

**BOARD OF FIRE COMMISSIONERS
TOWNSHIP OF HILLSBOROUGH**

**PO BOX 6147
HILLSBOROUGH, NJ 08844
Hillsborough.firesafety@comcast.net**

**REGULAR MEETING
March 13, 2012**

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, March 13, 2012 at 8:00 pm. at the Hillsborough Township Municipal Building on South Branch Road. Commission 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 or their representatives: 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 and seconded by Commissioner Kane to approve the Work Meeting minutes of February 14, 2012. Roll call vote. Commissioner Berju, Commissioner Wetzel, Commissioner DeCicco and Commissioner Kane approve; Commissioner Patullo abstained.

A motion was made by Commissioner DeCicco and seconded by Commissioner Kane to approve the Regular Meeting minutes of February 14, 2012. Roll call vote. Commissioner Berju, Commissioner Wetzel, Commissioner DeCicco and Commissioner Kane approve; Commissioner Patullo abstained.

2012 ELECTION RESULTS

Commissioner Berju reviewed the results of the 2012 Fire District Election. Commissioner Nicholas Patullo received 166 votes and 45 absentee votes for a total of 211 votes. Commissioner Greg Kane received 212 votes and 62 absentee votes for a total of 274 votes. Commissioner Robert Uniszkievicz received 94 votes and 54 absentee votes for a total of 148 votes.

Commissioner Berju reviewed the results of the two budget questions.

	YES	NO	Absentee YES	Absentee NO	Total YES	Total NO
Question #1	229	29	73	13	302	42
Question #2	220	37	68	19	288	56

OATH of OFFICE to the NEWLY ELECTED FIRE COMMISSIONERS

Commissioner Berju asked that Commissioners Nick Patullo and Greg Kane stand and read the Oath of Office as newly elected Fire Commissioners.

ELECTION of OFFICERS: CHARIMAN, VICE CHAIRMAN, SECRETARY AND TREASURER

Commissioner Wetzel made a motion to elect Commissioner Ron Berju as Chairman; Commissioner Kane

seconded. All approved.

Commissioner Wetzel made a motion to elect Commissioner Greg Kane as Vice Chairman; Commissioner DeCicco seconded. All approved.

Commissioner DeCicco made a motion to elect Commissioner Ken Wetzel as Secretary; Commissioner Kane seconded. All approved.

Commissioner Kane made a motion to elect Commissioner Nick Patullo as Treasurer; Commissioner DeCicco seconded. All approved.

Chairman Berju presented the list of Commissioner Duties for 2012

Ron Berju	Greg Kane	Matt DeCicco	Nick Patullo	Ken Wetzel
Chairman	Vice Chairman	Maintenance	Treasurer	Secretary
Physicals	Contracts	OEM Rep	Audit	Safety Officer
Hep & Tetanus	Specs, bids	All repairs	LOSAP	Fit test
	Radio/Pagers	Hose testing	Bills with vouchers	Air bottle & air pack testing
		Ladder testing	Budget	Air pack repair
		ISO pump testing	Inventory	Accidents/injuries
		Gear cleaning repair/purchasing	Bureau of Fire Ops. Rep	OSHA requirements
		Insurance	GOG's	Insurance
		PM maintenance		Budget

TREASURER'S REPORT

Commissioner Patullo gave the Treasurer's Report as of March 13, 2012:

Checking Account.....	\$ 24,390.10
Savings Account.....	\$ 1,502,471.29
Total of All Accounts	\$ 1,526,861.39
LOSAP	\$ 73,963.56

A motion was made by Commissioner Kane and seconded by Commissioner DeCicco to approve the treasurer's report. Roll call vote. All approved.

CORRESPONDENCE

Commissioner Berju read the list of incoming correspondence consisting of:

1. Bureau of Fire Safety- Monthly Report.
2. Letter from Attorney Rich Braslow regarding disclosure certification.
3. Budget from the State.
4. Equipment disposal list from Fire Safety office.

DESIGNATION of the BOARD'S ATTORNEY: RICHARD M. BRASLOW, ESQ. (RESOLUTION 2012-01)

HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
Resolution Authorizing the Award of a Non-Fair and Open
Contract for Legal Services
Resolution 2012-01

WHEREAS, the Fire District has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Fire District has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for the year 2012-2013; and

WHEREAS, the Law Office of Richard M. Braslow has submitted a proposal indicating it will provide the legal services pursuant to the proposal; and

WHEREAS, the Law Office of Richard M. Braslow has completed and submitted a business Entity Disclosure Certification which certifies that the Law Office of Richard M. Braslow has not made any reportable contributions to a political or candidate committee in the previous one year, and that the contract will prohibit the Law Office of Richard M. Braslow from making any reportable contributions through the term of the contract; and

WHEREAS, the Fire District has determined that funds are available concerning the projected expenditure.

NOW THEREFORE, BE IT RESOLVED THAT the Commissioners of Fire District No. 1 in the Hillsborough Township, County of Somerset, authorized the Fire District to enter into a contract with the Law Office of Richard M. Braslow as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Kenneth Wetzel, Secretary
Hillsborough Township
Board of Fire Commissioners
County of Somerset

**Commissioner DeCicco made a motion to re-appoint Richard Braslow as the District attorney.
Commissioner Kane seconded. Roll call vote. All approved.**

DESIGNATION of the BOARD'S AUDITOR: (RESOLUTION 2012-02)

THE COMMISSIONERS OF FIRE DISTRICT NO.1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NEW JERSEY
Resolution 2012-02

Authorizing Appointment of Auditor for the 2012-2013 Year

WHEREAS, there exists a continuing need for certain auditing services to be provided to The Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ concerning various responsibilities undertaken by said Commissioners; and

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2012-2013 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 19:44A-20.5 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of the award of said contract shall be available for public inspection; and

WHEREAS, the Local Public Contract Law, N.J.S.A. 19:44A-20.5, provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ

- (1) Suplee, Clooney and Company, is hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2012 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.
- (2) This resolution and the notice of award of contract shall be available for public inspection.

CERTIFICATION:

I, Kenneth Wetzel, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 13, 2012.

Kenneth Wetzel, Secretary
Township of Hillsborough,
County of Somerset

**Commissioner DeCicco made a motion to re-appoint Clooney as the Board's auditor.
Commissioner Kane seconded. Roll call vote. All approved.**

DESIGNATION of a BANK for GENERAL OPERATING FUNDS/CASH MANAGEMENT (RESOLUTION 2012-03)

THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
Resolution 2012-03
Adoption of Cash Management Plan

WHEREAS, the Local finance Board has adopted rules and regulations which apply to municipal entities and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 3, Section 5:31-3.1 (a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management fund or a public depository or depositories.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ as follows:

- (1) This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the commissioners to be the State of New Jersey Cash Management Fund and/or PNC Bank.

