

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

FEBRUARY 9, 2016

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, February 9, 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: Chief Dave Foelsch, 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.

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 Catrombon, Jr. to approve the Regular Meeting minutes of January 12, 2016. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the Budget Meeting minutes of January 25, 2016. Roll call vote: All approved.

A motion was made by Commissioner Vatter, seconded by Commissioner Catrombon, Jr. to approve the Barn Fire Critique minutes of January 26, 2016. Roll call vote: All approved.

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

TREASURER'S REPORT

JANUARY 31, 2016

Checking Account Balance:	\$ 19,813.49
Savings Account Balance:	\$ 637,241.01
LOSAP Account Balance:	\$ 274,864.03
Capital Expense Account Balance:	<u>\$ 923,876.59</u>
Total of all Accounts:	\$ 1,855,795.12

Expenditures for February 2016:	\$ 140,948.05
Amount to be transferred to Checking from Regular Savings:	\$ 28,000.00
Amount to be transferred to Checking from LOSAP Account:	\$ 112,300.00

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 Fire Safety Office)*.
2. Fire Safety Out-of-Service Schedule *(Attachment)*.
3. Commissioners Work Meeting Schedule *(Attachment)*.
4. Commissioners Regular Meeting Schedule *(Attachment)*.

MONTHLY FIRE REPORTS

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

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	33	222.8	33	222.8	3	159.0	3	159.0
#2	77	648.5	86	692.0	3	238.0	4	270.0
#3	37	312.3	41	347.9	2	100.5	3	196.5
<u>Neshanic</u>	19	216.1	19	216.1	1	37.5	1	37.5

CHIEF FIRE MARSHAL’S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. Tablets for the Apparatus have been received and programming is in process.
2. The 2015 Apparatus Service and Repair Report has been distributed to the Commissioners. If there are any questions, please contact me.
3. The Street Index updated was completed today. There were about 20 changes. The last updated was in 2011. Will email all everyone a pdf, as this will save on the amount of copies that would have to be made. This will also be available on the tablets in the apparatus. Distribution will take place in the near future.
4. The Anti-Harassment Policy has been updated. What we currently had was out of date. Compared the policy to the Township and it is very similar. This was distributed to the Commissioners and Chiefs. Suggesting we should adopt this updated. **A motion was made by Commissioner Buckley, seconded by Commissioner Vatter to adopt the updated Anti-Harassment Policy. Roll call vote: All approved.** Commissioner Buckley will bring this to the attention of the GOG Committee to make this a GOG.
5. District wide Membership Database Forms have been distributed. This will consist of everything we need to know about each member that the Chiefs and Fire Safety will be able to access. Will need to get all necessary information from members. The form has been emailed to the Chiefs.
6. FM10B truck has been delivered and is in service. This truck has been assigned to Fire Marshal John Yanko.
7. Distributed an article to the Chiefs on "Is Your Personal Vehicle Covered in a Crash during a Response?" Please read and go over this with your members. *(Attachment)*
8. Distributed an article to the Chiefs on "Hydrogen Cyanide". *(Attachment)*
9. Would like to get clarification from the Commissioners about purchasing/replacement of equipment due to damage or age. Is it up to \$1,000.00 that we can make a purchase? Smaller ticket items/upgrade over \$500.00 need Board approval. Items under \$500.00 can be replaced. Commissioner Buckley asked if we have a list of every piece of equipment in the District that is in inventory. Yes, and Fire Marshal Giordano has gathered a stockpile of extra items (nozzles, etc.).

APPARATUS – EQUIPMENT REPORT

Chief Dave Foelsch of Fire Company #1 reported the following:

- | | |
|------------|---|
| CAR 36: | Mileage – 34,946
Fender and rear window vinyl decals are fading and chipping. Waiting to hear from First Priority for a quote. 2 warning lights are out-of-service on the running board, new ones were installed on February 5, 2016 |
| CAR 36B: | No issues reported. |
| ENGINE 36: | No issues reported. |
| LADDER 36: | Foam leak was repaired. |

A/C vibration/noise is back. First Priority is aware of this.

