

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

AUGUST 11, 2015

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, August 11, 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: Chief Dave Foelsch, Fire Co. #1; Chief Jim Paterno, Fire Co. #2, Chief Christian Fulmino, Fire Co. #3, Chief CJ Davis, Neshanic Fire Co.; and Fire Marshal John Yanko. Absent: 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 Catrombon, Jr., seconded by Commissioner Vatter to approve the Regular Meeting minutes of July 14, 2015. Roll call vote: All approved.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the Work Meeting minutes of August 6, 2015. Roll call vote: All approved.

TREASURER'S REPORT

July 31, 2015

Checking Account Balance:	\$ 20,948.80
Savings Account Balance:	\$ 862,142.67
LOSAP	\$ 117,274.09
Total of all Accounts:	\$ 1,823,792.49
Expenditures for August, 2015:	\$ 120,465.47
Amount to be transferred to Checking from Savings	\$ 120,000.00

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*).

MONTHLY FIRE REPORTS

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

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	29	113.8	194	1020.5	3	72.0	15	521.0
#2	59	640.1	366	3756.0	2	111.0	11	691.0
#3	22	209.8	144	1220.0	2	114.0	11	754.0
Neshanic	29	137.7	110	659.1	1	75.4	11	457.1

CHIEF FIRE MARSHAL'S REPORT

Fire Marshal John Yanko reported the following:

1. Installations of the Fire Station Exhaust Systems will begin in the next 2-4 weeks.
2. Testing of ladders, hose and pumps has been completed for all Stations except Station 38. Testing for Station 38 is scheduled for August 18, 2015.
3. The dates for SCBA testing are:

Station 36 – August 12, 2015
Station 37 – August 13, 2015
Station 38 – August 14, 2015

Please make sure all Officers SCBA is at the Firehouse for testing.
4. Simulcasting capability for pagers is currently being tested and should go live in the near future. We will make arrangements to have all of the pagers re-programmed to add this feature.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 32,100
 No issues reported.

CAR 36B: No issues reported.

ENGINE 36: Pump testing is complete. Failed due to air leak. Leaks were repaired.

LADDER 36: Pump testing is complete. No issues reported. All tank level gauges were recalibrated. Foam/Water tanks were repaired.

TENDER 36: Pump testing is complete. No issues reported. Tank leak from drivers side shoot was repaired.

BRUSH 36: PM Service is complete. No issues reported.

BRUSH 36-2: Trailer wiring kit it in and will be installed soon. No issues reported.

MARINE 36: No issues reported.

RANGER 36: OOS-CV joint repair. New account was set up with Walts Outdoor. Flemington Yamaha was not responsive enough.

- New tires were installed.
- Pulley belt missing, new belts were ordered and will be installed in house.
- Trailer safety lights were added and work was done in house.
- Trailer stabilizer legs being done today along with life assist coils. Work was done in house and was donated.
- Trailer box is on order and will be in this week and installed in house.

Small Equipment: All extinguishers were serviced. All hose, suction, nozzles, ladders and appliances were tested. Gas meters were calibrated.

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

CAR 37: Mileage – 118,500
Out-of-Service, new car ordered.

ENGINE 37: Pump testing is complete. No issues reported.

ENGINE 37-2: Pump testing is completed. OOS for generator, A/C, front suction was repaired.

TOWER
LADDER 37: Pump testing is complete.

BRUSH 37: No issues reported.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: No issues reported.

SUPPORT 37: No issues reported.

Small Equipment: Hose, ladder, hard sleeve, nozzle and appliance testing is complete.
1 SCBA was repaired.
1 Saw was repaired.
New gen-light ordered for 102.
All extinguishers were serviced.

A motion was made by Commissioner Carone, seconded by Commissioner Buckley to order a new ladder. Roll call vote: All approved.

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

CAR 38: Mileage – 17,289
No issues reported.

ENGINE 38: Pump testing is complete.
No issues reported.

LADDER 38: Pump testing is complete.
Ladder hydraulics was repaired.
12V power was added to Office side rear compartment for charging pelican lights and Arc air welder.
Arc air welder is out for repair.

TENDER 38: Pump testing is complete.
Display unit for door open alarm is not working.

BRUSH 38: Rear tires were replaced.
Front tire leak was repaired.

