

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING**

February 11, 2014

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, February 11, 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 Ron Berju, Commissioner Charlie Nuara and Commissioner John Catrombon, Jr. Commissioner Nick Patullo was absent. 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 Nuara, seconded by Commissioner Catrombon, Jr. to approve the Work Meeting minutes of January 14, 2014. Roll call vote: All approved.**

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

**A motion was made by Commissioner Nuara, seconded by Commissioner Kane to approve the Work Meeting minutes of February 6, 2014. Roll call vote: All approved.**

**TREASURER'S REPORT**

January 31, 2014

Checking Account Balance:	\$	23,739.56
Savings Account Balance:	\$	1,237,917.78
LOSAP	\$	166,185.15
Capital Expense Account Balance:	\$	<u>250.00</u>
Total of all Accounts:	\$	1,428,092.49
Expenditures for February 2014:	\$	139,020.96
Amount to be transferred to		
Checking from Regular Savings:	\$	39,520.96
Amount to be transferred to		
Checking from LOSAP Account:	\$	99,500.00
Amount to be transferred to		
Capital Savings from Regular Savings:	\$	757,327.57

**A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Kane to approve the Treasurer's Report. Roll call vote: All approved.**

**CORRESPONDENCE**

Commissioner Kane read the list of incoming correspondence consisting of:

1. Monthly Safety Reports.
2. Fire Safety Out-of-Service Schedule.
3. Certificate of Qualification for Flagtown Chief Dave Foelsch.
4. N.J. Association of Fire District, December 2013 Quarterly Meeting Minutes.
5. 2013 Fleet Repair and Maintenance Costs.
6. Records Retention and Destruction List.

**MONTHLY FIRE REPORTS**

Commissioner Kane read the monthly fire reports for January.

**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>	41	550.3	44	709.8	1	52.0	1	52.0
<b>#2</b>	81	661.4	99	760.1	1	78.0	1	78.0
<b>#3</b>	32	276.8	41	319.8	2	90.5	2	90.5
<b><u>Neshanic</u></b>	30	206.8	34	211.2	0	0	2	23.0

**CHIEF FIRE MARSHAL'S REPORT**

Chief Fire Marshal Chris Weniger reported the following:

1. 2013 Year End Maintenance Report was distributed.
2. ISO Inspection Classification Survey took place on February 11, 2014. The results will be forwarded once we receive them. Current rate is 5.9, best rate is 1.1. I have set goals for the District to be 3.7. Room for improvement on Training Records and hours of service (structural calls, anything that is not an alarm), ability to pump 250 gallons within arrival at a fire, and a few other things are very important in achieving a better rate. There will be a Final Report in 3-4 months, hopefully we will have improved. Inspections will now be done on a 5 year cycle.
3. In an effort to gain storage space, we have inventoried most of the Fire District's documents that are currently in storage. There are 54 boxes of records dating back to 1979. The Commissioners received a list of documents and their status (destroys or retain). All documents must be kept for 7 years. I would like permission to proceed with the application through the State to dispose of the documents in accordance with the NJDARM Regulations. This should cost approximately \$200.00+ to do. I am checking into using the same company that the Township uses to shred the documents. This company comes right to the premises to do this. **A motion was made by Commissioner Nuara, seconded by**

**Commissioner Kane to approve the disposal of records. Roll call vote: All approved.**

4. I would like to get permission to destroy old fire gear that is no longer in compliance. This would cost \$200.00-300.00+ to dispose. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to destroy all old fire gear. Roll call vote: All approved.**
5. The Fire Safety Annual Audit is complete and has been sent to the State.
6. A form was sent to Chiefs to list all firefighters and their families for medication in the event of an emergency.
7. There is problem with snow clearing by hydrants. Anyone that would like to help remove snow would be appreciated. I am looking into the cost of a metal detector.
8. Received approval and a check from the Insurance Company to fix 38-151
9. Free Flu shots are still available through the County. There will be a drive through vaccination coming up.

### **APPARATUS – EQUIPMENT REPORT**

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

- CAR 36: Mileage – 22,903  
Battery Isolator was installed by First Priority.  
2 new batteries were installed by Amwell Auto
- ENGINE 36: Front King pins were replaced by First Priority.  
Steering shaft loosened and was lubricated by First Priority.  
Front brakes were replaced by First Priority.  
Engine currently Out of Service at First Priority
- LADDER 36: Broken alternator belt was replaced by First Priority.  
Leaking tire was repaired by Ritchie's Tire.
- TENDER 36: No issues reported.
- BRUSH 36: Rear warning lights were not working and will be repaired by First Priority.
- BRUSH 36-2: No issues reported.
- RESCUE 36: No issues reported.
- MARINE 36: No issues reported.

