

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

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

**REGULAR MEETING
June 12, 2012**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, June 12, 2012 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commissioner Chairman Ron Berju 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 Ron Berju, Commissioner Greg Kane, Commissioner Kenneth Wetzel, Commissioner Nick Patullo and Commissioner Matt DeCicco. 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 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 DeCicco, seconded by Commissioner Kane to approve the Work Meeting minutes of May 8, 2012. Roll call vote: all approved.

A motion was made by Commissioner Kane, seconded by Commissioner Berju to approve the Regular Meeting minutes of May 8, 2012. Roll call vote: Commissioner Kane, yes; Commissioner Berju, yes; Commissioner Wetzel, yes; and Commissioner DeCicco and Commissioner Patullo, abstained.

A motion was made by Commissioner Patullo, seconded by Commissioner DeCicco to approve the Regular Meeting minutes of March 13, 2012. Roll call vote: all approved.

TREASURER'S REPORT

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

Checking Account.....	\$ 4,749.36
Savings Account	\$ 1,460,115.76
LOSAP	\$ 73,972.95
Total of all Accounts	\$ 1,538,856.57

CORRESPONDENCE

Commissioner Berju read the list of incoming correspondence consisting of:

1. Bureau of Fire Safety – Monthly Report - May 2012
2. Bureau of Fire Safety – Out of Service Schedule – June and July 2012
3. New Jersey State Association of Fire Districts March 2012 minutes
4. Notice from Northern Tool Account name change to: Capital One Credit Account
5. Copy of letter from Chief Fire Marshal Chris Weniger to Fire Marshal Ryan Giordano letter of commendation
6. Letter from Neis Premium Audit re: Workmen’s Compensation

MONTHLY FIRE REPORTS

Commissioner Berju read the monthly fire reports for May 2012:

	ALARMS	MAN HOURS	YTD ALARMS	YTD MAN HOURS	DRILLS	MAN HOURS	YTD DRILLS	YTD MAN HOURS
#1	37	157	182	939.8	1	30	5	212
#2	62	327.1	266	1437.7	1	45	4	192
#3	23	153	114	1034.2	1	84	9	613.5
<u>Neshanic</u>	13	57.5	62	445.3	7	118	19	464

CHIEF FIRE MARSHAL’S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. Township fireworks are scheduled for June 29 with a rain date of July 7.
2. Fire Safety for Life Program presentation made at Hillsborough High School by Fire Marshal Ryan Giordano was very successful.
3. Apparatus servicing starting the week of June 18th. Hose and ladder testing scheduled for July 16th thru July 18th. Pump testing will be held the week of July 12.
4. Request the status of the districts Reserve Engine as we have repairs scheduled for approximately \$5,000.00 This item was discussed by the Board and the Fire Chiefs concerning the need of a Reserve Pumper. Commissioner Berju discussed using one of 37’s Pumpers that could be used in Fire Company #1 and Fire Company #3 if their Pumper went out of service. This was discussed and it was pointed out that it would leave only Fire Company #2 with only one (1) water supply.
If Fire Company #1 and #3 had a Pumper out of service they would still have two (2) sources of water supply. A motion was made by Commissioner Kane and seconded by Commissioner DeCicco to take the Reserve Pumper out of service. Roll Call vote: all approved.
5. 37-102 has another foam leak which is at another location than the repair of the first leak. We will get an estimate on cost to repair. This item is not under warranty with Sea Grave.
6. Dispatch Response Changes:
This item will be discussed under an Agenda item.
7. June 17-23 is International Fire/EMS Safety and Health Week.
8. We now have an account with UPS and fire companies can make shipment from the Fire Marshals Office as well as fire companies can receive shipments into the Fire Marshals Office.
9. Please make sure that you notify us of any in-house repairs or maintenance.
10. VA Depot Inspections - we are working with the Depot on fixing violations found during our inspections. The District Fire Companies should use extreme caution when responding to the depot until these violations are corrected.
11. 36-115 Hydraulic Tank was repaired by First Priority. The problem with this is when the truck flexes the tank is

not and this can cause a future leak. We are working with Foley to pay one-half of the costs which is the Sea Grave's repair representative.

12. 38-118 brakes were repaired. First Priority indicates that the average brake life is 6,000 miles for this type of truck.
13. A new Thermal Image Camera to be installed by Allen Radio in 36 command vehicle.

