

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

AUGUST 14, 2018

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, July 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, and Commissioner Pat Buckley. 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: Commissioner Mike Carone. Absent: Commissioner John Catrombon, Jr.

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 July 10, 2018. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve the Work Meeting minutes of August 9, 2018. Roll call vote: All approved.

TREASURER'S REPORT

July 31, 2018

Checking Account Balance:	\$ 25,227.51
Savings Account Balance:	\$ 350,441.83
LOSAP	\$ 213,117.23
Capital Expense Account Balance:	\$ <u>952,315.85</u>
Total of all Accounts:	\$ 1,541,102.42
Expenditures for July 2018:	\$ 66,986.61

Amount to be transferred to
Checking from Savings
(Mid-Month Transfer) \$ 25,000.00

Amount to be transferred to
Checking from Savings \$ 70,000.00

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:

1. Monthly Fire Reports *(On file in the Fire Safety Office)*.
2. Fire Safety Out-of-Service Schedule *(Attachment)*.
3. Resolution 2018-18 – Authorize Advertisement for Bid for Purchase of a Boat for Station 36.
A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve Resolution 2018-18 - Authorize Advertisement for Bid for Purchase of a Boat for Station 36. Roll call vote: All approved.
4. Letter from Residents Dr. & Mr. Rollings.
5. Letter from Fire & Safety Services.

MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for June 2018.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	29	58.8	221	1,134.0	3	106.5	20	722
#2	77	440.9	426	3,149.2	2	91.5	17	814
#3	28	200.3	171	1,275.8	2	95	13	782.9
<u>Neshanic</u>	22	118	148	619.6	2	37	18	455.5

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

- SCBA Flow Testing:
 - o Testing is complete.
 - o There were 5 packs with broken frames, 4 are covered under warranty.:
- Pump Testing:
 - o Re-test of Tanker 36 and Engine 38 is complete.
- Right to Know Reporting Update:
 - o Fire Marshal Bassi is handling this task.
 - o 1-1/2 Station are finished on-line.
- Car 36 Update:
 - o Getting done by Northeast Great Dane.
 - o Also made arrangements for the ladder issue.
- Hose Testing Replacements:
 - o There were hose failures and valve failures.
 - o Replacements for both total cost would be \$7,849.00 + shipping.
 - **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the hose and valve replacements for a cost of \$7,849.00 + shipping. Roll call vote: All approved.**
 - Will get 2 quotes, unless there is state pricing.
- Forestry Grant:
 - o Received a check in the amount of \$3,197.00.
 - o Station 36 submitted a list of items they would like to purchase (1" hose, fire racks, suction hose and strainers). These items are wildland related items and the cost for these would be \$2,470.00.
 - o Mike Guzy of Station 36 reached out to the Chiefs of Station 37 and 38 for their needs.
 - o Commissioners will discuss further at the September Work Meeting.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 53,335
New decals were ordered from Great Dane.

CAR 36-2: No issues reported.

ENGINE 36: Drivers pack bracket was repaired.
Pump testing was completed.

LADDER 36: Pump testing was completed.

TENDER 36: Tank is leaking. Waiting to get scheduled at Seagrave for warranty repair.
Pump testing was completed.

BRUSH 36: No issues reported.

BRUSH 36-2: No issues reported.

RANGER 36: New winch controller ordered.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: 1 K12 saw is out of service and needs to be replaced with a new one.
SCBA flow testing was completed.
Annual Fire Extinguisher check was completed.

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

CAR 37: Mileage – 23,160
Tires were replaced.

CAR 37-2: No issues reported.

ENGINE 37: Pump testing was completed.

ENGINE 37-2: Power issue caused by a bad gas pedal was repaired.
Pump testing was completed.

TOWER
LADDER 37: Equipment was mounted.

BRUSH 37: Scene lights were replaced.

BRUSH 37-2: Light bar is not working. Will be replaced with old brush light bar.

REHAB 37: No issues reported.

Small Equipment: Air pack flow testing was completed.
Annual fire extinguisher service was completed.
1 saw was repaired.

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

CAR 38: Mileage – 36,420
Ground light is out under running board.

CAR 38-2: No issues reported.

ENGINE 38: New gas meter charger was replaced.
Pump testing was completed.
Vacuum leak was repaired.

LADDER 38: Door ajar alarm was repaired.
Out of service for multiple repairs.
Pump testing was completed.
Needs brakes.

TENDER 38: A/C blower motor was repaired.

