

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

JULY 8, 2014

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, July 8, 2014 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commission 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 Fire Marshal John Yanko.

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 Work Meeting minutes of June 5, 2014. Roll call vote: All approved.**

**A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara to approve the Regular Meeting minutes of June 10, 2014. Roll call vote: All approved.**

**A motion was made by Commissioner Nuara, seconded by Commissioner Patullo to approve the Work Meeting minutes of July 2, 2014. Roll call vote: All approved.**

**TREASURER'S REPORT**

JULY, 2014

Checking Account Balance:	\$	20,688.49
Savings Account Balance:	\$	566,731.72
LOSAP	\$	135,845.98
Capital Expense Account Balance:	\$	<u>774,668.73</u>
Total of all Accounts:	\$	1,497,934.92
Expenditures for June 2014:	\$	196,823.58
Amount to be transferred to Checking from Regular Savings	\$	196,000.00

**A motion was made by Commissioner Catrombon, Jr., 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. Letter to Eastern Surplus (38's Deuce) in regards to the dry rot tire we want to replace. An e-mail came back that they will take care of the tire.
4. Letter from Ryan Murphy regarding several courses needed to run for position of Captain.  
(Attachment #1)
5. Letter from Dianne Riccardo requesting part-time office employee. (Attachment #2)
6. List of concerns from Chief Fulmino regarding GOG's. (Attachment #3)

## MONTHLY FIRE REPORTS

Commissioner Kane read the monthly fire reports for June, 2014.

### 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>	24	61.2	201	2360.8	1	32.0	7	381.0
<b>#2</b>	38	266.7	318	2379.8	4	186.1	13	766.2
<b>#3</b>	14	92.4	125	1223.3	2	109.8	8	461.3
<b><u>Neshanic</u></b>	14	33.6	119	588.1	1	47.5	7	207.0

## CHIEF FIRE MARSHAL'S REPORT

Fire Marshal John Yanko reported the following:

1. The Township fireworks held on Saturday, June 28, 2014 went well. Thanks to all that attended.
2. Upcoming Testing:
  - SCBA – July 22, 23 & 24 (need Officers packs in the Stations)
  - Hose and Ground Ladders – Station 36 – July 21  
Station 37 – July 22  
Station 38 – July 23  
Station 48 – July 24
  - Pumps – Station 36 & 48 – July 31 @ Station 48  
Station 37 & 38 – July 30 @ Station 38

## APPARATUS – EQUIPMENT REPORT

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

CAR 36: Mileage –25,253  
No issues reported.

ENGINE 36: Pump panel throttle not working and was checked by First Priority.  
Step lights were rusting out and were replaced by First Priority.

LADDER 36: No issues reported.

TENDER 36: Radio was repaired by Alan Radio  
Dump switches were repaired by First Priority.

BRUSH 36: New alternator was installed.

BRUSH 36-2: No issues reported.

RESCUE 36: No issues reported.

MARINE 36: No issues reported.

Small Equipment: 2 chainsaws are out for repair at Lake Small Engine.

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

CAR 37: Mileage – 6,810  
No issues reported.

ENGINE 37: Relief valve was rebuilt.

ENGINE 37-2: Foam leak was repaired.  
2 lights on the tower were fixed.  
Scene light is on order.

TOWER  
LADDER 37: Turn table turn switch was replaced.  
Pelican light was mounted in cab.  
Aux heat was repaired.

BRUSH 37: Skid unit was removed and send to DBW.

BRUSH 37-2: No issues reported.

MINI PUMPER 37: PM Service was done.  
Relief valve was checked.

SUPPORT 37: A/C parts are on order.  
Siren brake was replaced.

Small Equipment: 3 extinguishers were refilled.  
2 saws were repaired.

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

CAR 38: Mileage – 7,983  
No issues reported.

ENGINE 38: No issues reported.

LADDER 38: No issues reported.

TENDER 38: No issues reported.

BRUSH 38: No issues reported.

RESCUE 38: Radios by the air fill station were removed and put on the Deuce.

MARINE 38: Starter was replaced engine PM'd.

Small Equipment: No issues reported.

**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: No issues reported.

TENDER 48: No issues reported.

BRUSH 48: No issues reported.

MINI PUMPER 48: No issues reported.  
CAFS System repair is on hold pending replacement.

Small Equipment: Specification for MP-48 has been created. Branchburg Township is sending out for bid.

- 1500 GPM / CAFS
- 300 Gallon / 40 Gallon Foam

Specification for Engine 48 has been created. Branchburg Township is sending Out for bid.

- 1500 GPM / CAFS
- 1250 Gallon / 60 Gallon Foam

Turnout gear has been ordered.

