

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

AUGUST 9, 2016

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, August 9, 2016 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner 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 John Catrombon, Jr., Commissioner Bruce Vatter, and Commissioner Mike Carone. Also present were Fire Chiefs: Deputy Chief Everett Heider, Fire Co. #1; Chief Rich Bartolucci, Fire Co. #2, Chief Mike Murphy, Fire Co. #3, Chief Kit Crisafulli, Neshanic Fire Co, and Fire Marshal John Yanko. Absent: Commissioner Charlie Nuara, Commissioner Buckley, 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 Vatter, seconded by Commissioner Carone to approve the Regular Meeting minutes of July 12, 2016. Roll call vote: All approved.

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve the Closed Meeting minutes of July 12, 2016. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Vatter to approve the Work Meeting minutes of August 4, 2016. Roll call vote: All approved.

TREASURER'S REPORT

JULY 31, 2016

Checking Account Balance:	\$	21,871.12
Savings Account Balance:	\$	1,089,801.43
LOSAP Account Balance:	\$	162,705.68
Capital Expense Account Balance:	\$	<u>924,336.10</u>
Total of all Accounts:	\$	2,198,714.33
Expenditures for April, 2016:	\$	66,423.56

CHIEF FIRE MARSHAL'S REPORT

Fire Marshal John Yanko reported the following:

1. The P25 radio upgrades are ordered and programming will be scheduled in the near future.
2. SCBA testing is completed and all meters have been calibrated.
3. The 2016 replacement hose order bids are due back on August 22, 2016.
4. Fire Officer 1 challenge exam and prep schedule has been set up. For members are participating.
5. Reminder – when a members leaves, his/her pager needs to get returned to the Fire Safety Office.

APPARATUS – EQUIPMENT REPORT

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

CAR 36-1:	Mileage – 37,255 No issues reported.
CAR 36-2:	No issues reported.
ENGINE 36:	Tank water level sensor was replaced. Window track was repaired. Valve cover gasket was replaced.
LADDER 36:	Out-of-Service for exhaust and A/C repairs. Exhaust parts are on order, will be approximately 2 weeks.
TENDER 36:	Rubber grommets on the exhaust were replaced in-house. Hopefully this fixed the vibration.
BRUSH 36:	No issues reported.
BRUSH 36-2:	Tailgate ladder was fixed in-house.
RESCUE 36:	New wheel lock was installed.
MARINE 36:	No issues reported.
<u>Small Equipment:</u>	All SCBA flow was tested. 1 SCBA was repaired. Blitzfire was repaired. All extinguishers were serviced. All gas meters were calibrated.

Chief Rich Bartolucci of Fire Company #2 reported the following:

- CAR 37: Mileage – 4,885
No issues reported.
- CAR 37-2: No issues reported.
- ENGINE 37: Replacement rebuild kit is on order for the tank-to-pump valve.
Hose bed strap system was ordered.
Kussmaul charger was replaced.
Front suction drain handle was replaced.
- ENGINE 37-2: Back-up camera parts are still on order.
Hose bed strap system was ordered.
A/C was recharged.
- TOWER
LADDER 37: Echo saw is out of service and cannot be fixed. Submitted via Fire Marshal
Giordano to be replaced with a similar style to the other district companies.
Strobes on the front cab were fixed.
- BRUSH 37-1: No issues reported.
- BRUSH 37-2: No issues reported.
- MINI PUMPER 37: Spotlight was repaired.
Auto eject was replaced.
Pump pressure gauge was replaced.
Bag for the collapsible cones was lost during storm calls on Route 206 with
Power lines down. New bag is on order.
- SUPPORT 37: A/C was recharged.
- Small Equipment: All SCBA's were tested.
Gas detectors were serviced on all apparatus.
2 extinguishers were recharged.
All extinguishers were serviced.
1 saw is out for repair.

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

- CAR 38-1: Mileage – 23,000
Running board light is on order.
- 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: New rear step was installed.
MARINE 38: No issues reported.
Small Equipment: All gas meters were calibrated.
All SCBA's were flow tested.
All extinguishers were serviced.

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

CAR 48: Mileage – no report.
Out-of-service for an electrical problem.

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.

UTILITY 48: No issues reported.

Small Equipment:

R&R COMMITTEE UPDATE

FAP:

- Nothing to report.

Signal 100 Team:

- Signal 100 Team Meeting was held on August 4, 2016 at the Municipal Building.