TENDER 36: Tank leak was repaired again.
Still hearing a vibration. 36 Representatives are meeting with First Priority on February 5, 2016 for a test drive.
Rear dump camera is not working, no issue was found.

BRUSH 36: 1 TIR3 is out-of-service for repair and a replacement is on order.

BRUSH 36-2: Brake line was repaired.
Battery tender was replaced.

RANGER: Rear TIR3 warning light is out-of-service.
Needs new trailer tires. This was budgeted for 2016.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: Gas meters were calibrated.

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

CAR 37: Mileage – 480
Was delivered on February 5, 2016 and placed in service that night.
Problem with VHF radio, failure code upon startup and no audio.
Needs to go back to Ford to fix the “Trailer Hitch Module Fault”.
Awaiting unused antenna mount covers and a green command light.

CAR 37B: Water pump and belt were replaced.

ENGINE 37: 5 inch officer side intake is getting repaired.

ENGINE 37-2: No issues reported.

TOWER
LADDER 37: Torch was removed from apparatus and the gauges are being repaired. They were damaged from improper mounting allowing movement around the compartment.
Driver’s side front outrigger is seeping. Here is a large ATF leak resulting in the ladder Having trouble driving and operating. This needs fixed ASAP. Preliminary date of February 22, 2016 for First Priority.
Federal Q siren pedal was fixed on the driver’s side.

BRUSH 37: No issues reported.

BRUSH 37-2: Thought the air horns were fixed, but is still having occasional problems with them sticking on.

MINI PUMPER 37: Back up camera was installed.
Flat tire was repaired.
Noises from the transmission are getting progressively worse and kicks when shifting gears.

RESCUE 37: Hurst power unit is out for repair.

Small Equipment: 1 SCBA regulator was repaired.
1 Extinguisher was recharged.
Life safety rope bags were assembled and put on Engine 37, Engine 37-2 and Tower Ladder 37.
New hydrants bag were put in service on Engine 37 and Engine 37-2.

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

CAR 38: Mileage – 20,300
No issues reported.

CAR 38-B: No issues reported.

ENGINE 38: Belts are squealing and were adjusted by First Priority.

LADDER 38: Scene light on ladder was replaced.
Waiting for bracket for halogen light for ladder.

TENDER 38: Antifreeze leak was repaired

BRUSH 38: AED is flashing X. Battery is low.

RESCUE 38: AED is flashing X. Battery is low.

DEUCE 38: Waiting for exhaust handle for Plymovent System.

MARINE 38: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: Slice torch was repaired by Middlesex Welding.
Generator was repaired.
Three new concrete blades for the K-12S.
Replacement survivor light.

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: Out-of-service. Still being repaired, in progress.

UTILITY 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: Met with the MSA Representative to get clarification regarding NFPA 1981 and our Purchase of new air bottles and packs.

R&R COMMITTEE UPDATE

FAP:

Nothing to report.

Signal 100 Team:

Nothing to report.