10 UHF Pagers are on order from M&W.

## **UPDATE ON DISTRICT MEDICAL EXAMS**

Commissioner Vatter reported:

1. Still have approximately 10 people that have to take care of follow-up (stress tests, PFT, Cardiology, letters from Surgeons, etc). Chiefs, please get your members going on this to finish.
2. Exterior only: good EKG, not suitable for SCBA or carry over 50 lbs.

## **DISTRICT RADIO COMMUNICATION UPDATE**

Commissioner Catrombon, Jr. reported:

1. Pagers were received from Station 36 & 38.
2. Region 6 is straightened out.
3. Minitor 2,3,4,5 pagers – Return to Commissioner Catrombon.
4. Any problems with Minitor 6, see Chief Fire Marshall Weniger.

## **R&R COMMITTEE UPDATE**

Firefighter Appreciation Program:

1. Dianne in Fire Safety will be sending me a list of all new businesses in the Township. Once I receive the list, I will send out letters.
2. Commissioner Nuara dropped off cards from a Mortgage Company to the Firehouses for discounts.

Signal 100 Team:

Joann Bullock reported:

1. The first Meeting of the Signal 100 Team was held on Wednesday, June 28, 2014, at 7:30 pm at the Neshanic Fire House. A copy of the Meeting Minutes was distributed to the Commissioners and Chiefs.
2. Team Shirts have been ordered and should be in within the next week or so.
3. ID cards were distributed to members.
4. Reviewed the District Signal 100 GOG.
5. Tables, containers and supplies needed for calls will be purchased during July. Also, discussed getting donations from local businesses.
6. Discussed Fire Company Insurance Coverage. All members will fill out a form to be submitted to the Commissioners.

**APPROVAL TO PAY CLAIMS LIST 2014-07**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
07/08/2014	19158	BILL SHAFFER	14-466	\$ 219.86
07/08/2014	19159	CENTRAL JERSEY NURSERIES	14-423 - Invoice 4567	\$ 26.81
07/08/2014	19160	CHRISTIAN FULMINO	14-460	\$ 2,520.00
07/08/2014	19161	CONTINENTAL FIRE & SAFETY INC.	14-463 - Invoice D2348	\$ 1,875.00
07/08/2014	19162	Creston Hydraulics, Inc.	14-424 - Invoice 327306-001	\$ 3,955.00
07/08/2014	19163	Crown Trophy	14-468 - Invoice 8588	\$ 75.00
07/08/2014	19164	DIANNE RICCARDO	14-425	\$ 32.13
07/08/2014	19165	EDWARD KOVACH	14-457	\$ 129.00
07/08/2014	19166	EMERGENCY EQUIPMENT SALES, LLC	14-426 - Invoice 14-0696	\$ 1,960.08
07/08/2014	19167	FIREFIGHTERS EQPT.CO.	14-427 - Invoice 20142070, 20141996, 20142066	\$ 564.76
07/08/2014	19168	First Priority Emergency Vehicles	14-428 - Invoice 51234, 51233, 51231, 51390, 51408, 51150	\$ 4,902.50
07/08/2014	19169	FLEMINGTON DEPT STORE	14-459 - Invoice 32682, 32768	\$ 110.48
07/08/2014	19170	HILLSBOROUGH FIRE CO.#1	14-462	\$ 376.22
07/08/2014	19171	HILLSBOROUGH FIRE CO.#2	14-465	\$ 427.72
07/08/2014	19172	HILLSBOROUGH RADIOLOGY	14-429	\$ 154.00
07/08/2014	19173	HUNTERDON EMERGENCY SV TRAINING CTR	14-451 - Invoice 14-83	\$ 25.00
07/08/2014	19174	IAAI	14-430 - Customer 1309255	\$ 295.00
07/08/2014	19175	JOANN BULLOCK	14-448	\$ 165.00
07/08/2014	19176	LAKE SMALL ENGINE REPAIR	14-433 - Invoice 48133	\$ 69.80
07/08/2014	19177	MIKE MURPHY	14-455	\$ 90.71
07/08/2014	19178	NICHOLAS PATULLO	14-467	\$ 30.00
07/08/2014	19179	Northern Safety Co., Inc.	14-435 - Customer ID 100140925	\$ 455.20
07/08/2014	19180	Penguin Management, Inc.	14-447 - Invoice 20568	\$ 1,876.00
07/08/2014	19181	PERFUMERY SOLUTIONS, LLC	14-469	\$ 187.50
07/08/2014	19182	Phoenix Insurance Group	14-438 - Policy # VFISTR2063018-05	\$ 82.74
07/08/2014	19183	Practice Assoc. Medical Group	14-436	\$ 1,350.00
07/08/2014	19184	Public Agency Training Council	14-464	\$ 590.00
07/08/2014	19185	RICHARD M. BRASLOW ESQ.	14-452 - Invoice 16545	\$ 32.00
07/08/2014	19186	RYAN MURPHY	14-454	\$ 13.43
07/08/2014	19187	SOMERSET MEDICAL CARE PARTNERS, PC	14-440	\$ 2,320.00
07/08/2014	19188	SOMERSET MEDICAL CENTER	14-441	\$ 787.00
07/08/2014	19189	STAPLES CREDIT PLAN	14-439 - Account 6011 1000 6181 135	\$ 682.74
07/08/2014	19190	TIM COYLE	14-458	\$ 114.23
07/08/2014	19191	TOWNSHIP OF HILLSBOROUGH	14-442	\$ 113,225.51
07/08/2014	19192	VERIZON	14-444 - Account 908 369-0609 114 37Y	\$ 54.41
07/08/2014	19193	VERIZON WIRELESS	14-443 - Invoice 9726946938	\$ 779.30
07/08/2014	19194	Witmer Public Safety Group, Inc.	14-445 - Invoice 1546569	\$ 4,550.00
07/08/2014	19195	Zygmunt Orłowski	14-446 - Invoice 20140524-2	\$ 2,605.81
				<b>\$ 96,823.58</b>

