

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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**COMMISSIONERS / CHIEFS MEETING**

JULY 10, 2014

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in a Commissioners/Chiefs Session on Thursday, July 10, 2014 at 8:05 pm. in the Conference Room at the Hillsborough Fire Company #2 Building on Route 206. Commission Vatter 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 Bruce Vatter, Commissioner John Catrombon, Jr., and Commissioner Charlie Nuara. Commissioner Greg Kane and Commissioner Nick Patullo were absent.

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.

**CORRESPONDENCE**

The Commissioners discussed the following:

1. Commissioner Vatter reviewed the District GOG's, and stressed that the Grievance GOG must be used prior to going to the Commissioners.
2. Commissioner Nuara told the Chiefs that there will not be a Budget Meeting this year.
3. Supplies will now be under the Commissioner's Budget with one code because it is hard to break up the supplies between the companies and know what each company purchased. 4 or 5 codes did not match up this month. Commissioner Nuara does not always know what it goes to. If it is office supplies, it will have one code. The Commissioner's Account will have new numbers starting 2015. Chiefs asked about items like car soap and were told to put under supplies. Items such as gloves, etc. will get ordered through Fire Safety Office. Must do a voucher listing the total \$ amount at the bottom of the voucher when purchasing supplies from Staples, Hapi Auto Parts, etc, and specify i.e., house or specific vehicle. An invoice stating what the item(s) is used for is needed to back up the voucher. Does not need to put a code on, Dianne will know what code to use. Yellow Sheets go to Fire Marshall Giordano at the Fire Safety Office. Commissioner Nuara said that they may consider getting a Bank Card for supplies.
4. Commissioner Nuara said that Small Equipment and District Training will be under the Commissioner's Account. This would include if something breaks, needs repaired, or needs replaced.
5. Chiefs (Stations 36, 37 & 38) Code 500 – Training - \$14,400.00  
Code 600 – Memberships, Subscriptions, Conferences - \$9,000.00  
Code 700 – New Equipment - \$6,000.00 (anything over \$500.00 needs to Be approved by the Commissioners.)

6. Commissioner Nuara stated that he is doing things a little different this year. He is having Dave Raymond transferring the money to LOSAP quarterly to go into Capital, so we know what we have.
7. Commissioner Nuara said that there is now an account just for "Capital". Money is sitting there and is not to be used unless it is for Capital.
8. Commissioner Vatter said that Dry Suits have been put under the New Equipment budget; technically they should go under PPE budget. Commissioner Nuara said we will break up into certain percentages. Chiefs need to use discretion as to how many dry suits are going to be purchased. Chief Fulmino said that Dry Suits cost approximately \$935.00/suit, does not include helmet, booties, gloves, etc.
9. Emergencies: Commissioner Nuara mentioned if something major breaks or need something in an emergency, go directly to the Commissioners.
10. Commissioner Nuara asked that he get all vouchers, any necessary information and things that need to be discussed get to me before the Work Meeting in case something needs to be researched.
11. All Chiefs are invited to stop at the Work Meetings if they need to discuss something. Please do not make it a habit. The Work Meetings are held the first Thursday of each month.
12. The Turnout Gear GOG is not being followed. Commissioner Vatter asked the Chiefs to make sure that all firefighters and drivers comply.
13. Commissioner Vatter said that there has been a slow response to complete physicals that were taken, but need follow-up testing. Chiefs need to follow up with these members and encourage them to get their follow up completed.
14. Use of Station 37 & 38's "145": Fire Marshall Andreychaks' car is on its last leg and we do not want to buy one right now. Vehicles will eventually be passed down and we would like to wait for that. Do not know when the car will be replaced, maybe 2015 or 2016. In the meantime, we would like to alternate Station 37 & 38's "145" 2 days a week for Fire Marshall Andreychak to use (he works part time, 2 days/week). Chiefs asked if the Fire Marshalls have ipads they can use in 145 vehicles and that they would need to be set up in the vehicle to be comfortable, this may be a concern.
15. Fire Safety Officers: Commissioners would like to have the Officers go directly to the scene if they are near it at the time the call goes out between 8:30 am – 4:30 pm Monday-Friday. Command will be transferred to the Chiefs once they arrive on the scene. Fire Marshall Yanko mentioned that having one person go to the scene, they can see what is going on and can cancel the Fire Company, if needed. He also said that Fire Marshalls are not looking to take over command from the Chiefs. This will save a lot time, help the township, and Fire Safety guys. For small calls, the Fire Marshalls will go directly to the Firehouse. If there is a structure fire, they will go directly to the scene. Chief Fire Marshall Weniger will set up schedules. Chief Paterno stated the concerns that the Chiefs have with this. Asked if 36's Field Truck can be used in the rotation once they get it - Commissioners responded - yes. Is there another vehicle that can be used – Commissioners response - no. Commissioners do not want command vehicles used because they try to get 100,000 miles in 10 years on them. The mileage adds up easily. The Chiefs are also concerned that having the Fire Marshalls go to the scene will cause a morale problem. We have a 2 company response for a reason. Chief Paterno suggested that this idea should be presented to all the District's Officers (i.e. Deputy Chiefs and Assistant Chiefs). Commissioner Vatter said that the directive is to serve the community efficiently, quickly and safety, and not to lose site what we are here for. Commissioner Vatter suggested that we try this for several months and if it does not work out then we can stop. After further discussion, it was agreed that this would be put on hold, and the Chiefs and Officers will attend the next Commissioners Work Meeting scheduled for August 7, 2014 at 7:00 pm to discuss this further.

16. Fire Safety requested another employee. Commissioner Nuara said that we cannot go out of Capital to do this; we will do everything we can to streamline before we hire.
17. Chief Paterno asked if the Tactical Truck GOG can be changed to regular truck. It was agreed to the change.
18. LOSAP Documents: Commissioner Vatter said that there have been compliance issues with members that didn't really qualify. Chief Paterno suggested that documents be checked and 2 signatures should be required, one by the person who prepared them, and one by the person who authorized them, prior to submitting to the Commissioners. The Commissioners will get the green sheet after signatures. This way whoever signs off has certified that the documents are correct. Commissioner Nuara said that it is a Federal offence to falsify documents; this is tax payer's money we are using. Commissioner Nuara will have Dave Raymond add columns for date of Physicals and Bloodbourne pathogens training. Some companies added columns for meetings, trainings, drills, etc.
19. Extrication Equipment: Chief Fulmino mentioned that we do not have the equipment to become an Extrication organization. Chief Foelsch said that the Fire Companies are not looking to take this over from the Squad; Chiefs just want to be part of planning and implementation of the plans. The Fire Companies should not be used only when the Squad wants us. Commissioner Vatter said that the Commissioners need to go to the Committee and meet with the Mayor. Chief Foelsch said that right now there is no incident command, safety management, etc. and is a free for all. Commissioner Catrombon, Jr. mentioned that the Squad is now part of HEMS Corp. Commissioner Vatter said that the Town has leverage over the Squad and is very upset over the condition of the rescue vehicle and situations that have occurred lately such as lack of manpower and resources in 2001, a letter was sent to the Squad to take over Extrication. Chief Foelsch will write a letter to the Township of intent regarding "Unified Command" and will submit to Commissioner Nuara and he will schedule a meeting with the Mayor.

### ADJOURNMENT

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Vatter to adjourn the meeting at 9:12 p.m. Roll call vote: All approved.**

Respectfully submitted,

Bruce Vatter, Secretary  
Hillsborough Township  
Board of Fire Commissioners

BV/jhb