

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

MAY 12, 2016

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, May 12, 2016 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 Catrombon, Jr., Commissioner Bruce Vatter, Commissioner Pat Buckley, 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 Chief Fire Marshal Chris Weniger. Absent: Chief Dave Foelsch.

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 April 12, 2016. Roll call vote: All approved.**

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

**A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve the Work Meeting minutes of May 5, 2016. Roll call vote: All approved.**

**TREASURER'S REPORT**

**APRIL 30, 2016**

Checking Account Balance:	\$ 23,030.52
Savings Account Balance:	\$ 1,006,268.43
LOSAP Account Balance:	\$ 162,636.17
Capital Expense Account Balance:	<u>\$ 924,106.31</u>
Total of all Accounts:	\$ 2,116,041.43
Expenditures for May 2016:	\$ 81,848.35

Amount to be transferred to Checking from  
 Regular Savings: \$ 78,000.00

**A motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. 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. Letter to Chief Donahue of Mercer County Signal 2-2 thanking him and his staff for the assistance at the large fire that occurred in Hillsborough Township on February 11, 2016, and enclosing a donation check. *(Attachment)*
4. Letter to Michael Clayton, Manager Salvation Army Emergency Disaster Services thanking him and his staff for the assistance at the large fire that occurred in Hillsborough Township on February 11, 2016, and enclosing a donation check. *(Attachment)*
5. Thank you letter from the NJ Fire Museum of Fallen Firefighters for the donation. *(Attachment)*
6. Thank you letter from the Salvation Army for the donation. *(On File in the Fire Safety Office)*
7. Thank you letter from for Mercer County 22 for the donation. *On File in the Fire Safety Office)*
8. Thank you letter from Woods Road School for participating in the Brave Billy Event. *(Attachment)*
9. Thank you letters from Anthony & Arlene Todar to all the firefighters at the recent fire at their property on Amwell Road on April 8, 2016. *(Attachment)*

**MONTHLY FIRE REPORTS**

Commissioner Nuara read the monthly fire reports for April, 2016.

**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>	27	121.9	130	1072.1	1	48.0	8	337.0
<b>#2</b>	44	260.2	251	6930.1	1	130.5	9	599.5
<b>#3</b>	19	130.0	93	1029.6	0	0	8	610.5
<b><u>Neshanic</u></b>	16	108.4	62	1694.7	3	79.8	8	305.8

## CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. VA Fire equipment loss and damage reports are complete. The insurance claims have been paid. Equipment is on order or has been delivered. The Federal Government is asking for all kinds of information that they will need within 90 days of the incident in order to cover costs and expenditures that were not covered by the Insurance. Just received the phone call a few days ago and 90 days from the incident is on Tuesday, May 10, 2016. Everything has been filed.
2. Ladder & Appliance Testing will be done on May 26, 2016 at Station 36 and May 27, 2016 at Station 37.
3. The Hillsborough Fireworks is scheduled for Saturday, June 25, 2016. Will send out an email the week before to the Commissioners and Chiefs.
4. A leaking water storage tank on Deer Path Road is being tested on May 13, 2016 to see where the leak is. This is the responsibility of the Township.
5. The new Fire Station monitors for the truck bays have been ordered. Delivery is expected on Monday, May 16, 2016.
6. A house is available for training on Amwell Road near Pleasant View Road in the near future. Further information to follow.
7. All maintenance is completed except on Tanker 36, which is now corrected. Maintenance on the Deuces is scheduled the week of May 16, 2016. Maintenance on the jaws/pumps is scheduled for the end of May.

## APPARATUS – EQUIPMENT REPORT

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

- CAR 36: Mileage – 36,074  
Decals are all replaced. Minor damage to clear coat done in the process.  
Requesting a professional exterior detailing – approximately \$300.00 per brief phone conversations with vendors.
- ENGINE 36: Oil leak from engine, parts are on order.  
Officer window broke, fixed in-house. Parts appear to be worn inside.
- LADDER 36: A/C line was replaced.  
Outrigger light was replaced.  
Melted light lens was replaced.  
Hydraulic leak was checked and unable to locate the source.  
Exhaust issue – unknown status.
- TENDER 36: Water tank leak was repaired.  
No leaks noted from Large Water Drill.  
Need to have vibration issues addressed after the hose testing is completed.

