

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

OCTOBER 13, 2015

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, October 13, 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 Fire Marshal Ryan Giordano.

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 Catrombon, Jr. to approve the Regular Meeting minutes of September 8, 2015. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the Work Meeting minutes of October 8, 2015. Roll call vote: All approved.

TREASURER'S REPORT

SEPTEMBER 31, 2015

Checking Account Balance:	\$ 20,759.48
Savings Account Balance:	\$ 957,896.40
LOSAP	\$ 218,317.76
Total of all Accounts:	\$ <u>923,570.58</u>
Expenditures for September, 2015:	\$ 219,909.43
Amount to be transferred to Checking from Savings	\$ 219,000.00

A motion was made by Commissioner Vatter, seconded by Commissioner Buckley 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. Memo from Manville-Hillsborough Elks Foliage Run & Chili Cook-off. (*Attachment*)
4. Resolution 2015-09 – Waiving Construction Fees for the Hillsborough Fire District to Install Vehicle Exhaust Systems In the Three Fire Houses in Hillsborough. (*Attachment*)
5. Adopt the Injury and Illness Policy – Reviewed the policy and **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to adopt the Injury and Illness Policy. Roll call vote: All approved.**
6. Approve the Purchase of Chips to Reprogram Pagers – **A motion was made by Commissioner Carone, seconded by Commissioner Vatter to approve the purchase of 15 chips to reprogram the watchdog and UHF radios at \$25.00 each, not to exceed \$400.00. Roll call vote: All approved.**
7. Review Incident Command Vehicle Policy. The policy was reviewed with the Chiefs and Sr. Line Officers. **A motion was made by Commissioner Carone, seconded by Commissioner Vatter to approve the changes made to the Incident Command Vehicle Policy – GOG#18. Roll call vote: All approved.** (*Attachment*)

MONTHLY FIRE REPORTS

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

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	22	105.4	247	1308.9	1	-	-	-
#2	38	414.6	459	4669.5	2	179.0	17	989.3
#3	24	224.4	185	1533.2	0	0	13	861.5
<u>Neshanic</u>	18	124.4	149	869.7	1	51.0	13	541.1

CHIEF FIRE MARSHAL'S REPORT

Fire Marshal Ryan Giordano reported the following:

1. Fire Prevention visits is on-going throughout the month. Thank you to everyone who has been able to provide assistance.
2. Fire Station Exhaust Systems Update: Installations are almost complete. Start ups should occur this week or early next week, followed by inspections.
3. Year-In-Review Class is scheduled for December 14, 2015 at Station 38 at 7:30 pm. The Signal 100 Team will help with the food and beverage.
4. The New Member Packets are available. We are waiting for Relief Association Application to complete the additional packets.

5. Radio reprogramming is scheduled to be next week. Notifications will be sent to Chief Fire Marshal Weniger.

APPARATUS – EQUIPMENT REPORT

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

- CAR 36: Mileage – 33,017
Fender & rear window vinyl decals are fading and chipping. Do we want to call First Priority for clarification on the warranty or go to Lumarc signs which is local?
- ENGINE 36: No issues reported.
- LADDER 36: Flow meter was repaired.
Tank level gauge was repaired.
- TENDER 36: Tank is leaking and we are waiting for EES to bring into their shop.
Wheel covers are still an issue – flattening tires. Will be removed and rims painted in-house until the new painted or dipped rims come in next year (budgeted item).
- BRUSH 36: Exhaust modified for plymovent.
There are multiple areas of leaks in the exterior compartment and mold is growing.
An email was sent to Commissioners about Linex sealing. Approximate cost \$1,070.00.
Commissioners asked to check and see if it is still under warranty.
- BRUSH 36-2: No issues reported.
- RESCUE 36: No issues reported.
- MARINE 36: No issues reported.
- RANGER 36: No issues reported.
- Small Equipment: 1 saw blade was sharpened.
Station air system bottles were filled.
2 dry suits were repaired.

