

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

**NOVEMBER 10, 2015**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, November 10, 2015 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 Jim Paterno, Fire Co. #2, Chief Christian Fulmino, Fire Co. #3, Chief CJ Davis, 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 Buckley, seconded by Commissioner Vatter to approve the Regular Meeting minutes of October 13, 2015. Roll call vote: All approved.**

**A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to approve the Closed Meeting minutes of October 13, 2015. Roll call vote: All approved.**

**A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to approve the Work Meeting minutes of November 5, 2015. Roll call vote: All approved.**

**A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to approve the Closed Meeting minutes of November 5, 2015. Roll call vote: All approved.**

**TREASURER'S REPORT**

**OCTOBER 31, 2015**

Checking Account Balance:	\$ 19,885.65
Savings Account Balance:	\$ 787,568.51
LOSAP	\$ 218,349.29
Capital Expense Account Balance:	<u>\$ 923,646.49</u>
Total of all Accounts:	\$ 1,949,449.94
Expenditures for November, 2015:	\$ 260,277.76
Amount to be transferred to Checking from Regular Savings:	\$ 261,000.00
Amount to be transferred to LOSAP from Regular Savings:	\$ 56,400.00

**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 (Attachment).
2. Fire Safety Out-of-Service Schedule (Attachment).
3. Audit Report - **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to approve the Audit Report. Roll call vote: All approved.**
4. LOSAP Program Language - **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the changes to add Deputy Chief, and to remove within 30 days on the LOSAP Program Language. Roll call vote: All approved.**

## MONTHLY FIRE REPORTS

Commissioner Nuara read the monthly fire reports for October, 2015.

### FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	35	162.3	284.0	1,497.4	2	55.0	19	639.0
#2	53	286.4	494.0	4,832.9	3	180.8	18	1,131.8
#3	17	1,082	201.0	1,639.7	1	48.0	15	977.0
<b>Neshanic</b>	24	63.7	173.0	933.4	1	40.6	14	581.7

### CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. Fire Prevention visits were completed and approximately 4,000 students visited. Thank you to everyone who was able to provide assistance.
2. All fire station exhaust systems are on-line and operational. A couple minor adjustments need to be made at Station 37 and need to finish the installation for the tanker at Station 38. We have a 2 year full bumper to bumper warranty. In 2 years a service contract will needed going forward. There have been no issues or complaints from the Chiefs.
3. The year In Review Class is scheduled for December 14, 2015 at Station 38. We will also be reviewing the new policies and procedures, including the new railroad policy and staging for the schools, as well as questions and answers. If anyone has any other recommendations or suggestions about anything they would like to be discussed, please reach out to me.
4. The New Member Packets are now available.
5. The first stage of radio programming will start on November 11, 2015 at Station 36. Notifications will be sent to the Chiefs as to when the other stations will start. Not sure the exact date for the other stations, but hopefully another one will be on November 13. Hunterdon County response for Mutual Aid identifiers are needed, we need to hear from them by

November 13, 2015. Every walkie talkie and mobile radio needs to be at the Fire House when we are programming.

6. Station 37's new car is at First Priority having installations completed. Expect delivery in 4-6 weeks. Additional payments will need to be made to First Priority.
7. The new FM10B truck for the Fire Safety Office is going in for installations on November 16, 2015. It should be done by the end of the year. This vehicle will go to Fire Marshal Yanko and his vehicle will be passed onto Fire Marshal Andreychak. We will figure out what we will do with Fire Marshal Andreachak's old vehicle.
8. 2 AED's failed today (1 one the mini pumper and 1 on 36's brush truck). We will need to replace them. **A motion was made by Commissioner Nuara, seconded by Commissioner Vatter to approve the replacement of the 2 AED's at \$1,200.00 each. Roll call vote: All approved.**
9. The card printer for making ID cards stopped working 2 months ago. The problem is the movement inside and it will cost more to fix than it is worth. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the purchase of a card printer at a cost of \$3,700.00. Roll call vote: All approved.**
10. After extensive interviewing for the Fire Safety Administrative position, we made an offer to Lynn Petner. Lynn's starting date is scheduled for November 16, 2015. **A motion was made by Commissioner Buckley, seconded by Commissioner Vatter to approve to send a letter to the Township to hire Lynn Petner for the Administrative Position in the Fire Safety Office. Roll call vote: All approved.** I plan to have Lynn attend the next Commissioner's Meeting so she can meet everyone.

### APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 33,337  
No issues reported.

ENGINE 36: Exhaust modified for plymovent.

LADDER 36: Exhaust modified for plymovent.

TENDER 36: Exhaust modified for plymovent.  
Batteries were replaced.  
Engine belts were replaced.  
Still have leaks.

BRUSH 36: Leaks in boxes.

BRUSH 36-2: No issues reported.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: Oxygen cylinder was repaired.

**Chief Jim Paterno of Fire Company #2 reported the following:**

CAR 37: Mileage – 119,900

Out-of-service. New car is at First Priority for conversion.

CAR 37-2: Brake lines were inspected and all are fine.

ENGINE 37: Exhaust modified for plymovent.

ENGINE 37-2: Exhaust modified for plymovent.  
Interior lights were installed.

TOWER  
LADDER 37: Exhaust modified for plymovent.  
Turn signal lenses were replaced.  
Leaks were checked and all appear to be minor. Will be repaired in the Spring.

BRUSH 37: No issues reported.

BRUSH 37-2: Exhaust modified for plymovent.

MINI PUMPER 37: Bad sensor was replaced.  
PM service was completed.  
Oil leaks were repaired.

RESCUE 37: Exhaust modified for plymovent.

Small Equipment: Ladder headsets are out for repair.

**Chief Christian Fulmino of Fire Company #3 reported the following:**

CAR 38: Mileage – 18,868  
No issues reported.

ENGINE 38: Exhaust modified for plymovent.

LADDER 38: Exhaust modified for plymovent.  
Arc air welder is out for repair.  
Light on the front of the ladder hit a tree branch while responding to a call. Will need to be welded back on. Fire Marshal Giordano is making arrangements with First Priority.  
Water level gauge is not working again. When this stopped working earlier this year, it was determined it was due to wiring cut by First Priority. We should not be charged for the earlier repair or this one.

TENDER 38: Exhaust modified for plymovent is not complete yet.

BRUSH 38: No issues reported.

RESCUE 38: Exhaust modified for plymovent.  
Still waiting for a date for when the bodywork will be done.  
Noticed a fuel leak on November 10, 2015. It appears to be coming from a large round plug in the rear of the fuel tank. The plug was tightened and will be monitored.  
Waiting on an update on the latest air fill regulator repair.  
Needs bulbs for the rear mounted tripod lights/side scene lights.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 1 trash pump was repaired.  
 Chainsaw is out for repair - 1 trash pump was repaired.  
 Chainsaw is out for repair – 14S.  
 Still waiting for parts for the Arc air cutter.

**Chief CJ Davis 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: Repairs were completed on the driver's side dump.

BRUSH 48: Out-of-service. Needs new pump.

MINI PUMPER 48: New apparatus is in service.

UTILITY 48: No issues reported.  
 Old Mini is now Utility 48.

Small Equipment: New equipment has arrived and in service.

**R&R COMMITTEE UPDATE**

Joann Bullock reported.  
FAP:  
 Nothing new to report.

Signal 100 Team:

Kim Miholics and Holly Paterno helped with providing food at the District Drill on October 24, 2015 at the Academy.

