

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING  
August 14, 2012**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, August 14, 2012 at 8:00 P.M. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner 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 Kenneth Wetzel, Commissioner Nick Patullo and Commissioner Matt DeCicco. Commissioner Ron Berju was absent. Also present were Fire Chiefs: Chief Eric DeCicco, Fire Co. #1; Chief Bruce Vatter, Fire Co. #2; Chief Charles Nuara, Fire Co. #3, Chief John Lazorchak, Neshanic Fire Co.; and Asst. Chief 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 DeCicco, seconded by Commissioner Kane to approve the Work Meeting minutes of July 10, 2012. Roll call vote: All approved. Commissioner Berju was absent.

A motion was made by Commissioner DeCicco, seconded by Commissioner Kane to approve the Regular Meeting minutes of July 10, 2012. Roll call vote: All approved. Commissioner Berju was absent.

**TREASURER'S REPORT**

Commissioner Patullo gave the Treasurer's Report as of July 31, 2012:

Checking Account.....	\$ 11,669.24
Savings Account .....	\$1,245,068.27
LOSAP.....	\$ 74,009.95
Total of all Accounts .....	\$1,330,747.46

A motion was made by Commissioner Wetzel, seconded by Commissioner DeCicco to accept the Treasurer's Report. Roll call vote: All approved. Commissioner Berju was absent.

**CORRESPONDENCE**

Commissioner Kane read the list of incoming correspondence consisting of:

1. Bureau of Fire Safety – Monthly Report - July 2012
2. Bureau of Fire Safety – Out of Service Schedule – August and September 2012
3. Letter from Liberty Mutual re: Revised Audit Results
4. Liberty Mutual Letter re: Loss Prevention Visit Confirmation and Recommendations

Outgoing Correspondence

1. Memo sent to Hillsborough Fire Chiefs re: Workmen’s Compensation Audit.

**MONTHLY FIRE REPORTS**

Commissioner Kane read the monthly fire reports for July 2012:

	<b>ALARMS</b>	<b>MAN HOURS</b>	<b>YTD ALARMS</b>	<b>YTD MAN HOURS</b>	<b>DRILLS</b>	<b>MAN HOURS</b>	<b>YTD DRILLS</b>	<b>YTD MAN HOURS</b>
<b>#1</b>	27	152.9	227	1,208.5	1	63	7	335
<b>#2</b>	43	170	349	1,840	1	47.5	6	338.5
<b>#3</b>	24	197.1	158	1,383	2	178	14	992
<b><u>Neshanic</u></b>	20	93	95	592.2	1	18	18	498.5

**CHIEF FIRE MARSHAL’S REPORT**

Asst. Chief Fire Marshal John Yanko reported the following:

- Hose and ladder testing was completed – overall went very well – synopsis of findings.
- Rotary Fair is the week of 8/13.
- All laptop computers have been updated – a new trial booster will be tested in the near future in an effort to correct the signal issues within the firehouses.
- We have set up an account for bottled water. If your firehouse needs water, please contact us and we will order what is needed and have it delivered to your firehouse (cost savings).
- We have implemented a quarterly fire safety lecture with the Hillsborough Mom’s Club.
- Reserve engine has been listed for sale with Fenton Fire Apparatus.
- Need permission to proceed with fire station ventilation system servicing. They have not been done in several years. The board discussed this item and the cost to proceed at approximately \$6,000.00 per firehouse.

Commissioner Kane will look into this to see what is required for firehouse ventilation systems. It will be discussed at the next monthly meeting.

- Please make sure that you notify us of any in-house repairs or maintenance.

**FIRE DISTRICT RADIO COMMUNICATIONS**

Commissioner Kane reported the following:

- He has four (4) pagers out for repair and Fire Company No. 2’s base station is out for repairs.
- Received reports – the clips on the Watchdog Pagers have been breaking off.
- Chief Charles Nuara, Fire Company No. 3, reported his pager did not go off for a dispatch by Somerset County. Firefighter Ron Campbell indicated that Somerset County Dispatch is still having issues with their new paging software. Motorola is still working on the existing problem. The County will be setting up Simulcasting on the UHF on the Zion Tower, the Miller Tower and the South Franklin Tower. This should be in place in September.