#### **Small Equipment:**

- 2 fire extinguishers were recharged.
- Multi-gas meter sensor packs were replaced.
- 2 SCBA were repaired by Firefighters Equipment Company.

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

- CAR 37: Mileage – 3,950

PM Service.

ENGINE 37-2: No issues reported.

ENGINE 37 Cab lift cylinders, drain valves, generator, fuel tank and strobe lights were repaired by First Priority.

TOWER LADDER 37: Emergency brake pressure switch was replaced by First Priority.

BRUSH 37: No issues reported.

MINI PUMPER 37: Relief valve light is not working and will be repaired in February.

SUPPORT 37: Q Siren was repaired by First Priority.

BRUSH 372: No issues reported.

Small Equipment:

- Multi-gas meter sensor packs were changed.
- 3 extinguishers were refilled.
- 3 Stream lights were repaired by First Priority.
- Honda Gen-light is at Lake Small Engine for repair.
- 1 pack and 2 bottles were repaired by Firefighters Equipment Company.
- T-cam screen glass was replaced by 665.

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

CAR 38: Mileage – 4,690  
Oil change complete  
Rubbing tire caused by aftermarket wire harness was fixed  
Door alignment of driver side repaired

ENGINE 38: Fuel tank straps were replaced by First Priority.  
Fuel tank was replaced by First Priority.  
Foam system was repaired by First Priority. The tank level gauge was replaced and leaking fitting under truck was replaced.

LADDER 38: Ladder tip controls and speaker were repaired by First Priority.

TENDER 38: No issues reported.

BRUSH 38: Winch cable was replaced / Vehicle charger and siren were repaired by Allen Radio.

Rescue 38 Door latch was repaired by First Priority.  
Accident damage estimate was completed by First Priority.

MARINE 38-1: No issues reported.

Marine 38-2: No issues reported.

Small Equipment:

- 1 extinguisher was recharged.

- 1 SCBA bottle was repaired by 665.
- 1 SCBA bottle was repaired by Firefighters Equipment Company.
- 1 helmet was repaired by 661.
- 1 saw was repaired by Lake Small Engine.
- Multi-gas sensor packs were replaced by 665.
- Hurst Pump valve was repaired by Task Fire Equipment and annual maintenance on pump and tools has been scheduled.

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

- CAR 48: Mileage – Not reported.
- ENGINE 48-4: No issues reported.
- ENGINE 48-5: Needs new driveshaft for Generator PTO.
- TENDER 48: No issues reported.
- BRUSH-48: No issues reported. CAFS system still waiting for parts from Hale.
- MINI PUMPER-48: Looking into upgrading emergency lighting.

**Small Equipment:**

- Hose racks arrived.
- New flashlights and chargers for lockers are being ordered.

**APPROVAL OF LOSAP (CHIEF CERTIFIED)**

**Commissioner Nuara made a motion to approve the LOSAP list for Fire Companies 36,37, and 38. These lists were displayed in each fire house for 30 days and have been certified by their chiefs. Seconded by Commissioner Catrombon. All approved**

**A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to transfer \$99,500 from savings to LOSAP to cover the costs. Roll call vote: All approved.**

**UPDATE ON DISTRICT MEDICAL EXAMS**

1. Commissioner Berju sent out dates available at the Clinic. He also sent an e-mail to the Chief's today for 5 openings for this weekend (February 14, 15, 16). Chiefs – please inform your members that they need to schedule their physicals.
2. Commissioner Nuara reminded all Chief's that if a member has not had a physical for 18 months, their gear must be pulled.

**DISTRICT RADIO COMMUNICATION UPDATE**

Commissioner Catrombon reported that there are still problems with County Dispatch. Problems were found with the Dispatch Center and were worked on today and should have some improvements. All VHF's on the tower have problems with grabbing tones. Two Engineers from Motorola are staying in Somerville trying to take care of the problems. We are currently working off of VHF until the end of February.

## R&R COMMITTEE UPDATE

If any firefighters are at a Hillsborough business that currently does not participate in the Firefighter Appreciation Program, please feel free to ask if they would be interested. Let Joann Bullock know so she can send a form for them to fill out with their information and discount.

## FIRE DISTRICT 2014 ELECTION

The Fire District 2014 Election will be held on February 15, 2014. Please remind everyone to come out and vote.

