

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

**379 SOUTH BRANCH ROAD
HILLSBOROUGH, NJ 08844
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REGULAR MEETING

NOVEMBER 11, 2014

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, November 11, 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 Nick Patullo, Commissioner Bruce Vatter, Commissioner Charlie Nuara and Commissioner John Catrombon, Jr. 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 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 Nuara to approve the Regular Meeting minutes of October 14, 2014. Roll call vote: All approved.

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara to approve the Closed Meeting minutes of October 14, 2014. Roll call vote: All approved.

A motion was made by Commissioner Patullo, seconded by Commissioner Catrombon, Jr., to approve the Fire Safety Budget Meeting minutes of October 30, 2014. Roll call vote: All approved.

A motion was made by Commissioner Patullo, seconded by Commissioner Catrombon, Jr., to approve the Station 36 Truck Meeting minutes of October 30, 2014. Roll call vote: All approved.

TREASURER'S REPORT

NOVEMBER, 2014

Checking Account Balance:	\$ 19,337.17
Savings Account Balance:	\$ 466,878.08
LOSAP	\$ 173,702.
Capital Expense Account Balance:	<u>\$ 822,873.04</u>
Total of all Accounts:	\$ 1,482,791.13
Expenditures for November 2014:	\$ 108,322.03
Amount to be transferred to Checking from Savings	\$ 59,000.00
Amount to be transferred to Checking From Capital Equipment Account	\$ 50,342.00

A motion was made by Commissioner Patullo, seconded by Commissioner Catrombon, Jr., 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 (Attachment).
2. Fire Safety Out-of-Service Schedule (Attachment).
3. Memo that was sent to the Township Administration and CFO regarding the new hire part time Clerk in the Fire Safety Office. (Attachment)
4. Letter from Chief Foelsch, Station 36 regarding the Engine Committee. (Attachment)

MONTHLY FIRE REPORTS

Commissioner Kane read the monthly fire reports for October.

FIRE REPORTS

	ALARMS	MAN HRS.	YTD ALARMS	YTD MAN HRS.	DRILLS	MAN HRS.	YTD DRILLS	YTD MAN HRS.
#1	18	42.7	293	2742.4	2	29.0	17	614.5
#2	30	269.5	475	3731.5	1	126.0	18	1171.7
#3	11	54.1	184	1693.7	1	57.0	17	1074.1
<u>Neshanic</u>	10	37.6	173	819.2	2	97.2	13	499.7

CHIEF FIRE MARSHAL'S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. Fire Prevention Week activities have been completed. Over 4,000 children were seen. Thank you to everyone who helped.
2. Mini-Pumper Mileage: Start: 11,714.8 - End: 12,621 = 907 Miles.
3. The Year-In-Review Class will be held on December 8, 2014 at Station 38.
4. Replacement radios have been ordered. 10 radios that were ordered, replacement costs were covered by the Insurance Company. The Insurance Company is drafting 3 checks (3 claims were made), exceeds the cost of the radios and will be deposited. A voucher will then be submitted. Once the radios arrive, programming will begin. Chief Paterno will keep all 10 Radios at Station 37. The Radios use different batteries and chargers.
5. Frame Rail Extensions: Still have not received a price quote from Absolute or First Priority. The extensions need extensive work and will be out-of-service for 4-6 weeks. Commissioner Vatter suggested I contact Frank at Northeast Great Dane to get a price. Another option would be to look into welding, but the extensions would have to be removed for this to be done and, may have to send out to a Welding Shop. I will keep everyone informed as to where we stand with this; there is no rush because this is not a safety issue.

APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage – 27,652
Water leaking inside and is to be repaired by First Priority.

ENGINE 36: Noise in Cab was repaired by First Priority.

LADDER 36: Aerial ladder test is complete.
Power steering leak – a new power steering pump is on order and should be received in a couple weeks.
New front tires were installed.

TENDER 36: Deck gun electric motor was repaired by First Priority.

BRUSH 36: No issues reported.

BRUSH 36-2: No issues reported.
New headlight is being shipped and is under warranty.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

RANGER 36: Oil and air cleaner was purchased for hours change. (See Fire Safety Report).

Small Equipment: 3 Extinguisher were recharged.

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

CAR 37: Mileage – 8,650
VHF radio is out for repair.