## APPARATUS – EQUIPMENT REPAIR REPORT

Commissioner DeCicco reviewed the maintenance reports by Fire Marshal Ryan Giordano as follows:

### Fire Company #1:

- 36-101 - New side pump panel lights installed by Alan Radio
- Pump panel radio repaired by Alan Radio
- New master pressure gauge installed by First Priority
  
- 36-115 - Leaking brake chambers replaced by First Priority
  
- 36-131 - Low voltage light on, repaired by First Priority
  
- 36-142 - No issues reported
  
- 36-152 - No issues reported
  
- Car 36 - Oil Change at Amwell Auto
  
- 36-Equip. - All hose tested by Fail Safe
- All ground ladders tested by Fail Safe. No Failures
- All pumps tested by Fail Safe. No failures
- All extinguishers received annual service by Approved
- All SCBA flow tested by Firefighters Equipment Co. No issues
- All bottles and masks checked by Firefighters Equipment Co.
- 1 air pack with broken frame repaired by Firefighters Equipment Co.
  
- Chief Eric DeCicco asked if any work is to be scheduled to be done on their vehicles or equipment by Ryan Giordano please notify the chief via email and/or telephone communication prior to the work being done.

### Fire Company #2:

- 37-102- Complete PM service, foam lead repaired, loose piping repaired, fold down steps added, tail light and heading replaced by First Priority – 102 will return to First Priority when 116 returns for body work from accident, additional A/C work and a cab lift issue.
  
- 37-103 - On board air compressor stuck in the on position, unit repaired by First Priority
  
- 37-116 - Out for PM/ladder service and new exhaust at First Priority
- Tires filled with air by First Priority
  
- 37-141 - New passenger side battery replaced by 665
- PM service performed by Amwell Auto
- Pump parts on order, all work to be performed by First Priority at the firehouse
  
- 37-145 - No issues reported
  
- 37-151 - Brakes adjusted by First Priority
- Back-up alarm and left turn signal not working, will be repaired by First Priority the week of 8/13
- Filled with air 7/20 by 665

- 37-155 - No issues reported
- 37-Equip. - All pumps tested by Fail Safe, no failures except 37-145 could not reach 400 gpm
  - All hose tested by Fail Safe, failed hose is located in the gear room
  - All ground ladders tested by Fail Safe, no failures reported
  - All SCBA's Flow Tested by Firefighters Equipment Co. , no failures reported
  - All air bottles and masks inspected by Firefighters Equipment Co., no issues
  - All Fire Extinguishers received yearly service by Approved Fire Protection, all hydro tested extinguishers have been returned
  - 7 air packs went out for repair, 6 for heads up display issues, 1 with a pass alert issue, repairs completed by Firefighters Equipment Co.
  - 1 water extinguisher filled at All Out
  - 1 stream light battery changed by 665
- Chief Bruce Vatter reported that they had a problem with 37-145 losing power. Warranty work was done by Flemington Ford for a recall on the harness assembly. Flemington Ford was notified and the truck will be going back to them.
- Cracks in the wells on the bucket were discovered and will be repaired.
- 37-145 failed the maximum gpm test and he is asking if the pump intake adapter was removed prior to the test. This will be followed up with Ryan Giordano.