CERTIFICATION:

I, Kenneth Wetzel, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 13, 2012.

Kenneth Wetzel, Secretary
Township of Hillsborough
County of Somerset

Commissioner DeCicco made a motion to continue operating general bank funds and money management at PNC Bank.

Commissioner Wetzel seconded. Roll call vote. All approved.

DESIGNATE THE SECOND TUESDAY OF THE MONTH AS THE REGULAR MEETING DATE WITH THE MEETING TO BE HELD IN THE HILLSBOROUGH TOWNSHIP MUNICIPAL BUILDING, MULTIPURPOSE ROOM (RESOLUTION 2012-04)
LEGAL NOTICE

THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET, NJ
Resolution 2012-04
Authorizing Regular Meeting Schedule for the
2012-2013 Year

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted and to distribute to designated newspapers and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting to the extent that it is known, and the time and date of each meeting; and

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 Hillsborough Township, County of Somerset, NJ as follows:

- (1) All regular meetings of the Commissioners shall take place at the Hillsborough Township Municipal Building, 379 South Branch Road, Hillsborough, NJ 08844 and begin at 8:00 p.m. on the following dates:

2012-2013 SCHEDULE OF MEETINGS
HILLSBOROUGH TOWNSHIP BOARD OF FIRE COMMISSIONERS

MARCH 13, 2012	REORGANIZATION MEETING	8:00 P.M.
APRIL 10, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
MAY 08, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
JUNE 12, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
JULY 10, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
AUGUST 14, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
SEPTEMBER 11, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
OCTOBER 09, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
NOVEMBER 13, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
DECEMBER 11, 2012	REGULAR MONTHLY MEETING	8:00 P.M.
JANUARY 08, 2013	REGULAR MONTHLY MEETING	8:00 P.M.
FEBRUARY 12, 2013	REGULAR MONTHLY MEETING	8:00 P.M.
FEBRUARY 16, 2013	ANNUAL ELECTION	2:00 TO 9:00 P.M.
MARCH 12, 2013	REORGANIZATION MEETING	8:00 P.M.

- (2) All work meetings of the Commissioners shall take place in the meeting room of the Commissioners at the aforesaid location at 7:30 p.m. prior to the Regular Meetings which are scheduled above.
- (3) A summary of this Resolution shall be mailed/e-mailed to one of the following: Hillsborough Beacon, courier News, Messenger Gazette.
- (4) A certified copy of this resolution shall be posted and shall be maintained on the official bulletin board of Hillsborough Township and shall also be kept on file by the Municipal clerk for the purpose of public inspection.

CERTIFICATION:

I, Kenneth Wetzel, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at the Regular Monthly Meeting held on March 13, 2012.

Kenneth Wetzel, Secretary
Township of Hillsborough,
County of Somerset

Commissioner DeCicco made a motion to designate the second Tuesday of the month as the regular meeting date with the meeting to be held in the Hillsborough Township Municipal building, multipurpose room.

Commissioner Kane seconded. Roll call vote. All approved.

DESIGNATION OF OFFICIAL NEWSPAPER FOR PUBLICATION FOR THE 2012/2013 YEAR (RESOLUTION 2012-05)

THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
County of Somerset, NJ
RESOLUTION 2012-05
Designation of Official Newspaper for Publication
For the 2012-2013 Year

WHEREAS, the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ, must, by statutory law, public various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2012-2013 year.

NOW, THEREFORE, be it RESOLVED by the Commissioners of the Fire District No. 1, Hillsborough Township, County of Somerset, NJ as follows:

- (1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2012-2013 year pursuant to New Jersey statutes shall be The Hillsborough Beacon, The Courier News, Star Ledger unless New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

CERTIFICATION:

I, Kenneth Wetzel, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, county of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a regular Monthly Meeting held on March 13, 2012.

Kenneth Wetzel, Secretary
Township of Hillsborough,
County of Somerset

Commissioner DeCicco made a motion to designate the use of the Hillsborough Beacon, the Courier News and/or Star Ledger for publication during the 2012/2013 year.
Commissioner Kane seconded. Roll call vote. All approved.

DESIGNATE SURETY BONDING FOR ALL COMMISSIONERS (RESOLUTION 2012-06)

THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
County of Somerset, NJ
RESOLUTION 2012-06
DESIGNATING SURETY BONDING FOR ALL COMMISSIONERS
For the 2012-2013 Year

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the local finance board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the Fire District shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 1 in the Township of Hillsborough, County of Somerset, deem it necessary to provide bonding for all Commissioners of the Fire District as all Commissioners are responsible for the handling of funds for the Fire District.

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 Commissioners' shall be bonded in the amount of approximately \$1,000,000.00.

CERTIFICATION:

I, Kenneth Wetzel, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 13, 2012.

Kenneth Wetzel, Secretary
Township of Hillsborough
County of Somerset

**Commissioner DeCicco made a motion to designate surety bonding for all commissioners.
Commissioner Wetzel seconded. Roll call vote. All approved.**

AUTHORIZING APPROVAL AND PAYMENT OF CLAIMS FOR 2012 (RESOLUTION 2012-07)

THE COMMISSIONERS OF FIRE DISTRICT NO. 1
HILLSBOROUGH TOWNSHIP
COUNTY OF SOMERSET
RESOLUTION 2012-07
Authorizing Approval and Payment of Claims for 2012-2013

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the Fire District is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1 (e) provides that payment of claims by the Fire District shall be by check drawn on the Fire District and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that that Commissioners, at their reorganization meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:41-4.1 (f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or

other compensation for services shall be paid.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 1 of Hillsborough Township, County of Somerset, NJ as follows:

- (1) The vouchers for payment and checks as issued by the Commissioners for payment of claims by signed by the Chairman, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board as set forth herein.
- (2) All signatures shall be original signatures as used on all checks issued.

CERTIFICATION:

I, Kenneth Wetzel, Secretary of the Commissioners of Fire District No. 1, Hillsborough Township, County of Somerset, NJ hereby certify that the foregoing resolution was duly adopted by the Commissioners at a Regular Monthly Meeting held on March 13, 2012.

