

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

REGULAR MEETING

SEPTEMBER 9, 2014

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, September 9, 2014 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Chairman Greg Kane 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 Greg Kane, Commissioner Bruce Vatter, and Commissioner Charlie Nuara. Also present were Fire Chiefs: Chief Dave Foelsch, Fire Co. #1; Deputy Chief Rich Bartolucci, Fire Co. #2; Chief Christian Fulmino, Fire Co. #3, Chief CJ Davis, Neshanic Fire Co. and Chief Fire Marshal Weniger. Absent: Commissioner Nick Patullo and Commissioner John Catrombon, Jr.

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 Nuara, seconded by Commissioner Vatter to approve the Work Meeting minutes of September 4, 2014. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Vatter to approve the Regular Meeting minutes of August 12, 2014. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Vatter to approve the Commissioner's Closed Meeting Minutes of August 12, 2014.

TREASURER'S REPORT

AUGUST 31, 2014

Checking Account Balance:	\$ 20,592.06
Savings Account Balance:	\$ 761,270.30
LOSAP Account Balance:	\$ 135,894.44
Capital Expense Account Balance:	<u>\$ 774,948.91</u>
Total of all Accounts:	\$1,692,705.71
Expenditures for September 2014:	\$ 125,031.63
Amount to be transferred to Checking from Regular Savings:	\$ 125,000.00
Amount to be transferred to Capital Improvement Fund From Regular Savings (Quarterly Transfer):	\$ 50,000.00
Amount to be transferred to LOSAP Fund from Regular Savings, District + Neshanic (Quarterly Transfer):	
Amount to be transferred to Checking from Regular Savings:	\$ 37,750.00

A motion was made by Commissioner Vatter, seconded by Commissioner Nuara to approve the Treasurer's Report. Roll call vote: All approved.

CORRESPONDENCE

Commissioner Kane read the list of incoming correspondence consisting of:

1. Monthly Fire Reports
2. Fire Safety Out-of-Service Schedule
3. Letters from Chief Fire Marshal Weniger in regards to the merit increase for Fire Marshal Yanko and the pay increase for Fire Marshal John Andreychak. (Attachment)
4. 2012/2013 Audit Report Approved.

MONTHLY FIRE REPORTS

Commissioner Kane read the monthly fire reports for August 2014.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
Fire Co. 36 - #1	18	64.8	253.0	2600.5	3	57.0	13	495.5
Fire Co. 37 - #2	32	229.3	404.0	3102.5	1	85.5	16	975.7
Fire Co. 38 - #3	11	91.9	156.0	1490.7	4	272.5	14	817.3
Neshanic Fire 48	6	25.8	150.0	717.1	1	52.5	9	302.0

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Weniger reported the following:

1. Fire Prevention Week begins October 6, 2014. The schedule will be distributed in the near future.
2. A walk through at the Gateway Multi-Family Building on Falcon Road will be on September 18, 2014 at 6:30 pm.
3. Aerial Testing is being scheduled. It should be completed between now and next month.
4. There is an issue with boots. We do not have any spare ones and Station 37 has some Junior Members that are in need. Commissioner Vatter recommended they get Ranger Rubber Boots. This will be discussed further at the Budget Meeting.

5. We are looking for someone to purchase the Power Hawk, packs, wiring, etc. that are in Station 37's Storage Room. Have seen others that have been advertised for over a year. Commissioner Vatter asked Chief Fire Marshal Weniger to get prices and not to throw anything away.
6. At the Bureau Meetings, changes were made to the TIMS GOG# 22 that did not include Police involvement. The Chiefs voted to go back to the Original GOG. **A motion was made by Commissioner Vatter, seconded by Commissioner Nuara to approve to readopt the Original TIMS GOG#22. Roll call vote: All approved.**
7. Need to set a date with the Commissioners to review the Budget. A date was set for September 23, 2014 at 7:00 pm. Will have Dianne Riccardo, Administrative Assistant book a room for the meeting and advertise.
8. Asked the Board if they adopted/accepted the 2012/2013 Audit? **A motion was made by Commissioner Vatter and seconded by Commissioner Kane to approve the 2012/2013 Audit. Roll call vote: All approved. (Attachment)**