### **Fire Company #3:**

- 38-104 - New air bottles installed for on board air system by 665
  - Added fuel after fire prevention program
- 38-118 - New driver and officer seatbelts on order from First Priority
- 38-132 - New fuel keys
- 38-145 - Siren repaired by Alan Radio
  - PM service by Amwell Auto
  - Pump PM service at Amwell Auto
  - Front-end alignment and new front tire at Amwell Auto
  - Pump pressure gauge on order from First Priority
- 38-151 - Estimate for moving shelves sent to Chiefs
- 38 – Equip. - All hose tested by Fail Safe
  - All ground ladders tested by Fail Safe, no failures
  - All pumps tested by Fail Safe, no failures
  - All extinguishers received annual service by Approved
  - All SCBA flow tested by Firefighters Equipment Co., no issues
  - All bottles and masks checked by Firefighters Equipment Co.
  - 38 – C3 SCBA repaired by Firefighters Equipment Co.
  - K1250 Saw repaired by Lake Small Engine
  - 3 headsets out for repair at Firecom
  - 2 fire extinguishers hung in firehouse
- Chief Charles Nuara reported that their pump test on 38-145 was not tested. This will be followed up by Ryan Giordano.
- 38-C8 will provide a list of minor items to be corrected during PM of 38-104.
- Fire company members will move shelf on 38-151 and will only require to purchase parts which will come out of their supply section of the budget.

**Neshanic Fire Company:**

Chief John Lazorchak reported the following:

- 48-131 – Reviewing minor warranty items with First Priority – adjusted jake brake
- 48-105 – Replaced relief valve
- 48-145 – Getting estimates to repair pump per pump test results
- 48-104 – Brakes replaced – rebuilt discharge valves
- Will be ordering 400 feet of 5” hose
- All ladders passed testing
- Updating AED batteries and pads

**APPROVAL OF FIRE COMPANY NO. 3’S TANKER SPECIFICATIONS**

Commissioner Kane reported that they received the revised specifications for Fire Company No. 3’s tanker. He asked the commissioners present if they had reviewed the specifications. All commissioners reported that they had done this. Commissioner Kane indicated that he wanted to send these specifications with the district specifications to the district lawyer for review and approval.

A motion was made by Commissioner DeCicco, seconded by Commissioner Patullo to send the specifications to the lawyer for review and approval. Roll call vote: All approved. Commissioner Berju was absent.

Commissioner Kane proceeded to state that at the next monthly meeting the board would approve to go out for bid on the tanker.

**2013 BUDGET SUBMISSIONS**

Commissioner Kane advised that the 2013 proposed budget submissions should be handed in at the September 11, 2012 meeting. Six copies are required for each proposed budget submission.

**APPROVAL OF CLAIMS LIST 2012-08**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/06/2012	17212	ACCESS HEALTH SYSTEM	12-539 - Account HILLSBORFD	\$ 60.00
08/06/2012	17213	AED SUPERSTORE	12-501 - Order 106147	\$ 99.00
08/06/2012	17214	ALAN RADIO		\$ 1,829.00
08/06/2012	17215	ALLEGRO ENTERPRISES INC		\$ 101.25
08/06/2012	17216	AMWELL AUTO & TIRE CENTER		\$ 1,640.69
08/06/2012	17217	CAMMPS HARDWARE & LAWN PRODUCTS	12-549 - Invoice 30694	\$ 4.35
08/06/2012	17218	CAROL R WETZEL	12-492	\$ 100.00
08/06/2012	17219	Carrot-Top Industries	12-435 - Invoice C11226181	\$ 261.46
08/06/2012	17220	CHARLIE NUARA		\$ 2,019.17
08/06/2012	17221	CHICKEN HOLIDAY	12-470	\$ 133.31
08/06/2012	17222	CHRIS LACHOWSKI	12-548	\$ 523.81
08/06/2012	17223	CHRISTIAN FULMINO	12-490	\$ 3,036.52
08/06/2012	17224	CHRISTOPHER WENIGER		\$ 251.03
08/06/2012	17225	Coastal Micro Supply	12-475 - Invoice 75354	\$ 1,048.00
08/06/2012	17226	COMCAST	12-522 - Account # 01729 126760-01-2	\$ 183.02
08/06/2012	17227	CONTINENTAL FIRE & SAFETY INC.		\$ 6,790.60
08/06/2012	17228	CSAM MARKETING, INC	12-523 - Invoice 0031867	\$ 3,455.36