RESCUE 38: Air fill compressor regulator was replaced.

MARINE 38: No issues reported.

MARINE 38-2: No issues reported.

Small Equipment: All extinguishers were serviced.
Slice pack torch is out for repair.
Truck meters were calibrated.
New turnout gear and helmets have been issued.
Pelican lights in service on engine and ladder.
Water/ice rescue gear is in the process of being handed out.
Need to restore access training records and working with Chief Fire Marshal Weniger to do so.

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

CAR 48: Mileage –No report.
Out-of-Service. Vehicle was sold.

ENGINE 48-4: No issues reported.

ENGINE 48-5: No issues reported.

TENDER 48: No issues reported.

BRUSH 48: Out-of-Service.

MINI PUMPER 48: No issues reported.

Small Equipment: New equipment has been ordered for new Apparatus in September.
Turnout gear and pagers have been ordered to replace expired ones.

R&R COMMITTEE UPDATE

Joann Bullock reported:

FAP:

No report.

Signal 100 Team:

3 Team Members helped with food and beverage at the District Drill on Saturday, July 25, 2015.

APPROVAL TO PAY CLAIMS LIST 2015- 08

Date	Num	Name	Memo	Amount
08/11/2015	20188	AMWELL AUTO & TIRE CENTER	15-414 - Invoice 132616	\$ 628.64
08/11/2015	20189	CENTRAL JERSEY NURSERIES	15-423 - Invoice 22375	\$ 511.96
08/11/2015	20190	CHRISTIAN FULMINO	15-408	\$ 4,283.49
08/11/2015	20191	CONTINENTAL FIRE & SAFETY INC.	15-424 - Invoice E2549	\$ 595.40
08/11/2015	20192	FLEMINGTON DEPT STORE	15-419 - Invoice 40416	\$ 150.00
08/11/2015	20193	JOANN BULLOCK	15-405	\$ 225.00
08/11/2015	20194	MINERVA CLEANERS SOMERSET COUNTY EMER. SERV.	15-443 - Work Order 474-42	\$ 728.25
08/11/2015	20195	TRAINING{2}	15-454 - Invoice 10777, 10778	\$ 650.00
08/11/2015	20196	AMWELL AUTO & TIRE CENTER	15-431 - Invoice 134217	\$ 108.61
08/11/2015	20197	CHRISTIAN FULMINO SOMERSET COUNTY EMER. SERV.	15-409	\$ 29.97
08/11/2015	20198	TRAINING{2}	15-456 - Invoice 10811	\$ 750.00
08/11/2015	20199	AMWELL AUTO & TIRE CENTER	15-432 - Invoice 134317	\$ 953.62
08/11/2015	20200	CHRISTIAN FULMINO	15-411	\$ 36.29
08/11/2015	20201	FLEMINGTON DEPT STORE	15-420 - Invoice 39705	\$ 56.00
08/11/2015	20202	CHRISTIAN FULMINO	15-412	\$ 63.00
08/11/2015	20203	ACCESS HEALTH SYSTEMS	15-434 - Account HILLSBORFD	\$ 30.00
08/11/2015	20204	AED SUPERSTORE	14-430 - Order 200131	\$ 1,382.00
08/11/2015	20205	AMWELL AUTO & TIRE CENTER	15-433 - Invoice 134558	\$ 304.24
08/11/2015	20206	CARMINE NUZZOLO	15-417	\$ 135.54
08/11/2015	20207	CENTRAL JERSEY NURSERIES	15-429 - Invoice 20170	\$ 511.96
08/11/2015	20208	CHRISTIAN FULMINO	15-416	\$ 158.00
08/11/2015	20209	CHRISTOPHER WENIGER	15-426	\$ 12.14
08/11/2015	20210	COMCAST	15-425 - Account 8499 05 280 0046635	\$ 180.00
08/11/2015	20211	COMMUNICATION SPECIALIST, INC	15-427 - Invoice 34820	\$ 173.40
08/11/2015	20212	CONTINENTAL FIRE & SAFETY INC.	15-428 - Invoice E3424	\$ 505.00