BRUSH 38: No issues reported.

RESCUE 38: No issues reported.

DEUCE 38: No issues reported.

MARINE 38: No issues reported.

Small Equipment: SCBA flow test was completed.
Annual fire extinguisher inspection was completed.

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: No issues reported.

BRUSH 48: Going out for repairs soon.

MINI PUMPER 48: No issues reported.

Small Equipment: N/A

R&R COMMITTEE UPDATE

FAP:

- Commissioner Nuara thanked everyone for coming to the District Picnic on August 5, 2018.

Signal 100 Team:

- Nothing to report.

APPROVAL TO PAY CLAIMS LIST 2018- 08

Date	Num	Name	Memo	Amount
08/14/2018	23220	APPROVED FIRE PROTECTION	18-475 Invoice IN00020182	226.85
08/14/2018	23219	AMWELL AUTO & TIRE CENTER	18-476 Invoice 152320	809.31
08/14/2018	23222	Amazon.com SOMERSET COUNTY VEHICLE	18-478	176.37
08/14/2018	23223	MAINTENANCE	18-479 Invoice 245	1,511.40
08/14/2018	23224	CONTINENTAL FIRE & SAFETY INC.	18-480 Invoice H283837	162.00
08/14/2018	23225	CONTINENTAL FIRE & SAFETY INC.	18-481 Invoice H3314/37/38	3,750.00
08/14/2018	23226	CONTINENTAL FIRE & SAFETY INC.	18-482 Invoice H3245	1,152.15
08/14/2018	23227	CENTRAL JERSEY NURSERIES	18-483 Invoice 64762/65468	394.81
08/14/2018	23228	COMCAST	18-484	175.94
08/14/2018	23229	CHRISTOPHER WENIGER	18-485	70.57
08/14/2018	23230	CHARLES BONNELL CENTRAL JERSEY TRAILER & HITCH	18-486	149.80
08/14/2018	23231	DEPOT INC.	18-487 Invoice 42252	142.36
08/14/2018	23232	CHICKEN HOLIDAY	18-488 18-489 Invoice	323.82
08/14/2018	23233	COMMUNICATION SPECIALIST, INC	38700/38699/38697/38701/38698/38714	978.00
08/14/2018	23234	COMMUNICATION SPECIALIST, INC SOMERSET COUNTY VEHICLE	18-490 Invoice 38718	73.20
08/14/2018	23235	MAINTENANCE	18-491 Invoice 244	2,391.22
08/14/2018	23236	DITSCHMAN/FLEMINGTON	18-492 Invoice 3693950F	41.72
08/14/2018	23237	Enforsys, Inc.	18-493 Invoice ESP 1808010	1,874.25