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

- CAR 37: Out-of-service. New car is on order. Delivery date is scheduled for December.
- CAR 37-2: Mileage – 119,800
No issues reported.
- ENGINE 37: Replaced front intake pipe valve. Out-of-Service.
Pump leak was repaired.
- ENGINE 37-2: Air horns were repaired.
Interior dome light is on order.
- TOWER
LADDER 37: Relief valve check is ok.
Waterway was serviced.

Bucket Spot Light is Out-of-Service.
Front Signal Lens covers are cracked and new ones are on order.
Headsets are not charging. Sent back to Fire Com for repair.

BRUSH 37: 2 water extinguishers were mounted.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: Blitz-Fire was repaired.
Exhaust tip for vent system was modified.

SUPPORT 37: No issues reported.

Small Equipment: 1 bottle of hydro was tested.
1 bottle leak was repaired.

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

CAR 38: Mileage – 17,983
No issues reported.

ENGINE 38: No issues reported.

LADDER 38: Arc air welder is out for repair.
Various lights are out. This will be addressed by First Priority this week.

TENDER 38: No issues reported.

BRUSH 38: Exhaust was modified for Plymovent.

RESCUE 38: Bodywork to be scheduled.
Air fill station part to be replaced to fix the leak.

MARINE 38-1: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: 1 chainsaw was repaired.
2 intake valves were replaced.

Chief CJ Davis of Neshanic Volunteer Fire Company reported the following:

CAR 48: Mileage – No report.
New Car 48 is waiting on lettering to be done, possibly by end of week.

ENGINE 48-4: No issues reported.

ENGINE 48-5: No issues reported.

TENDER 48: No issues reported.

BRUSH 48: Out-of-Service – Pump needs to be rebuilt.

MINI PUMPER 48: Back in service.

Small Equipment: Adaptors and fittings arrived for new engine.
Lights and hooks arrived for new engine.
Waiting on new hose to arrive.
More turnout gear has been ordered.

R&R COMMITTEE UPDATE

Joann Bullock reported:

FAP:

Will update and sent out new form the beginning of 2016.

Signal 100 Team:

A Team Meeting was held on Thursday, October 1, 2015.

Several Team Members will help with the Drill on October 24, 2015 at the Academy.

APPROVAL TO PAY CLAIMS LIST 2015- 10

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/13/2015	20299	CHRISTOPHER WENIGER	15-550	\$ 79.96
10/13/2015	20300	CONTINENTAL FIRE & SAFETY INC.	15-551 - Invoice E4428	\$ 1,452.48
10/13/2015	20301	FLEMINGTON DEPT STORE	15-547 - Invoice 39721	\$ 410.75
10/13/2015	20302	NICHOLAS PATULLO	15-530	\$ 81.48
10/13/2015	20303	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-517 - Invoice 10919	\$ 600.00
10/13/2015	20304	THE PRINCETON PACKET INC.	15-511 - Account 1026112	\$ 6.82
10/13/2015	20305	CONTINENTAL FIRE & SAFETY INC.	15-553 - Invoice E4036	\$ 42.00
10/13/2015	20306	FLEMINGTON DEPT STORE	15-564 - Invoice 41861	\$ 163.00
10/13/2015	20307	HAPI AUTO PARTS	15-542 - Account 1120	\$ 316.63
10/13/2015	20308	NICHOLAS PATULLO	15-531	\$ 54.64
10/13/2015	20309	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-520 - Invoice 10918	\$ 800.00
10/13/2015	20310	CONTINENTAL FIRE & SAFETY INC.	15-568 - Invoice E38862	\$ 271.00
10/13/2015	20311	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-523 - Invoice 10907	\$ 500.00
10/13/2015	20312	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-524 - Invoice 10879	\$ 250.00
10/13/2015	20313	ALERT-ALL CORPORATION	15-559 - Invoice 215091746	\$ 3,922.50
10/13/2015	20314	ALLEGRO ENTERPRISES INC	15-560 - Account 003104	\$ 22.00
10/13/2015	20315	ALPHA CARD	15-562 - Invoice SI-253412	\$ 250.00
10/13/2015	20316	AMWELL AUTO & TIRE CENTER	15-561 - Invoice 135114	\$ 977.52
10/13/2015	20317	APPROVED FIRE PROTECTION	15-558 - Invoice I1159884	\$ 12.60
10/13/2015	20318	BRUCE VATTER	15-557	\$ 1,934.85
10/13/2015	20319	CHICKEN HOLIDAY	15-569	\$ 90.39
10/13/2015	20320	CHRISTOPHER WENIGER	15-554	\$ 81.03
10/13/2015	20321	COMCAST	15-555 - Account 8499 05 280 0046635	\$ 180.00
10/13/2015	20322	CONTINENTAL FIRE & SAFETY INC.	15-572 - Invoice E4182	\$ 2,909.70

