

**BOARD OF FIRE COMMISSIONERS  
TOWNSHIP OF HILLSBOROUGH**

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**REGULAR MEETING**

November 08, 2011

The Board of Fire Commissioners of Hillsborough Township, County of Somerset, New Jersey convened in Regular Session on Tuesday, November 08, 2011 at 8:01 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 Wetzel, Commissioner Bob Uniszkiwicz, Commissioner Greg Kane and Commissioner Matt DeCicco. Also present were Fire Chiefs or their representatives: Assistant Chief Dave Foelsch, Fire Co. #1; Chief Pat Buckley, Fire Co. #2; Chief Charles Nuara, Fire Co. #3, Assistant Chief Chris Davis, Neshanic Fire Co.; and Chief Fire Marshal Chris Weniger.

In accordance with the state of NJ "Sunshine Law" adequate notice of this meeting was provided by mailing notification to the Hillsborough Beacon and Courier News. Notice was also delivered to the Township Clerk and posted on the Municipal Building Bulletin Board.

**APPROVAL OF MINUTES**

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner Kane to approve the Regular Meeting minutes of October 11, 2011. Roll call vote. All approved with Commissioner Wetzel abstaining.

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner Kane to approve the Work Meeting minutes of October 11, 2011. Roll call vote. All approved with Commissioner Wetzel abstaining.

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner Kane to approve the Closed Session Meeting minutes of October 11, 2011. Roll call vote. All approved with Commissioner Wetzel abstaining.

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner Kane to approve the Budget Work Meeting of October 18, 2011. Roll call vote. All approved.

A motion was made by Commissioner Uniszkiwicz and seconded by Commissioner Kane to approve the Budget Work Meeting of October 20, 2011. Roll call vote. All approved.

**TREASURER'S REPORT**

Commissioner Uniszkiwicz gave the Treasurer's Report as of October 31, 2011:

Checking Account.....	\$16,260.17
Savings Account.....	\$1,541,323.16
Total of All Accounts .....	\$1,557,583.33
LOSAP .....	\$46,619.40

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

**CORRESPONDENCE**

Commissioner Berju read the list of incoming correspondence consisting of:

1. Bureau of Fire Safety- Out of Service Schedule
2. Bureau of Fire Safety- Monthly Report
3. Local Finance Notice from N.J. Department of Community Affairs
4. Access Health confirmed dates of fit tests for the Hillsborough Fire Companies
5. Memorandum from Attorney Barlow- Re: 55 days notice before election for mail-in ballots
6. 2011 Government Survey of local government

### **MONTHLY FIRE REPORTS**

Commissioner Berju read the monthly fire reports for October:

### **FIRE REPORTS**

	<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>	35	141.4	523	5418.0	1	66.0	10	478.0
<b>#2</b>	61	188.6	636	3559.4	1	94.5	10	526.5
<b>#3</b>	32	145.1	402	11093.6	2	108.0	16	908.4
<b><u>Neshanic</u></b>	6	18.0	201	2352.8	1	24.0	15	430.0

### **CHIEF FIRE MARSHAL'S REPORT**

Chief Fire Marshal Chris Weniger reported the following:

1. Inventory program is in progress. Fire Marshal Ryan Giordano started inventory but he doesn't have a computer. He can write then compose later or we can buy a new computer. A tough book laptop is approximately \$4500. I am bringing this to the Board's attention but I know there is no money in the budget. Also working with FEMA on the District expenses for Hurricane Irene.
2. I need a spread sheet of manpower from 36 and 37 that responded during Hurricane Irene. Chief Wesolowski is working on this. Fire Co #2 could provide the required information.
3. Fire Prevention week was very successful 3,319 students received Fire Safety Education (2,811 in 2010). Thank you to all of the firefighters that assisted us.
4. Hose testing is completed. A spread sheet of hose failures and their year of manufacture has been generated and provided. There is a question: should we repair the old hose or get new hose? Can it wait till next year? There is no money in the budget. I am asking for approval to get Fire Co's #2 a couple of ponies together to get back on line. Commissioner DeCicco will be looking into this with Fire Marshal Ryan Giordano.
5. The fire district vehicle registrations have been checked. Commissioner Wetzel has been provided a spread sheet showing all of the vehicles registration dates. Commissioner Wetzel asked to inventory registrations. Some are missing or expired or soon will be. Commissioner Kane to follow up on this.
6. Driver training for 66-5. Fire Marshal Ryan Giordano needs training to drive vehicles and will be contacting the Fire Chiefs.
7. Update of Brush truck weighing- can't find anyone that does left to right or back to front weighing. We did find one in South Plainfield. Commissioner DeCicco will send contact information for auditor who is asking for it regarding where else others are going. Commissioner DeCicco will follow up on this and contact VFIS if they can provide a scale location.
8. Fire Marshal Ryan Giordano spoke with compressor service personnel and they will be coming out 11/16/11 at 9:00 to Fire Co 33. This training was requested by Commissioner Wetzel.
9. Chief Buckley asked about new AED which was ordered by the Board.

### **FIRE DISTRICT RADIO COMMUNICATIONS**

Commissioner Kane reported that 6 pagers were out for repair. There is one pager waiting to go out. Please go through your ranks and if you have actual members with the pagers please provide these to active members.

### **FIRE DISTRICT APPRECIATION DINNER- UPDATE**

Commissioner Berju reported that the dinner is 11/19/11. Need the number of members and their dates in to Don Kazar by the end of the week. The District Chiefs will provide this information.

### **APPARATUS AND EQUIPMENT REPAIRS**

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

1. Everything is running.
2. Still having issues with the tanker. Commissioner DeCicco will again follow up on this.
3. Waiting to hear from Seagrave regarding the Quint. Commissioner DeCicco will follow up.

Chief Pat Buckley of Fire Company #2 reported the following:

1. 37-102: United Plastics can have a technician out here in a short time frame. Waiting for Foley to contact C-1 with a date as to when they can have the hose and hosebed removed from the apparatus and the technician can come to the Foley plant. Gas meter out for service, battery-operated one from 116 is temporarily on the apparatus. Update-returned. RSI Fire to be addressing the issue with the headset wire being too tight under the cab- need to get date. Defib batteries need to be replaced. Defib from 141 on there temporarily. Leaking air pack fixed.
2. 37-103: Some of the compartments were cleaned and reorganized. Take a look when you have a second. RSI Fire to be addressing issues with the headset wiring- need to get a date. Defib batteries need to be replaced. Defib from 145 on there temporarily.
3. 37-116: Issue with gas pedal sticking on a call the other day. It was lubricated and seems to be fine now. RSI Fire to be addressing issues with headset wiring and wireless transmitter locations- need to get date.
5. 37-141: No Report
6. 37-145: Knox Box key now has a large ring on it to help if it gets lost again.
7. 37-151: No Report
8. 37-155: Post-flood maintenance completed. Deep water kit installed.

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

1. 38-118: Service to master intake issues has been repaired.
2. Car 38 has been serviced and battery replaced (under warranty).
3. Outrigger warning light has been repaired on 38-118.
4. 38-131: out for warranty punch list

Assistant Chief Chris Davis of Neshanic Fire Company reported the following:

1. Everything is running fine.

### **COMMAND VEHICLE COMMITTEE AND BID AWARD**

The bids are back. We are excluding Odessey and Wigget Chevrolet. Absolute took some exceptions and didn't check all the boxes. First Priority noted some wrong details on bid. They didn't take any exceptions to the bid. Depending on Fire Co #1's answer regarding the paint job might not need option 2. Commissioner Kane would rather First Priority. Assistant Chief Bruce Vatter asked if features inside are the same between the two bidders. Base truck/electrical/etc are the same. Second docking station in back- made an option. If you take it from the old truck they wouldn't warranty it or touch it. First Priority with docking station without paint job- \$61,484 with \$1500 off second car. We are about \$10,000 to \$15,000 short on both cars.