08/14/2018	23238	EAST COAST MEDIA	18-499 Invoice 35792	275.00
08/14/2018	23239	FLEMINGTON DEPT STORE	18-500 Invoice 63163	108.00
08/14/2018	23240	First Priority Emergency Vehicles	18-501 Invoice 17984/17998/17999	391.06
08/14/2018	23241	FLEMINGTON DEPT STORE	18-502 Invoice 63046	247.95
08/14/2018	23242	Fail Safe Testing	18-503 Inv008390	13,843.75
08/14/2018	23243	FLEMINGTON DEPT STORE	18-504 Invoice 62965	191.95
08/14/2018	23244	First Priority Emergency Vehicles	18-505 Invoice 17752	83.00
08/14/2018	23245	First Priority Emergency Vehicles	18-506 Invoice 17911	207.50
08/14/2018	23246	First Priority Emergency Vehicles	18-507 Invoice 17747/17753/17795	1,167.70
08/14/2018	23247	FLEMINGTON DEPT STORE	18-508 Invoice 62691	247.95
08/14/2018	23248	Grainger HUNTERDON EMERGENCY SV TRAINING	18-509 Invoice 9860746438	50.36
08/14/2018	23249	CTR	18-510 Invoice 18-00337	175.00
08/14/2018	23250	HILLSBOROUGH FIRE CO.#2	18-511	168.81
08/14/2018	23251	HILLSBOROUGH FIRE CO.#2	18-512	189.69
08/14/2018	23252	International Code Council, Inc.	18-513 Inv 1000925418	121.65
08/14/2018	23253	International Code Council, Inc.	18-514 Invoice 1000920826/ 1000922804	949.00
08/14/2018	23254	MATTHEW BENDER & CO. INC	18-515 Invoice 03894096	226.00
08/14/2018	23255	MOORE MEDICAL CORP. NEW JERSEY FIRE EQUIPMENT	18-517 Invoice 99977815	62.78
08/14/2018	23256	COMPANY NATIONAL FIRE PROTECTION	18-518 Invoice 58016/58008	172.00
08/14/2018	23257	ASSOCIATION	18-519 Invoice 7292718 Y	67.50
08/14/2018	23258	Johnson, Ken	18-516	27.68
08/14/2018	23259	National Association of Fire Investigator	18-520	65.00
08/14/2018	23260	Northwest River Supplies Inc	18-521 Invoice 655471	50.96
08/14/2018	23261	NIC Group, Inc. NEW JERSEY FIRE EQUIPMENT	18-522 Invoice August-MSP-10994	1,450.00
08/14/2018	23262	COMPANY	18-523 Invoice 57963	5,868.30
08/14/2018	23263	Northwest River Supplies Inc NATIONAL FIRE PROTECTION	18-524 Invoice 684356	474.12
08/14/2018	23264	ASSOCIATION	18-525 Invoice 7292718Y	67.50
08/14/2018	23265	Officer Survival Solutions	18-526 Invoice 1063-667	5,880.00
08/14/2018	23266	Public Agency Training Council	18-527 Invoice 229515	885.00
08/14/2018	23267	Packet Media, LLC	18-528 Invoice 300421092	110.67
08/14/2018	23268	Packet Media, LLC	15-529 Invoice 300419593	110.67
08/14/2018	23269	Pavese-McCormick Agency, Inc.	18-530 Invoice 64524/64552	3,442.53
08/14/2018	23270	ROCK-N-RESCUE	18-531 Invoice 187098	142.00
08/14/2018	23271	RICHARD M. BRASLOW ESQ.	18-532 Invoice 19853	589.00
08/14/2018	23272	RICH CRATER	18-533	32.37
08/14/2018	23273	RWJ Physician Enterprise, PA	18-534 Invoice 12118340/12118550/12118560/12118570	1,413.00
08/14/2018	23274	RWJ Physician Enterprise, PA	18-535 Invoice 12118340/12118580/12118600	780.00
08/14/2018	23275	RWJ Physician Enterprise, PA	18-536 Invoice 12118720	889.00
08/14/2018	23276	RICHARD M. BRASLOW ESQ.	18-537 Invoice 19796	432.00
08/14/2018	23302	SHARP BUSINESS SYSTEMS	18-538 Invoice 9001271528	365.53
08/14/2018	23278	TASC FIRE APPARATUS, INC	18-539 Invoice 10898/10767	1,316.50
08/14/2018	23279	VERIZON WIRELESS	18-540 Invoice 9810967186	842.35
08/14/2018	23280	VERIZON	18-541	89.73
08/14/2018	23281	Wex Online	18-542 Invoice 55270879	1,557.05
08/14/2018	23282	William Shaffer	18-543	47.44

08/14/2018	23285	Zoro, Inc.	18-544 Invoice INV460444010	38.61
08/14/2018	23286	JOANN BULLOCK	18-545	261.00
08/14/2018	23287	Johnson, Ken	18-547	20.94
08/14/2018	23288	APPROVED FIRE PROTECTION	18-548	265.15
08/14/2018	23289	ELMER'S CATERING	18-546	4,100.61
08/14/2018	23290	RYAN BUCKLEY	18-549	672.82
08/14/2018	23291	AMWELL AUTO & TIRE CENTER	18-550	72.72
08/14/2018	23292	AMWELL AUTO & TIRE CENTER	18-551 Invoice 152745	257.56
08/14/2018	23293	ACCESS HEALTH SYSTEMS	18-551 Invoice 152745	38.00
08/14/2018	23294	APPROVED FIRE PROTECTION	18-553	190.90
08/14/2018	23295	APPROVED FIRE PROTECTION	18-555 InvoiceIN00020471	367.40
08/14/2018	23296	ALLEGRO ENTERPRISES INC	18-556 Invoice I2002	10.00
08/14/2018	23297	APPROVED FIRE PROTECTION	18-557	78.75
08/14/2018	23298	Chexalance LLC	18-558Invoice 1053	200.00
08/14/2018	23299	ALLEGRO ENTERPRISES INC	18-559 Invoice I2825/I2799	16.03
08/14/2018	23301	APPROVED FIRE PROTECTION	18-554 Invoice I00020472	117.30
				66,986.61

A motion was made by Commissioner Buckley, seconded by Commissioner Carone, to approve the Claims List 2018-07. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to approve to pay the Claims List 2018-07. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2018-08

A motion was made by Commissioner Buckley, seconded by Commissioner Lazorchak to approve the transfer of funds in the amount of \$70,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:

- No report.