BRUSH 36: Tool box gasket was replaced.

BRUSH 36-2: No issues reported.

RESCUE 36: Trailer tires were replaced.

MARINE 36: No issues reported.

Small Equipment: 1 SCBA regulator was repaired.  
3 extinguishers were recharged.  
1 bottle hydro was tested.

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

CAR 37: Mileage – 2,217  
No issues reported.

CAR 37-2: No issues reported.

ENGINE 37: Water leak was repaired.  
Generator problem is isolated to the large PPV fan.

ENGINE 37-2: Generator was repaired.  
AED is out of service due to bad battery.

TOWER  
LADDER 37: Fluid leaks were repaired.  
Parking brake valve was repaired.  
New brakes.  
Breathing air system is out of service.  
Relief valve on one bottle blew at 3,000 lbs. and is supposed to hold 4,000 lbs.  
Now have the line to fill bottles ourselves at 38. Continental is coming back out to fix that.

BRUSH 37: No issues reported.

BRUSH 37-2: Air horn is not working and parts are on order.  
Parking brake parts are on order.

MINI PUMPER 37: Front end of truck is shaking again. Needs to be checked. Probably related to hubs being locked.

SUPPORT 37: Air fill station tanks were filled.

Small Equipment: 4 extinguishers were recharged.  
2 SCBA regulators were repaired.  
Jaws pump out for warranty repair.

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

CAR 38: Mileage – 21,700  
Rear bumper was replaced.  
Lights were done on May 10, 2016.

ENGINE 38: Shower valve is leaking and parts are on order.  
Attic ladder rack was repaired.

LADDER 38: Leaking air valve in brake system was repaired.  
Oil leak from power steering pump was repaired.  
Q siren was repaired.

TENDER 38: Q siren reported not to be working. No issues were found.  
Small anti-freeze leak was repaired.

BRUSH 38: Booster line leak was repaired.

RESCUE 38: New electronic siren was ordered. Repairs were done on May 10, 2016.  
Light tower warning is on and we are working with manufacturer to repair.

DEUCE 38: Waiting for exhaust handle for Plymovent.

MARINE 38: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 1 SCBA bottle was repaired.  
Hose, ladders, suction, nozzles and appliances were tested.

**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: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: New equipment from insurance claim arrived and are in service.

## R&R COMMITTEE UPDATE

### FAP:

- Several more businesses were added to the list.

### Signal 100 Team:

- Nothing to report.