APPROVAL TO PAY CLAIMS LIST 2016- 08

Date	Num	Name	Memo	Amount
08/09/2016	21180	ACCESS HEALTH SYSTEMS	16-396 - Invoice 10418, 10156, 10155	\$ 195.00
08/09/2016	21181	CENTRAL JERSEY NURSERIES	16-406 - Account 1231	\$ 25.97
08/09/2016	21182	CONTINENTAL FIRE & SAFETY INC.	16-405 - Invoice F3210	\$ 2,810.50
08/09/2016	21183	First Priority Emergency Vehicles	16-416 - Invoice 622627	\$ 3,277.30
08/09/2016	21184	FLEMINGTON DEPT STORE	16-414 - Invoice 48251	\$ 84.95
08/09/2016	21185	MINERVA CLEANERS	16-429 - Invoice 474-58	\$ 177.50
08/09/2016	21186	NEW JERSEY FIRE EQUIPMENT COMPANY	16-432 - Invoice 51387	\$ 47.00
08/09/2016	21187	RWJ Physician Enterprise, PA	16-435 - Invoice 8840	\$ 125.00
08/09/2016	21188	SOMERSET COUNTY EMER. SERV. TRAINING{2}	16-439 - Invoice 11402	\$ 1,100.00
08/09/2016	21189	SOMERSET COUNTY VEHICLE MAINTENANCE	16-409 - Invoice 183	\$ 2,024.64
08/09/2016	21190	BILL SHAFFER	16-401	\$ 40.00
08/09/2016	21191	CONTINENTAL FIRE & SAFETY INC.	16-407 - Invoice F2538	\$ 19,347.00
08/09/2016	21192	First Priority Emergency Vehicles	16-419 - Invoice 623585, 623651, 623265	\$ 2,311.63
08/09/2016	21193	FLEMINGTON DEPT STORE	16-415 - Invoice 48235	\$ 108.00
08/09/2016	21194	MINERVA CLEANERS	16-430 - Invoice 474-57	\$ 85.75
08/09/2016	21195	SOMERSET COUNTY EMER. SERV. TRAINING{2}	16-440 - Invoice 11401	\$ 225.00
08/09/2016	21196	First Priority Emergency Vehicles	16-421 - Invoice 623522, 623586, 623584, 520567	\$ 1,306.03
08/09/2016	21197	FLEMINGTON DEPT STORE	16-418 - Invoice 48496	\$ 196.07
08/09/2016	21198	FLEMINGTON DEPT STORE	16-420 - Invoice 48114, 47892	\$ 2,887.75
08/09/2016	21199	10-75 Emergency Lighting	16-411 - Invoice 4539	\$ 85.00
08/09/2016	21200	ACCESS HEALTH SYSTEMS	16-457 - Invoice 10155, 10156	\$ 130.00
08/09/2016	21201	ALERT-ALL CORPORATION	16-399 - Invoice 216070336	\$ 5,565.00
08/09/2016	21202	ALL HANDS FIRE EQUIPMENT	16-397 - Invoice INV9161	\$ 2,000.00
08/09/2016	21203	ALLEGRO ENTERPRISES INC	16-400 - Account 003104	\$ 21.25
08/09/2016	21204	Amazon.com	16-394 - Order 109-6062325-9726611	\$ 353.20
08/09/2016	21205	AMWELL AUTO & TIRE CENTER	16-403 - Invoice 140355	\$ 919.16
08/09/2016	21206	APPROVED FIRE PROTECTION	16-398 - Invoice I1167903	\$ 213.35
08/09/2016	21207	BILL SHAFFER	16-402	\$ 34.93
08/09/2016	21208	CENTRAL JERSEY NURSERIES	16-410 - Account 1231	\$ 69.31
08/09/2016	21209	COMCAST	16-404 - Account 8499 05 280 0046635	\$ 176.00
08/09/2016	21210	CONTINENTAL FIRE & SAFETY INC.	16-408 - Invoice F3447	\$ 398.00
08/09/2016	21211	Enforsys, Inc.	16-412 - Invoice ESP1608009	\$ 1,874.25
08/09/2016	21212	Fire Gear Pros	16-413 - Invoice 160705B	\$ 795.00
08/09/2016	21213	First Priority Emergency Vehicles	16-422 - Invoice 623545, 623446	\$ 605.00
08/09/2016	21214	FLEMINGTON DEPT STORE	16-455 - Invoice 47901	\$ 247.96
08/09/2016	21215	FRED & VACHINO & SONS, INC	16-417 - Invoice 992452	\$ 165.00
08/09/2016	21216	Giordano, Ryan	16-434	\$ 64.98
08/09/2016	21217	Grainger	16-424 - Invoice 9153920005	\$ 192.24
08/09/2016	21218	GREEN BROOK ELECTRONICS.	16-423 - Invoice 97626	\$ 358.00
08/09/2016	21219	HILLSBOROUGH FIRE CO.#1	16-449	\$ 353.69
08/09/2016	21220	HILLSBOROUGH FIRE CO.#2	16-425	\$ 27.93
08/09/2016	21221	HUNTERDON EMERGENCY SV TRAINING CTR	16-426 - Invoice 16-227	\$ 250.00
08/09/2016	21222	JOANN BULLOCK	16-450	\$ 243.00

