

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

JUNE 9, 2015

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, June 9, 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; Deputy Chief Rich Bartolucci, Fire Co. #2, Chief Christian Fulmino, Fire Co. #3, Deputy 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 Catrombon, Jr., seconded by Commissioner Vatter to approve the Regular Meeting minutes of May 12, 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 June 4, 2015. Roll call vote: All approved.**

**TREASURER'S REPORT**

May 31, 2015

Checking Account Balance:	\$ 19,753.77
Savings Account Balance:	\$ 706,393.21
LOSAP Account Balance:	\$ 117,239.37
Capital Expense Account Balance:	<u>\$ 823,284.83</u>
Total of all Accounts:	\$ 1,666,671.18
Expenditures for June 2015:	\$ 97,164.97
Amount to be transferred to Checking from Regular Savings:	\$ 98,000.00

**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 May, 2015.

**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>	23	164.7	137.0	817.6	0	0	8	300.5
<b>#2</b>	49	890.4	262.0	2768.6	2	118.0	8	502.0
<b>#3</b>	23	179.7	106.0	758.8	1	55.0	7	507.0
<b><u>Neshanic</u></b>	15	98.9	72.0	488.6	1	39.0	8	340.0

**CHIEF FIRE MARSHAL'S REPORT**

Chief Fire Marshal Chris Weniger reported the following:

1. The Minitor 6 pagers are being programmed and will be issued in the near future.
2. Fire Station Exhaust Systems bids has been advertised. We have met with several vendors to review the specifications. Bids are due by June 16, 2015. Will review with the Board once all bids have been received. It is my intension to install the exhaust systems before the cold weather.
3. All testing for SCBA, ladders, hose and pumps will be scheduled for July. Dates have been sent to the Chiefs and will be put on "I Am Responding".
4. The 2015 budgeted apparatus tire replacement will begin the week of June 15, 2015. Most of the tires will be replaced on apparatus at Station 38.
5. The three tablet computers have been placed in service. There is one in each of the Chief vehicles.
6. The Hillsborough Township Fireworks is scheduled for Saturday, June 27, 2015. All fire companies need to be at Auten Road School between 6:00-7:00 pm.
7. A template is being built by County for the radio reprogramming. The actual reprogramming should be starting in the next 2-3 weeks.
8. A railroad response protocol was developed. Looking to have a short training session with the fire companies on July 13, 2015 at Station 38.

9. The replacement Fire Marshal truck is expected to arrive in 10 weeks.

### **APPARATUS – EQUIPMENT REPORT**

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

CAR 36: Mileage – 31,107  
No issues reported.

CAR 36B: Knox box was installed.

ENGINE 36: Mobile radios are shutting off again.

LADDER 36: Wires are overheating.  
Air conditioning is not functioning properly and First Priority is working on the issue.

TENDER 36: Leaking from top plate again when it is in forward. Coming to and from a call it is losing a ¼ tank.

BRUSH 36: No issues reported.

BRUSH 36-2: PM Service was completed.

RANGER 36: Updated emergency lighting was done in-house.

MARINE 36: No issues reported.

Small Equipment: Air fill station tanks were refilled.

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

CAR 37: Mileage – 117,300  
Out-of-Service.

CAR 37-2: Knox box was installed.

ENGINE 37: Interior light was repaired.  
Foam System was check and no issues were found.

ENGINE 37-2: Tank fill hose was leaking and was repaired.  
Officer side scene light was filling up with water and was removed for repair.

TOWER  
LADDER 37: Front bumper and body damage was repaired.  
Hydraulic lines were replaced.  
Muffler and tail pipe was replaced.  
Cover for ladder controls was replaced.  
Compartment door lift cylinder was replaced.  
Hose netting was installed.  
Drivers side scent head light was replaced.  
Horn is not working. Part is on backorder and should be repaired in about 1 week.

BRUSH 37: No issues reported.

BRUSH 37-2: PM Service was completed.

MINI PUMPER 37: Right rear discharge is leaking water and was repaired.  
Leaking booster reel was repaired.

RESCUE 37: Brakes were adjusted.  
Air supply was filled.  
Loose mirror was repaired.

Small Equipment: 1 saw is out for repair.  
2 extinguishers were recharged.

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

CAR 38: Mileage – 15,893  
No issues reported.  
Tablet computer was installed.