## APPROVAL TO PAY CLAIMS LIST 2016- 05

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
05/10/2016	20963	APPROVED FIRE PROTECTION	16-215 - Invoice I1162102	\$ 382.82
05/10/2016	20964	CHRISTIAN FULMINO	16-221	\$ 204.20
05/10/2016	20965	COMMUNICATION SPECIALIST, INC	16-219 - Invoice 35651	\$ 85.00
05/10/2016	20966	HILLSBOROUGH FIRE CO.#1	16-231	\$ 7,351.13
05/10/2016	20967	HUNTERDON EMERGENCY SV TRAINING CTR	16-232 - Invoice 16-184, 16-255	\$ 680.00
05/10/2016	20968	JOANN BULLOCK	16-266	\$ 333.00
05/10/2016	20969	Petner, Lynn	16-242	\$ 30.00
05/10/2016	20970	SOMERSET COUNTY EMER. SERV. TRAINING{2}	16-253 - Invoice 11215	\$ 150.00
05/10/2016	20971	ACCESS HEALTH SYSTEMS	16-267	\$ 3,225.00
05/10/2016	20972	AED SUPERSTORE	16-271 - Invoice 682113	\$ 126.65
05/10/2016	20973	ALLEGRO ENTERPRISES INC	16-214 - Account 003104	\$ 20.00
05/10/2016	20974	AMWELL AUTO & TIRE CENTER	16-213 - Invoice 138844	\$ 530.30
05/10/2016	20975	APPROVED FIRE PROTECTION	16-272 - Invoice I1164542	\$ 202.15
05/10/2016	20976	B&C Hillsborough Florist, LLC	16-218 - Invoice 2689	\$ 68.95
05/10/2016	20977	BLUE RIBBON AWARDS INC.	16-217 - Invoice 16320	\$ 3,092.45
05/10/2016	20978	Burlington County EmerServices Training	16-216 - Invoice 2303	\$ 83.00
05/10/2016	20979	CHRISTIAN FULMINO	16-265	\$ 20.27
05/10/2016	20980	CHRISTOPHER WENIGER	16-225	\$ 199.87
05/10/2016	20981	COMMUNICATION SPECIALIST, INC	16-223 - Invoice 35629	\$ 421.00
05/10/2016	20982	CONTINENTAL FIRE & SAFETY INC.	16-222 - Invoice F2247	\$ 1,875.00
05/10/2016	20983	CORPORATE GRAPHICS INC.	16-220 - Invoice 31393	\$ 102.00
05/10/2016	20984	ELECTRONIC MEASUREMENT LABS INC.	16-226 - Invoice 47272	\$ 284.00
05/10/2016	20985	First Priority Emergency Vehicles	16-227	\$ 14,155.06
05/10/2016	20986	Global Imports, Inc	16-229 - Invoice 373022	\$ 263.73
05/10/2016	20987	GOLDSHIELD TEAM LLC	16-228 - Invoice 16-003	\$ 300.00
05/10/2016	20988	Grainger	16-230 - Invoice 9077598796	\$ 551.55
05/10/2016	20989	HILLSBOROUGH FIRE CO.#1	16-236	\$ 25.00
05/10/2016	20990	HILLSBOROUGH FIRE CO.#2	16-237	\$ 25.00
05/10/2016	20991	HILLSBOROUGH FIRE CO.#3	16-238	\$ 25.00
05/10/2016	20992	HILLSBOROUGH RADIOLOGY	16-234 - Invoice 5-1	\$ 77.00
05/10/2016	20993	HUNTERDON EMERGENCY SV TRAINING CTR	16-235 - Invoice 16-165	\$ 440.00

05/10/2016	20994	JOANN BULLOCK	16-273	\$	150.81
05/10/2016	20995	JOHN CATROMBON	16-268	\$	126.65
05/10/2016	20996	Johnson, Ken	16-263	\$	300.45
05/10/2016	20997	LIBERTY MUTUAL INSURANCE GROUP	16-240 - Quote 941120-01	\$	35,249.00
05/10/2016	20998	MATTHEW BENDER & CO. INC	16-241 -Contract 82076642	\$	223.74
05/10/2016	20999	MIKE MURPHY	16-270	\$	361.00
05/10/2016	21000	MINERVA CLEANERS	16-245 - Invoice 474-52	\$	538.75
05/10/2016	21001	Morris County Public Safety Academy	16-244 - Invoice 23275	\$	100.00
05/10/2016	21002	NESHANIC VOL.FIRE CO.	16-248	\$	25.00
05/10/2016	21003	NEW JERSEY FIRE EQUIPMENT COMPANY	16-247 - Invoice 50656	\$	356.40
05/10/2016	21004	NJ Legal	16-246 - Invoice 125614	\$	172.98
05/10/2016	21005	PERFUMERY SOLUTIONS, LLC	16-269	\$	155.83
05/10/2016	21006	Petner, Lynn	16-243	\$	112.29
05/10/2016	21007	RICHARD M. BRASLOW ESQ.	16-249 - Invoice 17974	\$	1,564.00
05/10/2016	21008	RWJ Physician Enterprise, PA	16-250 - Invoice 8030	\$	155.00
05/10/2016	21009	SAM ROZYCKI	16-264	\$	32.52
05/10/2016	21010	SHARP BUSINESS SYSTEMS	16-259 - Invoice C796525-711	\$	337.01
05/10/2016	21011	Signs Of Fire	16-258 - Invoice S16.0190	\$	69.50
05/10/2016	21012	SINCERE LEGENDS	16-251 - Invoice 1699	\$	290.00
05/10/2016	21013	SKYLANDS FIRE EQUIP.	16-252 - Invoice 7846	\$	1,472.85
05/10/2016	21014	SOMERSET COUNTY EMER. SERV. TRAINING{2}	16-254 - Invoice 11241	\$	750.00
05/10/2016	21015	SOMERSET COUNTY VEHICLE MAINTENANCE	16-224 - Invoice 180	\$	1,297.65
05/10/2016	21016	STAPLES CREDIT PLAN	16-256 - Account 6011 1000 6181 135	\$	739.46
05/10/2016	21017	State Line Fire & Safety, Inc.	16-257 - Invoice 104133	\$	975.00
05/10/2016	21018	THE PRINCETON PACKET INC.	16-260 - Account 1008383	\$	16.74
05/10/2016	21019	VERIZON	16-262 - Account 908 369-0609 114 37Y	\$	50.00
05/10/2016	21020	VERIZON WIRELESS	16-261 - Invoice 9763801312	\$	896.59
				\$	<b>81,848.35</b>