APPARATUS – EQUIPMENT REPORT

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

- CAR 36: Mileage –26,426
No issues reported.
- ENGINE 36: Engine throttle is not working and was repaired by First Priority.
Light tower was repaired by First Priority.
- LADDER 36: Valve leak was repaired by First Priority.
Pump discharge handles were lubricated by FM10E. Will have pump in 4-6 weeks.
- TENDER 36: No issues reported.
- BRUSH 36: No issues reported.
- BRUSH 36-2: No issues reported.
Right before this meeting there was a problem with the winch cable and is now Out-of-service.
- RESCUE 36: No issues reported.
- MARINE 36: No issues reported.
- Small Equipment: All gas meters were calibrated.
1 gas meter was repaired
1 gas meter is out-of-service.

Chief Fire Marshal Weniger said the sensor is bad on the meter that is out-of-service. This will need to be repaired or replaced. **A motion was made by Commissioner Vatter, seconded by Commissioner Nuara to approve to replace the gas meter. Roll call vote: All approved.**

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

CAR 37: Mileage – 7,725
No issues reported.

ENGINE 37: Jake brake was repaired by First Priority.
Front bumper Strobe was repaired by First Priority.
Rear bumper marker light was repaired by First Priority.

ENGINE 37-2: Fuel tank was replaced by First Priority.
Door alarm sensor was repaired by First Priority.

TOWER
LADDER 37: No issues reported.

BRUSH 37: No issues reported.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: Light bar was installed by Alan Radio.
Winch cable was replaced by First Priority.
Flat tire was repaired by Amwell Auto.

SUPPORT 37: Bumper guide light was replaced by FM10E.

Small Equipment: All gas meters were calibrated.
3 air packs were repaired by Firefighters Equipment.
2 extinguishers were recharged by Approved Fire Protection.
2 sets of Rescue gear were received.

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

CAR 38: Mileage – 9,339
Rear warning lights were repaired by Alan Radio.
Waiting on new mounts for the command board.

ENGINE 38: Belts were replaced as part of preventive maintenance. During repair
Technician noticed 2 cracks in frame rails. Frame rails are covered by
a 2 year warranty. Fire Safety is following up with E-One for the repair.
Cab tilt cylinders were lubricated.
Breaker for Kussmaul charger is tripping.
New flashlight charger is on order.

LADDER 38: Relief valve was repaired.

TENDER 38: No issues reported.

BRUSH 38: No issues reported.

RESCUE 38: No issues reported.

DEUCE: No issues reported.

MARINE 38-1: No issues reported.

MARINE 38-2 No issues reported.

Small Equipment: All gas meters were calibrated by FM10E.
1 extinguisher was recharged by Approved Fire Protection.

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

CAR 48: Mileage – No report

ENGINE 48-4: No issues reported.

ENGINE 48-5: Tank to pump valve parts are on backorder.

TENDER 48: Driver side dump valve repair is scheduled.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: Turnout Gear was received.
Ground monitor will be ordered.
600' 5" supply hose will be ordered.

UPDATE ON DISTRICT MEDICAL EXAMS

Commissioner Vatter reported:

1. An updated list has been published. One change has been made: A member of Station 38 has been cleared.
2. Between now and the end of September, anyone that has not had a physical this year are to be put on NO RESPONSE and their gear is to be pulled.
3. Chiefs, any members pending clearance, please make sure they get it done by the end of September.
4. Working on updating the Physical Form for next year. A Respiratory Protection Plan will be incorporated into the physical. Will get information from Chief Fire Marshal Weniger. We will still be using Primary Care for physicals.
5. Will speak with the Chiefs regarding requirements for Interior and Exterior Firefighters.
6. In 2015, we will run physicals from January until the end of June.
7. Chief Davis asked if a DOT/CDL physical is done in December and a regular physical was done in 2014, would this carry over into 2015. Commissioners Vatter responded No because it would be too long to wait until sometime in 2016. Physicals are on a twelve month cycle.

DISTRICT RADIO COMMUNICATION UPDATE

No report. Commissioner Catrombon was absent.

R&R COMMITTEE UPDATE

Joann Bullock reported:

Firefighter Appreciation Program:

Asked Dianne Riccardo in Fire Safety will provide a list of any new businesses, and any businesses that no longer exist.