08/11/2015	20213	DITSCHMAN/FLEMINGTON	15-422 - Invoice 112490	\$	101.12
08/11/2015	20214	EDWARD KOVACH	15-435	\$	133.85
08/11/2015	20215	F.D. Signworks, LLC	15-439 - Invoice 1074	\$	399.92
08/11/2015	20216	Fail Safe Testing	15-438 - Invoice 000603	\$	16,810.85
08/11/2015	20217	Fire Protection Publications	14-401 - Invoice 40394	\$	991.95
08/11/2015	20218	FIREFIGHTERS EQPT.CO.	15-437 - Invoice 20152464	\$	939.00
08/11/2015	20219	First Priority Emergency Vehicles	15-418 - R/O 621467/1	\$	10,641.66
08/11/2015	20220	FLEMINGTON DEPT STORE	15-421 - Invoice 40557	\$	243.84
08/11/2015	20221	JOANN BULLOCK	15-406	\$	116.76
08/11/2015	20222	JOHN YANKO	15-440	\$	1,170.55
08/11/2015	20223	JUST SUBS	15-407	\$	117.72
08/11/2015	20224	LAKE SMALL ENGINE REPAIR	15-441 - Invoice 51830	\$	302.06
08/11/2015	20225	LIBERTY MUTUAL INSURANCE GROUP	15-442 - Account 3-302377-0000	\$	12,432.10
08/11/2015	20226	MIDDLESEX COUNTY FIRE ACADEMY	15-410 - Invoice 01-1804-15	\$	52.00
08/11/2015	20227	MINERVA CLEANERS	15-444 - Invoice 474-37	\$	355.75
08/11/2015	20228	NICHOLAS PATULLO	15-445	\$	40.60
08/11/2015	20229	NJ STATE ASSOC OF FIRE DISTRICTS	15-436 - Invoice	\$	300.00
08/11/2015	20230	PATRICK BUCKLEY	15-400	\$	141.90
08/11/2015	20231	PERFUMERY SOLUTIONS, LLC	15-458	\$	141.67
08/11/2015	20232	Phoenix Insurance Group	15-446 - Policy VFP-4431-1699E-0	\$	39,577.00
08/11/2015	20233	RICHARD M. BRASLOW ESQ.	15-402 - Invoice 17410	\$	66.00
08/11/2015	20234	RICHIES TIRE SERVICE INC.	15-447	\$	16,751.06
08/11/2015	20235	ROBERT FRANCOLINI	15-403	\$	12.00
08/11/2015	20236	ROY HOROWITZ	15-415	\$	257.65
08/11/2015	20237	SHARP ELECTRONICS CORP SOMERSET COUNTY EMER. SERV.	15-455 - Invoice C784611-711	\$	247.39
08/11/2015	20238	TRAINING{2}	15-457 - Invoice 10823	\$	750.00
08/11/2015	20239	SOMERSET MEDICAL CARE PARTNERS, PC	15-448	\$	1,245.00
08/11/2015	20240	STAPLES CREDIT PLAN	15-449 - Account 6011 1000 6191 135	\$	500.73
08/11/2015	20241	TASC FIRE APPARATUS, INC	15-453 - Invoice 10166	\$	1,125.00
08/11/2015	20242	UNITED COMMUNICATIONS CORP.	15-413 - Invoice 164901	\$	472.85
08/11/2015	20243	UPS	15-452 - Invoice 000074Y02Y305	\$	10.98
08/11/2015	20244	VERIZON	15-450 - Account 908 369-0606 114 37Y	\$	50.00
08/11/2015	20245	VERIZON WIRELESS	14-451 - Invoice 9749015024	\$	804.00
				<u>\$</u>	<u>120,465.47</u>

A motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. to approve the Claims List 2015-08. Roll call vote: All approved with Commissioner Buckley abstaining on #15400.

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve to pay the Claims List 2015-08. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2015-08

A motion was made by Commissioner Carone, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$120,000.00 from savings account to checking account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Nuara:

Contracts:

No report.

Budget:

1. Fire Marshal John Yanko asked if the Board be approving the updated Expenditures Policy tonight? **A motion was made by Commissioner Vatter, seconded by Commissioner Carone to approve the updated Expenditures Policy. Roll call vote: All approved.**
(Attachment)

Specifications, Special Bids and Acquisitions:

No report.

New Apparatus:

Station 36 new truck specifications will be discussed at the Closed Session Meeting following this meeting tonight.