FIRE DISTRICT MEDICAL UPDATE

Commissioner Berju reported that he sent out an updated medical list as of May 31, 2012. Any firefighter who had a medical test in June but made the appointment in May will be shown as taking it on May 31, 2012. Any medical taken after May 31st by a firefighter will not be eligible for LOSAP or reimbursement.

FIRE DISTRICT RADIO COMMUNICATIONS

Commissioner Kane reported that he has four (4) pagers out for repair.

APPARATUS – EQUIPMENT REPORT

Fire Company #1:

- Chief DeCicco had no report as items were covered in Chief Chris Weniger's report.

Fire Company #2:

- Car 37 – No report
- 37-102: Multi-gas meter charger replaced. Foam lead from a hose will be repaired during yearly PM. Driver side scene light bulb replaced. Air conditioning recharged. Hose bed cover repaired.
- 37-103: Water leak in cab repaired
- 37-116: Hydraulic fluid lead repaired. Exhaust system will be repaired during PM... Headsets not working. Allen Radio to look at.
- 37-141: No report
- 37-145: PA system is being checked
- 37-151: Quick vent saw out for repair. Fuel keys reprogrammed.
- 37-155: No report
- Miscellaneous: New insurance ID cards on all apparatus.

Fire Company #3:

- Radiator and oil leak repaired on 38-118 by First Priority.
- Command Vehicle has been repaired. Thermal Imaging Camera needs to be installed.
- Brakes on 38-118 were repaired, Lights and Knox Box has been repaired.
- Headsets on 38-118 are not working. Allen Radio to work on problem.

Neshanic Fire Company:

- 48-131 – Ultra High Radio is operational with help of Fire Marshal Weniger.
- 48-105 – Intermittent Electrical Program issues. Wireless headsets having issues.
- Received new equipment for Tanker.

DISTRICT FIRE RESPONSE CHANGES

- The board discussed the proposed changes with the District Fire Chiefs.
- This was originally discussed by the District Fire Chiefs at their Bureau of Fire Operations Meeting
- Chief Fire Marshal Chris Weniger reviewed the dispatch changes that would remain in effect.
- Commissioner Patullo discussed his survey of the four (4) fire companies and indicated that the data for the 11:00 P.M. to 5:00 A.M. needs to be reviewed.
- Commissioner Kane asked what the reason for change is. Chief Bruce Vatter and Chief Charles Nuara indicated they wanted to reduce the large amount of personnel and vehicles responding for minor calls with four (4) companies responding.
- Chief DeCicco referred to his letter to the Board concerning changing the dispatch changes.
- Commissioner Kane indicated on a four (4) company response two would be primary and two would stand by.

A motion was made by Commissioner Kane, seconded by Commissioner DeCicco to amend the dispatching of Hillsborough District Fire Companies. Roll call vote: all approved.

- All fire calls will be dispatched as a two (2) company response Monday – Friday from 0600 -1800. All other times and days, the initial dispatch will be one (1) company only. At all times, all reports of smoke or fire within, or emanating from a structure, dispatch as district dispatch using the district tone.
- All district responses will provide for automatic move-up companies. Calls in the 36 or 48 response areas, 38 will move up to Station 37. Calls in 37 or 38 areas, Station 48 will move up to Station 36. All move-up response will be a non-emergency response and may be altered as ordered by incident command or existing box alarm plans.

The following high hazard locations are to receive a district dispatch utilizing the district tone for all fire companies.

Aeropress	318 Valley Road
Reckitt & Benckiser	799 Route 206
Hillsborough Fire Co. #1	1 st Street
Hillsborough Fire Co. #2	375 Route 206
Hillsborough Fire Co. #3	324 Woods Road

- Fire Marshal Chris Weniger will advise County Dispatching. The changes would be evaluated in six months or sooner if needed.

