

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

MAY 12, 2015

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, May 12, 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, and Commissioner Pat Buckley. Also present were Fire Chiefs: Chief Dave Foelsch, Fire Co. #1; Chief Jim Paterno, Fire Co. #2, Chief Christian Fulmino, Fire Co. #3, Deputy Chief Kit Crisafulli, Neshanic Fire Co.; and Chief Fire Marshal John Yanko. Absent: Commissioner Mike Carone, Chief Fire Marshal Weniger and Chief CJ Davis.

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 April 14, 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 May 4, 2015. Roll call vote: All approved.

TREASURER'S REPORT

APRIL 30, 2015

Checking Account Balance:	\$ 20,720.84
Savings Account Balance:	\$ 740,723.36
LOSAP Account Balance:	\$ 117,221.45
Capital Expense Account Balance:	<u>\$ 823,219.42</u>
Total of all Accounts:	\$ 1,701,885.07
Expenditures for May 2015:	\$ 51,967.48
Amount to be transferred to Checking from Regular Savings:	\$ 51,000.00

A motion was made by Commissioner Vatter, 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. Award the Pager Contract. **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to award the contract to Northeast Communications for the purchase of Minitor 6 pagers. Roll call vote: All approved.**
2. Award the Apparatus Maintenance & Repair Contract. **A motion was made by Commissioner Nuara, seconded by Commissioner Buckley to award the Apparatus Maintenance and Repair 3 year contract to First Priority. Roll call vote: All approved.**
3. Monthly Fire Reports (*Attachment*).
4. Fire Safety Out-of-Service Schedule (*Attachment*).
5. Letter from American Income Life Insurance Company regarding beneficiary information for all members of the Association (*Attachment*).

MONTHLY FIRE REPORTS

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

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	26	155.3	110	649.9	2	52.0	7	282.5
#2	56	453.1	221	2456.8	3	285.5	5	354.0
#3	18	82.8	89	672.5	0	0	7	507.0
Neshanic	18	135.7	64	465.3	2	144.0	7	301.0

CHIEF FIRE MARSHAL'S REPORT

Fire Marshal John Yanko reported the following:

1. After reviewing the bids received for the Apparatus Maintenance and Repair contract, it is recommended that the bid be awarded to First Priority.
2. Two bids, as well as the State contract price for the Minitor 6 pagers contract were reviewed. All specifications were correct. The lowest bidder was Northeast Communications. It is recommended that the bid be awarded to Northeast Communications.
3. Bids have been advertised for the Fire Stations Exhaust Systems. We have met with several vendors to review the specifications. The bids are due by June 16, 2015.
4. All testing (SCBA, ladders, hose and pumps) will be scheduled for July. The exact dates will be sent out.
5. The 2015 budgeted apparatus tire replacement will begin after Tower 37 returns from repairs.

6. Requesting permission to purchase a replacement Fire Safety Vehicle (2015 Ford F-150) under the State Bid Program. The truck cost is \$33,597.00. Lighting, mounting, etc. will be extra. The total vehicle cost will come in under budget. **A motion was made by Commissioner Nuara, seconded by Commissioner Vatter to purchase a replacement Fire Safety Vehicle (2015 Ford F-150) for \$33,597.00 plus lighting, mounting, etc. Roll call vote: All approved.**

7. Microsoft XP is causing issues with the District laptops. Three tablet computers have been ordered to replace the computers in the Chiefs vehicles. These tablets are considerably less expensive than laptops. After a six month test on these three units, and they work the way we anticipate they will, we will look to phase in a District wide replacement in 2016. **A motion was made by Commissioner Nuara, seconded by Commissioner Vatter to approve the purchase of three tablets to replace the laptops in the Chiefs vehicles. Roll call vote: All approved.** The old laptops will be utilized in the Fire Safety Office.

APPARATUS – EQUIPMENT REPORT

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

- | | |
|-------------------------|--|
| CAR 36: | Mileage – 30,240
No issues reported. |
| ENGINE 36: | Steering universal joints were replaced.
King pins were replaced. |
| LADDER 36: | A/C issue is being addressed on May 12, 2015.
New intake relief valve was installed.
Intake leak was repaired. |
| TENDER 36: | No issues reported. |
| BRUSH 36: | No issues reported. |
| BRUSH 36-2: | PM was completed. |
| RESCUE 36: | No issues reported. |
| MARINE 36: | No issues reported. |
| RANGER 36: | No issues reported. |
| <u>Small Equipment:</u> | 2 air packs and 1 bottle were repaired.
1 saw was repaired.
1 extinguisher was recharged. |

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

- | | |
|------------|---|
| CAR 37: | Mileage – 11,690
Out-of-Service for body work repairs. |
| ENGINE 37: | Relief valve leak was repaired. |

ENGINE 37-2: Officer side scene light was filling up with water. It was removed for repairs.