Other:

1. If a Student fails a class, payment to retake the class will be the responsibility of the student. The student will be reimbursed by the Board when they successfully pass the class.
2. The September 19, 2015 Back to Basics District Drill has been cancelled based on lack of attendance at the July 25, 2015. In the future, we need a commitment due to the level of work it take to put these drills together, as well as the cost.
3. EMT Recertification was paid for by the Board in the past and we will continue to pay for it in the future. We never paid for EMT Class and will not pay for it in the future.

Commissioner Catrombon, Jr.:

Radios & Pagers:

- Members need to take any Minitor 6's that need repairs to the Fire Safety Office. Chief Fire Marshal Weniger will take care of this.
- US alerts and watchdogs, 2 channels are available, Ops 6 and Region 6, but they cannot put the tones on these pagers.

Grants:

No report.

Apparatus/Equipment Maintenance:

No report.

Air Packs & Air Bottle Testing:

No report.

Commissioner Vatter:

Insurance:

No report.

Medical (Physicals)

- Went back through all the records for Stations 36, 37 & 38, and the paperwork from the Clinic as requested at the July 14, 2015 Regular Meeting. There were 5 Members that had to retest the PFT Test, and 3 members failed their EKG, and went for a stress test and passed. Chief Fulmino says he thought he had more than 3 members that did not pass their EKG and he will go back and check to verify that.
- At the July 14, 2015 Regular Meeting it was brought up about looking into a different physician for our physicals. Recommend it is not necessary to switch from Primary Care, who we have been using, to a different doctor. It was agreed to continue using Primary Care.
- 123 Members were given physicals through the end of June. Sent a note to Terry at the Clinic asking for a Final List.

LOSAP:

- Need to make sure that all members understand and follow the guidelines to qualify for LOSAP (*on file in the Fire Safety Office*).
- Commissioner Nuara asked if we get new members after June 31st and the member makes their #'s for LOSAP, will this be acceptable? Any new member is required to have a physical when joining, so that will be acceptable.

Fit Testing:

No report.

Commissioner Carone:

Audit:

No report.

LOSAP:

No report.

Bills with Vouchers:

No report.

Budget:

- Will be working with the numbers for the Budget.
- Baltimore, MD will no longer be a line item on the Budget.
- Will set up for out-of-state conference in the Budget.

Inventory:

No report.

Commissioner Buckley:

Bureau of Fire Operations:

The next Bureau of Fire Operations Meeting will be held on Thursday, September 3, 2015 at Station 36.

OEM:

No report.

GOG's:

Accident Investigation GOG:

Ryan Buckley, member of the GOG Committee, attended the meeting to discuss the proposed GOG for Accident Investigation (*Attachment*).

- Ryan Buckley and Jon Senchisen developed a policy on how to investigate, find out the cause, and keep accidents from happening.
- This policy would apply to every injury, minor or major that takes place on at a fire call.
- Will include OSHA 300 Forms.

New Member Packet: (*Attachment*)

The New Member Packet was reviewed and finalized with the changed background check. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara to adopt the New Member Packet. Roll call vote: All approved.**

Accident/Injury – Workman's Compensation:

No report.

Gear Cleaning & Repair:

- Balance to be conducted and all documentation to be turned over to the Fire Safety Office by September 30, 2015. A copy of the documentation should be kept at each Firehouse.
- Members with removed strap from their gear would like to be put back in the Gear Specifications.

OSHA:

No report.

District Drills:

Back to Basics District Drill:

- A total of 16 members (Station 36 – 7 members, Station 37 – 3 members and Station 38 – 6 members) attended the Back to Basics District Drill on July 25, 2015. 12 members from Station 38 went to the gas leak call which was during the time of the drill. We need to get better participation in the future. It was agreed to cancel the Back to Basics District Drill which was scheduled for Saturday, September 19, 2015.

Firefighter Survival Drill:

- Will be held on October 24, 2015:
 - This year will be for members that have not gone through the past programs. Get everyone up to a minimum.
 - Need headcount by August 31, 2015.
 - Signal 100 Team to help with food and beverage.