ENGINE 37: Tank water level gauge sending unit is on order.
2 front and 2 drivers' side rear tires were replaced by Ritchies Tire.
New little giant ladder was put on truck.

ENGINE 37-2: All tires were replaced by Ritchies Tire.

TOWER
LADDER 37: 2 Front tires were replaced by Ritchies Tire.
Aerial ladder testing was completed.
Breathing air cylinders were hydro tested.

BRUSH 37: No issues reported.

BRUSH 37-2: Horn was repaired by First Priority.

MINI PUMPER 37: Pump is leaking and parts are on order.
Rear axle seal is leaking and will be repaired by First Priority when the pump is repaired.

SUPPORT 37: All tires were replaced by Ritchies Tire.

Fill station cylinders were hydro tested.
Air fill station leak was repaired by First Priority.

Small Equipment: Chainsaw was repaired on the Mini Pumper 37.
1 fire extinguisher was recharged.
1 SCBA was repaired.
Water rescue bags and assorted water gear was received.

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

CAR 38: Mileage – 10,880
Driver side rear tire had a nail in it and was repaired by First Priority.
Still waiting for mounting brackets for command board, has been several months.

ENGINE 38: E-One performed frame inspection, and repair options being considered.

LADDER 38: One pod on light bar not working, First Priority is looking at price to repair pod vs replace with LED bar – this was also reported last month.
Front tires replaced as they exceed 7 year NFPA Recommendation.

TENDER 38: One length of hard suction failed during a Drill at the coupling.

BRUSH 38: No issues reported.

RESCUE 38: Small leak in air fill station. Continental is coming out to fix.

DEUCE 38: Issue with batteries dying resolved appears to have been a short in one of the portable radio chargers.

MARINE 38-1: One fill valve is leaking, needs to be sent back as all valves were replaced just last year.

MARINE 38-2: No issues reported.

Small Equipment: One chain saw out-of- service due to the engine kill switch not functioning.
One chain saw awaiting new oil fill cap.

Chief CJ Davis 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: Pump/plumbing work is scheduled for the 1st week of December.
Lead time for repairs for the 2nd week of December.

TENDER 48: Driver side dump valve actuator is to be replaced by First Priority.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.

Small Equipment: Final miscellaneous equipment was ordered.
600' 5" Supply hose was ordered.

UPDATE ON DISTRICT MEDICAL EXAMS

Commissioner Vatter reported:

1. Medical Physical Exams list was distributed.
2. 2015 Physical Forms have been distributed to the Chiefs and are available on the Fire Safety Website.
3. The 2015 appointment dates will be posted starting in December for January 1, 2015 – July 1, 2015.
4. Firefighter Exam consists of:

Interior:

Interior Firefighter Form will need to be filled out prior to the appointment. The Doctor will determine whether you are qualified to be an Interior Firefighter based on the Respirator, pulmonary, vision, auditory, EKG. Will still need to meet FIT Training Standards.

Exterior:

(Fire Ground Duties)

Interior Firefighter Form will need to be filled out prior to the appointment. The Doctor will determine whether you are qualified to be an Exterior Firefighter based on the Respiratory, vision, auditory, and EKG. Firefighters will not operate in the HOT ZONE.

Drivers:

Form will need to be filled out prior to the appointment. The Doctor will determine whether you are qualified to be a Driver based on the Respiratory, vision auditory, EKG. Will still need to meet FIT Training Standards.

You may go to your own Physician, but a copy of the Forms must also be submitted to Primary Care or Fire Safety Office (put form in a sealed envelope). Any questions regarding physicals, please contact Commissioner Vatter.

DISTRICT RADIO COMMUNICATION UPDATE

Commissioner Catrombon, Jr. reported:

1. Update was reported in Chief Fire Marshal Weniger's Report.

R&R COMMITTEE UPDATE

FAP:

- In process of sending out letters to new businesses and some existing businesses.

Signal 100 Team:

- A meeting was held on Thursday, October 16, 2014 at 7:30 p.m. at Station 37.
- Thank you to Fire Marshal Ryan Giordano for cleaning the old coats from Station 37. The Team

Members tried on the coats at the meeting and everyone found one that fit. Need to get Velcro patches made for the back of the coats.

- Sweatshirts were handed out at the meeting.
- The next meeting will be schedule for sometime in January, 2015.