**APPROVAL TO PAY CLAIMS LIST 2015- 11**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/10/2015	20368	FLEMINGTON DEPT STORE	15-581 - Invoice 42477	\$ 329.90
11/10/2015	20369	JUST SUBS	15-590	\$ 55.28
11/10/2015	20370	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-602 - Invoice 10968	\$ 300.00
11/10/2015	20371	The Roman Gourmet	15-606	\$ 35.84
11/10/2015	20372	AMWELL AUTO & TIRE CENTER	15-565 - Invoice 135751	\$ 197.82
11/10/2015	20373	FLEMINGTON DEPT STORE	15-583 - Invoice 41864	\$ 163.00
11/10/2015	20374	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-603 - Invoice 10964	\$ 175.00
11/10/2015	20375	AMWELL AUTO & TIRE CENTER	15-566 - Invoice 135747	\$ 834.62
11/10/2015	20376	ALERT-ALL CORPORATION	15-626 - Invoice 215100378	\$ 655.00
11/10/2015	20377	AMWELL AUTO & TIRE CENTER	15-619 - Invoice 135970	\$ 124.79
11/10/2015	20378	CENTRAL JERSEY NURSERIES	15-568 - Invoice 22538	\$ 21.67
11/10/2015	20379	CHARLIE NUARA	15-572	\$ 34.98
11/10/2015	20380	CHICKEN HOLIDAY	15-574	\$ 34.36
11/10/2015	20381	CHRISTOPHER WENIGER	15-577	\$ 154.10

11/10/2015	20382	Clean Air Company, Inc.	15-569 - Invoice 14-1744	\$ 138,216.00
11/10/2015	20383	COMCAST	15-571 - Account 8499 05 280 0046635	\$ 200.00
11/10/2015	20384	CONTINENTAL FIRE & SAFETY INC.	15-567 - Invoice E3866	\$ 182.67
11/10/2015	20385	DANIEL KAZAR	15-579	\$ 150.00
11/10/2015	20386	DIANNE RICCARDO	15-578	\$ 394.34
11/10/2015	20387	EDWARD KOVACH	15-624	\$ 38.04
11/10/2015	20388	FIREFIGHTERS EQPT.CO.	15-582 - Invoice 20153296	\$ 866.75
11/10/2015	20389	First Priority Emergency Vehicles	15-580	\$ 6,631.23
11/10/2015	20390	FLEMINGTON DEPT STORE	15-584 - Invoice 42354	\$ 106.00
11/10/2015	20391	Gempler's	15-586 - Invoice SI01600612	\$ 291.85
11/10/2015	20392	Giordano, Ryan	15-599	\$ 1,000.00
11/10/2015	20393	Global Imports, Inc	15-585 - Invoice 360826	\$ 201.21
11/10/2015	20394	HILLSBOROUGH FIRE CO.#1	15-587	\$ 500.00
11/10/2015	20395	HILLSBOROUGH FIRE CO.#3	15-588	\$ 500.00
11/10/2015	20396	JOANN BULLOCK	15-625	\$ 232.50
11/10/2015	20397	JTEC SYSTEMS INC.	15-589 - Job #20368	\$ 1,525.50
11/10/2015	20398	JUST SUBS	15-621	\$ 35.63
11/10/2015	20399	LIBERTY MUTUAL INSURANCE GROUP	15-591 - Invoice 12084674	\$ 30,537.92
11/10/2015	20400	MIDDLESEX COUNTY FIRE ACADEMY	15-593 - Invoice 15-1017	\$ 420.00
11/10/2015	20401	MIKE MURPHY	15-617	\$ 40.28
11/10/2015	20402	Motorla Solutions, Inc.	15-598 - Invoice 91929548	\$ 64.50
11/10/2015	20403	NEW JERSEY STATE VOL. FIREMEN'S ASSOC.	15-596	\$ 25.00
11/10/2015	20404	NFPA	15-597 - Invoice 6552620Y	\$ 466.93
11/10/2015	20405	NICHOLAS PATULLO	15.595	\$ 26.32
11/10/2015	20406	Northgate Consulting Corp.	15-615	\$ 3,700.00
11/10/2015	20407	Ocean Edge Outfitters, LLC	15-616 - Invoice 3289	\$ 259.97
11/10/2015	20408	Pagano, Mark	15-592	\$ 22.46
11/10/2015	20409	PERFUMERY SOLUTIONS, LLC	15-627	\$ 120.83
11/10/2015	20410	PETER CARONE	15-563	\$ 39.20
11/10/2015	20411	RICHARD CAMPBELL	15-620	\$ 10.95
11/10/2015	20412	RICHARD M. BRASLOW ESQ.	15-618 - Invoice 17607	\$ 198.00
11/10/2015	20413	SHARP ELECTRONICS CORP	15-605 - Invoice C788873-711	\$ 388.04
11/10/2015	20414	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-604 - Invoice 10960	\$ 100.00
11/10/2015	20415	SOMERSET COUNTY VEHICLE MAINTENANCE	15-570 - Invoice 174	\$ 1,573.64
11/10/2015	20416	STAPLES CREDIT PLAN	15-601 - Account 6011 1000 6181 135	\$ 485.85
11/10/2015	20417	The Roman Gourmet	15-607	\$ 148.48
11/10/2015	20418	UPS	15-608 - Invoice 000074Y02Y445	\$ 49.14
11/10/2015	20419	VERIZON	15-609 - Account 908 369-0609 114 37Y	\$ 50.00
11/10/2015	20420	VERIZON WIRELESS	15-610 - Invoice 9753974816	\$ 798.17
11/10/2015	20421	Winner Ford	15-611	\$ 66,564.00
				<u>\$ 260,277.76</u>