Budget:

- Asked the Chiefs if they have any large capital items that they want for 2020 to let him know by December 31, 2018 so they can put on the ballot for the 2019 Voting.

Specifications, Special Bids and Acquisitions:

- No report.

New Apparatus:

- No report.

Commissioner Catrombon, Jr.:

- Absent. No report.

Commissioner Lazorchak:

Insurance:

- No report.

Medical (Physicals):

- Updated Physical List was handed out (*Attachment*).

Fit Testing:

- No report.

Commissioner Buckley:

Bureau of Fire Operations:

- Next meeting is scheduled for Wednesday, September 5, 2018 at Station 36 at 7:00 pm.
 - o Residency requirements for Fire Officers.
 - o Junior Firefighter allowable activities (*Attachment*).

OEM:

- No report.

GOG's:

- No report.

Accident/Injury – Workman's Compensation:

- No report.

Gear Cleaning & Repair:

- No report.

OSHA:

- No report.

District Drills:

- Man-in-Machine Class was completed. Certificates were sent to Fire Safety.
- District Firefighter Survival Class:
 - o Class is scheduled for October 12, 13 and 14, 2018. This is a Friday night, Saturday and Sunday.
 - Need to get headcount of participants by the September Regular Meeting.
 - Try to encourage new members to attend.

Training:

- CEVO Course – Start gathering numbers and propose dates.
- Make sure all members being signed up for Fire Scholl have completed their Module 1 packets before attending.
- Pump Class is scheduled for September 4, 5, 6 and September 8 and 9, 2018.

Commissioner Carone:

- Will be starting the budget within the next few weeks.

CHIEF'S REPORTS

Chief Everett Heider - Fire Company #36:

Drills: Live Burn will be held on September 22, 2018 at the Piscataway Tower 0800-1300.
Initial company operations skills.

- Would like permission to take Engine 36 to the 911 lights at Liberty State Park in Jersey City.
 - o Permission given by Commissioners.
- Would like permission to take the Rescue Truck to South Plainfield on Labor Day for lighting.
 - o Permission given by Commissioners.

Chief Bill Shaffer – Fire Company #37

Drills: Aerial Operation Training will be held on August 21, 2018 at 6:30 pm.

Wilderness Search Awareness Class will be held on September 10, 2018 at 6:30 pm at Station 37.

- Would like permission to take Tower 37 to the 911 lights at Liberty State Park in Jersey City.
 - o Permission given by Commissioners.
- Would like permission to take Car 36 to Wildwood.
 - o Permission given by Commissioners.
 - o Commissioner Nuara said that Ladder 37 will go to Wildwood.
- Requesting to order the following items for Station 37's new Ladder Truck:
 - o Providence Pierce Hooks – 8" – \$115.00, 10" – \$160.00 and 12" - \$180.00.

- Duo-Safety Aluminum Roof Ladder – Pumper Style - \$289.49 + \$180.00 Shipping
- Blowhard Dual Powered Fan (Battery Included) - \$3,465.00
- 2 Fire Hooks Unlimited 30” Maxximus Halligan Force Entry Tool - \$352.99 each - Total \$705.98.

A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to purchase the Providence Pierce Hooks – 8” – \$115.00, 10” – \$160.00 and 12” - \$180.00, Duo-Safety Aluminum Roof Ladder – Pumper Style - \$289.49 + \$180.00 Shipping, Blowhard Dual Powered Fan (Battery Included) - \$3,465.00 and 2 Fire Hooks Unlimited 30” Maxximus Halligan Force Entry Tool - \$352.99 each - Total \$705.98 for Station 37’s new Ladder Truck. Roll call vote: All Approved.

Chief Mike Murphy – Fire Company #38

Drills: Swift Water Drill was held on August 6, 2018 at Station 38 at 7:30 pm.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Brush Fire Fill Site Drill will be held on August 21, 2018.

OEM:

- No report.

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 8:50 p.m. and go into a Closed Session Meeting. Roll call vote: All approved.**

Respectfully submitted,

John Lazorchak, Secretary
Hillsborough Township
Board of Fire Commissioners

JL/jhb
Attachments