10/13/2015	20323	COURIER NEWS	15-552 - Account ASB-42151300	\$ 54.56
10/13/2015	20324	DITSCHMAN/FLEMINGTON	15-549 - Invoice 114526	\$ 3,135.32
10/13/2015	20325	FIREFIGHTERS EQPT.CO.	15-545 - Invoice 20152942, 20153140	\$ 316.00
10/13/2015	20326	First Priority Emergency Vehicles	15-546	\$ 9,423.01
10/13/2015	20327	FLEMINGTON DEPT STORE	15-570 - Invoice 41770	\$ 83.70
10/13/2015	20328	HAPI AUTO PARTS	15-566 - Account 1120	\$ 21.41
10/13/2015	20329	Harlingen Garage	15-543 - Invoice 32761, 32775, 32791	\$ 1,558.43
10/13/2015	20330	HILLSBOROUGH FIRE CO.#1	15-541	\$ 340.61
10/13/2015	20331	HILLSBOROUGH RADIOLOGY	15-544 - Invoice 1123084	\$ 77.00
10/13/2015	20332	Hillsinger, Elizabeth	15-548	\$ 50.00
10/13/2015	20333	JOANN BULLOCK	15-573	\$ 277.50
10/13/2015	20334	Johnson, Ken	15-565	\$ 60.80
10/13/2015	20335	JUST SUBS	15-540	\$ 78.97
10/13/2015	20336	LAKE SMALL ENGINE REPAIR	15-538 - Invoice 52380	\$ 339.20
10/13/2015	20337	LIBERTY MUTUAL INSURANCE GROUP	15-539 - Invoice 12055705	\$ 20,210.53
10/13/2015	20338	MIDDLESEX COUNTY FIRE ACADEMY	15-534 - Invoice 01-1401-15	\$ 262.00
10/13/2015	20339	MIKE MURPHY	15-536	\$ 121.49
10/13/2015	20340	MINERVA CLEANERS	15-537 - Invoice 474-45	\$ 239.50
10/13/2015	20341	Motorla Solutions, Inc.	15-535 - Invoice 13080379	\$ 10,125.00
10/13/2015	20342	Nelson, Michael	15-533	\$ 150.00
10/13/2015	20343	NEW JERSEY FIRE EQUIPMENT COMPANY	15-528 - Invoice 48574	\$ 57.80
10/13/2015	20344	NFPA	15-529 - Invoice 6535795Y	\$ 45.15
10/13/2015	20345	NICHOLAS PATULLO	15-532	\$ 49.66
10/13/2015	20346	PERFUMERY SOLUTIONS, LLC	15-571	\$ 137.50
10/13/2015	20347	RICHARD M. BRASLOW ESQ.	15-567 - Invoice 17527	\$ 280.50
10/13/2015	20348	RICHIES TIRE SERVICE INC.	15-526	\$ 1,039.00
10/13/2015	20349	Ringo Hill Farms Equipment Co, Inc.	15-527 - Invoice 19855	\$ 346.82
10/13/2015	20350	SCREEN STYLES	15-522	\$ 247.00
10/13/2015	20351	Sign-A-Lize, LLC	15-519 - Invoice 5852	\$ 212.50
10/13/2015	20352	SKYLANDS FIRE EQUIP.	15-574 - Invoice 7126	\$ 208.00
10/13/2015	20353	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-525 - Invoice 10878	\$ 500.00
10/13/2015	20354	SOMERSET COUNTY VEHICLE MAINTENANCE	15-556 - Invoice 173	\$ 1,873.58
10/13/2015	20355	SOMERSET MEDICAL CARE PARTNERS, PC	15-521	\$ 125.00
10/13/2015	20356	STAPLES CREDIT PLAN	15-518 - Invoice 138134961	\$ 281.96
10/13/2015	20357	THE PRINCETON PACKET INC.	15-516 - Account 1026112	\$ 26.04
10/13/2015	20358	The Roman Gourmet		\$ 195.02
10/13/2015	20359	TOWNSHIP OF HILLSBOROUGH	15-512	\$ 44,888.51
10/13/2015	20360	Traverse Rescue	15-513 - Invoice 3172015	\$ 456.20
10/13/2015	20361	UPS	15-508 - Invoice 000074Y02Y325	\$ 105.11
10/13/2015	20362	VERIZON	15-510 - Account 908 369-0609 114 37Y	\$ 50.00
10/13/2015	20363	VERIZON WIRELESS	15-509 - Invoice 9752321784	\$ 798.74
10/13/2015	20364	Walt's Outdoor Center	15-505 - Invoice 95144, 95398	\$ 897.88
10/13/2015	20365	WILLIAM WOODRUFF	15-506	\$ 175.94
10/13/2015	20366	Witmer Public Safety Group, Inc.	15-504 - Invoice 1625859.002	\$ 63.56
10/13/2015	20367	Zygmunt Orlowski	15-503 - Invoice 20150421-1, 0520-1,	\$ 4,513.58