## APPROVAL TO PAY CLAIMS LIST 2014-02

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
2/11/2014	18696	AMWELL AUTO & TIRE CENTER	14-008 - Invoice 124547	\$ 169.78
02/11/2014	18697	ANGELOS PIZZA	13-1013	\$ 27.00
02/11/2014	18698	APPROVED FIRE PROTECTION	13-995 - Invoice I11345540	\$ 99.52
02/11/2014	18699	CHICKEN HOLIDAY	14-013	\$ 292.17
02/11/2014	18700	CHRISTIAN FULMINO	14-042	\$ 37.60
02/11/2014	18701	CONTINENTAL FIRE & SAFETY INC.	14-011 - Invoice C5576	\$ 418.36
02/11/2014	18702	FIREFIGHTERS EQPT.CO.	14-021 - Invoice 20140114	\$ 341.67
02/11/2014	18703	First Priority Emergency Vehicles	13-999 - Invoice 50135,50286, 49908, 50050, 50318, 50256	\$ 9,92.89
02/11/2014	18704	FLEMINGTON DEPT STORE	14-018 - Invoice 30613, 30454, 30456, 30455	\$ 643.78
02/11/2014	18705	HILLSBOROUGH FIRE CO.#2	13-1000	\$ 248.21
02/11/2014	18706	NICHOLAS PATULLO SOMERSET COUNTY EMER. SERV.	13-1002	\$ 850.00
02/11/2014	18707	TRAINING{2}	13-1003 - Invoice 9670	\$ 1,150.00
02/11/2014	18708	The Roman Gourmet	14-036	\$ 104.42
02/11/2014	18709	UNITED COMMUNICATIONS CORP.	13-990 - Invoice 796796	\$ 535.67
02/11/2014	18710	VERIZON WIRELESS	13-1009 - Invoice 9718382314	\$ 742.05
02/11/2014	18711	ANGELOS PIZZA	13-1014	\$ 55.00
02/11/2014	18712	CHRISTIAN FULMINO	14-048	\$ 639.17
02/11/2014	18713	First Priority Emergency Vehicles	14-023 - Invoice 50137, 50365	\$ 791.50
02/11/2014	18714	FLEMINGTON DEPT STORE	14-019 - Invoice 30609	\$ 99.90
02/11/2014	18715	HILLSBOROUGH FIRE CO.#2	14-026	\$ 210.00
02/11/2014	18716	Motorola Solutions, Inc. SOMERSET COUNTY EMER. SERV.	13-989 - Invoice 91435246	\$ 714.00
02/11/2014	18717	TRAINING{2}	13-1006 - Invoice 9669	\$ 650.00
02/11/2014	18718	The Roman Gourmet	14-038	\$ 143.16
02/11/2014	18719	UNITED COMMUNICATIONS CORP.	13-992 - Invoice 796368	\$ 350.95
02/11/2014	18720	ANGELOS PIZZA	13-1012	\$ 141.00
02/11/2014	18721	ANGELOS PIZZA	14-007	\$ 163.00
02/11/2014	18722	ANGELOS PIZZA	14-044	\$ 162.00
02/11/2014	18723	AGIN SIGNS AND DESIGNS	14-010 - Invoice 4942	\$ 405.00
02/11/2014	18724	ALLEGRO ENTERPRISES INC	13-1008 - Account 003104	\$ 9.50
02/11/2014	18725	AMWELL AUTO & TIRE CENTER	14-009 - Invoice 124401	\$ 82.37