Signal 100 Team:

Another Team meeting will be scheduled for sometime in September or early October.

APPROVAL TO PAY CLAIMS LIST 2014-09

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/09/2014	19288	ALAN RADIO	14-562 - Invoice 10741, 10740	\$ 779.12
09/09/2014	19289	AMWELL AUTO & TIRE CENTER	14-564 - Invoice 127498	\$ 307.69
09/09/2014	19290	CENTRAL JERSEY NURSERIES	14-618 - Invoice 7595	\$ 13.90
09/09/2014	19291	CHRISTIAN FULMINO	14-615	\$ 29.08
09/09/2014	19292	CHRISTOPHER WENIGER	14-574	\$ 16.36
09/09/2014	19293	FIREFIGHTERS EQPT.CO.	14-583 - Invoice 20143128	\$ 127.50
09/09/2014	19294	First Priority Emergency Vehicles	14-586 - Invoice 51807, 51927	\$ 2,567.06
09/09/2014	19295	FLEMINGTON DEPT STORE	14-590 - Invoice 33432, 33225	\$ 218.00
09/09/2014	19296	SOMERSET COUNTY EMER. SERV. TRAINING{2}	14-601 - Invoice 10208	\$ 1,200.00
09/09/2014	19298	AMWELL AUTO & TIRE CENTER	14-568 - Invoice 128504	\$ 394.85
09/09/2014	19299	First Priority Emergency Vehicles	14-587 - Invoice 51770	\$ 1,349.99
09/09/2014	19300	SOMERSET COUNTY EMER. SERV. TRAINING{2}	14-602 - Invoice 10185	\$ 450.00
09/09/2014	19301	AMWELL AUTO & TIRE CENTER	14-569 - Invoice 128523	\$ 46.11
09/09/2014	19302	SOMERSET COUNTY EMER. SERV. TRAINING{2}	14-605 - Invoice 10209	\$ 1,050.00
09/09/2014	19303	AMWELL AUTO & TIRE CENTER	14-570 - Invoice 128485	\$ 19.66
09/09/2014	19304	AMWELL AUTO & TIRE CENTER	14-571 - Invoice 128481	\$ 27.95
09/09/2014	19305	ALAN RADIO	14-563 - Invoice 10750, 10749, 10742	\$ 425.00
09/09/2014	19306	ALERT-ALL CORPORATION	14-566 - Invoice 214080151	\$ 1,140.00
09/09/2014	19307	ALLEGRO ENTERPRISES INC	14-567 - Account 003104	\$ 21.25
09/09/2014	19308	AMWELL AUTO & TIRE CENTER	14-572 - Invoice 128243	\$ 262.22
09/09/2014	19309	AUTO ZONE	14-565	\$ 83.49
09/09/2014	19310	CENTRAL JERSEY NURSERIES	14-619 - Invoice 7374	\$ 177.00
09/09/2014	19311	CHRISTIAN FULMINO	14-621	\$ 61.28
09/09/2014	19312	CHRISTOPHER WENIGER	14-577	\$ 502.49
09/09/2014	19313	COMCAST	14-575 - Account 01729 126760-01-2	\$ 200.07
09/09/2014	19314	CONTINENTAL FIRE & SAFETY INC.	14-573 - Invoice D3820	\$ 377.19
09/09/2014	19315	CORPORATE GRAPHICS INC.	14-576 - Invoice 29486	\$ 290.00
09/09/2014	19316	COURIER NEWS	14-598 - Account ASB-42151300	\$ 13.20
09/09/2014	19317	DIANNE RICCARDO	14-579	\$ 199.00