### **BID RESULTS FOR COMMAND VEHICLE 11/3/2011**

#### **WIGDER CHEVROLET**

Base price---\$57,260.00

Option #1---- 910.00  
Option # 2---- 1,485.00  
No discount for 2<sup>nd</sup>. Vehicle  
Total bid for 2 vehicles with option # 1----\$116,340.00

Bidder took exception to warranty, (to pick up and delivery of repairs to vehicle)  
Bid did not contain any of the non-collusion forms as required in bid instructions (no exceptions)  
Bidder disqualified

**ODYSSEY AUTOMOTIVE SPECIALTY**

Base price-----\$71,640.00  
Option # 1----- 1,180.00  
Option # 2----- 6,200.00  
2<sup>nd</sup>. Vehicle discount---- 1,000.00  
Total bid for 2 vehicles with option # 1----\$144,640.00

Bidder took no exceptions, noted minor changes  
Bidder had all non-collusion paper work

**ABSOLUTE FIRE PROTECTION**

Base price-----\$60,500.00  
Option # 1----- 960.00  
Option # 2----- 6,200.00  
2<sup>nd</sup>. Vehicle discount---- 1,200.00  
Total bid for 2 vehicles with option # 1----\$121,720.00

Bidder took exception to Option # 2, bidder did not mark (yes or no) on all bid line items, and would not warrant paint until after vehicle is received, then would show area they will cover.  
Bidder had all non-collusion paper work

(1)

**FIRST PRIORITY EMERGENCY VEHICLES**

Base price-----\$60,702.00  
Option # 1----- 782.00  
Option # 2----- 1,570.00  
2<sup>nd</sup>. Vehicle discount-- 1,500.00  
Total bid for 2 vehicles with option # 1----\$121,468.00

Bidder took no exceptions  
Bidder had all non-collusion paper work

At the Board of Fire Commissioners meeting on 11/8/2011 the bids were reviewed and discuss. The board decided to accept option # 1 and not option # 2. The board decided to purchase two (2) command vehicles with option#1. Wigger Chevrolet was disqualified for not having the proper non-collusion paper work as required in the bid specifications. Absolute took acceptance, did not complete bid form completely and questioned paint warranty. Therefore the bid was awarded to the next lowest bidder, FIRST PRIORITY EMERGENCY VEHICLE.

The bids shall be available for review at the Hillsborough Twp. Fire Safety Office by 11/14/2011

Sincerely  
Greg Kane

Fire Commissioner, Twp. of Hillsborough

A motion was made by Commissioner Uniszkievicz and seconded by Commissioner DeCicco to go ahead and purchase the command vehicle from First Priority. Roll call vote. All approved.

**APPROVAL OF CLAIMS LIST 2011-10**

A motion was made by Commissioner Uniszkievicz and seconded by Commissioner Kane to approve Claims List 2011-11. Roll call vote. All approved.

**APPROVAL TO PAY CLAIMS LIST 2011-10**

A motion was made by Commissioner Uniszkievicz and seconded by Commissioner Kane to pay Claims List 2011-11 with Commissioner Uniszkievicz abstaining on 11-533. Roll call vote. All approved.