02/11/2014	18726	ANGELOS PIZZA	14-045	\$ 54.00
02/11/2014	18727	APPROVED FIRE PROTECTION	13-996 - Invoice I11345498	\$ 138.26
02/11/2014	18728	AUTO ZONE	13-997 - Customer ID 609568	\$ 10.62
02/11/2014	18729	CHICKEN HOLIDAY	14-015	\$ 195.60
02/11/2014	18730	CHRISTIAN FULMINO	4-050	\$ 196.25
02/11/2014	18731	COMCAST	14-014 - Account 01729 126760-01-2	\$ 187.37
02/11/2014	18732	CONTINENTAL FIRE & SAFETY INC.	14-012 - Invoice D1035	\$ 114.11
02/11/2014	18733	DIANNE RICCARDO	14-052	\$ 454.04
02/11/2014	18734	ELECTRONIC MEASUREMENT LABS INC.	14-017 - Invoice 42501	\$ 1,083.00
02/11/2014	18735	EMERGENCY EQUIPMENT SALES, LLC	14-016 - Invoice 14-0101	\$ 472.86
02/11/2014	18736	ERT CONSULTANTS	14-047 - Invoice 282	\$ 375.00
02/11/2014	18737	FIREFIGHTERS EQPT.CO.	14-022 - Invoice 20140112, 20140202, 20140201	\$ 485.20
02/11/2014	18738	First Priority Emergency Vehicles	14-024 - Invoice 50383, 50373	\$ 5,867.90
02/11/2014	18739	FLEMINGTON DEPT STORE	14-020 - Invoice 30599, 30600, 30602	\$ 511.52
02/11/2014	18740	GOLDSHIELD TEAM LLC	14-025 - Invoice 14-0001	\$ 500.00
02/11/2014	18741	HILLSBOROUGH FIRE CO.#1	14-027	\$ 177.46
02/11/2014	18742	HILLSBOROUGH FIRE CO.#2	14-028	\$ 215.88
02/11/2014	18743	Iskra, Kaci	13-1001	\$ 350.00
02/11/2014	18744	JAMES PATERNO	14-030	\$ 99.38
02/11/2014	18745	JOANN BULLOCK	13-994	\$ 105.00
02/11/2014	18746	JOHN CAUDA	14-051	\$ 150.00
02/11/2014	18747	Johnson, Ken	14-043	\$ 150.00
02/11/2014	18748	JTEC SYSTEMS INC.	14-029 - Invoice 108438	\$ 198.00
02/11/2014	18749	LINCOLN FINANCIAL ADVISORS	13-1016	\$ 99,500.00
02/11/2014	18750	Motorola Solutions, Inc.	14-006 - Invoice 91459446	\$ 191.00
02/11/2014	18751	NICHOLAS PATULLO	14-031	\$ 30.00
02/11/2014	18752	PERFUMERY SOLUTIONS, LLC	14-053	\$ 387.77
02/11/2014	18753	RICHARD BARTOLUCCI	14-032	\$ 90.31
02/11/2014	18754	RICHARD M. BRASLOW ESQ.	14-049 - Invoice 16236	\$ 224.00
02/11/2014	18755	RONALD J CAMPBELL	13-991	\$ 46.09
02/11/2014	18756	ROY HOROWITZ	14-041	\$ 150.00
02/11/2014	18757	Safety Vision	14-005 - Invoice 0491543-IN	\$ 39.92
02/11/2014	18758	SHARP ELECTRONICS CORP	14-034 - Invoice C759719-711	\$ 137.53
02/11/2014	18759	SOMEREST MEDICAL CARE PARTNERS SOMERSET COUNTY EMER. SERV.	13-1005	\$ 1,991.00
02/11/2014	18760	TRAINING{2}	13-1007 - Invoice 9896	\$ 150.00
02/11/2014	18761	Somerset County Fire Marshals SOMERSET COUNTY VEHICLE	14-035	\$ 100.00
02/11/2014	18762	MAINTENANCE	13-998 - Invoice 152	\$ 1,549.30
02/11/2014	18763	STAPLES CREDIT PLAN	14-033 - Customer 0063022867	\$ 393.36
02/11/2014	18764	STEPHEN ECKERT	13-1004	\$ 850.00
02/11/2014	18765	TED Mc COLLUM	13-1015	\$ 155.00
02/11/2014	18766	THE PRINCETON PACKET INC.	14-037 - Account 1026112	\$ 131.23
02/11/2014	18767	The Roman Gourmet	14-039	\$ 79.08
02/11/2014	18768	TIM COYLE	14-046	\$ 48.10
02/11/2014	18769	UNITED COMMUNICATIONS CORP.	13-993 - Invoice 796367	\$ 295.00
02/11/2014	18770	VERIZON WIRELESS	13-1010 - Invoice 9718382314	\$ 55.15
02/11/2014	18771	ZIO PIZZERIA	14-040	\$ 76.00

A motion was made by Commissioner Catrombon, Jr., seconded by Commissioner Nuara to approve to pay the claims list 2014-01. Roll call vote: All approved.

A motion was made by Commissioner Nuara seconded by Commissioner Catrombon, Jr. to approve the transfer of funds in the amount of \$39,600.00 from savings account to checking account and \$757327.57 to a Capital Reserve Fund account. Roll call vote: All approved.