**A motion was made by Commissioner Vatter, seconded by Commissioner Catrombon, Jr. to approve the Claims List 2015-11. Roll call vote: All approved with the exception of 15-572 and 15-563.**

A motion was made by Commissioner Vatter, seconded by Commissioner Catrombon, Jr. to approve to pay the Claims List 2015-11. Roll call vote: All approved.

### APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2015-11

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to approve the transfer of funds in the amount of \$261,000.00 from savings account to checking account. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$56,400.00 from regular savings account to LOSAP 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 items:

- Gear Order:
  - o Asked Chief Fire Marshal Weniger what gear needs to be ordered. Chief Fire Marshal said that 3 dozen hoods, some red and white helmets and 3 dozen gloves will be ordered. Chief Fire Marshal Weniger will make a spreadsheet with categories with the items and costs and will send to Commissioner Nuara. Would like to have this for December payment.
  
- Top 10 Responders:
  - o Need to have a list from each Chief of the Top 10 Responders by December 1, 2015. Would also need to get pay per call for the 3 Hillsborough Fire Companies. In order to be on the Top 10 List, members must have had their physical, blood borne pathogens, and right-to-know. Chiefs need to sign off that these members have met the requirements.
  
- Officer Requirements:
  - o Chiefs need to make sure that any members that are running for Officer Positions for 2016 have all the necessary Officer requirements. Chief Fire Marshal Weniger will send the Chiefs a spreadsheet that lists the requirements.
  
- Station 37 Ladder Truck:
  - o Station 37 is waiting on finding out what is going on with their apparatus. They need to

put together a Truck Committee. It will take at least 2-3 years before they would actually get a truck. Their Ladder Truck should be replaced before their Pumper Truck.

- Affiliate Members:

- o Affiliate Members, who are Fire Police, can have District Physicals. The state requires them to be a member of a fire company in order to be Fire Police.

- Station 37 Pagers:

- o The \$2,500.00 that was used for new pagers will be left in the Budget the same as last year. The Commissioners will work with the Chief if there is a need for more money during 2016.

**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)

Asked that the Chiefs make sure that all active members have had their physical within the past 18 months. If not, their gear must be pulled.

Fit Testing:

All is going good with the Fit Testing.

Reminder that Fit Testing will take place on the following days:

- Station 36 – November 2, 2015 at 6:00 pm at Station 36.
- Station 37 – November 5, 2015 at 6:00 pm at Station 37.
- Station 38 – November 16, 2015 at 6:00 pm at Station 38.

Make up testing will be Tuesday, December 29, 2015 at 9:00 am at Station 37.

**Commissioner Carone:**

Audit:

No report.

LOSAP:

No report.

Bills with Vouchers:

No report.