08/06/2012	17229	DANIEL KAZAR	12-489	\$ 84.25
08/06/2012	17230	EAST COAST EMERGENCY LIGHTING, INC.	12-493 - Invoice 24947	\$ 4,157.80
08/06/2012	17231	ELECTRONIC MEASUREMENT LABS INC.		\$ 830.00
08/06/2012	17232	ERIC DE CICCIO		\$ 4,590.63
08/06/2012	17233	ERT CONSULTANTS		\$ 1,762.25
08/06/2012	17234	First Priority Emergency Vehicles		\$ 2,120.02
08/06/2012	17235	FLEMINGTON DEPT STORE	12-508 - Customer 7056	\$ 155.00
08/06/2012	17236	GALLS INC.	12-462 Account # 4858639	\$ 81.13
08/06/2012	17237	Grainger		\$ 283.50
08/06/2012	17238	HILLSBOROUGH FIRE CO.#1		\$ 16,901.60
08/06/2012	17239	HILLSBOROUGH FIRE CO.#2		\$ 15,679.97
08/06/2012	17240	HILLSBOROUGH FIRE CO.#3	14-483	\$ 15,025.00
08/06/2012	17241	International Code Council, Inc.	12-468 - Invoice INV0155304	\$ 42.95
08/06/2012	17242	JOANN BULLOCK	12-551	\$ 37.44
08/06/2012	17243	Joe's Pizza	12-400	\$ 127.33
08/06/2012	17244	Kaza Fire Equipment Co.	12-517 - Invoice 63200	\$ 248.96
08/06/2012	17245	LAKE SMALL ENGINE REPAIR		\$ 247.28
08/06/2012	17246	Landscape Materials, Inc.		\$ 588.20
08/06/2012	17247	MICHAEL LEMONIE	12-497	\$ 139.00
08/06/2012	17248	MIKE MURPHY		\$ 1,059.70
08/06/2012	17249	MINERVA CLEANERS		\$ 290.00
08/06/2012	17250	NESHANIC VOL.FIRE CO.		\$ 19,493.00
08/06/2012	17251	NICHOLAS PATULLO		\$ 867.67
08/06/2012	17252	PERFUMERY SOLUTIONS, LLC	12-541	\$ 79.17
08/06/2012	17253	Rich Dziminski	12-474	\$ 66.24
08/06/2012	17254	RICHARD M BRASLOW ESQ.	12-498 - Invoice 14864	\$ 263.50
08/06/2012	17255	RICHARD M. BRASLOW, ESQ.	12-538 - Invoice 15005	\$ 31.00
08/06/2012	17256	ROY HOROWITZ	12-491	\$ 31.92
08/06/2012	17257	RYAN BUCKLEY	12-542	\$ 1,475.80
08/06/2012	17258	RYAN MURPHY	12-494	\$ 17.50
08/06/2012	17259	SHARP ELECTRONICS CORP	12-473 - Invoice C736472-711	\$ 101.85
08/06/2012	17260	SKYLANDS FIRE EQUIP.	12-460 - Invoice 4686	\$ 415.45
08/06/2012	17261	SOMERSET COUNTY EMER. SERV. TRAINING{2}		\$ 1,500.00
08/06/2012	17262	SOMERSET COUNTY VEHICLE MAINTENANCE		\$ 5,066.63
08/06/2012	17263	SOMERSET MEDICAL CENTER	12-550 - Invoice 312	\$ 933.15
08/06/2012	17264	STAPLES CREDIT PLAN		\$ 2,210.17
08/06/2012	17265	TASC FIRE APPARATUS, INC	12-466 - Invoice 9152	\$ 1,680.00
08/06/2012	17266	The Lincoln National Life Insurance Co.	12-481	\$ 2,300.00
08/06/2012	17267	TIM COYLE	12-487	\$ 83.79
08/06/2012	17268	Tom Maruits	12-518	\$ 22.55
08/06/2012	17269	TOWNSHIP OF HILLSBOROUGH	12-456 - Fire Safety 2nd Quarter 2012	\$ 98,253.27
08/06/2012	17270	UPS		\$ 301.66
08/06/2012	17271	VERIZON	12-473 - Account 908 369-0609 114 37Y	\$ 60.40
08/06/2012	17272	VERIZON WIRELESS	12-514 - Invoice 2772407848	\$ 723.64
08/06/2012	17273	W.S.DARLEY & CO	12-467 - Invoice 17026069	\$ 649.00
08/15/2012	17274	AUTO ZONE	12-554 - Statement # 1057	\$ 72.88
08/15/2012	17275	FIREFIGHTERS EQPT.CO.	12-530 - Invoice 20122899	\$ 4,934.72
08/15/2012	17276	SOMERSET COUNTY EMER. SERV. TRAINING{2}	12-555 - Invoice 9045	\$ 750.00
				Total =
				= \$228,373.54