**A motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. to approve the Claims List 2016-05. Roll call vote: All approved.**

**A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve to pay the Claims List 2016-05. Roll call vote: All approved.**

#### **APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2016-05**

**A motion was made by Commissioner Vatter, seconded by Commissioner Buckley to approve the transfer of funds in the amount of \$78,000.00 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:

- No report.

#### Other:

- Presented Stations 36, 37, 38 & 48 with plaques from the Commissioners/Fire Safety for the VA Fire.
- Asked Chief Fire Marshal Weniger to provide information about the Township Memorial Parade.
- Non-profit organizations get free permits. Would like to change that they will get free permits if the tests/inspections are done during the day Monday-Friday. If done at night or on a weekend, there will be a charge, with the exception of the Rotary and Township.
- Station 37 needs 37 items. Chief Bartolucci has the list and will forward to Commissioner Nuara. **(Attached) A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the list of 37 items for Station 37. Roll call vote: All approved.**
- Read Resolution for the Sale of the Command Vehicle. **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to approve the Resolution for the Sale of the Command Vehicle. Roll call vote: All approved.** *(On file in the Fire Safety Office)*

### Commissioner Catrombon, Jr.:

#### Radios & Pagers:

- No report.



Grants:

- No report.

Apparatus/Equipment Maintenance:

- No report.

Air Packs & Air Bottle Testing:

- No report.

Other:

- Reminder to all Drivers, with the Spring/Summer here and the use of the air conditioning in the trucks and radio's on, it is harder to hear, so be extra careful and follow all laws for lights/sirens.

**Commissioner Vatter:**

Insurance:

- Have had issues with our previous carrier, as well as Neshanic property not covered and Fire Safety Office was not specifically named on policy. VFIS added this.
- Met with Tom Bittle from Neshanic Fire and Kirsten from Pavese-McCormick Agency to talk about insurance. May cost less for Neshanic if they are on their own policy. Kirsten is working on putting this together.
- VFIS Commercial Policies – all apparatus and equipment.
- Workman's Compensation Policy through Liberty Mutual was renewed on May 4, 2016. They have someone reviewing the claims made over the past several years.

Medical (Physicals):

- The last Saturday Clinic was April 30, 2016. There will not be any Saturday Clinics going forward. Those who have not yet had their physical are on their own to schedule. The deadline is June 30, 2016. Approximately 75-80% of members have had their physical.
- Terry from Primary Care sends me a list of members who came to the recent clinic and I will update my list.

Fit Testing:

- No report.

Other:

- Bloodwork/Urine Testing:
  - o There will be one more clinic for members who were unable to attend the clinic on April 30, 2016. The date is May 19, 2016 from 5-8 pm. I will send out an email. Fasting is not needed.
  - o Results will be put in sealed envelopes labeled with the member's name and sent to Fire Safety. They will then be passed on to the Chiefs.
  - o Several members don't want bloodwork or urine testing done and don't want to sign the sheet for refusal. If the Commissioner from those Stations could sit down with those individuals and have them state they don't want the testing or to sign the refusal sheet and the Commissioner needs to sign off on the sheet.

**Commissioner Buckley:**

Bureau of Fire Operations:

- No report.

OEM:

- No report.