09/09/2014	19318	ELECTRONIC MEASURMENT LABS INC.	14-581 - Invoice 43630	\$ 523.00
09/09/2014	19319	EMERGENCY EQUIPMENT SALES, LLC	14-580 - Invoice 14-1076	\$ 2,000.04
09/09/2014	19320	Enforsys, Inc.	14-582 - Invoice ESP1408010	\$ 1,874.25
09/09/2014	19321	Fail Safe Testing	14-584 - Invoice 6980, 6968	\$ 16,147.00
09/09/2014	19322	FIREFIGHTERS EQPT.CO.	14-585 - Invoice 20143129	\$ 570.37
09/09/2014	19323	First Priority Emergency Vehicles	14-588 - Invoice 51487, 51601	\$ 4,044.06
09/09/2014	19324	Flemington Circle Yamaha	14-589 - Invoice 349196	\$ 118.90
09/09/2014	19325	FLEMINGTON DEPT STORE	14-591 - Invoice 33283	\$ 149.00
09/09/2014	19326	GREEN BROOK ELECTRONICS.	14-592 - Invoice 85495	\$ 95.83
09/09/2014	19327	HILLSBOROUGH Valley YMCA	14-593	\$ 925.00
09/09/2014	19328	HUNTERDON EMERGENCY SV TRAINING CTR	14-594	\$ 115.00
09/09/2014	19329	JOANN BULLOCK	14-617	\$ 232.50
09/09/2014	19330	LAKE SMALL ENGINE REPAIR	14-595 - Invoice 48912, 48911	\$ 66.75
09/09/2014	19331	MINERVA CLEANERS	14-596 - Invoice 474-31	\$ 590.00
09/09/2014	19332	NEW JERSEY ASSOCIATION OF FIRE DISTRICTS	14-597 - Invoice 2014-168	\$ 300.00
09/09/2014	19333	PERFUMERY SOLUTIONS, LLC	14-620	\$ 263.21
09/09/2014	19334	RICHARD M. BRASLOW ESQ.	14-614 - Invoice 16663	\$ 128.00
09/09/2014	19335	ROGER C HASS MD	14-600	\$ 30.00
09/09/2014	19336	SOMERSET COUNTY EMER. SERV. TRAINING{2}	14-606 - Invoice 10214	\$ 500.00
09/09/2014	19337	SOMERSET COUNTY VEHICLE MAINTENANCE	14-578 - Invoice 160	\$ 4,264.16
09/09/2014	19338	SOMERSET MEDICAL CARE PARTNERS, PC	14-603	\$ 125.00
09/09/2014	19339	STAPLES CREDIT PLAN	14-604 - Invoice 1124927341	\$ 158.79
09/09/2014	19340	TASC FIRE APPARATUS, INC	14-607 - Invoice 9888	\$ 13,665.75
09/09/2014	19341	THE PRINCETON PACKET INC.	14-608 - Account 1026112	\$ 11.16
09/09/2014	19342	The Roman Gourmet	14-599	\$ 118.15
09/09/2014	19343	UPS	14-610 - Invoice 000074Y02Y284, 000074Y02Y324	\$ 32.46
09/09/2014	19344	VERIZON	14-609 - Account 908 369-0609 114 37Y	\$ 114.67
09/09/2014	19345	VERIZON WIRELESS	14-611 - Invoice 9730371422	\$ 788.77
09/09/2014	19346	W.B.MASON COMPANY, INC.	14-613 - Invoice I19979320	\$ 23.98
09/09/2014	19347	HILLSBOROUGH FIRE CO.#1	14-622	\$ 15,325.50
09/09/2014	19348	HILLSBOROUGH FIRE CO.#2	14-625	\$ 15,325.50
09/09/2014	19349	HILLSBOROUGH FIRE CO.#3	14-623	\$ 15,325.50
09/09/2014	19350	NESHANIC VOL.FIRE CO.	14-324	\$ 17,650.00
09/09/2014	19351	Marine Tech Services	16-626	\$ 1,079.87
				\$ 125,031.63

A motion was made by Commissioner Vatter, seconded by Commissioner Nuara to approve the Claims List for 2014-09. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Vatter to approve to pay the Claims List for 2014-09. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2014-09

A motion was made by Commissioner Nuara, seconded by Commissioner Vatter to approve the

transfer of funds in the amount of \$125,000.00 from Savings account to Checking account. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Vatter to approve the transfer of funds in the amount of \$50,000.00 from Regular Savings account (Quarterly Transfer) to Capital Improvement Fund. Roll call vote: All approved.

A motion was made by Commissioner Nuara, seconded by Commissioner Vatter to approve the transfer of funds in the amount of \$37,750.00 from Regular Savings account District and Neshanic (Quarterly Transfer) to LOSAP Fund. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Kane:

1. Reminding everyone of the importance of utilizing "I AM RESPONDING" in order to get credit for a call. This needs to be monitored at each company so that the system is not being abused by members not responding but getting credit, and costing more money.