TOWER
LADDER 37: Officer side scene light bulb was replaced.
Out-of-Service for body repairs and hydraulic line replacement.

BRUSH 37: No issues reported.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: Stalling problem was repaired.
PM service was completed.

RESUE 37: Driver's wide rear roll up door was repaired.
Bumper guide light was repaired.

Small Equipment: 1 SCBA Pak and 1 Regulator were repaired.
3 extinguishers were recharged.

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

CAR 38: Mileage – 15,512
One side running board LED lights was replaced.

ENGINE 38: Cracked pump gauges were ordered.

LADDER 38: Front strobes were replaced with LED lights.
Waiting for a new light stick to be installed.
Hydraulic fluid was overfilled during PM and continues to leak out.
Water level gauge was replaced.

TENDER 38: Air horn was repaired.
Recall repair was completed by Freightliner.

BRUSH 38: Siren was replaced.

RESCUE 38: No issues reported.

MARINE 38: No issues reported.

Small Equipment: 2 extinguishers were recharged.
2 saw blades were sharpened.
1 air bottle was inspected for damage.

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: Getting quotes for new equipment for the new apparatus.

R&R COMMITTEE UPDATE

Joann Bullock reported the following:

FAP: Portabello Pizza is no longer in business.
Paniateri's Pizza (located where Portobello Pizza was) is offering a 10% discount.
National Pools (Hillsborough location only) is offering a 15% discount on over the counter sales. Not to be combined with any other offers/services.

Signal 100 Team:
No report.

APPROVAL TO PAY CLAIMS LIST 2015- 05

Date	Num	Name	Memo	Amount
05/12/2015	19985	AMWELL AUTO & TIRE CENTER	15-218 - Invoice 132611	\$ 567.01
05/12/2015	19986	CHRISTOPHER WENIGER	15-222	\$ 84.99
05/12/2015	19987	COMMUNICATION SPECIALIST, INC	15-224 - Invoice 34497	\$ 215.00
05/12/2015	19988	FLEMINGTON DEPT STORE	15-230 - Invoice 37595	\$ 92.95
05/12/2015	19989	HILLSBOROUGH FIRE CO.#1	15-217	\$ 500.00
05/12/2015	19990	HILLSBOROUGH FIRE CO.#2	15-252	\$ 111.85
05/12/2015	19991	JTEC SYSTEMS INC.	15-235 - Invoice 109213	\$ 241.75
05/12/2015	19992	COMMUNICATION SPECIALIST, INC	15-225 - Invoice 34515	\$ 672.00
05/12/2015	19993	HILLSBOROUGH FIRE CO.#1	15-234	\$ 64.43
05/12/2015	19994	JTEC SYSTEMS INC.	15-236 - Invoice 109204, 109205	\$ 1,015.50
05/12/2015	19995	ALPHA CARD	15-249 - Invoice SI-246766	\$ 250.00
05/12/2015	19996	AMWELL AUTO & TIRE CENTER	15-220 - Invoice 132369	\$ 527.23
05/12/2015	19997	Atlantic Medical Group	15-219 - Statement 60613402	\$ 150.00
05/12/2015	19998	Burlington County EmerServices Training	15-221 - Invoice 1360	\$ 45.00
05/12/2015	19999	CHRISTOPHER WENIGER	15-229	\$ 291.42
05/12/2015	20000	COMCAST	15-223 - Account 8499 05 280 0046635	\$ 150.00
05/12/2015	20001	COMMUNICATION SPECIALIST, INC	15-228 - Invoice 34511	\$ 69.00
05/12/2015	20002	CONTINENTAL FIRE & SAFETY INC.	15-226 - Invoice E2251	\$ 2,116.00
05/12/2015	20003	COURIER NEWS	15-257 - Account ASB-42145000	\$ 102.08
05/12/2015	20004	Firefighter One	15-231 - Invoice 99276	\$ 380.00
05/12/2015	20005	FIREFIGHTERS EQPT.CO.	15-227 - Invoice 20151159	\$ 625.00
05/12/2015	20006	First Priority Emergency Vehicles	15-232 - R/O 620940/1	\$ 4,165.00
05/12/2015	20007	FLEMINGTON DEPT STORE	15-563 - Invoice 38472	\$ 56.00
05/12/2015	20008	GearGrid Corporation	15-251 - Invoice 0010822-N	\$ 2,446.00
05/12/2015	20009	Giordano, Ryan	15-242	\$ 190.00
05/12/2015	20010	HILLSBOROUGH FIRE CO.#1	15-265	\$ 8,231.94
05/12/2015	20011	HILLSBOROUGH FIRE CO.#2	15-253	\$ 224.62
05/12/2015	20012	HILLSBOROUGH RADIOLOGY	15-233 - Invoice 1078118	\$ 308.00