**A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara, to approve the claims list for 2014-07. Roll call vote: All approved.**

**A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara, to approve to pay the claims list for 2014-07. Roll call vote: All approved.**

### **APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2014-07**

**A motion was made by Commissioner Nuara, seconded by Commissioner Patullo to approve the transfer of funds in the amount of \$196,000.00 from savings account to checking account. Roll call vote: All approved.**

### **COMMISSIONERS' REPORTS**

#### **Commissioner Kane:**

1. Reminder to all Chiefs, the Board will be having a meeting following the BFO Meeting on July 10, 2014.

#### **Commissioner Patullo:**

1. An award for the Fire Safety Office for their outstanding work on the ISO Rating was purchased, and will be presented at the July Commissioners Meeting.
2. \$50.00 gift cards will be purchased from Quick Check for Fire Safety Personnel and the four Chiefs as well.

#### **Commissioner Vatter:**

1. New Equipment Budgets: Fire Company "New Equipment" Budgets for 2015 will be \$6,000.00. There will be no need to list items prior to 2015. All purchases over \$500.00 must be approved by the Board of Commissioners.
2. The Commissioners will establish a District Drill account of \$10,000.00 for District Training. The Commissioners will plan and schedule the District Drills.
3. The Supply Line Item in the company budgets will be moved to the Commissioner's Budget. All purchases will be made through the Fire Safety Office.
4. A letter was submitted from Dianne Riccardo, Fire Safety Administrator requesting part-time employee (Attachment #2). **A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara to approve a part-time office employee. Roll call vote: All approved.**

#### **Commissioner Nuara:**

1. Special Election: We are waiting for final pricing for Station 36's Engine (pumper, pagers, pick—up,

scuba truck) outside of Capital. Currently working up papers with our Attorney.

2. The type of Rescue Pumper apparatus was discussed and it was stated that the design was to accommodate RIT type equipment.
3. Station 37 and Station 38 Mini and Brush units will be used by the Fire Safety Office for the part-time employee. The Fire Safety car is going to be retired due to cost of repairs.
4. The car being used by Fire Safety will be retired.
5. Consider allowing Fire Safety personnel to respond directly to fire call scenes.
6. Purchase of the Extrication Tool for Station 37: The cost was over the budgeted amount.
7. Air handlers in the firehouses will be replaced. Commissioners are waiting for the grant results.

### **Commissioner Catrombon, Jr.:**

1. All firefighters, when responding to a call, please be careful driving and obey the speed limits and laws.

## **CHIEF'S REPORTS**

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

Drills: Marine 36 on July 19, 2014. All District Water Techs are invited to attend.  
Ranger Drill on July 22, 2014 in conjunction with Millstone Valley Fire Dept.

- Brush Truck 36 is in route from the Port to 1<sup>st</sup> attack. Unknown on when, where or eta.

### **Chief Jim Paterno – Fire Company #37**

Drills: Extrication Tech – July 26, 2014 @ 8:00 am  
Will be setting up a Pump Operations Class on a weekend.

- Blood Drive / Jr. Car Wash / Ladies Auxiliary Flea Market – Saturday, July 12, 2014 @ 9:00 am – 1:00 pm
- Requesting 10 sets of gear FF1 for graduates and others.
- Status of Rescue Tools.