APPROVAL OF CLAIMS LIST 2012-06

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Jun 1 - 29, 12				
06/12/2012	12-349	FIREFIGHTERS EQPT.CO.	12-349 - Invoice 20121743	\$ 2,481.12
06/12/2012	12-351	FIREFIGHTERS EQPT.CO.	12-351 - Invoice 20121995	\$ 1,058.40
06/12/2012	17107	ALAN RADIO		\$ 2,314.00
06/12/2012	17108	ALL HANDS FIRE EQUIPMENT	12-317 - Invoice INV3873	\$ 6,127.64
06/12/2012	17109	ALL OUT FIRE PROTECTION		\$ 204.50
06/12/2012	17110	ALLEGRO ENTERPRISES INC	12-311 - Invoice 888869	\$ 13.25
06/12/2012	17111	AMWELL AUTO & TIRE CENTER		\$ 1,095.90

06/12/2012	17112	ANGELOS PIZZA	12-328	\$	186.00
06/12/2012	17113	APPROVED FIRE PROTECTIVE	12-354 - Invoice I11221417	\$	91.73
06/12/2012	17114	AT&T	12-341 - Account # 055 068 3081 001	\$	8.24
06/12/2012	17115	AUTO ZONE	12-347 - Statement # 1052	\$	475.39
06/12/2012	17116	BLACHER CANVAS PRODUCTS, INC.	12-318	\$	25.00
06/12/2012	17117	BRUCE VATTER	12-330	\$	45.20
06/12/2012	17118	Caitlyn Buckley	12-355	\$	180.00
06/12/2012	17119	CENTRAL JERSEY NURSERIES		\$	128.07
06/12/2012	17120	Christine Hardison	12-315 - Invoice 15231	\$	275.00
06/12/2012	17121	CHRISTOPHER WENIGER		\$	105.22
06/12/2012	17122	COMCAST	12-356 - Account # 01729 126760- 01-2	\$	179.75
06/12/2012	17123	CONTINENTAL FIRE & SAFETY INC.	12-357 - Invoice B2808	\$	371.00
06/12/2012	17124	CYGNUS BUSINESS MEDIA	12-373	\$	1,920.00
06/12/2012	17125	DAVE'S HEAVY TOWING, INC.	12-385	\$	300.00
06/12/2012	17126	DIANNE RICCARDO	12-331	\$	47.70
06/12/2012	17127	ERIC DE CICCO		\$	83.00
06/12/2012	17128	ERIC REGIEC	12-369	\$	263.25
06/12/2012	17129	Fire Performance Concepts	12-361 - Invoice 12-05-30	\$	960.00
06/12/2012	17130	FIREFIGHTERS EQPT.CO.		\$	3,690.62
06/12/2012	17131	First Priority Emergency Vehicles		\$	16,009.07
06/12/2012	17134	HAPI AUTO PARTS	12-335 - Invoice 196816, 198670, 204085, 204268, 205471	\$	202.52
06/12/2012	17135	Heat Seeker Technology	141.98 Customer ID 30	\$	141.98
06/12/2012	17136	HILLSBOROUGH FIRE CO.#1		\$	3,357.61
06/12/2012	17137	HILLSBOROUGH RADIOLOGY	12-341 - Invoice 724860	\$	77.00
06/12/2012	17138	JON SENCHISEN	12-329	\$	87.34
06/12/2012	17139	JTEC SYSTEMS INC.	12-367 - Invoice 107220	\$	999.00
06/12/2012	17140	MEDICOR CARDIOLOGY	12-382 - Account # 119425	\$	150.00
06/12/2012	17141	MINERVA CLEANERS	12-312 - Invoice 474-15	\$	215.00
06/12/2012	17142	NEW JERSEY FIRE EQUIPMENT COMPANY	12-352 - Invoice 39947	\$	3,996.15
06/12/2012	17143	NICHOLAS PATULLO	12-338	\$	30.00
06/12/2012	17144	NJ- IAAI	12-368	\$	35.00
06/12/2012	17145	NJ STATE ASSOC OF FIRE DISTRICTS	12-340 - Invoice 2012-86	\$	300.00
06/12/2012	17146	PERFUMERY SOLUTIONS, LLC	12-381	\$	283.33
06/12/2012	17147	PREFERRED BATTERIES	12-370 - Invoice 647	\$	70.00
06/12/2012	17148	PRINCETON PACKET INC.	12-339 - Account # 1026112	\$	24.04
06/12/2012	17149	RONALD J CAMPBELL	12-325	\$	103.67
06/12/2012	17150	SKYLANDS FIRE EQUIP.		\$	35,847.21
06/12/2012	17151	SOMERSET COUNTY EMER. SERV. TRAINING{2}		\$	1,275.00
06/12/2012	17152	SOMERSET COUNTY VEHICLE MAINTENANCE	12-358 - Invoice 132	\$	3,049.38