APPROVAL TO PAY CLAIMS LIST 2014-11

Date	Num	Name	Memo	Amount
11/11/2014	19465	Ever Dixie USA EMS Supply Co.	14-745 - Invoice F050458	\$ 1,430.90
11/11/2014	19466	FIREFIGHTERS EQPT.CO.	14-749 - Invoice 20143754	\$ 128.00
11/11/2014	19467	First Priority Emergency Vehicles	14-751 - Invoice 52181, 52278	\$ 402.47
11/11/2014	19468	FLEMINGTON DEPT STORE	14-753 - Invoice 35182	\$ 59.00
11/11/2014	19469	Giordano, Ryan	14-770	\$ 1,000.00
11/11/2014	19470	Grainger	14-754 - Invoice 9580737113, 9580921865	\$ 516.98
11/11/2014	19471	HAPI AUTO PARTS	14-755 - Account 1120	\$ 545.52
11/11/2014	19473	HUNTERDON EMERGENCY SV TRAINING CTR	14-756 - Invoice 14-106	\$ 650.00
11/11/2014	19474	JAY SPAGNUOLO	14-797	\$ 1,422.94
11/11/2014	19475	JOANN BULLOCK	14-761	\$ 277.50
11/11/2014	19476	JTEC SYSTEMS INC.	14-762 - Job 19777	\$ 918.00
11/11/2014	19477	JUST SUBS	14-763	\$ 74.51
11/11/2014	19478	LAKE SMALL ENGINE REPAIR	14-765 - Invoice 49296, 49295, 49297	\$ 692.66
11/11/2014	19479	MERCER COUNTY FIRE ACADEMY	14-788 - Invoice FA3017	\$ 40.00
11/11/2014	19480	MIDDLESEX COUNTY FIRE ACADEMY	14-789 - Invoice 01-1541	\$ 52.00
11/11/2014	19481	NICHOLAS PATULLO	14-793	\$ 30.00
11/11/2014	19482	PERFUMERY SOLUTIONS, LLC	14-798	\$ 154.17
11/11/2014	19483	Practice Assoc. Medical Group	14-767	\$ 150.00
11/11/2014	19484	Public Agency Training Council	14-768 - Invoice 183781	\$ 590.00
11/11/2014	19485	RICHARD M. BRASLOW ESQ.	14-791 - Invoice 16834	\$ 16.00
11/11/2014	19486	SHARP BUSINESS SYSTEMS	14-771 - Invoice C772223-711	\$ 165.72
11/11/2014	19487	SOMERSET COUNTY EMER. SERV. TRAINING{2}	14-779 - Invoice 10337	\$ 450.00
11/11/2014	19488	SOMERSET COUNTY VEHICLE MAINTENANCE	14-778 - Invoice 162	\$ 3,076.41
11/11/2014	19489	STAPLES CREDIT PLAN	14-773 - Account 6011 1000 6181 135	\$ 39.08
11/11/2014	19490	Stewart's Towing	14-772 - Invoice 22477	\$ 400.00
11/11/2014	19491	TASC FIRE APPARATUS, INC	14-783 - Invoice 9957	\$ 22,203.00
11/11/2014	19492	THE PRINCETON PACKET INC.	14-780 - Account 1026112	\$ 94.55
11/11/2014	19493	The Roman Gourmet	14-782	\$ 160.77
11/11/2014	19494	VERIZON	14-784 - Account 908 369-3069 114 37Y	\$ 110.00
11/11/2014	19495	VERIZON WIRELESS	14-785 - Invoice 9733768218	\$ 788.61
11/11/2014	19496	W.B.MASON COMPANY, INC.	14-786 - Invoice 632361	\$ 309.99
11/11/2014	19497	Zygmunt Orłowski	14-787 - Invoice 20140921-1	\$ 1,805.12
11/11/2014	19498	JOANN BULLOCK		\$ 666.57
				\$ 108,322.03

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara to approve the Claims List 2014-11. Roll call vote: All approved with the exception of Commissioner Patullo (19481, Voucher 14793).

A motion was made by Commissioner Patullo, seconded by Commissioner Vatter to approve to pay the Claims List 2014-11. Roll call vote: All approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2014-11

A motion was made by Commissioner Patullo, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$59,000.00 from savings account to checking account. Roll call vote: All approved.