Commissioner Patullo:

No report. Commissioner Patullo was absent.

Commissioner Vatter:

1. Having the District Insurance Policy reviewed by the Director of Sales from Huges-Plumer & Associates Insurance Company to determine if the District can save money on insurance premiums. The policy needs to include liability, property, vehicles and we need to get a Certificate of Insurance from Neshanic. Neshanic apparatus are covered by the District's Insurance Policy, but the members are covered by Branchburg's Workman's Compensation Policy.
2. I will be attending the Conference in Wildwood this week and will speak to Vendors for opinions on pricing, etc. for Station 36's Engine and the Exhaust Systems for the Firehouses. Since Chief Fire Marshal Weniger's vehicle was shot down in the Special Election, I will speak with him to find out exactly what he is looking for in an Evidence Collection Vehicle and I will speak to Vendors at the Wildwood Convention regarding this so we can determine if we can put it in the General Budget for 2015.
3. I have asked the Fire Safety Office to track the mileage of 37-145 and to report this to the Commissioners at their Regular Meetings.

Commissioner Nuara:

1. Expressed his disappointment in the turnout of firefighters for the Special Election. We need to get more support from our firefighters. The items that did not pass, we will now need to try to work into the Regular Budget.
2. Reminding everyone that all Vouchers need to be submitted the Wednesday prior to the Commissioners Regular Meeting. We review all the vouchers at the Commissioners Work Meetings on the Thursday prior to the Commissioners Regular Meeting. We cannot continue to have the reports re-run several times before the Regular Meeting. Quarterly vouchers for March, June, September and

December can be done at the beginning of the year.

Commissioner Catrombon, Jr.:

No report. Commissioner Catrombon, Jr. was absent.

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: Gateway Apartment Walk through on September 18, 2014 at 6:30 pm.
Live Burn on September 20, 2014 at Hunterdon Academy.
Waiting on dates for CEVO Class.

1. Waiting on a quote from First Priority on re-lettering the rear windows and emergency lighting issues that need addressed.
2. Waiting to hear about the PTO pump location on Ladder 36. The part was placed on a rush per Vendor.
3. Received a verbal quote from Ziggy for the replacement of frayed and OOS winch cable. The Cost is \$1,800.00 for 200' of certified cable, including attached hook. He will also provide Cable Winch Training for the Department when the work is completed. **A motion was made by Commissioner Vatter, seconded by Commissioner Nuara to approve the repair of the Winch Cable. Roll call vote: All approved.**

Deputy Chief Rich Bartolluci – Fire Company #37

Drills: Forcible on September 16, 2014 at SCESTA at 7:00 pm.

1. Engine 37-2 to attend the 911 Lights.

Chief Christian Fulmino– Fire Company #38

Drills: Airport Drill on September 29, 2014 at 7:00 pm at the Central Jersey Airport.
Bail Out Training on October 13, 2014 at 7:30 pm at the Academy.

1. Three events will be held at our Station:
 - 911 Ceremonies at 7:00 pm on September 11, 2014.
 - Open House on Saturday, October 11, 2014.
 - Nick Magos Cancer Call Out on Saturday, September 27, 2014 at 11:00 am – 5:00 pm (Somerset County Swat Team).
2. District GOG's were reviewed with the membership and there are a few questions/concerns. This was brought up at last month's meeting, but still no meeting has been scheduled to review. We are waiting for questions to be addressed in order to obtain sign-offs.
3. Commissioner Nuara asked the Commissioners if they could pay for the Memorial Museum Bus Trip to New York in November. The cost would be over \$1,000.00. Commissioner Vatter felt that

they could not fit this into the Budget for this year. It was agreed by the Board to not fund this event. Commissioner Vatter suggested that Chief Fulmino look into taking the train.

Chief CJ Davis– Fire Company #48 - Neshanic

Drills: Hose Lays and Fire Suppression Tactics on September 16, 2014 at 7:00 pm at Station 48.
Interior Firefighter Search and Rescue on September 30, 2014 at Raritan Township Station 1.