Kenneth Wetzel, Secretary
Township of Hillsborough
County of Somerset

**Commissioner DeCicco made a motion for the approval and payment of claims for 2012 signed by Chairman Chief financial officer and another commissioner (vouchers and checks).
Commissioner Wetzel seconded. Roll call vote. All approved.**

**DESIGNATION OF THE FIRE CHIEF OR IN HIS ABSENCE AN ASSISTANT CHIEF DESIGNATED BY THE CHIEF,
AS OFFICIAL FIRE COMPANY REPRESENTATIVE TO THE COMMISSIONER’S MONTHLY MEETINGS**

Commissioner Berju reminded Fire Department Chiefs to designate an Assistant Chief as an official company representative in their absence to monthly meetings.

MONTHLY FIRE REPORTS

Commissioner Berju read the monthly fire reports for February.

FIRE REPORTS

	ALARMS	MAN HOURS	YTD ALARMS	YTD MAN HOURS	DRILLS	MAN HOURS	YTD DRILLS	YTD MAN HOURS
#1	37	247.9	82	442.6	1	60.0	2	126.0
#2	44	226.8	101	510.5	1	58.0	2	77.0
#3	21	263.4	42	436.2	2	118.5	5	356.0
<u>Neshanic</u>	14	112.5	25	181.5	1	22.0	4	114.0

CHIEF FIRE MARSHAL’S REPORT

Chief Fire Marshal Chris Weniger reported the following:

1. I would like to ask permission to dispose of old, damaged, broken, out-dated equipment. Upon approval all except two at auction will be taken to get recycled. There are old cell phones, desktops, two broken AEDs, an old camera, etc.

Commissioner Berju – I know that the Police Department used to take the cell phones.

Chief Fire Marshal Weniger – We won't throw them away, we'll recycle them, but we want your permission to get rid of them. They have been put in the out of service category and want to do some house cleaning. The list of items is attached to your sheet.

Commissioner Kane made a motion to remove these items from the inventory list. Commissioner Patullo seconded. All approved.

2. I sent an email to the board regarding the fact that the AED at Station 37 is out of service; I sent a price to everyone of an exact replacement. Those Philips FR2+ are no longer manufactured. We can replace the AED with another defibrillator for half the price. I talked to Chief Vatter and he has no problem; we just need an approval.

Commissioner Wetzel – Do you have a price?

Chief Fire Marshal Weniger - \$1345 for the Tech Defibrillator.

Commissioner Kane made a motion to purchase one Defibrillator for Fire Co. #2 for \$1345.00.

Commissioner DeCicco seconded. All approved.

Commissioner Wetzel made a motion to take the funds for the Defibrillator from the State Grant line items. Commissioner Kane seconded. All approved.

Chief Fire Marshal Weniger – Most of the AEDs in the district are at the ten year point (lifespan). It might be worth it to buy a couple in the next year because they'll start failing. Dave Foelsch takes care of the medical stuff.

3. Just want to let everyone know that all of the schools in the district now have Knox boxes.
4. We have scheduled a walk through for Bridgeway on March 22 at 7:00pm. We need an approximate head count from the Chiefs to determine the number of groups.
5. We've been asked to check on all vehicle registrations in the district, we are up to date on everything except for registration and insurance for the reserve trucks (36-101, 37-141, 37-151, 38 boat and trailer). Ed Kovaks has them for the trailer. We need the original title so Fire Marshal Giordano can register at the DMV. There are no copies anywhere. I called Mazey for copies of the insurance cards and I need to borrow the titles. Once we have access to the safe deposit box I can finish (Commissioner Wetzel has access); I will email Commissioner Wetzel the list.
6. I finished the FEMA reimbursement and the total is \$6,000. There are things we can do during future storms to increase that amount. For example FEMA won't reimburse any food expenses because the district doesn't have a policy for purchasing food during storms; that would be about another \$1500 we would get back. I'm going to put out a list to the Chiefs of ideas to increase our reimbursement in the future.
7. We now have a Fire safety website and also have the fire district information. We will be online sometime next week. Any information please give to Dianne.
8. Reminder – any maintenance please let Fire Marshal Giordano know so we can properly keep track of everything.
9. I sent an email to the board regarding the fact that my current vehicle needs new tires. There was a discussion a while ago about passing that vehicle to the part time Fire Marshal; he has nothing now. When that comes he will need new tires. I didn't want to put new tires on it if we were not going to pass it down. I do have money in my budget.

Commissioner Berju – As far as I knew your truck was in bad condition. Do we have a discussion of what to do with this vehicle when the new ones come in?

Commissioner Patullo – We have another problem that has developed; the part time Fire Marshal responds and does his job. Is he supposed to respond directly to the scene or to the firehouse?

Commissioner Berju – It depends on what the call is; he can respond with the mini to a brush fire or respond to the firehouse if there's a structure fire. If he's in close proximity he can use a judgment call. I have no objection to him responding directly if he can.

Commissioner Patullo – Chris, is your vehicle that bad that on a part time basis it can't be used?

Chief Fire Marshal Weniger – I had Greg look at the truck again. He feels it would be okay on a part time basis.

Chief DeCicco – If you look down the road they do need another vehicle. If you were to keep Chris' even for a year to budget for an additional vehicle, and they shift vehicles around, would his vehicle survive one more year?

Chief Vatter – I have a problem with running the mini around as a pickup truck. I don't think it was designed to be used as an everyday car.

Commissioner Wetzel – The mini should not be used. If we don't want to put tires on it, it should come out of service and the money will be taken from the maintenance account.

Assistance Chief Fulmino – You could treat it like the reserve engine.

Chief Fire Marshal Weniger – We put new brakes into it last year. It will cost about \$500 for tires.

Chief Fire Marshal Weniger – Chief Vatter – It also has rust issues.

Commissioner DeCicco made a motion to keep Chief Fire Marshal Weniger's car and put new tires on it and let the part time Fire Marshal use it. Commissioner Wetzel seconded. All approved.

Commissioner Berju – We will be retiring 36's command vehicle correct?

Chief DeCicco – Would the board be willing to give that to the fire company?

Commissioner Berju – We can sell it to your company for \$1 and that's up to your company to pay insurance, gas, etc. We would be totally out of it.

Chief Nuara – Since the budget has passed are we looking at getting the other two command vehicles while we can pay the same price?

Commissioner Berju – No, maybe at end of the year and we see what money is left. The maintenance costs have increased; insurance went up, which we didn't expect. Put 36's current command truck out of service once you get your new one and bring it up at your next meeting.