0520-2, 0520-3

\$219,909.43

A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve the Claims List 2015-10. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve to pay the Claims List 2015-10. Roll call vote: All approved.
Commissioner Vatter abstained from 15-557

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2015-10

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve the transfer of funds in the amount of \$219,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:

No report.

Budget:

Discussed the memo from Chief Paterno regarding an increase on the budget for Conferences and Training for the District. A decision was made to keep the numbers the same as the 2015 budget. If something is needed and there is not enough money left, bring it up to the Commissioners and we will work something out.

Specifications, Special Bids and Acquisitions:

No report.

New Apparatus:

No report.

LOSAP:

- \$1,350.00 is budgeted for 2016 for members that qualify for LOSAP.
- Commissioners reviewed the LOSAP GOG and made the decision to make a change under the Drill Section to remove the sentence "Drill make ups must be rescheduled thirty (30) days of the scheduled drill" on the LOSAP Policy. **A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve the change to the Drill Section of the LOSAP GOG. Roll call vote: All approved.**

Commissioner Catrombon, Jr.:

Radios & Pagers:

No report.

Grants:

No report.

Apparatus/Equipment Maintenance:

No report.

Air Packs & Air Bottle Testing:

No report.

Other:

Now that the weather is getting colder and windy, all members please be extra careful driving the apparatus.

Commissioner Vatter:

Insurance:

No report.

Medical (Physicals)

No report.

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 Saturday, December 29, 2015 at 9:00 am at Station 37.

Commissioner Carone:

Audit:

No report.

LOSAP:

No report.

Bills with Vouchers:

No report.

Budget:

Currently working on the 2016 budget. This is a work in progress and will be reviewed with everyone once it is finalized.

Inventory:

No report.

Commissioner Buckley:

Bureau of Fire Operations:

The next Bureau of Fire Operations meeting is scheduled for Wednesday, November 4, 2015 at Station 37.