1. Officers are meeting to restructure the Box Alarm Plans due to manpower and apparatus issues.
2. Hunterdon County is now on UHF Radio System. New radio frequencies will be made available by the end of the month.
3. Changes to Hunterdon County Station 21 Box Alarm plans. Will forward to the Chief's when this is finalized.
4. When can I schedule a Budget Meeting with the Commissioners. It was agreed to meet on September 23, 2014 at 8:00 pm

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 Kane to adjourn the meeting at 8:45 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners
BV/jhb



HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS
BUREAU OF FIRE SAFETY

(908) 369-4313
(908) 369-0609 Fax
hillsborough.firesafety@comcast.net

379 SOUTH BRANCH ROAD
HILLSBOROUGH, NEW JERSEY 08844
Christopher C. Weniger, Chief Fire Marshal

Date: August 12, 2014
To: Hillsborough Board of Fire Commissioners
From: Christopher Weniger, Chief Fire Marshal
Re: Merit Increase

Gentlemen,

In accordance with the contractual bargaining agreement, article 31 I am recommending Fire Marshal John Andreychak's hourly rate be increased to \$25.00 per hour. This is the part-time minimum rate for all of the township's inspectors. John has been a long time dedicated employee who regularly goes above and beyond while on duty. Although John is a part time fire marshal he has the same duties and responsibilities as our full time staff. To improve his capabilities for the district, John will be attending training this fall to obtain his state fire and arson certification. It is also worth noting that after over ten years of service to the fire district his hourly rate is still considerably lower than that of a starting, part time fire inspector in the construction department. John is a dedicated member of this department and is deserving of this increase.

I appreciate your consideration with this request, I would be happy to meet with the board to provide any additional information or answer any questions.

Sincerely,

A handwritten signature in black ink, appearing to be "C. Weniger", written over a faint, circular stamp.

Christopher Weniger
Chief Fire Marshal



HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS
BUREAU OF FIRE SAFETY

(908) 369-4313
(908) 369-0609 Fax
hillsborough.firesafety@comcast.net

379 SOUTH BRANCH ROAD
HILLSBOROUGH, NEW JERSEY 08844
Christopher C. Weniger, Chief Fire Marshal

Date: August 12, 2014
To: Hillsborough Board of Fire Commissioners
From: Christopher Weniger, Chief Fire Marshal
Re: Merit Increase

Gentlemen,

In accordance with the contractual bargaining agreement, article 31 I am recommending Deputy Chief Fire Marshal John Yanko be awarded a 3% merit increase. John has been a long time dedicated employee who regularly goes above and beyond while on duty. John is a dedicated member of this department and is deserving of this increase.

I appreciate your consideration with this request, I would be happy to meet with the board to provide any additional information or answer any questions.

Sincerely,

A handwritten signature in black ink, appearing to be "CW", written over a faint, large watermark of the Hillsborough Township seal.

Christopher Weniger
Chief Fire Marshal

BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH

379 South Branch Road
HILLSBOROUGH, NJ 08844
hillsborough.firesafety@comcast.net

September 10, 2014

State of New Jersey
Department of Community Affairs
Division of Local Government Services
101 South Broad Street
PO Box 803
Trenton, NJ 08625-0803

Dear Sir:

We have enclosed the following documents required concerning the 2013 Audit of the Hillsborough Township Board of Fire Commissioners.

1. Audit Review Certificate, Group Affidavit Form.
2. Resolution regarding the Board's review of the 2013 Audit.
3. The summary of the 2013 audit as published in the Hillsborough Beacon on September 18, 2014.

If you have any questions, please feel free to contact me through the Hillsborough Twp. Bureau of Fire Safety 908-369-4313 extension 7178.

Very truly yours,

Bruce Vatter, Secretary
Hillsborough Township
Board of Fire Commissioners

cc: Fire Commissioners

audit2.doc
bv/dmr

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

379 South Branch Road
HILLSBOROUGH, NJ 08844
hillsboroughfiresafety@comcast.net
RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report the fiscal year ended December 31, 2013 has been completed and filed with the *DEPARTMENT OF COMMUNITY AFFAIRS, DIVISION OF LOCAL GOVERNMENT SERVICES* pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance board that each member, thereof, has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report the fiscal year ended December 31, 2013, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed in promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE

Roll Call Vote

	Aye	Nay	Absent
Mr. Charlie Nuara	X		
Mr. John Catrombon, Jr.	X		
Mr. Greg Kane	X		
Mr. Bruce Vatter	X		
Mr. Nicholas Patullo			X

MEETING HELD ON SEPTEMBER 9, 2014.