10. I sent a spread sheet regarding bids for maintenance and repair on apparatus; Blaze, EES, First Priority, Fire Apparatus Repair and Foley. I broke down the pricing based on contacting each vendor and asked them to break down prices to make it clearer. I put it into a spread sheet to show the board the vendors who were the lowest and what the overall fleet would cost for service; we did not include the military vehicles. The lowest of the five was Fire Apparatus Repair. The other two that were similar were all less than \$1000 apart (two were \$80 apart for the whole fleet). I went to the vendor we use for our small trucks (brush/mini) and his pricing for small equipment was dramatically cheaper than even the lowest bidder. If it's okay we can also remove those vehicles from the bid and have those done locally, that's about half the cost of the lowest bidder on this. The lowest bidder for maintenance is not the lowest for emergency repairs. I was thinking the best thing to do was to do the repairs as needed with the lowest bidder.

Commissioner Berju – But then we've spread it out again. Pick one. First Priority, you know them, have one vendor as the first one to be called and pick another vendor as the second/alternate.

Chief Fire Marshal Weniger – There will be occasions that things break where the vendors may not be authorized to make that repair. For those repairs we might have to go outside. Commissioner Wetzel was requested to contact the attorney about the small maintenance and the two brush trucks and the two minis. I would like to know who the Board wants to award so we can move forward; I have a pending repair of 37's ladder, there is an issue with the turn table. Foley was very cooperative and did good work but they are too expensive.

Commissioner Berju – Did everyone review the list?

Commissioner Kane – First Priority has the lowest prices.

Chief Fire Marshal Weniger – They're all kind of far but they cannot charge us for the travel to do any scheduled maintenance; emergency/after hours are a different story. First Priority charges half the hourly rate for travel.

Commissioner Kane made a motion to use First Priority as the main maintenance repair service for the entire district. Commissioner DeCicco seconded. All approved.

Chief Fire Marshal Weniger – Do we have an alternate company?

Commissioner DeCicco – The invoicing issues with EES are corrected.

Commissioner Wetzel – Check with the lawyer if we can use Fire Apparatus Repair because it is not the lowest cost.

Chief Fire Marshal Weniger – I will ask.

Commissioner Berju – It can be justified that we took the higher bid because we know them; they've worked on our fleet for years.

Commissioner Wetzel – Send Braslow the spreadsheet on the maintenance bids for his review.

Commissioner Wetzel made a motion to use Fire Apparatus Repair as the secondary company for repairs and maintenance. Commissioner Kane seconded. All approved.

APPARATUS – EQUIPMENT REPORT

Chief Eric DeCicco of Fire Company #1 reported the following:

1. Care 36: Mileage – 110,678.
2. All small equipment is good; the spreadsheet was passed on to the Fire Safety office.
3. 36-101: The new light tower is on order from First Priority. It will have the PM done while it is out at First Priority. Two Focus scene lights telescoping polls were repaired. The clamp that holds them in position was replaced.
4. 36-115: The backup camera and power button malfunctioned. The part is on order.
5. 36-131: The rear scene light is out and we believe it is due to being installed improperly (it was installed upside down and filled with water). I contacted Foley to see if replacing the light is under warranty.
Commissioner Berju – Was the tanker fixed?
Commissioner DeCicco – The flexing on the top bed where the hose lays is not fixed on the tanker. They don't know the answer. I'll reach out to Foley.
Commissioner Berju – I thought the straps on top of the tanker were broken.
Chief DeCicco – The whole bed is flexing and separating outside of the wrap.
Commissioner DeCicco – The hose bed is moving around. They don't know how to fix it.
Commissioner Berju – Is it safe? Is there a possibility of something happening?
Commissioner DeCicco – Long term we might have a problem.
Commissioner Kane – They showed us how it's bolted on and it should be okay.
Commissioner Patullo – What is the hose bed attached to?
Commissioner Kane – The body and the tank are not one piece; the body moved and bent the hose bed. The body is on there but I couldn't tell you what is flexing.
Commissioner DeCicco – Okay, call Foley.
Commissioner Wetzel asked Commissioner DeCicco to write a letter so that we have protection and documentation that we've asked and nothing has been done and to also copy the Board's lawyer.
Commissioner DeCicco – I have an email chain with them.
6. 36-142 and 36-152: The oil is changed.
7. Equipment – The gas meter in Car 36 went out for repairs but the quote is the same price as a new one; it will be \$450 for the repair not including the charger and new re-chargeable battery pack. It will cost \$550 for a new meter and car charger.
Commissioner Patullo – What about the issue with charging the unit on 36-115?
Chief DeCicco – We ordered a new base.

Commissioner Wetzel made a motion to buy a gas detector for Car 36. Commissioner Kane seconded. All approved.

- Chief Fire Marshal Weniger – Since I have one in the budget can we get two gas detectors?
Commissioner Berju - We will buy one for 36's command car and the other one is in the miscellaneous equipment budget, so we can order two. Send the bill as coming from 66-1 but submit two vouchers.
8. We have a lot of LDH that failed and has been in the storage shed. It is some of our original 5 inch so we can't use it.
Commissioner Berju – Make an inventory list and inform the Board the total of hose to be discarded.
Chief Fire Marshal Weniger – If it is not on the inventory list it needs to get scrapped.
 9. We keep getting contacted by MUA regarding confined space. We have 20 members that are confined space technician level trained. I just want to remind you because the MUA are calling us.
Commissioner Berju – We told them you don't have the equipment and we told them to do drills with you but they haven't.
Chief DeCicco – We don't have the equipment, they do.
Commissioner Berju – That equipment was sent out in the grant.
Commissioner Wetzel indicated we don't have equipment for confined space rescue. This should be budgeted for next year.
Commissioner Berju – We put money aside for a piece of apparatus to carry that equipment hoping we would get a grant.
Chief Fire Marshal Weniger – Very soon Millstone's truck will be available for use to carry confined space equipment.
Commissioner Wetzel – You can use your military vehicle for carrying equipment.
Commissioner Berju – We can discuss this.