### **COMMISSIONERS' REPORTS**

#### **Commissioner Kane:**

1. Commissioners are discussing other options for vehicle exhaust if our grant doesn't come through.
2. Would like to get an updated list of all Officers and Line Officers from each Fire Company.
3. Miscellaneous Equipment bids will be awarded at the April Meeting.
4. Brush Truck bids will be awarded at the April Meeting.
5. Presented a plaque to Commissioner Berju from the Board of Commissioners for his outstanding service from 1996 – 2014 (18 years) on the Board. Commissioner Berju thanked the Commissioners, past Commissioners Bertin and Wetzel for mentoring him, Chief Fire Marshall Weniger and Administrative Assistant Dianne Riccardo for all their help, and Joann Bullock for helping to make this past year easier with taking the Commissioner's Meeting Minutes.

#### **Commissioner Patullo:**

Absent. No report.

#### **Commissioner Berju:**

Nothing to report.

#### **Commissioner Nuara:**

1. Drill vouchers – please attach NFIRS report with a sign in sheet of who attended.
2. Quarterly vouchers – will need for April. If you want to hand in all of them now, that is ok.
3. All vouchers are picked up from the Fire Safety Office on Wednesday night before the Commissioners Meeting.
4. Any extra equipment that is in the back rooms of the Stations that is not being used, please schedule time for Fire Marshall Giordano to pick it up. Another company may need it or we may be able to get a few dollars for it. DO NOT THROW IT OUT!



## Commissioner Catrombon, Jr.:

Commissioner Catrombon reported:

1. Chiefs, please tell all members to be very careful in the snow when they are on calls.
2. If you need batteries for your pagers, please let me know.

## CHIEF'S REPORTS

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

Drills: Phase I – February 13, 2014. Will probably be rescheduled due to snow storm.  
Ranger Training and Familiarization – February 12, 2013 with Station 28.

1. Installation Dinner was held on February 1, 2014. .
2. Engine 36 OOS is out for repairs again. Commissioners and District Chief's have been advised of the issues we have had with this engine and the repairs. I advised the Commissioners to monitor the service records and if issues still arise, they may want to talk to the owner of First Priority.
3. Commissioner Kane said that the Board has decided that they wanted a face to face meeting with 1<sup>st</sup> Priority.
4. Fire pager activation, audio and interference are still a major issue. Commissioners should look into updating pager stock.
5. A spare radio is in our possession and will be getting programmed by County this week.
6. SCBA rack and Extinguisher rack is needed for safe storage per POSHA Inspection. Re-inspection update is to be done by February 28, 2014. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the purchase of a SCBA rack and Extinguisher rack. Roll call vote: All approved.**

### Chief Jim Paterno – Fire Company #37

Drills: Forest Fire Drill (George Efinger) – February 18, 20214 @ Station 37 – 9:00 pm  
Hosting ICS 300/400 is scheduled.  
Looking into Aeropres or Phase 5 for March Drill. Information to follow.

1. Request to exchange rope winch for dry suits: 2XXL and all accessories. We have 4 suits and twice the number of qualified members that could use the suits. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the purchase of dry suits after the 2014 Budget passes. Roll call vote: All approved.**
2. Would like to purchase Fire Police gear costing approximately \$196.00 plus the cost of hat. **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the purchase of Fire Police gear and hat after the 2014 Budget passes. Roll call vote: All approved.**

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

Drills: GOG Review – February 3, 2013 @ Station #36 (Everyone passed)  
CPR/Defibulator – February 13, 2014  
Rescue Drill – February 22, 2014  
GOG Review - upcoming  
SCBA Confidence Drill - upcoming

1. Need to order 2 Ice Rescue Suits and other small miscellaneous water rescue/ice rescue gear. We have several members who completed the Operation Level Training. Would like to order the same model gear as Station 36 purchased. . **A motion was made by Commissioner Nuara, seconded by Commissioner Catrombon, Jr. to approve the purchase of 2 Ice Rescue Suits and other small miscellaneous water rescue/ice rescue after the 2014 Budget passes. Roll call vote: All approved.**

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

Drills: Blood Borne Pathogens/GHS Drill – February 4, 2014 @ 7:30 pm at Station 48.  
CPR Class – February 25, 2014 @ 7:00 pm at Station 79.  
Building Construction – March 18, 2014 @ 7:00 pm at Station 48 (all companies are welcome to attend)

**Hillsborough Rescue Squad:**

No report.

**PUBLIC**

No report.

**ADJOURNMENT**

There being no further public comment, **a motion was made by Commissioner Berju, and seconded by Commissioner Kane to adjourn the meeting at 9:15 p.m. Roll call vote. All approved.**

Respectfully submitted,

Ronald Berju, Secretary  
Hillsborough Township  
Board of Fire Commissioners