05/12/2015	20013	JOANN BULLOCK	15-215	\$ 202.00
05/12/2015	20014	JOHN YANKO	15-254	\$ 1,000.00
05/12/2015	20015	JTEC SYSTEMS INC.	15-267 - Invoice 109232	\$ 119.00
05/12/2015	20016	Knox Corporation	15-255 - Invoice INV00718482	\$ 1,786.00
05/12/2015	20017	LAKE SMALL ENGINE REPAIR	15-238 - Invoice 50801	\$ 53.50
05/12/2015	20018	LIBERTY MUTUAL INSURANCE GROUP	15-239 - Account 3302377-0000	\$ 13,164.25
05/12/2015	20019	Malik, Ian S.	15-237	\$ 1,680.00
05/12/2015	20020	MIDDLESEX COUNTY FIRE ACADEMY	15-256 - Invoice 15-0418	\$ 683.00
05/12/2015	20021	MINERVA CLEANERS	15-240 - Invoice 474-39	\$ 732.25
05/12/2015	20022	NICHOLAS PATULLO	15-266	\$ 44.00
05/12/2015	20023	PATRICK BUCKLEY	15-216	\$ 540.09
05/12/2015	20024	PERFUMERY SOLUTIONS, LLC	15-268	\$ 120.83
05/12/2015	20025	PREFERRED BATTERIES	15-264 - Invoice 2109	\$ 90.00
05/12/2015	20026	R&H TRUCK PARTS & SERVICE	15-241 - Invoice 28238-1	\$ 242.89
05/12/2015	20027	RICHARD BARTOLUCCI	15-258	\$ 82.79
05/12/2015	20028	Safety 2 Go Fire Rescue	15-245 - Invoice 090581	\$ 623.07
05/12/2015	20029	SHARP ELECTRONICS CORP	15-246 - Invoice C780381-711	\$ 371.10
05/12/2015	20030	SOMERSET COUNTY EMER. SERV. TRAINING{2}	15-262 - Invoice 10584	\$ 450.00
05/12/2015	20031	SOMERSET COUNTY VEHICLE MAINTENANCE	15-250 - Invoice 169	\$ 2,425.30
05/12/2015	20032	SOMERSET MEDICAL CARE PARTNERS, PC	12-243	\$ 2,550.00
05/12/2015	20033	STAPLES CREDIT PLAN	12-259 - Invoice 1284843921	\$ 121.64
05/12/2015	20034	Stewart's Towing	15-244 - Invoice 23695	\$ 125.00
05/12/2015	20035	THE PRINCETON PACKET INC.	15-260 - Account 1026112	\$ 6.20
05/12/2015	20036	UPS	15-261 - Invoice 000074Y02Y155	\$ 25.23
05/12/2015	20037	VERIZON	15-248 - Account 908 369-0609 114 37Y	\$ 50.00
05/12/2015	20038	VERIZON WIRELESS	15-247 - Invoice 9743987741	\$ 786.57
				\$ 51,967.48

A motion was made by Commissioner Vatter, seconded by Commissioner Catrombon, Jr. to approve the Claims List 2015-05. Roll call vote: All approved. Commissioner Buckley abstained on 20023

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Vatter to approve to pay the Claims List 2015-05. Roll call vote: All approved. Commissioner Buckley abstained on 20023

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2015-05

A motion was made by Commissioner Vatter, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$51,000.00 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:

Awarded the Pager Contract to Northeast Communications.

Awarded the Apparatus Maintenance & Repair 3 year Contract to First Priority.

Bids have been advertised for the Fire Stations Exhaust Systems.

New Apparatus:

Approved the purchase of a replacement Fire Safety Vehicle (2015 Ford F-150).

- Officer Qualifications:

Reminding the Chiefs that anyone moving up in the Line Office must have all the classes and officer qualifications.