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

Drills: Commissioner GOG Review – July 7, 2014  
Live Burn – July 21, 2014  
Extrication - August 4, 2014



- District GOG's were reviewed with the membership and there are a few questions/concerns. Would like to discuss at the Bureau of Fire Operations Meeting on July 12, 2014. (Attachment #3)

**Chief CJ Davis– Fire Company #48 - Neshanic**

Drills: Elevator Emergencies – July 15, 2014 @ 7:00 pm at Somerset County Academy

- Looking into DOT CDL Physicals for Drivers.
- The Grant from Wal-Mart was approved for new technology.

**Hillsborough Rescue Squad:**

No Report.

**PUBLIC**

No report.

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Nuara, and seconded by Commissioner Catrombon, Jr. to adjourn the meeting at 8:30 p.m. Roll call vote. All approved.**

Respectfully submitted,

Bruce Vatter, Secretary  
Hillsborough Township  
Board of Fire Commissioners

BV/jhb

Board of Fire Commissioner's,

As the 2015 fire line elections approach, I am in the spot to run for the position of Captain. There are a couple of courses that I have not been able to complete, that I should technically have to run for this position. The first one is Fire Officer I. I was planning on taking this course the spring on 2013, but in January I was burned on my legs, which kept me out of the firehouse for approximately six months. Once I was back on active duty I was planning on taking the course again, but then I was switched over to second shift at work with the hours of 3:00-11:30pm. With these new hours, I am unable to take Fire Officer I, as well as most other courses offered, since almost all have night time sessions. This is the same situation for the course Strategy and Tactics, which I should technically have to run for the position of Captain. I hope the board can look past these two courses and allow me to run for Captain position this upcoming Fall/Winter given my circumstances and various other training courses I have participated in over the years, which have helped strengthen me as a Firefighter.

Thank you for your consideration,

Ryan Murphy

April 24, 2014

Bruce,

As we discussed today the need for a part time person, as needed, to help me in the office. Here is a rundown of the assistance needed:

Counter and phone coverage when I am on vacation.

When I am in the office and have to devote my full attention to a project:

- Answering the phone
- Processing walk-in requests by the public
- Filing
- Basic data entry

I would like to thank you and the Board for help in this matter. If you need any other information, please let me know.

Thank you,



Dianne Riccardo  
Office Administrator  
Bureau of Fire Safety  
379 So. Branch Rd.  
Hillsborough, NJ 08844  
908-369-4313x178

## Christian Fulmino

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**To:** Fire Commissioners  
**Cc:** David Foelsch (hillsfire.664@comcast.net); Jim Paterno (jrhcrs@comcast.net); Mike Murphy (bklyn1987@aol.com); Dan Kazar (daniel48c@aol.com); Chris Weniger (hillsfire.661@comcast.net)  
**Subject:** District GOGs Questions / Concerns

Last night we reviewed the district GOGs below are the questions / concerns that came up. I would like to discuss at the BOFO meeting on Thursday.

On the first page of each GOG there is a section that says Responsibilities and on all but a few GOGs this section says none. This is miss leading as these GOGs clearly do assign responsibilities to members of the fire district. We should discuss whether this section is needed or should be removed.

GOG 2014-1 (response to emergencies section) states that at no time shall any emergency vehicle be operated during a response with only visual warning devices. This is asking for trouble. Everyone on of us has left the fire house with no sirens at 2:00am waiting until out of a residential neighborhood before activating the siren. This GOG prohibits that. That line should be eliminated.

GOG 2014-1 backing procedure is covered in section 5F and then again in its own section later in the document this need to be consolidated.

GOG 2014-2 states that if no officer is present the driver of the first apparatus will initiate accountability. Why are we having the driver do this as he may be busy establishing a water supply, this should be the responsiability of the person riding the officer seat not the driver.

GOG 2014-5 section 5A-3 states stand by in bottle king parking lot, this needs to be changed to station 37

GOG 2014-5 section 5B-2 this should be a sub bullet of 5B-1

GOG 2014-6 section 5C-5 states working papers are needed for JR members, I am told this is no longer a requirement.

GOG 2014-9 in section 5A-2 it states firefighters may respond to scene after all apparatus have left if manpower is needed, in the next section in states only chief officers may leave their station and respond to the scene

GOG 2014-14 the last item in this GOG states that "no member may wear a uniform or fire district insignia in an establishment that serves alcohol". This is not what was agreed to in our meeting. This should apply to Class B uniforms only. T-shirts and class A uniforms are property of the individual fire companies and should not be governed by this GOG.

GOG 2014-15 Many questions on this one mainly why commissioners are not involved in investigation if they have ultimate say, What to do if chief is involved in incident since chief is part of review board

GOG 2014-16 Need to clarify the status of a member who is sent for drug testing for the period of time they are sent for testing until results are received.

GOG 2014-20 letter G is missing the statute #