08/09/2016	21223	Lines & Letters Designs	16-453	\$ 378.60
08/09/2016	21224	MATT DE CICCIO	15-628 - Replacement for check 20512 12/8/2015	\$ 599.00
08/09/2016	21225	MICHAEL LEMONIE	16-456	\$ 139.00
08/09/2016	21226	MINERVA CLEANERS	16-431 - Invoice 474-56	\$ 670.25
08/09/2016	21227	NEW JERSEY FIRE EQUIPMENT COMPANY	16-433 - Invoice 51490	\$ 233.00
08/09/2016	21228	PERFUMERY SOLUTIONS, LLC	16-458	\$ 82.50
08/09/2016	21229	Petner, Lynn	16-428	\$ 329.93
08/09/2016	21230	RICHARD M. BRASLOW ESQ.	16-454 - Invoice 18206	\$ 102.00
08/09/2016	21231	RWJ Physician Enterprise, PA	16-436 - Invoice 8800	\$ 2,095.00
08/09/2016	21232	SCREEN STYLES	16-438 - Invoice 77320	\$ 724.50
08/09/2016	21233	SHARP BUSINESS SYSTEMS	16-443 - Invoice C800511-711	\$ 163.28
08/09/2016	21234	SKYLANDS FIRE EQUIP.	16-442 - Invoice 8004	\$ 930.00
08/09/2016	21235	SOMERSET COUNTY EMER. SERV. TRAINING{2}	16-441 - Invoice 11400	\$ 750.00
08/09/2016	21236	SOMERSET COUNTY VEHICLE MAINTENANCE	16-451 - Invoice 187	\$ 1,902.83
08/09/2016	21237	STAPLES CREDIT PLAN	16-437 - Account 6011 1000 4126 124	\$ 310.76
08/09/2016	21238	STEPHEN NAGY	16-452	\$ 30.00
08/09/2016	21239	TASC FIRE APPARATUS, INC	16-445 - Invoice 10493	\$ 236.55
08/09/2016	21240	The Roman Gourmet	16-444	\$ 164.19
08/09/2016	21241	UPS	16-446 - Account 74Y02Y	\$ 46.74
08/09/2016	21242	Vallo, Joseph	16-427	\$ 850.00
08/09/2016	21243	VERIZON	16-448 - Invoice 908 369-0609 114 37Y	\$ 50.00
08/09/2016	21244	VERIZON WIRELESS	16-447 - Invoice 9768732346	\$ 700.59
08/09/2016	21245	Witmer Public Safety Group, Inc.	16-459 - Account HILFIRD	\$ 3,417.50
				\$ 66,423.56

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve the Claims List 2016-08. Roll call vote: All approved.

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve to pay the Claims List 2016-08. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2016-08

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve the transfer of funds in the amount of \$65,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Absent.

Contracts:

- No report.

Budget:

- No report.

Specifications, Special Bids and Acquisitions:

- No report.

New Apparatus:

- No report.

Commissioner Catrombon, Jr.:

Radios & Pagers:

- No report.

Grants:

- No report.

Apparatus/Equipment Maintenance:

- No report.

Air Packs & Air Bottle Testing:

- No report.

Commissioner Vatter:

Insurance:

- Commissioner Catrombon, Jr. and I met with Kristen from Pavese-McCormick Agency today. We reviewed the policy again and discussed training materials and programs that are available for free of charge. VFIS is partnered with Target Safety which offers the programs. This will all go through the Fire Safety Office once it is set up, so if any firefighter wants to take a course the program will be set up online with a password, etc. This information will be put into an email for all the Chiefs and firefighters. Will continue to work with Kristen from Pavese-McCormick and with Chief Fire Marshal Weniger to get this set up and working.

Medical (Physicals):

- Physicals:
 - o Waiting for the last of the paperwork to come from Primary Care. Sent an email to Terry at Primary Care, but she is on vacation. Once all paperwork is back, I will come up with a LOSAP list before the end of the year.

Fit Testing:

- It is time to schedule Fit Testing. I have made the following schedule:
 - o Station 36 – November 7, 2016 from 6:00-9:00 pm (Monthly Meeting night)
 - o Station 37 – November 1, 2016 from 6:00-9:00 pm (Monthly Meeting night)
 - o Station 38 – November 21, 2016 from 6:00-9:00 pm (Monthly Meeting night)
 - o Make-up – December 28, 2016 from 9:00 am – 1:00 pm (to accommodate College Students)

- Scott Masks:
 - o Prescription inserts are available for Scott masks should any firefighter wishing to have them made. They should contact Fire Safety to get a voucher that will need to be taken to the District Optometrist.