06/12/2012	17153	SOMERSET MEDICAL CARE PARTNERS, PC	12-375	\$	1,953.54
06/12/2012	17154	TEKTRON	12-337 - Invoice	\$	37.00
			1511		
06/12/2012	17155	VERIZON	12-342 908-369-	\$	8.98
			0609		
06/12/2012	17156	VERIZON WIRELESS	12-343 Account	\$	723.57
			285898072-		
			00001		
06/12/2012	17157	W.B.MASON COMPANY, INC.	12-313 -	\$	20.98
			I05034547		
06/12/2012	17158	W.S.DARLEY & CO	12-3531 -	\$	1,170.00
			Invoice		
			17025753		
06/18/2012	17159	GLENN WATSON	12-376	\$	505.62
06/18/2012	17160	WILLIAM WOODRUFF		\$	331.00
06/20/2012	17161	CUMMINS POWER SYSTEMS, LLC	12-387 - Invoice	\$	657.00
			002-60073		
06/20/2012	17162	NICHOLAS PATULLO	12-386	\$	45.00
06/20/2012	17163	SOMERSET MEDICAL CARE PARTNERS, PC	12-388	\$	515.00
Jun 1 - 29, 12				<u> </u>	\$ 94,850.97
				<u> </u>	

A motion was made by Commissioner Kane, seconded by Commissioner Patullo to approve the claims list for 2012-06. Roll call vote: all approved.

APPROVAL TO PAY CLAIMS LIST 2012-06

A motion was made by Commissioner Kane, seconded by Commissioner DeCicco to approve to pay the claims list for 2012-06 with Commissioner Patullo abstaining on Item #12-338. Roll call vote: all approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST 2012-06

A motion was made by Commissioner Wetzel, seconded by Commissioner DeCicco to approve to transfer funds in the amount of \$98,000.00 from the savings account to the checking account. Roll call vote: all approved.

COMMISSIONERS' REPORTS

Commissioner Wetzel:

1. Commissioner Wetzel conducted an insurance meeting with Mazey Insurance on June 7, 2012. The district insurance policies were discussed and there will be a 1% increase in our costs for the upcoming year.
2. Commissioner Wetzel has scheduled for June 18th with Liberty Mutual – NJ Workmen’s Compensation auditor – Neis, Inc. Requested information will be given to the auditor.
3. Commissioner Wetzel is scheduling the Districts Flow Testing for the SCBA Equipment to be done in late July. This will also include inspection of the air packs, SCBA bottles, and SCBA masks. Requesting that Fire Marshal Ryan Giordano be present when the testing is conducted. The fire companies will be notified as to the dates they are to be present at their firehouses.

Commissioner DeCicco:

No report.

Commissioner Kane:

Commissioner Kane delivered helmets to Fire Company #3 and was advised that they are the incorrect spec.
Commissioner Kane

Advised that he puts out for bid what the fire companies advise him of. In the future, all fire companies should provide the accurate information. Asst. Chief Mike Murphy will send the helmets back through the vendor and new helmets will be ordered.

Commissioner Patullo:

Commissioner Patullo distributed a booklet on LOSAP for the Commissioners and Fire Chief's information.

Commissioner Berju:

1. Commissioner Berju discussed items brought up by the OEM Office to be sure that we have and will proceed with good communications in the future.
2. Commissioner Berju requested to set up a meeting with Fire Company #3 for their new tanker. This was discussed and concluded that the meeting will be held on July 12th at 7:00 P.M. at Fire Company #3.
3. Commissioner Berju proposed delaying the Apparatus Replacement Schedule by one (1) year. This will result in obtaining more capital funds so the Board does not have to bond for this equipment. At the present time the Board agreed to proceed. Commissioner Wetzel requested a district truck replacement schedule be issued to reflect this change.

CHIEFS' REPORTS

Fire Company #1:

- Command Vehicle Mileage – 2,600 miles
- Reserve Engine status was reviewed under the Chief Fire Marshal's report – Commissioner Kane made a motion to go out for bid to sell the Reserve Engine, seconded by Commissioner Wetzel. Roll call vote: all approved. Commissioner Kane will provide a resolution at the next meeting.
- The hose on the Reserve Engine will be tested. Asst. Chief Fulmino asked what the Board's policy is on hose replacement. Commissioner Patullo advised that there is no recommended life span on hose from the various manufacturers. Also, hose that failed testing in 2011 that is presently in the firehouses will be put out of service.