Pump Class:

- First 2 classes have been completed.
- The remaining classroom sessions have been changed to August 12 & 13, 2015 (Wednesday & Thursday) at the Academy. Students know about the change. The session on Saturday, August 15, 2015 will be held at 8:00 am at the Academy.

Other:

- Criteria for Removal of Eligibility: (*Attachment*)
 - Reviewed the proposed Criteria for Removal of Eligibility Packet. A few minor changes were made. **A motion as made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to adopt the Criteria for Removal of Eligibility Packet. Roll call vote: All approved.**
- Application Process Flow Chart:
 - An Application Process Flow Chart (*Attachment*) was put together and reviewed, and sent to all the Chiefs. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to adopt the Application Process Flow Chart at the August 11, 2015 Regular Meeting.**
 - Will include OSHA 300 Forms.

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: RIT Drill was held on Sunday, August 9, 2015 at Station 36.

Marine Drill with Branchburg Rescue Squad will be held on September 12, 2015. Will advise of time and location.

- Would like permission to purchase a full undercarriage protection for Ranger 36 (*Attachment*). Found 1 skid plate that will protect the CV joints and recommend we install. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to purchase the full undercarriage protection for Ranger 36. Roll call vote: All approved.**
- Engine 36 specification has been formally submitted to the Commissioners for approval for Huston Galveston Co-Op. This will be discussed at the Closed Session Meeting following this meeting.
- The Cascade System will be filled again. The system is old and outdated and recommend for the

Commissioners to budget for an in-house compressor. Commissioner Nuara will put this on the September Work Meeting agenda for discussion.

Chief Jim Paterno – Fire Company #37

Drills: Medivac Drill Class/Demo will be held on Thursday, August 13, 2015 at 7:00 pm at Station 37.
(This will be 3 CEU's)
Aeropres Drill – Walk-through will be held on Tuesday, August 18, 2015 at 7:00 pm.
Jr. Olympics will be held on September 12, 2015 from 10:00 am to 1:00 pm at Station 37.

Chief Christian Fulmino– Fire Company #38

Drills: Saw Drill was held on July 13, 2015 at the Academy
Walkthrough at New Apartment Buildings off of Falcon Road was held on August 3, 2015.
Search Drill was held on August 10, 2015 at the Academy.

- Will have Fire Marshal Yanko ask Chief Fire Marshal Weniger to look into the Scott Accountability System.
- When will the new member intake process be in effect? As of tonight, as the New Member Packet has been approved.
- Heard that other GOG changes are in the works. When can the Bureau of Fire Operations expect to see these proposed changes? These will be discussed at the September 2, 2015 Bureau of Fire Operations Meeting.
- Received helmets last week.
- Submitted other information to Chief Fire Marshal Weniger on the Motorola Accountability System.
- SCBA bottles are expiring in 2018. They will be 15 years old. Will need to purchase new bottles and packs. The new packs are heavier than the old ones.
- Would like to take apparatus to First Responders Night in New Egypt on September 5th. Board said it is ok to do so.
- 911 Ceremony will be held on Friday, September 11, 2015 at 7:00 pm at Station 38. Tim Coyle will be sending out the invitations.

Chief CJ Davis– Fire Company #48 - Neshanic

Drills: Verizon Wireless Walkthrough of the new Bunker Building will be held on August 24, 2015.
Extrication with Hillsborough Rescue Squad will be held on September 15, 2015 at 7:00 pm
@ Station 48.
New Apparatus Qualifications for the new apparatus will be held on September 22, 2015 at Station 48.

- Would like to schedule a meeting between the Chairman of the Board and the Branchburg Mayor/Township Committee for later in August. Commissioner Nuara stated that he already has a meeting set up with the Branchburg Mayor.
- In order to have any District Radio be able to operate on the new Verizon and ImClone Repeaters, a

copy of the FCC License and Confidentiality Agreement must be obtained and signed prior to frequency being released.

Hillsborough Rescue Squad:

No report.

PUBLIC

No report.

OTHER

Commissioner Nuara asked if the Board wanted to make a motion to place the order for Station 36's new vehicle through the Houston/ Galveston Co-Op after the Closed Meeting. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Carone to approve to place the order for Station 36's new vehicle after the Closed Session Meeting following tonight's Regular Meeting. Roll call vote: All approved.**

It was agreed by the Board to continue with a Closed Session Meeting.