Chief Bruce Vatter of Fire Company #2 reported the following:

1. Car 37: Mileage – 99,942.
2. We're having radio problems with the mobile units. Ron tried to fix it, I still have problems with the mobile not transmitting and occasionally not receiving; I have a portable right next to me and firefighters calling and I don't get any transmissions. I saw a corroded cable in the antenna end; I think it may be something with the programming in the radio itself that could be causing the problem?
Ron Campbell – I noticed a few things. I have one radio done and have to repair one more. This is the first time I've heard this problem. This issue might have caused a problem with the software.
3. 37-102: An updated plate was installed for the serpentine belt and fixed that problem. It is back in service.
4. 37-116: The electrical equipment on the turntable has no power to it; maybe a wire got pinched. 66-5 has been notified.
5. 37-141: There is a leak in the pump on the brush truck and throttle cable is not working. The parts were ordered by 665 and will be repaired later this month.
6. 37-155: We have a cracked windshield and we'd like to get that repaired. Taylor has a source for glass. If not I'll go to Hillsborough Glass and get a quote. I'll talk to Giordano.
Chief Fire Marshal Weniger – Foley charged \$1130.00 for the bracket repair on 37-102. I want 66-5 to follow up and find out why it's not covered under warranty.
7. March 20 – Strategy and Tactics drill at 7:00 pm.
8. We originally scheduled a walk-through of Hillsborough Radiology for March 22nd but we got pre-empted so we're going to reschedule for April 6th at 7:00. This will cover fire safety around the MRI machine.
9. There is a list of hose that Bill Schaffer talked to you about replacing some pony hoses, there is 100 feet in length of light weight hose for 37-102 engine (we are down some light weight hoses from our last test and cross link compartments on 102 are tight and we can only put light weight hose in there).
Chief Fire Marshal Weniger – I emailed a list of all the hose that failed last year for budget purposes and I sent it again 2 weeks ago.
Commissioner Berju – You want one 100 feet of 1¾ hose....I emailed each Chief asking for how many pony hoses they need.
Commissioner DeCicco – We did a couple for emergency basis.
Chief Fire Marshal Weniger – We did 3 inch but didn't need 5 inch. Many of the hoses that failed are very old, some as old as the 1970's, they're not worth repairing.
Commissioner Berju – Do you have enough hoses that failed to make new pony hoses at 37?
Chief Fire Marshal Weniger – The 3inch hose that failed has multiple holes throughout and does not work.
Assistant Chief Fulmino – The Board should have a recommendation for when these should get replaced.
When it gets to a certain amount of years it should get replaced.
Chief Fire Marshal Weniger – We have a list of hose that failed at all of the firehouses.
Commissioner Berju – See if 66-5 can make the pony hoses that 37 is asking for.
Assistant Chief Fulmino – We don't want to make them out of hose that's 35 years old. We use that the most and we're going to make that out of hose that's failed and no good? That makes no sense.
Commissioner Berju – Have 66-5 look at what year they are and see if he can make it up.
Commissioner DeCicco – Does NFPA have a guideline for the lifespan of a hose?
Chief Fire Marshal Weniger – As long as it passes the test it is satisfactory. I'll have 66-5 check the 3inch but there's not a lot to pick from.
Commissioner Patullo – We should get rid of the hose that failed.
Assistant Chief Fulmino – We had three lengths of hose that failed at structure fires that passed the tests and then failed.

Commissioner Patullo made a motion to buy 400 feet of light weight hose, 1 ¾ inch for 37-102 and make the pony hoses. Commissioner Kane seconded. All approved.

Commissioner Berju – Do you really need all these?

Bill Schaffer – We only have one pony hose right now.

10. Can we have permission to purchase a cold water pressure washer for \$270 from Lowe's to wash hoses and other equipment?

A motion was made by Commissioner Kane to purchase a pressure water not to exceed \$270.00. Commissioner DeCicco seconded. All approved.

Chief Charles Nuara of Fire Company #3 reported the following:

1. Car 38: Mileage – 86,750
2. 38-104: Has an issue with the light bar, it is only half working. There is an intermittent issue where all of the compartment lights come on at once.
3. 38-118: The oil and coolant problems are fixed.
 Commissioner DeCicco – I want to thank Eddie Kovaks for following up on that; he called them on their pricing and bad techs. He went all the way to Newark for the parts so thank you.
 Chief Nuara – What is the status of the repairs for 38-104 light tower?
 Commissioner Wetzel – VFIS insurance is handling this.
 Ed Kovack – We have quotes.
 Commissioner Wetzel – I will talk to the insurance adjustor on the status of the claims by VFIS.
 Commissioner Berju – The repair is approved.
- I will email Commissioner DeCicco regarding ordering four Scott masks, four sets of new gear and who they are for.
4. We would like to work on specs for the tanker now that the budget has passed.
 Commissioner Berju – Put together a list, have it to us by June, it will go out in September, get it back in November and you will get it in 2013.
 Chief Nuara – Next month will we get copies of the budget line items?
 Commissioner Patullo – Yes.
5. Chief Nuara – When was the last time we had a LOSAP increase?
 Commissioner Berju – The last time was the first time.
 Chief Nuara – Is there a plan for an increase for 2012?
 Commissioner Berju – No.
 Chief Nuara – Why? Other towns have, how come we don't?
 Commissioner Berju – Because we don't want to spend the money.
 Chief Nuara – Can't we use that money from the budget line for retention and recruitment?
 Commissioner Berju – We had LOSAP, and then we went with reimbursement, so we had both. You can increase every year. The problem is you have to have the money to put in there. Right now we're buying four or five different vehicles. You have choices, either you want your tanker next year or you put it off a year. If you're able to do with what you got then you do. We did slowly increase the budget but it wasn't one of our goals to increase just because you can.
 Assistant Chief Fulmino – What is the board's policy on going forward? Is LOSAP going to stay the same?
 Commissioner Wetzel – The state tells you what you can increase LOSAP each year.
 Chief Nuara – So they send us a letter saying we can, but we don't? I'm just looking out for the younger guys; use it as an incentive for them. It's something we should look at.
 Assistant Chief Fulmino – We started out with the max and did nothing with it.
 Commissioner Wetzel – It can't be done this year, it's not in the budget.
 Assistant Chief Fulmino – Okay, that's why I'm bringing it up, so we can discuss it for next year's budget. Most people don't realize we could've taken an increase and we didn't.
 Commissioner Berju – This is something we can discuss at a later date before our 2013 budget.

Chief John Lazorchak of Neshanic Volunteer Fire Company reported the following:

1. 48-131: We had radios installed.
2. 48-145: The new exhaust system was installed and it needs new tires.
6. March 20 – Engine Ops. Drill at Neshanic.
7. March 24 – Drill at SCESTA

Hillsborough Rescue Squad:

Not present.

APPROVAL TO PURCHASE MISCELLANEOUS NEW EQUIPMENT INCLUDED IN THE 2012 BUDGET

Commissioner Kane – I have a list of all of the equipment, letters are all ready to go out. I'm holding off on the skid pump until I get a final price; I'm waiting for two more quotes.

Chief Vatter – I called Daryl and told them to call Commissioner Kane and explain what the spec is.

Commissioner Kane – I sent them what you sent me. I have the price but I need the price written down. I'm waiting because he's the low bidder but it is 4/5 months old. I wrote a letter saying this is the exact specification opposed to the general specification for that bid.