Bruce Vatter
SECRETARY September 9, 2014

Bruce

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2013, and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

[PRINT]

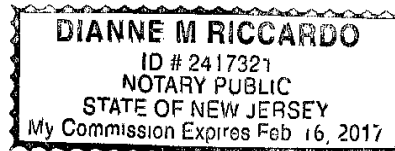
BRUCE WATER
Greg Kave
Joao D. Carzombeau Jr
Charles T. Nuara
Nicholas A. Patullo

[SIGNATURE]

[Signature]
[Signature]
[Signature]
Nicholas A. Patullo

Sworn to and subscribed before me
This 9th day of September, 2014.

[Signature]
 Notary Public of New Jersey



IMPORTANT: SIGNATURE MUST BE ORIGINAL. PHOTOCOPIES ARE NOT ACCEPTED

SUMMARY OR SYNOPSIS OF AUDIT REPORT FOR PUBLICATION

SUMMARY OR SYNOPSIS OF AUDIT REPORT OF THE
FIRE DISTRICT OF THE TOWNSHIP OF HILLSBOROUGH
COUNTY OF SOMERSET, FOR THE YEARS ENDED
DECEMBER 31, 2013 AND 2012 AS REQUIRED BY N.J.S. 40A:5A-16

STATEMENTS OF NET POSITION

	<u>2013</u>	<u>2012</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$1,553,364	\$1,851,930
Vehicles and Equipment:		
Total Apparatus, Vehicles and Equipment	8,968,819	8,302,800
Less: Accumulated Depreciation	<u>(6,663,305)</u>	<u>(6,173,077)</u>
Net Vehicles and Equipment	<u>2,305,514</u>	<u>2,129,723</u>
<u>TOTAL ASSETS</u>	<u>\$3,858,878</u>	<u>\$3,981,653</u>
 <u>LIABILITIES AND NET POSITION</u>		
<u>CURRENT LIABILITIES</u>		
Accounts Payable	<u>\$ 311,364</u>	<u>\$ 253,099</u>
Total current liabilities	<u>311,364</u>	<u>253,099</u>
 <u>NET POSITION</u>		
Net Investment in Capital Assets	2,305,514	2,129,723
Restricted:		
Capital Projects Fund	923,237	1,094,792
Unrestricted	<u>318,763</u>	<u>504,039</u>
Total Net Position	<u>3,547,514</u>	<u>3,728,554</u>
<u>TOTAL LIABILITIES AND NET POSITION</u>	<u>\$3,858,878</u>	<u>\$3,981,653</u>

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012

<u>EXPENSES</u>	<u>2013</u>	<u>2012</u>
Fire Protection:		
Contracts	\$ 70,600	\$ 71,468
Insurance	281,709	226,355
Salaries and Benefits	479,281	416,469
Administrative	470,110	422,528
Equipment and Supplies	437,809	610,809
Depreciation Expense	490,228	478,084
Total Governmental Activities	<u>2,229,737</u>	<u>2,225,713</u>
 <u>GENERAL REVENUES</u>		
Property Tax	1,706,673	1,664,740
Contributions and Other Revenue	<u>342,024</u>	<u>246,682</u>
Total General Revenues	<u>2,048,697</u>	<u>1,911,422</u>
 <u>CHANGE IN NET POSITION</u>	 (181,040)	 (314,291)
 Net Position - Beginning of Year	 <u>3,728,554</u>	 <u>4,042,845</u>
Net Position- End of Year	<u>\$3,547,514</u>	<u>\$3,728,554</u>

FINDINGS AND RECOMMENDATIONS

NONE

The above summary or synopsis was prepared from the report of audit of the Fire District Number One of the Township of Hillsborough, County of Somerset, for the years ended December 31, 2013 and 2012. This report of audit, submitted by Suplee, Clooney & Company Certified Public Accountants, is on file at the Fire District and may be inspected by any interested person.

Chairman