Budget:

We are in the final stage and fine tuning the 2016 budget.

There will be a 2% increase for bay rental in 2016.

Inventory:

No report.

**Commissioner Buckley:**

Bureau of Fire Operations:

No report.

OEM:

No report.

GOG's:

The Respiratory Protection GOG was reviewed at the Bureau of Fire Operations Meeting on November 4, 2015. Comments were discussed and incorporated. A motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. to adopt the Respiratory Protection GOG. Roll call vote: All approved.

Accident/Injury – Workman's Compensation:

No report.

Gear Cleaning & Repair:

Review in progress.

OSHA:

No report.

District Drills:

Firefighter Survival Drill: The drill was held on October 24, 2015. The headcount was low.

- Station 36 - 7 members
- Station 37 - 3 members
- Station 38 - 0 members
- Station 48 – 2 members

Training:

The Board will be working on a Training Policy where there will be financial implications for those that sign up and do not attend.

**CHIEF'S REPORTS**

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

Drills: RIT Drill will be held on November 12, 2015.

Live Burn Drill will be held on November 14, 2015 from 8:00 am – 12:00 pm

- Approval of repairs for the water leak on Station 36 Field Truck:
- We will be getting \$500.00 from First Attack Engineering toward the purchase of a linex liner. **A motion was made by Commissioner Carone, seconded by Commissioner Vatter to approve the repairs on Station 36's Field Truck costing \$1,000. Roll call vote: All approved.**

**Chief Jim Paterno – Fire Company #37**

Drills: Wide Area Search (Old Cost Cutters Building) will be held on November 17, 2015 at 7:30 pm  
CEVO Class will be held on November 18, 2015 at 6:30 pm at Station 37.  
(Please contact Deputy Chief Bartolucci if you will be attending.)

- As of January, 2016, what counts as a Live Burn? 1) Proficiency using an air pack, 2) Controlled environment outside, 3) Car fire, 4) not a structure fire.

**Chief Christian Fulmino– Fire Company #38**

Drills: Forcible Entry Drill was held on November 2, 2015.  
Live Burn Drill will be held on November 21, 2015 at 9:00 am in Hunterdon County.  
Bailout Refresher Class will be held on November 23, 2015 at 7:30 pm

- Insurance Cards.

**Chief CJ Davis– Fire Company #48 - Neshanic**

Drills: Car Fires Drill will be held on November 17, 2015 SCESTA  
District CAFS Class will be held on November 28 and 29, 2015 at 8:00 am SCESTA  
CPR Recertification will be held on December 15, 2015 at 7:00 pm at Station 79.

- Would the Board be willing to go in on half of the cost for the CAF's Class? Commissioner Nuara would like to know who will be attending. A motion was made by Commissioner Vatter, seconded by Commissioner Nuara to approve to pay up to \$2,000.00 toward the CAF's Class as a District Drill. Roll call vote: All approved. If a member agrees to attend and is a no show, the members will need to pay back the cost of the class. Need to have a headcount by November 17, 2015.
- Denied funding of the AFG Grant for SCBA. Seeking alternative means of funding.
- Investigating the submission of Regional Grant for UHF Radios. Would like to include the Hillsborough District. North Branch, Country Hills and Reading Fire Companies are already on board with this. Chief Fire Marshal Weniger agreed to put together information. The cost of the radios will be a little over \$600,000.00. The submission date for the grant is the first Friday in December. Airports in our areas make us eligible to put in for the grant.

**Hillsborough Rescue Squad:**

No report.

**PUBLIC**

- Bill Woodruff of Station 36 is working on refurbishing or purchasing new laptops for the Chief's and Fire Safety vehicles. Chief Fire Marshal Weniger said the current ones have no GPS on them and he will speak with Chief Foelsch regarding this. New tablets will cost approximately \$560.00 each. We will need 9 tablets costing approximately \$5,000.00.

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Vatter to adjourn the meeting at 8:55 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary  
Board of Fire Commissioners

BV/jhb  
Attachments