Commissioner Kane made a motion to purchase the miscellaneous equipment as Commissioner Kane put on the spread sheet. Commissioner Patullo seconded. All approved.

UPDATE ON THE DISTRICT MEDICAL EXAMS

Commissioner Berju – I sent a list to all of the Chiefs; Station 36 is way behind. There is only one more clinic on March 24th. They may have another but try to get as many of your members to go on the 24th and get them done. I have not heard back from the doctor regarding Hepatitis B boosters; that is on hold. I don't think anyone had any problems taking their exam.

Chief Nuara – One of my members had an issue with the vision test. They said he needed a vision of 20/50 in at least one eye to pass; he had a 20/40.

Commissioner Berju will contact the District Medical Doctor to determine what vision standards they are using for the annual District physical.

DISTRICT RADIO COMMUNICATION UPDATE

Ron Campbell – I finished all but two or three officers' radios. I have to do command vehicles and all officers and then I will be done with Fire Company #2. I fixed "Ops 8." I have to go back and re-program Fire Company #3's radios. Richard Campbell can do Fire Company #1's portables starting tomorrow. The computer he has doesn't have Trunk radios and I can do that when I get back. Non-officers' radios had that issue, all officers' radios were fine. Richard will have to call the Fire Safety office and Dave Foelsch can go open the firehouse and help him find the portables. After that we can do Fire Safety's radios and then do the police radios. We should have it all done by next week sometime.

Assistant Chief Bartolucci – Aren't the radios going to have to be re-programmed when Somerset County goes to the new system?

Ron Campbell – Somerset County is not going to that. The federal government gave "T-band" to commercial use. Two weeks ago they extended retirement benefits so they're going to sell "T-band" and the FCC is going to have to get all emergency services off "T-band". They don't know what they're going to do. The FCC is not issuing anymore licenses or channels. County does not have that capacity, so it's a mess. They don't know what is going to happen.

Chief DeCicco – Is there any way to get any low band mobiles this year? We find ourselves in Hunterdon County as a FAST team about twice a month. They're going to UHF, narrow band isn't touching low band and we come into calls and we don't hear what goes on during the calls. I looked for one for the command car and the ladder console. I have a quote including installation and programming; It will be about \$2,656.00 (\$612 for the radio, antenna is \$80, labor is \$400).

Chief Lazorchak – M&W in Quakertown installed ours for \$1500.

Commissioner Berju – Check out a price on that. Get a quote and email it to the Board.

Commissioner Wetzel made a motion to buy two low band radios for 36-115 and 36 command vehicle once quotes have come in, and pick the lowest/most reasonable price, and take the funds from grant money. Commissioner Kane seconded. All approved.

APPROVAL OF CLAIMS LIST 2012-03

<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Memo</u>	<u>Amount</u>
3/13/2012	16890	Liberty Mutual	12-109	\$136,549.00
3/13/2012	16891	Verizon	12-110	\$69.54
3/13/2012	16892	Comcast	12-111	\$1.88
3/13/2012	16893	AT & T	12-112	\$47.99
3/13/2012	16894	Approved Fire Protection Emergency Services(I am	12-113	\$1,590.00
3/13/2012	16895	Responding)	12-114	\$156.44
3/13/2012	16896	Foley Fire Apparatus	12-115	\$2,354.75

3/13/2012	16897	Minerva Cleaners	12-116	\$77.00
3/13/2012	16898	The Princeton Pack	12-117	\$252.39
3/13/2012	16899	SCESTA (training)	12-118	\$1,350.00
3/13/2012	16900	Robert Uniszkiewicz	12-119	\$70.85
3/13/2012	16901	Approved Fire Protection	12-120	\$222.00
3/13/2012	16902	Tektron	12-121	\$37.00
3/13/2012	16903	Fire Fighters Equipment	12-122	\$655.88
3/13/2012	16904	Medicor Cardiology	12-123	\$150.00
3/13/2012	16905	Agin Signs & Designs	12-124	\$400.00
3/13/2012	16906	Emergency Equipment	12-125	\$471.80
3/13/2012	16907	Fire & Safety Services	12-126	\$809.18
3/13/2012	16908	Absolute Fire Protection	12-127	\$462.25
3/13/2012	16909	Central Jersey Nurseries	12-128	\$1,503.91
3/13/2012	16910	United Communications	12-129	\$3,169.34
3/13/2012	16911	Lincoln Financial	12-130	\$21,850.00
3/13/2012	16912	Hapi Auto Parts	12-131	\$226.45
3/13/2012	16913	All Out Fire Protection	12-132	\$499.50
3/13/2012	16914	Corporate Graphics	12-133	\$897.00
3/13/2012	16915	Fire Service Performance	12-134	\$300.00
3/13/2012	16916	Staples Credit Plan	12-135	\$212.37
3/13/2012	16917	Mike Murphy	12-136	\$1,183.26
3/13/2012	16918	Rich Dziminski	12-137	\$49.99
3/13/2012	16919	Somerset County Vehicle - Fuel	12-138	\$2,717.99
3/13/2012	16920	Image Glass	12-139	\$20.00
3/13/2012	16921	Middlesex County Fire Academy	12-140	\$262.00
3/13/2012	16922	Electronic Measurement	12-141	\$115.00
3/13/2012	16923	Hillsborough Fire Co	12-142	\$245.99
3/13/2012	16924	Alan Radio	12-143	\$697.00
3/13/2012	16925	Twp. Of Hillsborough	12-144	\$13,205.03
3/13/2012	16926	Amwell Auto & Tire Svc.	12-145	\$24.74
3/13/2012	16927	National Fire Codes	12-146	\$855.00
3/13/2012	16928	1st Responer Newspaper	12-147	\$116.00
3/13/2012	16929	Allegro Enterprises	12-148	\$29.25
3/13/2012	16930	Richard M. Braslow	12-149	\$676.00
3/13/2012	16931	Somerset Cnty Fire Marshall Assoc.	12-150	\$100.00
3/13/2012	16932	Star Printing	12-151	\$173.00
3/13/2012	16933	Somerset County Election Board	12-152	\$40.74
3/13/2012	16934	Maureen A. Coxwell	12-153	\$57.16
3/13/2012	16935	Regina Schachtele	12-154	\$69.40
3/13/2012	16936	Jerry Midgette	12-155	\$157.16
3/13/2012	16937	Susan Mach	12-156	\$129.66
3/13/2012	16938	Karin DeVoe	12-157	\$53.58
3/13/2012	16939	Tom Fagan	12-158	\$114.94
3/13/2012	16940	Edward Mach	12-159	\$89.32
3/13/2012	16941	Douglas Famiglietta	12-160	\$105.00
3/13/2012	16942	Dolores Famiglietta	12-161	\$105.00
3/13/2012	16943	Ed Stryker	12-162	\$105.00

