23078	ELECTRONIC MEASUREMENT LABS	18-352 Invoice 51164	296.00
06/12/2018	23079	First Priority Emergency Vehicles	18-353 Invoice 17489/ 17490	2,643.51
06/12/2018	23080	First Priority Emergency Vehicles	18-354 Invoice 17387	124.50
06/12/2018	23081	FLEMINGTON DEPT STORE FIRE FIGHTERS EQUIPMENT COMPANY	18-355 Invoice 61876	392.45
06/12/2018	23082	INC.	18-356 Invoice 20180562	1,175.40
06/12/2018	23083	First Priority Emergency Vehicles	18-357 Invoice 17231/ 17204	3,936.58
06/12/2018	23084	First Priority Emergency Vehicles	18-358 Invoice 17318/17349/17348/17337/17328/17246/17305	12,434.75
06/12/2018	23085	Grainger	18-359 Invoice 9775/89153	46.85
06/12/2018	23086	HILLSBOROUGH FIRE CO.#2	18-360	248.25
06/12/2018	23087	HILLSBOROUGH FIRE CO.#2	18-361	95.90

06/12/2018	23088	HILLSBOROUGH FIRE CO.#2	18-362	70.81
06/12/2018	23089	JEFF SINGER	18-363	120.00
06/12/2018	23090	LIBERTY MUTUAL INSURANCE GROUP	18-364 Invoice 12929089	8,804.00
06/12/2018	23091	Petner, Lynn	18-365	100.00
06/12/2018	23092	Petner, Lynn	18-366	1,000.00
06/12/2018	23093	HILLSBOROUGH FIRE CO.#2	18-367	15,945.00
06/12/2018	23094	MINERVA CLEANERS	18-368 Invoice 474-88	414.25
06/12/2018	23095	Northwest River Supplies Inc	18-369 Order 565090	232.90
06/12/2018	23096	NIC Group, Inc.	18-370	1,450.00
06/12/2018	23097	NEW JERSEY FIRE EQUIPMENT COMPANY	18-371 Invoice 57217	837.90
06/12/2018	23098	NESHANIC VOL.FIRE CO.	18-372	14,125.00
06/12/2018	23099	Penguin Management, Inc.	18-373 Invoice 49610	1,398.00
06/12/2018	23100	Pavese-McCormick Agency, Inc.	18-374 Invoice 64078	54,253.00
06/12/2018	23101	Packet Media, LLC	18-375 Invoice 300407250	16.74
06/12/2018	23138	RICHARD BARTOLUCCI	18-376	157.75
06/12/2018	23103	SOMERSET COUNTY EMER. SERV. TRAINING	18-377 Invoice 12818	150.00
06/12/2018	23104	SOMERSET COUNTY EMER. SERV. TRAINING	18-378 Invoice 12812	150.00
06/12/2018	23105	RICHARD M. BRASLOW ESQ.	18-379	450.00
06/12/2018	23106	RWJ Physician Enterprise, PA	18-380 Invoice 12117930	1,919.00
06/12/2018	23107	SOMERSET COUNTY EMER. SERV. TRAINING	18-381 Invoice 12826	900.00
06/12/2018	23108	SOMERSET COUNTY EMER. SERV. TRAINING	18-382 Invoice 12820	100.00
06/12/2018	23109	SOMERSET COUNTY EMER. SERV. TRAINING	18-383 Invoice 12817	300.00
06/12/2018	23110	SCREEN STYLES	18-384 Invoice 82200	290.50
06/12/2018	23111	SOMERSET COUNTY EMER. SERV. TRAINING	18-385 Invoice 12809	900.00
06/12/2018	23112	SOMERSET COUNTY EMER. SERV. TRAINING	18-386 Invoice 12805	750.00
06/12/2018	23113	SAFETY-KLEEN SYSTEMS INC	18-387 Invoice 76667925	318.81
06/12/2018	23114	VERIZON WIRELESS	18-388 Invoice 9807262667	844.13
06/12/2018	23115	UPS	18-389	43.69
06/12/2018	23116	VERIZON	18-390	50.74
06/12/2018	23117	W.B.MASON COMPANY, INC.	18-391 Inv I55539816/ I55540963	82.81
06/12/2018	23118	Witmer Public Safety Group, Inc.	18-392 Invoice E1727793	250.38
06/12/2018	23119	W.B.MASON COMPANY, INC.	18-393 Inv I 55204975	257.17
06/12/2018	23120	W.B.MASON COMPANY, INC.	18-394 Inv I54953425/ Inv I54999309	117.49
06/12/2018	23121	W.B.MASON COMPANY, INC.	18-395 Inv I54657333/ I54744797	98.03
06/12/2018	23122	HILLSBOROUGH FIRE CO.#1	18-396	15,945.00
06/12/2018	23123	HILLSBOROUGH FIRE CO.#3	18-397	15,945.00
06/12/2018	23124	JOANN BULLOCK	18-398	315.00
06/12/2018	23125	RYAN BUCKLEY	18-399	624.65
06/12/2018	23126	AW DIRECT INC	18-400	995.91
06/12/2018	23127	The Lincoln National Life Insurance Co.	18-401	5,100.00
06/12/2018	23128	MIKE MURPHY	18-402	148.80

06/12/2018	23129	MIKE MURPHY	18-403	74.82
06/12/2018	23130	MIKE MURPHY	18-404	61.42
06/12/2018	23131	Amazon.com	18-405	479.81
06/12/2018	23132	ALLEGRO ENTERPRISES INC	18-406 Invoice I2213/ Invoice I2270	16.03
06/12/2018	23133	AMWELL AUTO & TIRE CENTER	18-407 Invoice 150086	117.31
06/12/2018	23134	AMWELL AUTO & TIRE CENTER	18-408 Invoice 151505	64.26
06/12/2018	23135	Amazon.com	18-409	195.00
06/12/2018	23136	Chexalance LLC	18-410 Invoice1043	200.00
06/12/2018	23137	Kavita Krishnan	18-411 Invoice 216443	156.11
				<u>185,714.72</u>

A motion was made by Commissioner Carone, seconded by Commissioner Lazorchak to approve the Claims List 2018-06. Roll call vote: All approved.