ENGINE 38: Issue with air leak but no issues were found by the Service Technician. We will keep a close watch on this.

LADDER 38: New LED lights were installed in the grill.  
Hydraulic fluid was overfilled during the PM Service. Some drained out and we are continuing to work on getting the level correct.

TENDER 38: No issues reported.

BRUSH 38: No issues reported.

RESCUE 38: Air fill compressor was adjusted to ensure complete bottle fill.

DEUCE 38: Kussmaul charger is out for repair (this is under warranty).  
PM Service was completed.  
New LED headlights were installed.

MARINE 38-1: No issues reported.

MARINE 38-2: Floor valve is leaking.

Small Equipment: 1 extinguisher was recharged.  
2 SCBA's were sent out for 4500 conversion.  
New equipment is starting to arrive. There will be an update on this at the next meeting.

**Deputy 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: No report.

**R&R COMMITTEE UPDATE**

FAP:

Nothing new to report.

Signal 100 Team:

The Team will help at the District Drill on Saturday, July 25, 2015 at the Academy.

**APPROVAL TO PAY CLAIMS LIST 2015- 06**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
06/09/2015	20039	AMWELL AUTO & TIRE CENTER	15-264 - Invoice 131482, 132369	\$ 273.54
06/09/2015	20040	COMMUNICATION SPECIALIST, INC	15-271 - Invoice 34613	\$ 225.00
06/09/2015	20041	FIREFIGHTERS EQPT.CO.	14-955 - Invoice 20150538	\$ 3,780.00
06/09/2015	20042	First Priority Emergency Vehicles	15-275 - Invoice 621254, 6200191, 620677, 620832, 621165, 6201070	\$ 9,613.03
06/09/2015	20043	FLEMINGTON DEPT STORE	15-277 - Invoice 39142	\$ 69.00
06/09/2015	20044	LAKE SMALL ENGINE REPAIR	15-288 - Invoice 51057	\$ 15.00
06/09/2015	20045	MERCER COUNTY FIRE ACADEMY	15-324 - Invoice FA3191	\$ 40.00
06/09/2015	20046	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-304 - Invoice 10719	\$ 175.00
06/09/2015	20047	FLEMINGTON DEPT STORE	15-276 - Invoice 39194	\$ 243.00
06/09/2015	20048	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-306 - Invoice 10662	\$ 250.00
06/09/2015	20049	FLEMINGTON DEPT STORE	15-278 - Invoice 264318, 262960	\$ 138.00
06/09/2015	20050	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-307 - Invoice 10692	\$ 100.00
06/09/2015	20051	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-308 - Invoice 10679	\$ 500.00
06/09/2015	20052	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-309 - Invoice 10706	\$ 450.00
06/09/2015	20053	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-310 - Invoice 10661	\$ 250.00
06/09/2015	20054	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-312 - Invoice 10627	\$ 250.00
06/09/2015	20055	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-311 - Invoice 10647	\$ 400.00
06/09/2015	20056	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-313 - Invoice 10618	\$ 150.00
06/09/2015	20057	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-314 - Invoice 10609	\$ 150.00
06/09/2015	20058	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-315 - Invoice 10595	\$ 150.00
06/09/2015	20059	AED SUPERSTORE	15-268 - Order # 192425	\$ 1,512.00
06/09/2015	20060	AGT BATTERY SUPPLY, LLC	15-267 - Order 81788A	\$ 647.24
06/09/2015	20061	ALLEGRO ENTERPRISES INC	15-263 - Account 003104	\$ 307.64
06/09/2015	20062	AMWELL AUTO & TIRE CENTER	15-265 - Invoice 133391	\$ 197.09
06/09/2015	20063	Amwell Auto Body	15-266	\$ 139.00
06/09/2015	20064	CHICKEN HOLIDAY	15-269	\$ 239.70