GOG's:

- GOG Committee Meeting is scheduled for May 25, 2016 at Station 37 at 7:00 pm.
- Need to vote to adopt the Respiratory Protection GOG 25-R2. Added the statement on page 4 which prohibits facial hair anywhere on the fire ground. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the updated Respiratory Protection GOG 25-R2. Roll call vote: All approved.**

Accident/Injury – Workman's Compensation:

- No report.

Gear Cleaning & Repair:

- Will start the next round of gear inspections. Need to be done and turned in by the September Commissioner's Meeting on September 13, 2016.

### OSHA:

- No report.

### District Drills:

- Solicit Chiefs for a list of drills to be used as District Drills.

### Training:

- Air Consumption Rate Training:
  - o Still need reports from Station 38 and ½ of Station 37. Let me know when you need the class. Goal is to be complete by June 30, 2016.
- Sterling F4 Bailout System requests by Fire Company:
  - o **A motion was made by Commissioner Buckley, seconded by Commissioner Carone to purchase the Sterling F4 Bail System from All Hands Fire for 25 systems. Roll call vote: All approved.**
  - o Will break down to 2 separate orders.
  - o Station 38 will get the first order.
  - o Balance of the Systems will be purchased later in the year as the budget permits.
  - o Training will only involve 4 jumps and classroom presentation.
- Strategy & Tactics Class:
  - o Will be setting up a Strategy & Tactics Class in the near future. This will be a 12 Hour Course. This could be done in 4-3 hour evenings if preferred. Received a quote from **Gold Shield** for \$125.00/person. Deputy Chief Everett Heider will get dates together and set this up.
  - o A Techniques Officer Class is scheduled for June 11 & 12, 2016 at SCFA with Gary.

### Commissioner Carone:

#### Audit:

- No report.

#### LOSAP:

- No report.

Bills with Vouchers:

- No report.

Budget:

- No report.

Inventory:

- No report.

**CHIEF'S REPORTS**

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

Drills: Saws and Cutting Drill will be held on May 19, 2016 at Station 36.  
Quarterly RIT Drill will be held on June 11, 2016 at the Academy.  
Boat Operations at Night is tentatively scheduled at Round Valley Reservoir on June 24, 2016.

- Water rescue equipment survey is done. Fine tuning orders requested. Will get to the Commissioners shortly.
- Air management paperwork was handed to Commissioner Buckley and Commissioner Nuara at the last meeting. I understand there was a request for this. If it cannot be located, I will provide another copy.
- New equipment is on order.
- POSHA Emergency Plans and Equipment information was all sent to Steve Mathews via email. Only outstanding issue is the Water Rescue letter and variance request. No work on re-inspection date.
- Car 36 detailing request – exterior only due to issues with re-lettering.
- New gear on order including POSHA gigs.

**Chief Rich Bartolucci – Fire Company #37**

Drills: Truck Company Functions (including search, vent and forcible entry) Mini-Drill was held on May 3, 2016 at 7:00 pm  
Truck Company Operations Drill will be held on May 17, 2016 at SCESTA at 7:00 pm.

- Requesting permission to take Car 37 to the Harrisburg Fire Expo on Friday May 20, 2016. Commissioners approved.

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

Drills: Hand Line Placement drill was held on May 2, 2016.  
Tanker Drill will be held on June 12, 2016.

#### Other:

- With the failed hose, will it be repaired or replaced?
  - o 3 – 5 inch lengths
  - o 3 – 1-3/4 inch lengths
  - o 1 – 2 inch lengths
  - o 1 – 5 inch shortz Siamese 3 inch gate valve
- Woods Road Fire Company Golf Outing will be held on June 16, 2016.

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

Drills: Forest Fire Drill will be held on May 17, 2016  
Smoke Reading Drill will be held on May 31, 2016

- Memorial Day Parade will be held on Monday, May 30, 2016. Line up starts at 9:20 am.

### **Hillsborough Rescue Squad:**

- No report.

### **PUBLIC**

- No report.

## ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Vatter to adjourn the meeting at 8:50 p.m. and go into a Closed Session Meeting, followed with a Critique Meeting. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary  
Hillsborough Township  
Board of Fire Commissioners

BV/jhb  
Attachments