Commissioner Catrombon, Jr.:

Radios & Pagers:

Once we receive the new pagers, the old pagers and watchdog pagers will be collected. Anyone who is not getting a Minitor 6 pager will get a Minitor 4 pager.

Grants:

No report.

Apparatus/Equipment Maintenance:

No report.

Air Packs & Air Bottle Testing:

No report.

Commissioner Vatter:

Insurance:

Met with Jenni from Mazey Insurance on May 11, 2015, and reviewed comparisons of policies from VFIS and Selective Insurance.

The savings to switch to Selective for 2016 would be 2.8%.

Renewal rates for VFIS average 3-4% annual increase, but we did get a reduction for 2015-2016. They offer us better coverage.

Renewal rates for Selective average 7-8%.

Additional pros and cons are in the Insurance Renewal Summary (*Attachment*).

Deductibles and portable equipment are on a separate policy with Selective.

My recommendation is to renew with VFIS. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to renew the insurance with VFIS. Roll call vote: All approved.**

Medical (Physicals)

The physical list has been updated.

There are three appointments booked through June so far.

There will not be a clinic in June.

I have not received a list of names of the members from Neshanic Fire Company that completed their physicals. Asked Deputy Chief Crisafulli to check with Chief Davis for a list.

June 30, 2015 is the deadline for physicals in order to qualify for LOSAP and pay-per-call. There will be no extensions or exceptions given for any reason.

Fit Testing:

No report.

Commissioner Carone:

Absent. No report.

Commissioner Buckley:

Bureau of Fire Operations:

No report.

OEM:

No report.

GOG's:

Next Committee Meeting will be held on May 27, 2015.

Accident/Injury – Workman's Compensation:

No report.

Gear Cleaning & Repair:

Gear inspections are to be conducted and all documentation to be handed in to the Fire Safety Office by September 1, 2015.

OSHA:

No report.

District Drills:

Firefighter Survival Drill is planned for sometime in October. This year will be for those members that

have not gone through the past programs. Need to get everyone up to a minimum.

Back to Basics District Drills will be held on July 25, 2015 and September 26, 2015.

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: RIT Quarterly Drill will be held on May 17, 2015 from 9:00 am to 12:00 pm.
Manville SCBA Drill will be held on May 26, 2015.

- Status on foam from Branchburg fires. Deputy Chief Crisafulli of Neshanic Fire will check into this.
- Should we be filling up the Gator with fuel at a regular gas station? Commissioner Vatter will check with Fire Marshal Giordano regarding a fuel stabilizer. Ford gave us something for the 145 fuel system. If this doesn't work, we will have to go with Plan B. A full report will be submitted on what was done. Commissioner Buckley said that repairs should be warranted.

- New equipment:

Stretcher Floatation Conversion Kit - approximately \$400.00

Air Hose Inflation Kit - approximately \$300.00

RIT Bottle Carriers - approximately \$150.00 each

Chief Jim Paterno – Fire Company #37

Drills: SCESTA Search and Rescue Drill will be held on May 19, 2015 @ 7:00 pm
Manville is hosting a Survival Drill on May 26, 2015 at the Municipal Building.

Chief Christian Fulmino– Fire Company #38

Drills: Hand lines Drill will be held on June 6, 2015 at 7:30 pm @ Station 38.
Live Burn will be held on June 22, 2015 at the Academy.

- The new computer for the office was received and is working well. Will be working with Chief Fire Marshal Weniger to restore access to the training records.
- The budget was submitted to the Commissioners. If it is approved, I will work with Chief Fire Marshal Weniger to place orders all orders that are under \$500.00.
- Deputy Chief Mike Murphy mentioned that the gear checks will probably not be done by June 30, 2015. Commissioner Buckley asked if September 1, 2015 would be an acceptable deadline. Deputy Chief Murphy agreed on that date.

Deputy Chief Crisafulli – Fire Company #48 - Neshanic

Drills: Walkthrough of Lilly Facility on May 19, 2015 at 7:00 pm @ 50 Imclone Drive in Branchburg.
Ventilation Drill will be held on June 16, 2015 at 7:00 pm @ Station 48.
Tanker Shuttle Drill will be held on July 21, 2015 at 7:00 pm @ Station 48.

- Memorial Day Parade will be on Monday, May 25, 2015 at 9:00 am @ Station 48.

Hillsborough Rescue Squad:

No report.

PUBLIC

No report.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Buckley, seconded by Commissioner Catrombon, Jr. 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