3/13/2012	16944	Edward Bertin	12-163	\$105.00
3/13/2012	16945	Ed Kovach	12-164	\$39.30
3/13/2012	16946	Hillsborough Fire Co #1	12-165	\$15,025.00
3/13/2012	16947	Hillsborough Fire Co #2	12-166	\$15,025.00
3/13/2012	16948	Hillsborough Fire Co #3	12-167	\$15,025.00
3/13/2012	16949	Neshanic Volunteer Fire Co.	12-168	\$17,325.00
		Total		\$258,428.03

**Commissioner DeCicco motioned to approve claims list for 2012-03.
Commissioner Patullo seconded to approve claims list for 2012-03.
Roll call vote; all approved.**

APPROVAL TO PAY CLAIMS LIST 2012-03

Commissioner Wetzel motioned to approve to pay claims list for 2012-03 and seconded by Commissioner DeCicco. Roll call vote; all approved.

APPROVAL TO TRANSFER FUNDS TO PAY CLAIMS LIST

**Commissioner Wetzel motioned to approve to transfer of \$259,000.00 from savings account to checking account and seconded by Commissioner DeCicco.
Roll call vote; all approved.**

COMMISSIONERS' REPORTS

Commissioner Berju:

1. At the election we had seven people from the election board asking for individual checks; I would like to go in to the election board and ask why are these people getting individual checks for working that day. We have one for a mechanic, two office supports, one officer clerk support, one unknown, two voting machine technicians and one election clerk. I will go to Somerset County and ask about this.

Commissioner Kane:

1. Command vehicles will be done in about one week or so. We have to approve the final payment (we have the vouchers) for the cars that will be coming in. We don't want the cars to sit. The final amount for the balance owed on the cars is not including time for moving the radios that we approved separately. It will be \$43,428.00 total.

Commissioner Patullo made a motion to approve the total amount of \$43,428.00 for the command vehicles. Commissioner DeCicco seconded. All approved.

Chief Vatter – Is the Board anticipating any other purchases this year?

Commissioner Kane – We not getting any other 2012 prices.

Chief Vatter – If repairs go over the budget then is it put out of service?

Commissioner Berju – If there's no money then yes. But that's at the end of the year and goes into next year's budget.

Chief Vatter – Was that an item voted on separately or was it part of the budget?

Commissioner Berju – It is part of the budget; it's under the new equipment fund.

Chief DeCicco – When we were down at the vendor going over lettering, they were under the impression they're putting another radio in Chief Fire Marshal Weniger's car; I thought they were making sure his car matches our command vehicles.

Commissioner Berju – They're putting in exactly what he has in the old Fire Marshal's car.

Chief DeCicco – He doesn't have a second UHF radio in the back like we have.

Commissioner Berju – That was never discussed.

Chief DeCicco – There's no way to put that in there? We use two on a regular basis.

Assistant Chief Fulmino – Now that we're keeping his car for the part time Fire Marshal, we're paying to take all the radios out and then paying to put the radios back in?

Commissioner Berju – He doesn't need a dual head radio.

Chief Fire Marshal Weniger – All of the UHF radios will come out.

Assistant Chief Fulmino – But then if you take them out he can't give an update, call on scene, etc.

Commissioner Berju – He's supposed to go to the firehouse so he's not supposed to do those things anyway. The problem was he needed a radio right away and he's not going to get one right away.

Commissioner Kane – I assumed all of the radios from that car were being switched in.

Chief Fire Marshal Weniger – I'm going down next week. I can have him put the wiring in so that if we do it in the future the wiring is in.

Commissioner Berju made a motion to make a check out before the next meeting for \$48.00 for a second UHF radio. Commissioner DeCicco seconded. All approved.

Commissioner Wetzel:

1. Last month I asked the Chiefs to provide a name for the Right to Know manuals we made last year and give the name to 66-5. I want him to know where the book is and to keep it up to date. Please email myself with that name.
2. Insurance went up; Liberty Mutual does an evaluation of the district. We had one major claim that carried over for two years that made it increase and also sprained ankles. Please review this with your members. It is not a big issue but when you look at the number of ankle injuries that have occurred, Liberty Mutual looks at that. Please remind your members to use a little more caution.

Commissioner Patullo:

I want to try to develop a new process; Chiefs – please sign your vouchers before the monthly meeting so you can pay better attention to the meeting. Can we meet a half hour before the meeting to get them done so everyone can pay attention to the meeting?

Chief DeCicco, Chief Vatter, Chief Nuara, and Chief Lazorchak agreed.

I started looking at the GOG's and one thing was brought to my attention – wearing of the seatbelts. We need to push that. I understand that when you're on the truck you have a lot of equipment on, but you have to start wearing seat belts. We can put a program together and have a district policy. The issue is enforcement; what are we going to do about enforcing this? It is up to the officer in that seat to turn around and enforce it.

Commissioner Wetzel – The driver must make sure all juniors have their seat belts on as well, especially because they're minors.

1. Everyone will get a copy of the GOG's to review and get back to me to finalize and update so we can move on with them because they're outdated.
2. I would like to request the Treasurer's equipment, the copy machine, laptop, etc.

Commissioner Berju – Bob Uniszkiwicz is out of town now. He has the big copier...

Chief Fire Marshal Weniger – Our office will help move the copy machine.

Commissioner Berju – The computer has Quick Books and Quicken in it. You won't need it if a bookkeeper is going to do this.

Commissioner Kane – He'll also need a fax.

Commissioner Berju – We can change where the faxes go. Once we figure out who the bookkeeper is Commissioner Patullo, you have to go through the bills and make sure there are vouchers for each one, put in the Budget line item and take it to the bookkeeper.

Commissioner Patullo – I need a list of the line items.

Commissioner Berju – They're right here in the monthly Treasurer's report.

Chief Vatter – Who's going to do the bookkeeping?

Commissioner Berju – A lot of people didn't call us back. I talked to a couple accountants, none want to do it.

Commissioner Wetzel contacted several Bookkeepers and got quotes of \$50.00 to \$75.00 per hour. We came down to two people locally. Dave Raymond said he will do it; he worked with Commissioner Uniszkiwicz on the account and is familiar with it. I said I would bring the idea to the board. We need someone to do it; and he is in town.