APPROVAL TO PAY CLAIMS LIST 2016- 02

Date	Num	Name	Memo	Amount
02/09/2016	20756	First Priority Emergency Vehicles	16-023 - Invoice 622537, 622628, 622546, 622520, 622609	\$ 2,224.27
02/09/2016	20757	FLEMINGTON DEPT STORE	16-025 - Invoice 43915	\$ 221.81
02/09/2016	20758	Grainger	16-026	\$ 136.15
02/09/2016	20759	HAPI AUTO PARTS	16-058	\$ 114.60
02/09/2016	20760	HILLSBOROUGH FIRE CO.#1	16-050	\$ 202.67
02/09/2016	20761	HILLSBOROUGH FIRE CO.#2	16-027	\$ 413.05
02/09/2016	20762	HUNTERDON EMERGENCY SV TRAINING CTR	16-046 - Invoice 16-112	\$ 25.00
02/09/2016	20763	JOANN BULLOCK	16-049	\$ 182.36
02/09/2016	20764	JOHN CAUDA III	16-054	\$ 150.00
02/09/2016	20765	Johnson, Ken	16-056	\$ 8.02
02/09/2016	20766	LAKE SMALL ENGINE REPAIR	16-030 - Invoice 53152	\$ 224.97
02/09/2016	20767	MIKE MURPHY	16-057	\$ 450.00
02/09/2016	20768	Nelson, Michael	16-031	\$ 41.99
02/09/2016	20769	NEW JERSEY FIRE EQUIPMENT COMPANY	16-047 - Invoice 49357	\$ 36.00
02/09/2016	20770	PERFUMERY SOLUTIONS, LLC	16-061	\$ 230.25
02/09/2016	20771	RICHARD BARTOLUCCI	16-034	\$ 79.15
02/09/2016	20772	RICHARD M. BRASLOW ESQ.	16-051	\$ 214.50
02/09/2016	20773	SAM ROZYCKI	16-059	\$ 386.22
02/09/2016	20774	SHARP ELECTRONICS CORP	16-037 - Invoice C792636-711	\$ 247.56
02/09/2016	20775	STAPLES CREDIT PLAN	16-038 - Account 6011 1000 6181 135	\$ 575.39

02/09/2016	20776	The Roman Gourmet	16-041	\$	37.44
02/09/2016	20777	TIM COYLE	16-060	\$	18.29
02/09/2016	20778	VERIZON	16-040 - Account 908 369-0609 114 37Y	\$	50.00
02/09/2016	20779	VERIZON WIRELESS	16-039 - Invoice 9758892558	\$	798.52
02/09/2016	20780	Witmer Public Safety Group, Inc.	16-044 - Invoice 1672347	\$	108.00
					<u>\$ 140,648.05</u>

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the Claims List 2016-02. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve to pay the Claims List 2016-02. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2016-02

A motion was made by Commissioner Buckley, seconded by Commissioner Vatter to approve the transfer of funds in the amount of \$28,000.00 from savings account to checking account. Roll call vote: All approved.

A motion was made by Commissioner Naura seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$112,300.00 from LOSAP account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:

Needs to get their contract submitted. Once the items that were asked to be removed, sign and give to Dianne in Fire Safety. Also need to get the LOSAP signatures.

Budget:

Reminder – Everyone please come out and vote for the Budget. Chiefs, please remind your members. Commissioner Catrombon, Jr. and I are running for another term.

- Will have 2 questions for the Budget vote:
 - Ask to purchase Air Stations for Stations 36 & 37 and a Holder for Station 38 in 2017.
 - As to purchase Turnout Gear for \$60,000.00 in 2017.

Specifications, Special Bids and Acquisitions:

No report.

New Apparatus:

No report.

Other:

Social Media:

- Spoke about social media/personal Facebook that there was too much put on them about the recent Barn Fire in January. We have to be very careful what is being done or seen on social media from fire scenes. This has been addressed in the past. Station 37 has a GOG on Social Media and there should be a District GOG on Social Media. Chiefs, please look at things posted on your individual company sites.

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:

No report.

Medical (Physicals)

There have been several incidents with members and scheduling problems. Primary Care will cancel a week before if they don't have enough appointments scheduled. If they don't get enough appointments

for Saturdays, they may cancel all Saturday appointments. March 12th there are 9 out of 19 openings booked. March 19th there are 9 out of 19 booked.

Fit Testing:

Handed out an updated list to the Chiefs.