Commissioner Buckley:

Absent.

Bureau of Fire Operations:

- No report.

OEM:

- No report.

GOG's:

- Need members from Stations 38 & 48.
- Looking for the Committee to meet and review/revise the Accountability GOG #2.

Accident/Injury – Workman's Compensation:

- No report.

Gear Cleaning & Repair:

- Due at the September 13, 2016 Commissioner's Regular Meeting.

OSHA:

- No report.

District Drills:

- Jeff Cooley of FDNY (who was forced to jump from a 5th story window) will give a presentation on the "Black Sunday" incident. Looking at a week night in November. This will be opened to all fire companies in the County. Location to be determined.
- Air Consumption:
 - o Station 36 – needs to schedule
 - o Station 37 is 90% complete
 - o Station 38 is scheduled for 10/3/16
 - o Station 48 – Sent email to Chief Crisafulli and waiting for response.
- Strategy & Tactics Training:
 - o Training is for October 15 & 16, 2016 at Station 37. Need headcount by the September 13, 2016 Commissioners Regular Meeting as I need to order enough text books.

- Sterling F4 Bail-Out Systems:
 - o Recertification Training with the new system is scheduled for Saturday, Saturday, August 20, 2016 beginning at 8:00 am. This should only be several hours each day. The Chiefs are working on a combined schedule for each day. Need a list of members attending by Wednesday, August 11, 2016.
 - o Initial Bailout Training will be scheduled for August 27, 2016. Need a headcount by Monday, August 15, 2016 for those members that have never had any bailout training.

Other:

- When the Commissioners make requests for information from the fire companies, we should not have to keep asking for the same information meeting after meeting.

Commissioner Carone:

Audit:

- No report.

LOSAP:

- No report.

Bills with Vouchers:

- No report.

Budget:

- Currently working on the Budget and will be getting together with Chief Fire Marshal Weniger and Commissioner Nuara. Do not have any numbers as of yet.

Inventory:

- No report.

CHIEF'S REPORTS

Deputy Chief Everett Heider - Fire Company #36:

Drills: Manual Hurst Tool Drill was cancelled for August 11, 2016. Will be returning to the house on Route 202 for training instead.

Members signed up for Bail Out recertification to be held on August 20, 2016.

Initial Bail-Out training (sent email to members to get number of attendees) to be held on August 27, 2016.

- Requesting permission to take Ladder 36 to Liberty State Park for pictures on September 11, 2016. We have never taken apparatus to this before. Commissioners asked to have a letter sent to them asking permission.

Update on Engine 36:

- Cab welding completed.
- Bumper being manufactured now.
- Mounting cab on chassis this week or next.
- Still addressing daily emails on minor details. Still on track for a November delivery date.
- Jimmy has stated that once the cab, body is mounted on the chassis, a trip will be planned. This should be within the next 2 or 3 weeks. He has been in touch with me weekly and sending pictures.
- Commissioner Vatter said that they are looking to put the old truck up for sale. Need a date that process can be started. Deputy Chief Heider said probably around January or February. Will keep Board notified.

Chief Rich Bartolucci – Fire Company #37

Drills: Mini Drill on Extrication Equipment was held on August 2, 2016 at 7:00 pm at Station 37.

Hands-On Drill at the vacant house on Route 206 was held on August 4, 2016 at 7:00 pm.

Extrication Overview/Refresher with Hillsborough EMS will be held on August 11, 2016 at 7:00 pm at Station 37.

Hands-On Extrication Drill will be held on August 16, 2016 at 7:00 pm at Station 37.

Chief Mike Murphy – Fire Company #38

Drills: Saw Drill that was cancelled on July 25, 2016 will be rescheduled.

New Bail Out Bag Drill is scheduled for August 13 & August 20, 2016.

- Would like to order a roll of 1" webbing for endless loops for the members.
- The 911 Ceremony will be held on Sunday, September 11, 2016 at 4:00 pm at Station 38.

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: Demo House Drill on Old Somerville Road & Route 206 will be held on August 10, 2016.
Size-Up APON Arrival Drill will be held on August 16, 2016.
Fill Site Refresher Mini Drill will be held on August 30, 2016 at Station 48.

- R.O.A.M Drill will be schedule this week for the October Drill.
- Contract answer by September 7, 2016.

Hillsborough Rescue Squad:

- No report.

PUBLIC

- A Hillsborough Resident spoke regarding a Cell Tower on the property of Station 38. (*Attachment*)

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Carone, and seconded by Commissioner Vatter to adjourn the meeting at 8:33 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

BV/jhb
Attachments