A motion was made by Commissioner Wetzel, seconded by Commissioner DeCicco to approve the claims list for 2012-

08. Roll call vote: All approved. Commissioner Berju was absent.

### **APPROVAL TO PAY CLAIMS LIST 2012-08**

A motion was made by Commissioner Kane, seconded by Commissioner DeCicco to approve to pay the claims list for 2012-08 with Commissioner Patullo abstaining on Check #17251. Roll call vote: All approved. Commissioner Berju was absent.

### **APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2012-08**

A motion was made by Commissioner Kane, seconded by Commissioner Wetzel to approve the transfer of funds in the amount of \$229,000.00 from savings account to checking account. Roll call vote: All approved. Commissioner Berju was absent.

### **COMMISSIONERS' REPORTS**

#### **Commissioner Kane:**

1. Commissioner Kane reported he has ordered supplies for Fire Company #3 and they should be delivered shortly.
2. Commissioner Kane also indicated that they are still working on the wireless interfaces for the vehicle laptops.

#### **Commissioner Wetzel:**

1. Commissioner Wetzel met on July 17, 2012 with Liberty Mutual representative to discuss the districts operations. Another meeting was held on July 24 with the Loss Preventions representatives to discuss the districts prior year's claims and their recommendations. Based on these two visits the district will be receiving two (2) refund checks. One in the amount of \$5,360.00 and a second for \$7,170.00 which is based on audit corrections and renewed terms.
2. The districts SCBA flow tests were completed and followed by Fire Marshal Ryan Giordano. The results of these tests have not been received by the district and the Fire Marshal will distribute the results when received to each fire company and obtain a master copy. Commissioner Wetzel asked if we received by list the fire company SCBA mask inspection results and the SCBA bottle results. Asst. Chief Fire Marshal indicated that they had not received any of that information but there was an issue with identifying the individual masks. This matter was discussed and for the next inspection the fire companies will put an identifying code for each of their members on the SCBA masks.
3. Commissioner Wetzel asked if Fire Marshal Ryan Giordano was completing monthly SCBA inspections in each of the fire companies. This was reported on Ryan's report for the month of July. Commissioner Wetzel is requesting a monthly SCBA inspection by Fire Marshal Ryan Giordano in each of the fire companies with reports submitted to the fire company and a copy retained in his office. Officer SCBA air packs that are not located in the firehouse and are not inspected monthly by Fire Marshal Ryan Giordano should be inspected monthly by the line officer and a copy forwarded of their inspection to Fire Marshal Ryan Giordano.
4. Commissioner Wetzel reviewed the memorandum sent to fire company chiefs re: fire district workmen's compensation audit which included safety handouts received by Liberty Mutual as follows:
  1. Three-point system for mounting and dismounting heavy trucks.
  2. Guideline for improving workplace safety
  3. Heat stress
  4. 2011 workplace safety index
  5. Web-site information on lifting found on page 2 of the Loss Prevention Visit form. He requested that this information be discussed with the volunteer firefighters and posted on their safety bulletin board. If additional copies were needed please advise him.
6. The fire district Appreciation Dinner is to be held on November 3, 2012 starting at 6:00 P.M. at the Falcon Camp.