Other:

Target Safety Training:

- o Spoke with Chief Fire Marshal Weniger regarding on-line training. Chief Fire Marshal Weniger said that Franklin Township is using the Target Safety on-line program for their training. He said it eliminates the amount of drills they have, as they are able to upload documents and tag them and members can do them at their leisure. This is also a good way of keeping training records. Some examples of what they are able to upload and do on line is Blood Bourne Pathogens, GOG's, etc. Commissioner Nuara asked for a list of what drills are in the Target Safety Program. This can then be discussed with the Chiefs at the next Bureau of Fire Operations Meeting to see if they are interested in doing this and if they feel it could be something each company can do or do as a District Drill. Discussed that we could pull the \$3,000.00 training from Station 37 and we already have \$10,000.00 in the 2016 Budget for District Training. Will also check to see if there is a volume discount available.

Commissioner Carone:

Audit:

No report.

LOSAP:

No report.

Bills with Vouchers:

A lot of money was spent for snow standby at the Stations. We need to keep this to a minimum. The Commissioners will set a \$ amount/24 hour period for the future. Commissioner Nuara would like a list of all members that were at the Firehouses the day of the storm.

Budget:

No report.

Inventory:

No report.

Commissioner Buckley:

Bureau of Fire Operations:

The next meeting will be held on March 2, 2016 at Station 48 at 7:30 pm.

OEM:

No report.

GOG's:

Have revised the Respiratory Protection GOG and added Appendix E to show examples of facial hair both acceptable and unacceptable. **A motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. to approve the revisions to the Respiratory Protection GOG. Roll call vote: All approved. (Attachment)**

Will schedule a GOG Committee Meeting for the end of this month.

Accident/Injury – Workman's Compensation:

No report.

Gear Cleaning & Repair:

No report.

OSHA:

No report.

District Drills:

Asked Chiefs for a list of drills to be used as District Drills. Chief Bartolucci suggested a hands on drill at Aero press.

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: Phase I Drill will be held on February 25, 2016 at the Academy.

- KME pre-construction meeting was held in January. The meeting went well, it was approximate 8 hours. Copies have been provided to Commissioner Carone and Commissioner Catrombon, Jr.
- Need 2 replacement radio holders for the Officer's portables. Are there an extra ones around?

Chief Rich Bartolucci – Fire Company #37

Drills: Mini-drill on ROAM Basis and Air Consumption was held on February 2, 2016 at 7:00 pm.
Hands-on Air Management Baseline Drill will be held on Tuesday, February 16, 2016 at 6:30 pm.

Chief Mike Murphy – Fire Company #38

Drills: GOG Drill will be held February 22, 2016
Electrical Safety Drill will be held on February 29, 2016 at 7:30 pm
ICS 400 Drill will be held on Sunday, February 21 and Sunday, February 28, 2016 at 8:00 am at Station 38. Please let me know if you are interested.

- Annual Fish Fry will be held on Friday, February 19, 2016 starting at 4:30 pm at Station 38.
- 2016 Street Index's are needed.
- Need to purchase 2 AED's which will cost approximately \$2,400.00 each. **A motion was made by Commissioner Nuara, seconded by Commissioner Carone to approve the purchase of 2 AED's for Station 38. Roll call vote: All approved.**

Chief Kit Crisafulli – Fire Company #48 - Neshanic

Drills: CPR Drill will be held on February 16, 2016 at 7:00 pm at the Rescue Squad.

- Thank you to everyone that came to the Critique for the Barn Fire.
- We are hopefully in the final stages of discussion regarding our new air pack purchase.
- We are looking into hosting a Building Construction Drill at our station in the next few months. Will keep the Chiefs updated.

Hillsborough Rescue Squad:

No report.

PUBLIC

It was asked if the people who are inputting NIFRS are able to take people out or change a wrong incident #. Chief Fire Marshal Weniger will look into this.

- It was asked, what is the Board's policy on "Do Not Respond" if out on disability or injury? Can they attend sit down drills? The Board said they can attend sit down drills and meetings, but it depends on the individual claim and situation.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Carone to adjourn the meeting at 9:04 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

BV/jhb
Attachments