Fire Company #2:

- Command Vehicle Mileage – 101,935
- Received an email from #4844 Bloomingdale Drive, Hillsborough, NJ regarding a fire last year at this location. An open house will be held on June 16th at 5:00 P.M. and asked if Fire Company #2 could supply a fire apparatus. Hillsborough Twp. Fire Co. #1, Hillsborough Twp. Fire Co. #3 and Neshanic Fire Company are invited. The residents at this location were very complimentary in how the district responded to the fire and performed with high professionalism. Homeowners want to thank firefighters for extinguishing fire caused by lightning strike.
- Monthly drill will be a Phase 5 held on Saturday, June 23 at 8:00 A.M.
- Ladies Auxiliary is looking for additional pagers for their members to respond to Signal 100'. This would be in addition to four (4) they presently have.
- Received a quote from First Priority in the amount of \$1,484.34 to install fold-down steps on the rear of the cab to facilitate access to the top of the hose bed. This was discussed by the Board.

Commissioner Kane made a motion, seconded by Commissioner Wetzel to approve installing the stairs by First Priority for the amount of \$1,484.34.

- At the Auten Road district drill it was difficult to maintain communications in the OEM vehicle as there are four (4) separate emergency organizations in the vehicle. It was recommended that the fire districts mobile radio have

a headset to improve communications. The cost would be \$627.00.

A motion was made by Commissioner DeCicco, seconded by Commissioner Patullo to purchase a headset with cable for \$627.00 with the funds coming out of New Jersey State grant monies. Roll call vote: all approved.

Also note that an additional headset unit will be purchased for the Fire Official which is contained in his 2012 budget.

- New Market Fire Company is asking for the use of the Mini Pumper for their fireworks display on July 4th with two (2) fire company members.

A motion was made by Commissioner Kane and seconded by Commissioner Wetzel to approve the above item. Roll call vote: all approved.

Fire Company #3:

- Command Vehicle Mileage – 88,675
- Drills to be conducted are as follows:
 - June 23 and 24 Swift Water Rescue Boat Operations
 - July 9 Class B Burn and Search Operations
 - July 30 Extrication Technical Level I Drill
- Permission to take the Command Vehicle to Baltimore in July for the Convention.

A motion was made by Commissioner DeCicco, seconded by Commissioner Patullo to take the Command Vehicle to Baltimore. Roll call vote: all approved.

Neshanic Fire Company:

- Drills to be conducted are as follows:
 - June 19 Pumping/Drafting/Tanker Shuttle
 - July 17 Compressed Gas Drill
- All of Neshanic Fire Company's pagers have the district tones installed.

Rescue Squad:

Not present.

RETENTION AND RECRUITMENT

Progress is being made regarding the Discount Card for the district firefighters. An effort is being made to have the business to sign up on a continuing basis rather than from year to year.

PUBLIC

Ron Campbell indicated he would remove the mobile radio from the reserve engine and install it in the Chief Fire Marshal's vehicle.

ADJOURNMENT

There being no further public comments, a motion was made by Commissioner Kane, seconded by Commissioner DeCicco to adjourn the meeting at 9:59 P.M. to go into Closed Session. Roll call vote: all approved.

RESOLUTION

The Commissioners of Fire District No. 1
In the Township of Hillsborough, County of Somerset
Closing of meeting pursuant to Open Public Meeting Act

WHEREAS, pursuant to the Open Public Meetings Act, the Commissioners of Fire District No. 1, in the Township of Hillsborough, County of Somerset, are allowed to engage in an executive session during any particular meeting, when it becomes necessary to discuss matters which the status allows to be discussed in executive session, and

WHEREAS, it was necessary for the Commissioners to discuss various matters of personnel and, accordingly, the Commissioners met in an executive session to discuss same;

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of Fire District No. 1 in the Township of Hillsborough, County of Somerset, as follows

- (1) The meeting of June 12, 2012 is closed and will be re-opened at such time as the discussion in executive session has been completed.
- (2) The minutes will be revealed to the public at such time as the matters discussed have been resolved.

The Board reconvened the public meeting at 10:09 P.M.

There being no further public comments, a motion was made by Commissioner DeCicco and seconded by Commissioner Kane to adjourn the meeting at 10:10 P.M. Roll call vote: all approved.

Respectfully submitted,

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