A motion was made by Commissioner Carone seconded by Commissioner Lazorchak to approve to pay the Claims List 2018-06. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2018-06

A motion was made by Commissioner Carone seconded by Commissioner Lazorchak to approve the transfer of funds in the amount of \$175,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

- Absent. No report.

Commissioner Catrombon, Jr.:

- Absent. No report.

Commissioner Lazorchak:

- Insurance:
 - o No report.

- Medical (Physicals):
 - o Updated the physical lists (*Attachment*).
 - o End of June is deadline for physicals.

- Fit Testing:
 - o No report.

Commissioner Buckley:

- Bureau of Fire Operations:
 - o Next Meeting is scheduled for July 11, 2018 at Station 48.
 - Will be discussing the Search and Rescue Dispatch Protocol and Residency requirements for Fire Officers.

- OEM:
 - o No report.

- GOG's:
 - o There may be a need to update a few GOG's after the Bureau of Fire Operations Meeting. If needed, a meeting will be scheduled.

- Accident/Injury – Workman's Compensation:
 - o No report.

- Gear Cleaning & Repair:
 - o Chiefs, if not already completed, please prepare a spreadsheet with the serial numbers for PPE. The list will be given to the Fire Safety Office and used to identify PPE by member.

- OSHA:
 - PEOSH will not meet with us regarding the Junior Firefighter Program. We were referred to the DFS. The DFS stated there is a pending legislation to address the Junior Firefighter Program specifically. Currently there is no timeframe.
 - The Board will be discussing this at our July Work Meeting.
 - Many municipalities have suspended their Junior Programs until the legislation is passed.

- District Drills:
 - Man vs Machine:
 - Have RPI scheduled to present the Class on July 21 and July 28, 2018. The class size is limited to 20 students per class.
 - Need to get a headcount from the Chiefs.

 - District Firefighter Survival Class:
 - Have been in contact with Positive Impact and have tentatively scheduled a class for October. Please let me know if there is any interest. Looking to do the class on a Friday night, Saturday and Sunday. This is geared mostly toward new firefighters; however, any firefighter can take the class.

- Training:
 - New DCA Regulations for obtaining Fire Officer Certification:
 - Board is looking to not change the current qualifications except for requiring Officers to become State certified. It is optional to become State Certified.

 - CEVO Class:
 - Could the Chiefs please let me know when members are due for this class.

 - Fire School:
 - Make sure all members who are signed up have completed their Module 1 packets before attending.

- Other:
 - o Tower 37:
 - Commissioners all agreed that the tower is not to respond until it is fully ready for service and all operator training is completed, as well as all equipment is mounted. Driver training should continue until then.
 - o Hero Wipes:
 - Have been received and are located on the District Rehab unit.

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: 30 Minute LOSAP Drill will be held on June 21, 2018.

Water Rescue Drill will be held on June 28, 2018.

Chief Bill Shaffer – Fire Company #37

Drills: Vent Drill will be held on June 19, 2018.

- Fireworks:
 - o Need a headcount from the Chiefs by June 24, 2018 so I can place the order for food.
 - o Need a list of which apparatus is coming from each company.

Chief Mike Murphy – Fire Company #38

Drills: Extrication Drill was held on June 4, 2018.

Search and Rescue Drill will be held on June 25, 2018 at 7:30 pm at the Academy.

Saws Drill will be held on July 2, 2018 at 7:30 at the Academy.

- o Wireless/Waterproof Back Up Camera:
 - Would like permission to purchase a wireless/waterproof back up camera for Station 38's Brush Truck to be used when towing the double sacked boat trailer. The cost is around \$300.00. **A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the purchase of a wireless/waterproof back up camera for approximately \$300.00 for Station 38. Roll call vote: All approved.**
- o Patient Protection:
 - Discussion on patient protection such as a shield or a blanket. Asked Chiefs to think about this and give their input.
- o Boat Purchase:
 - Commissioner Nuara and I are planning to go to Mercury in Queens on Saturday, July 7, 2018 to look at boats.

Commissioner Lazorchak – Fire Company #48 - Neshanic

Drills: Hose Lines and Hydrants Drill will be held on June 19, 2018.

OEM:

- John Sheridan announced that there will be an Active Shooter Drill on July 18, 2018 at the Auten Road School from 9:00 am to 1:00 pm. There will be roles for the fire companies. Please let me know if anyone can attend.
- A Search and Rescue Drill at Dukes will be scheduled for the end of September or beginning of October. There will be a meeting on June 21, 2018 at 7:00 pm at the Municipal Building to discuss this.

PUBLIC

- No report.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Buckley and seconded by Commissioner Carone to adjourn the meeting at 8:43 p.m. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments

**ATTACHMENTS
FOR THE JUNE 12, 2018
REGULAR MEETING MINUTES**

1. Fire Safety Out-of-Service Schedule
2. Forest Service Grant Resolution
3. District Picnic Flyer
4. Updated Physical List