Commissioner Wetzel – Can he do Quick Book?

Commissioner Berju – Quicken transfers over to Quick Books. Commissioner Uniszkiwicz had the 2011 version

but the accountant had a 2010 version; it didn't work and could not be transferred.

Chief Vatter – How many hours will he work?

Commissioner Berju – About ten hours per month.

Chief Fire Marshal Weniger – Montgomery's bookkeeper's job description and total bill for the year is about \$4,500, but they do more than just the books.

Commissioner Berju – Commissioner Patullo has to just put it in the computer. Uniszkiwicz had to look at the bill and look at the numbers and where it came from. It won't take ten hours this time.

Commissioner Wetzel made a motion to hire Dave Raymond at \$50/hour to do the bookkeeping for the Hillsborough Fire District. Commissioner DeCicco seconded. All approved.

Commissioner Wetzel – The auditor said he would meet with whoever we choose so he can go over what is needed for the audit so we have everything we need. He can come out and meet with Dave Raymond and Commissioner Patullo so we can make sure what we're doing is correct so there are no deficiencies. We need to get the books for 2011 to be brought to the auditor.

Commissioner Berju – I believe he finished up this month and had everything ready to go.

Commissioner Wetzel – I'll have a meeting set up with the auditor so everyone is on the same page.

Commissioner Berju – Dave Raymond doesn't need the computer because he has his own. If we don't have a purpose for it we can always use it for something else.

Commissioner Patullo – Get all of the vouchers in to me as early as possible.

Chief Vatter – We have a box in our office; are you going to be able to get in there? Do you want me to give them to 66-5 from now on?

Chief Fire Marshal Weniger – He can pick it up, he's at the firehouse all the time. We'll get it to Commissioner Patullo's mailbox.

Commissioner Patullo – Get all of the vouchers in to me the Friday before the monthly meeting.

Commissioner DeCicco:

1. Commissioner DeCicco reported we had a question about Chief Eric DeCicco's officer qualifications as was indicated by Chief Vatter because Chief DeCicco needed four required courses. Commissioner DeCicco suggested this information was outdated. I would like to go on record saying I do not appreciate being put on the spot and Chief Vatter calling me a liar.

Chief Vatter – Well this information was given to me the Friday before the meeting. It says Chief DeCicco is missing Pump Operations, Engine Company Operations and Instructional Techniques.

Commissioner DeCicco – Instructional Techniques is not offered anymore.

Chief Vatter – You can get that as a contract class.

Chief Lazorchak – I sat through it January of 2011.

Commissioner DeCicco – The information I got was that that class is not available.

Chief Vatter – All I am saying is that going back to the GOG's that the officer needs to be qualified prior to obtaining the position.

Commissioner Berju – Point out what Chief DeCicco missing.

Commissioner DeCicco – The following are title specific...

Chief DeCicco – Engine Company Operations, which we have planned for the spring.

Chief Vatter – The intent of the qualifications was so that the officer had all certifications prior to being put in the position.

Commissioner Berju – It also says the officer must continue to work on getting the certifications.

Chief Vatter – This GOG was adopted in 2009.

Commissioner Berju – So in the three years he's done three classes?

Chief Vatter – The only one current was the officer challenge test.

Commissioner DeCicco – Along with two HAZMAT courses.

Commissioner Berju – As far as I can see, he has two courses; one scheduled for this spring (Engine Company Operations) and the only one left is Instructional Techniques.

Chief Vatter – What do the other Chiefs feel about this?

Commissioner Berju – This is our meeting.

Commissioner Wetzel – This issue should go to arbitration as stated in the District GOG's.

Chief Vatter – Well it seems like we're doing it here.

Commissioner Berju – Do you feel these two classes make him unqualified to be Chief Officer in the district?

Chief Nuara – No, I'm missing some classes but like I said if you're on the line for so many years...

Chief Vatter – All of this is a GOG that everyone agreed on.

Chief Lazorchak – I have no problem with Chief DeCicco. My only thing is that it says you have to have your qualifications before moving up. My officers were put on the line last year and we stepped up and did what was expected of us.

Chief DeCicco – There is no difference between Assistant Chief and Chief.

Chief Lazorchak – Then why weren't they done before?

Commissioner Berju – At this point two district Chiefs have no problem. Bruce, do you have a problem with him being Chief Officer of Fire Company #1?

Commissioner Patullo – Okay, what are we going to do in the future if they're not offered in the county?

Chief Vatter – There are contract classes that can be had. You can pay the instructor \$200/day to come to your department to teach.

Commissioner Berju – We know how to get the class; contact Gary, that's irrelevant.

Chief Vatter – Call SCESTA anytime and say I need this class, what can you do?

Commissioner Berju – In the future, make arrangements and set up the class.

Chief Vatter – It was a two day class.

Commissioner Berju – Get it done in two days and we don't have to worry about it.

Chief Nuara – Why don't we get together and go through this and update it? It's something we said four years ago when we developed these GOG's. It's not to say someone is not meant to be an officer; we should get together and make this right.

Assistant Chief Fulmino – If you're going to keep classes in the GOG's that are not in the catalog, maybe look at a similar catalog that makes more sense.

Commissioner Berju – They're going to go over the GOG's and this might be taken out; that could be one of the changes that are recommended. If you take it out of school that makes it harder to take.

Commissioner Berju – This is all going to be reviewed on the GOG's and meet with the Chiefs to see what to take out and add and go from there.

Commissioner Patullo – I'll stop down tomorrow and get a list of classes that are not in the catalog and qualifications for the Chiefs.

Commissioner Berju – If you make it a requirement, it's hard to get if it's not listed.

Chief Vatter – We did Instructional Techniques for our officers because of a liability issue. If something happens during a drill, the litigation goes back and asks what makes him qualified to teach that. That's why it was put in the GOG's.

2. Fire Company #2 is looking for new tires for the military vehicle.

Chief Vatter – Richie's Tire can't get the size tire we need. He can get us the Hancock which is similar to Firestone, and he has a 920 Goodyear, less than the budgeted price. I would like to go with 1020 because that's what Fire Company #1 as on their military vehicle. The tires are over the budget by \$700.

Commissioner Patullo made a motion to purchase 10 Hancock 1020 tires for Fire Company #2's Deuce. Commissioner Kane seconded. All approved.

PUBLIC

Chief DeCicco asked if the District was going to have a discount card as part of the Recruitment and Retention program. Commissioner Berju is looking into this.

Commissioner Wetzel – We got a check from VFIS for Fire Company #3's light tower repair.

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,

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