OEM:

No report.

GOG's:

- Accident Review GOG:
 - o The Accident Review GOG was revised with input from all fire companies. **A motion was made by Commissioner Vatter, seconded by Commissioner Catrombon, Jr. to adopt the revised Accident Review GOG. Roll call vote: All approved.**

- Firefighter/Apparatus Operator GOG:
 - o Was presented at the September Bureau of Fire Operations Meeting.
 - o Hearing conflicting information regarding Firefighter II Class requirements.
 - o Bailout Requirement is under review.

Accident/Injury – Workman's Compensation:

No report.

Gear Cleaning & Repair:

Inspections are complete. Evaluation is in progress.

OSHA:

No report.

District Drills:

- Firefighter Survival Drill is scheduled for Saturday, October 24, 2015. Class will begin at 8:00 am until 4:00 pm.
 - o Headcount is as follows:
 - Station 36 – 5
 - Station 37 – 11
 - Station 38 – 0
 - Station 48 – 0
 - o Any experienced members are invited to attend should you wish to retake the class.

- Training Modules:
 - o Module II was presented at the September Bureau of Fire Operations Meeting.
 - o Comments were due back by September 28, 2015.
 - o What is the status of all companies Firefighter I attending completing Module 1?
 - It was reported that this is being done.

Other:

- Petrogen Cutting System: *(See October 8, 2015 Work Minutes Attachment)*
 - o At the October 8, 2015 Work Meeting, the Commissioners reviewed the memo received from Nick Patullo (Station 36) regarding revamping of the system. After review and discussion the Commissioners decided that they would like to have them present their case. They could possibly put it in their new equipment budget for next year if they don't have enough money left in the budget for this year.

CHIEF'S REPORTS

Deputy Chief Everett Heider - Fire Company #36:

Drills: Ladder/Rescue Drill will be held on October 22, 2015 at the Academy for Ladder Evolutions.

- All insurance paperwork has been handed over the Administrative line. As far as I know, all violations have been corrected at the Montessori School and an Alcohol Consumption Policy has been created.

Chief Jim Paterno – Fire Company #37

Drills: MCFA Live Burn will be held on Saturday, October 17, 2015 at 7:30 am at the Middlesex County Academy. We will have a 2 company dispatch until 1:00-1:30 pm.

- Would like to have a CEVO Class as we have 8 or 9 members who need to take it. A message was sent out to all Chiefs to see if they have any members who need to take the class.

- Would like to follow up with the Commissioners about the Memo regarding returning pagers for dollars. The Commissioners responded that they still need to speak about this and will get back to Chief Paterno.

Chief Christian Fulmino– Fire Company #38

Drills: Gas Meters Drill was held on October 5, 2015 at Station 38.
Forcible Entry Drill will be held on October 26, 2015 at the Academy.

- Need to restore access to training records. Currently working with Chief Fire Marshal Weniger to do so.

Chief CJ Davis– Fire Company #48 - Neshanic

Drills: New Apparatus Qualifications will be held on October 20, 2015 at 7:00 pm at Station 48.
NJFFS Seminar on Wildfires will be held on November 17, 2015 at 7:00 pm at Station 48.
CPR Recertification will be held on December 15, 2015 at 7:00 pm at the Hillsborough Rescue Squad.

- The new engine has arrived and is in service. Call sign will remain MP-48 due to County request.
- Old mini will remain with the Fire Company and service as a utility/secondary brush unit and will be renamed Utility 48.
- Reviewed the 2016 Contract and all is good. Requesting if we can stay on the same schedule as Hillsborough for testing and have the bill sent to us and Branchburg will pay it.

Hillsborough Rescue Squad:

No report.

PUBLIC

No report.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Vatter, and seconded by Commissioner Catrombon, Jr. to adjourn this meeting at 8:46 p.m. and to go into a Closed Session Meeting. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

BV/jhb
Attachments