A motion was made by Commissioner Patullo, seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$50,342.00 from savings account to capital equipment account. Roll call vote: All approved.

COMMISSIONERS' REPORTS

Commissioner Kane:

1. Asked for an update from Station 36 Truck Committee – See Chief Foelsch's report.

Commissioner Patullo:

1. The GOG Committee met recently and updated 7 GOG's. They will need approval and will then be posted on the Fire Safety Website. All Chiefs, please be sure all Members see the updates. **A motion was made by Commissioner Catrombon, Jr. and seconded by Commissioner Nuara to approve the 7 updated GOG's. Roll call vote: All approved.**

Commissioner Vatter:

1. The Board will be meeting with Hughes-Plumer & Associates in December to review the District Policy.

Commissioner Nuara:

1. Chiefs, please let your Treasurer of your Company know that there is a freeze and there will be no 2% increase on bay rentals.
2. Reminder to everyone to submit their pay/call numbers by December 1st. All vouchers need to be submitted prior to the December Work Meeting.

Commissioner Catrombon, Jr.:

1. Please give me any old pagers for repairs. Five have already been done and I have replacements.

CHIEF'S REPORTS

Chief Dave Foelsch - Fire Company #36:

Drills: CAFS and RIT drill for the general membership will be scheduled for this month.

- An email was sent out to all Chiefs about the EMT Refresher Course. Please ask your membership if anyone would like to attend.
- Ladder truck request for a Member's wedding on December 12, 2014. Leaving to Station at approximately 1:30 pm for South Plainfield, then to Berkley Heights. A driver has been obtained. Rig should be back in service by 5:00 pm. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to utilize the Ladder truck on December 12, 2014 for a Member's Wedding. Roll call vote: All approved.**
- Looking into the replacement of "I Am Responding" monitors by Commissioners.
- Discussed new Brush Truck 36 issues and delivery:
 - o Called KME and they want to do delivery, I provided Commissioner Nuara with the phone number to contact them regarding an email received last week and another last night.
 - o Items still need installed, i.e., lettering done, etc. There is no rub rail, something should be on there or they should discount us.
 - o Requested Specification and email pictures of the items left out before arranging delivery. Requesting pictures be taken outside. I have 3 new pictures from last week, but no new pictures to prove the missing items were installed.

Chief Jim Paterno – Fire Company #37

Drills: Transitional Attack Drill on November 18, 2014.

Chief Christian Fulmino– Fire Company #38

Drills: Drafting Drill was held on November 3, 2014.

Live Burn was held on November 8, 2014.

Fire Officer Class to be scheduled. There are 4 members from Station 38, 3 members from Station 48, and 1 member from Station 37 that want to attend. Anyone else who wants to be an Officer in January, 2015 and wants to take the class, please contact me.

- At the Bureau of Fire Operations Meeting, we asked if the Extrication Discussion has progressed. This has gone several months with no progress.

Chief CJ Davis– Fire Company #48 - Neshanic

Drills: ICS 200 Class on November 15 and November 16, 2015 from 8:00 am - 4:00 pm @ Station 48.

Williams Gas Pipeline Walkthrough on November 18, 2014 at 7:00 pm @ Williams Facility on Case Road in Neshanic Station. Anyone from other Stations is invited to attend. Please let me know by

Friday, November 14th.

- Resubmitting AFG Grant for new SCBA's.
- Apparatus purchase has been declined by Branchburg Township. We are in the process of exploring other options.
- Reprogramming has been completed on mobile and portable radios to include new channel listing and Hunterdon County frequencies.
- What are the physical requirements to be an Apparatus Driver? Not a Pump Operator.

Hillsborough Rescue Squad:

- No Report.

PUBLIC

Ed Kovac asked about the tire replacement on Fire truck tires every 7 years. Commissioner Kane responded that they follow NFPA Guidelines that were adopted by POSHA. Ed asked if they are DOT/not DOT legal. Why are we spending money we do not have to replace perfectly good tires? Commissioner Patullo explained that some tires had wear and internal deterioration was found. Chief Fire Marshal explained that fire trucks have a tendency to sit, also they are expected to travel at speed for emergency situations.

ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Kane, and seconded by Commissioner Patullo 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