### **Commissioner DeCicco:**

1. Commissioner DeCicco reported that the maintenance program is being done well by Fire Marshal Ryan Giordano.

### **Commissioner Patullo:**

1. Commissioner Patullo thanked the fire company members for attending the funeral service for Ex-Chief Joseph Brogan.

## **CHIEFS' REPORTS**

### **Fire Company #1:**

- Command Vehicle Mileage – 5,100
- Laptop out-of-service and was turned into Fire Safety for repair
- 36 Tanker is still leaking and causing problems with the flood lights. The tank fill overflow water is causing the problem. Commissioner DeCicco will contact Sea Graves for resolving the problem as the vehicle is still under warranty.

### **Fire Company #2:**

- Command Vehicle Mileage – 102,681
- Drills for August: Just Nnots on 8/21 – 7:00 P.M. at Fire Company #2, Rigging for Rescue on 8/24 – 7:00 P.M. at Fire Company #2, High Angle Rescue on 8/26 – 8:00 A.M. at ACFA.
- Need approval to have the pump and motor repositioned on 37-155. They will also reposition the reel when this installation takes place. The board approved this as it is within the budgeted amount for this project.

A motion was made by Commissioner Kane, seconded by Commissioner Wetzel to approve the cost of reconfiguring the pump on 37-155. Roll call vote: All approved. Commissioner Berju was absent.

- Asked if extrication tools are to be part of the fire company budget or is it a separate line item. Commissioner Kane indicated it should be part of their 2013 budget submission.
- They will be running another CEVO class in early September at Fire Company #2. The other Hillsborough fire companies can send members for this training also. Send an email with the names of members wishing to attend.

### **Fire Company #3:**

- Command Vehicle Mileage – 90,189
- Permission is being requested to take 38-151 to New Egypt Speedway on the evening of 9/8/2012 to participate in emergency services appreciation night. The truck will be in a parade with the military and several members of Fire Company #3 will be in attendance.

A motion was made by Commissioner Kane, seconded by Commissioner DeCicco, to allow Fire Company #3 to take 38-155 to New Egypt Speedway for the emergency services appreciation night. Roll call vote: All approved. Commissioner Berju was absent.

- Fire Safety Office completed training under Water Rescue and Extrication at Fire Company #3. Recommend issue of Water Rescue gear to each member so that they can respond with either Fire Company #1 or Fire Company #3. The board will consider this in their 2013 budget.
- Several months ago, Hillsborough OEM sent around the emergency annex and collected changes from the fire district. Have these changes been accepted by the town? Can the fire companies have a revised copy of the annex? The board will look into obtaining this information.
- What is the position of the fire district with regard to two (2) additional command vehicles that were not



purchased last year? Commissioner Kane indicated that the board has incurred high expenses on maintenance to date and may not be in the position to purchase them this year. If delayed, the purchase would be put into the budget next year.

- The requirements to get an increase in LOSAP for next year – the board would have to pass a resolution this year. Has the board started working on this resolution? Commissioner Kane indicated that an increase in LOSAP will be considered for the 2013 budget and there is sufficient time to place a resolution in 2012 for an increase in LOSAP.
- Drills – first set of extrication drills are complete. Another full day is scheduled on September 22 to obtain technician level. Presently 27 members are now certified at the operations level for extrication.

**Neshanic Fire Company:**

- Drills – 8/21 – attending walk through with Country Hills at Verizon Facility, Chubb Way, Branchburg at 7:00 P.M.

**Rescue Squad:**

Not present.

**PUBLIC**

No public comments were made.

**ADJOURNMENT**

There being no further public comments, a motion was made by Commissioner Patullo, seconded by Commissioner DeCicco to adjourn the meeting at 9:11 P.M. Roll call vote: All approved. Commissioner Berju was absent.

Respectfully submitted,

Kenneth R. Wetzel, Secretary  
Hillsborough Township  
Board of Fire Commissioners