06/09/2015	20065	CHRISTIAN FULMINO	15-329	\$ 40.00
06/09/2015	20066	CHRISTOPHER WENIGER	15-273	\$ 1,887.28
06/09/2015	20067	COMCAST	15-270 - Account 8499 05 280 0046635	\$ 180.00
06/09/2015	20068	COMMUNICATION SPECIALIST, INC	15-272 - Invoice 34579	\$ 198.00
06/09/2015	20069	COURIER NEWS	15-295 - Invoice 0029084606	\$ 47.52
06/09/2015	20070	DIANNE RICCARDO	15-274	\$ 214.38
06/09/2015	20071	FIREFIGHTERS EQPT.CO.	15-279 - Invoice 20151512, 20151334, 20151511	\$ 868.00
06/09/2015	20072	First Priority Emergency Vehicles	15-280 - Invoice 621073, 621071, 621042, 620757	\$ 3,254.15
06/09/2015	20073	FLEMINGTON DEPT STORE	15-281 - Invoice 39006	\$ 148.00
06/09/2015	20074	Grainger	15-282 - Invoice 9745884172	\$ 463.59
06/09/2015	20075	GREEN BROOK ELECTRONICS.	15-283 - Invoice 91065	\$ 181.20
06/09/2015	20076	HILLSBOROUGH FIRE CO.#1	15-285	\$ 87.98
06/09/2015	20077	HILLSBOROUGH FIRE CO.#2	15-284	\$ 22.39
06/09/2015	20078	IMAGE GLASS	15-286 - Invoice 0-1160	\$ 395.00
06/09/2015	20079	JOANN BULLOCK	15-322	\$ 240.00
06/09/2015	20080	JTEC SYSTEMS INC.	15-287 - Invoice 109244	\$ 119.00
06/09/2015	20081	LAKE SMALL ENGINE REPAIR	15-289 - Invoice 51117	\$ 149.98
06/09/2015	20082	LIBERTY MUTUAL INSURANCE GROUP	15-290 - Account 3302377-0000	\$ 3,164.25
06/09/2015	20083	MATTHEW BENDER & CO. INC	15-293 - Account 0099214470	\$ 208.89
06/09/2015	20084	MERCER COUNTY FIRE ACADEMY	15-328 - Invoice FA3205	\$ 270.00
06/09/2015	20085	MIDDLEBURY SPORTS APPAREL	15-262 - Invoice MSA4069	\$ 2,310.00
06/09/2015	20086	MIKE PATTON	15-292	\$ 141.45
06/09/2015	20087	MINERVA CLEANERS	15-294 - Invoice 474-40	\$ 66.25
06/09/2015	20088	Morris County Public Safety Academy	15-330	\$ 50.00
06/09/2015	20089	Nelson, Michael	15-291	\$ 214.91
06/09/2015	20090	NFPA	15-296 - ID139119	\$ 165.00
06/09/2015	20091	Northeast Communications, Inc.	15-297 - Invoice 3479	\$ 4,625.00
06/09/2015	20092	PERFUMERY SOLUTIONS, LLC	15-331	\$ 108.33
06/09/2015	20093	RESCUE SOURCE	15-298	\$ 696.00
06/09/2015	20094	RICHARD M. BRASLOW ESQ.	15-327 - Invoice 17238	\$ 181.50
06/09/2015	20095	RICHIES TIRE SERVICE INC.	15-299 - Account 3944	\$ 472.45
06/09/2015	20096	ROY HOROWITZ	15-325	\$ 10.00
06/09/2015	20097	SINCERE LEGENDS	15-302 - Invoice 1450-1	\$ 610.52
06/09/2015	20098	Slinsky, Thomas	15-317	\$ 150.00
06/09/2015	20099	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-316 - Invoice 10617	\$ 300.00
06/09/2015	20100	SOMERSET MEDICAL CARE PARTNERS, PC	15-300	\$ 880.00
06/09/2015	20101	STAPLES CREDIT PLAN	15-303 - Account 3011 1000 6181 135	\$ 366.08
06/09/2015	20102	State Line Fire & Safety, Inc.	15-305 - Invoice 99300	\$ 975.00
06/09/2015	20103	Stewart's Towing	15-301 - Invoice 23928	\$ 100.00
06/09/2015	20104	TimberWolf Siren Technology	15-323 - Invoice 1350	\$ 1,426.00
06/09/2015	20105	TONY BISIGNANO	15-318	\$ 60.00
06/09/2015	20106	UPS	15-319 - Invoice 000074Y02Y215	\$ 19.56
06/09/2015	20107	VERIZON	15-321 - Account 908 369-0609 114 37Y	\$ 50.00
06/09/2015	20108	VERIZON WIRELESS	15-320 - Invoice 9745672557	\$ 783.07

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve the Claims List 2015-06. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to approve to pay the Claims List 2015-06. Roll call vote: All approved.

**APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2015-06**

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Buckley to approve the transfer of funds in the amount of \$ 98,000.00 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:

1. Every year on June 29th, there are 3 or 4 members that report they cannot get their physical by June 30th. There has been plenty of time to get physicals done and there will be no extensions. Chiefs, please check your lists.
2. Line Officer Elections: There are missing certificates. Need to get updated ones to Dianne in the Fire Safety Office. Station 38's already submitted their certificates. Anyone who is interested in running for a position for 2016 needs to be up-to-date with their training and have their certificates.

**Commissioner Catrombon, Jr.:**

Radios & Pagers:

Presented a gift certificate to Ron Campbell for all the work he has done on the pagers and radios.

Grants:

No report.

Apparatus/Equipment Maintenance:

No report.

Air Packs & Air Bottle Testing:

No report.

**Commissioner Vatter:**

Insurance:

Received a Workman's Compensation Report for an injury that happened in May. Had a pushback from the Insurance Company for the time lapse on getting the form filled out? In the future, if anyone gets hurt at the firehouse, on a call, during training, etc., even if it is not serious, a report needs to be filled out and given to the Fire Safety Office in a timely manner

Medical (Physicals)

Need to receive the completed paperwork from Neshanic Fire.

Fit Testing:

No report.

**Commissioner Carone:**

Audit:

No report.

LOSAP:

No report.

Bills with Vouchers:

No report.

Budget:

No report.

Inventory:

No report.

**Commissioner Buckley:**

Bureau of Fire Operations:

The next meeting will be held on Thursday, July 2, 2015 at Station 48.

OEM:

No report.

GOG's:

New Membership Application GOG was drafted (*Attached*). This needs to be disseminated to the



respective Membership Committee at each Fire Company.

Chiefs, please send me e-mail addresses of your Membership Chairpersons so I can set up a meeting.

Accident/Injury – Workman's Compensation:

No report.

Gear Cleaning & Repair:

Gear Inspections are to be conducted and all documentation needs to be turned in to the Fire Safety Office by September 30, 2015.

OSHA:

No report.

District Drills:

Firefighter Survival Drill: Scheduled for October 24, 2015. This drill is for all new members and for members that have not gone through the past programs so it will get them up to a minimum.

Back to Basics Drills: Scheduled for July 25, 2015 and September 19, 2015.

- Each day will consist of 3 Back-to-Basics Stations.
- Each day will have one Live Burn Station.
- Each Station should submit ideas for other topics by June 29, 2015.

Rookie Training Program Module 1 Skills Challenge:

- Handout was given to Station 36, 37 & 38 for their companies to review (*Attachments*).
- Review and bring back to the Bureau of Fire Operations Meeting on July 2, 2015 with any comments and suggestions.

Pump Class: (Open to District Members)

- Scheduled for August 8 & 9, 2015 and August 15 & 16, 2015.
- Need to get a headcount by June 29, 2015 so books can be ordered.

Other:

1. District Patch:
  - o Will check into the cost to put velcro on the patch.

**CHIEF'S REPORTS**

**Chief Dave Foelsch - Fire Company #36:**

Drills: Hose Line/Master Stream Drill on June 25, 2015.

Gear checks are well underway. We should have 95% of them done by June 30, 2015.

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

Drills: HazMat and Decon Drill June 16, 2015 at Station 37 @ 7:00 pm.

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

Drills: Extrication Drill was held on May 4, 2015.  
Hand Lines Drill was held on June 6, 2015 at Station 38 @ 7:30 pm  
Live Burn – Phase 5 on June 22, 2015 at the Academy @ 7:00 pm

- Working with Chief Fire Marshal Weniger to restore access to our training records.

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

Drills: Ventilation Drill on June 16, 2015 at Station 48 @ 7:00 pm  
Tanker Shuttle Drill on July 21, 2015 at Station 48 @ 7:00 pm  
Search & Rescue Drill on August 18, 2015 in Hunterdon County @ 7:00 pm

- Any tankers available that would like to attend the Tanker Shuttle Drill on July 21, 2015?

**Hillsborough Rescue Squad:**

No report.

**PUBLIC**

- John Sheridan thanked Chief Dave Foelsch on the great job with the Water Rescue Drill.

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Buckley, and seconded by Commissioner Carone to adjourn the meeting at 8:35 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary  
Hillsborough Township  
Board of Fire Commissioners

BV/jhb  
Attachments