**CLAIMS LIST 2011:11  
11/1/2011 through 11/8/2011**

<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Amount</b>
11/8/2011	16562 S	VERIZON WIRELESS	11-485	\$ (850.88)
11/8/2011	16563 S	VERIZON	11-486	\$ (43.78)
11/8/2011	16564 S	AT&T	11-487	\$ (29.85)
11/8/2011	16565 S	COMCAST	11-488	\$ (359.87)
11/8/2011	16566 S	SOMERSET COUNTY EMER. SERV. TRAINING	11-489	\$ 3,100.00)
11/8/2011	16567 S	CENTRAL JERSEY NURSERIES	11-490	\$ (47.48)
11/8/2011	16568 S	FIRE FIGHTERS EQUIPMENT COMPANY INC.	11-491	\$ (1,194.30)
11/8/2011	16569 S	CONTINENTAL FIRE & SAFETY, INC.	11-492	\$(2,105.00)
11/8/2011	16570 S	TEK TRON	11-493	\$ (37.00)
11/8/2011	16571 S	ABSOLUTE FIRE PROTECTION	11-494	\$ (625.85)
11/8/2011	16572 S	NORTHEAST GREAT DANE	11-495	\$ (345.61)
11/8/2011	16573 S	FIRST PRIORITY	11-496	\$(1,164.07)
11/8/2011	16574 S	APPROVED FIRE PROTECTION	11-497	\$ (554.30)
11/8/2011	16575 S	SAFE-T	11-498	\$ (570.00)
11/8/2011	16576 S	ZYGMUNT ORLOWSKI / WSM	11-499	\$ (1,005.68)
11/8/2011	16577 S	BILL SHAFFER	11-500	\$ (33.12)
11/8/2011	16578 S	ZIO PIZZERIA	11-501	\$ (189.00)
11/8/2011	16579 S	CHICKEN HOLIDAY	11-502	\$ (261.87)
11/8/2011	16580 S	JUST SUBS	11-503	\$ (312.49)
11/8/2011	16581 S	THE MOTOR WORKS	11-504	\$ (60.62)
11/8/2011	16582 S	HILLSBOROUGH RADIOLOGY	11-505	\$ (77.00)
11/8/2011	16583 S	ERT CONSULTANTS	11-506	\$ (4,875.00)
11/8/2011	16584 S	FAIL SAFE INC.	11-507	\$ (9,476.25)
11/8/2011	16585 S	MEDICOR TECHNOLOGIES	11-508	\$ (168.00)
11/8/2011	16586 S	HILLSBOROUGH FIRE CO.#1	11-509	\$ (63.00)
11/8/2011	16587 S	SOMERSET MEDICAL CARE PARTNERS, PC	11-510	\$ (85.00)
11/8/2011	16588 S	LAKE SMALL ENGINE REPAIR	11-511	\$ (806.65)
11/8/2011	16589 S	COURIER NEWS	11-512	\$ (45.32)

11/8/2011	16590	S	AED SUPERSTORE	11-513	\$ (2,637.80)
11/8/2011	16591	S	CHRISTOPHER WENIGER	11-514	\$ (31.22)
11/8/2011	16592	S	STAPLES CREDIT PLAN	11-515	\$ (213.71)
11/8/2011	16593	S	SOMERSET COUNTY VEHICLE	11-516	\$ (3,011.86)
11/8/2011	16594	S	CORPORATE GRAPHICS, INC.	11-517	\$ (42.50)
11/8/2011	16595	S	MOTOROLA SOLUTIONS	11-518	\$ (85.20)
11/8/2011	16596	S	RICHARD M. BRASLOW, ESQ.	11-519	\$ (15.00)
11/8/2011	16597	S	MINERVA CLEANERS	11-520	\$ (129.00)
11/8/2011	16598	S	RONALD J CAMPBELL	11-521	\$ (23.90)
11/8/2011	16599	S	ETC	11-522	\$ (1,320.00)
11/8/2011	16600	S	MOTOROLA SOLUTIONS	11-523	\$ (704.60)
11/8/2011	16601	S	WITMER ASSOCIATES INC.	11-524	\$ (601.32)
11/8/2011	16602	S	EMERGENCY SOFTWARE PRODUCTS	11525	\$ (2,105.00)
11/8/2011	16603	S	HILLSBOROUGH FIRE CO.#3	11-526	\$ (150.00)
11/8/2011	16604	S	ELMERS CATERING	11-527	\$ (595.00)
11/8/2011	16605	S	STEPHEN NAGY	11-528	\$ (36.00)
11/8/2011	16606	S	FLEMINGTON DEPT STORE	11-529	\$ (379.79)
11/8/2011	16607	S	TREASURER, STATE OF NEW JERSEY	11-530	\$ (45.00)
11/8/2011	16608	S	ALLEGRO ENTERPRISES INC	11-531	\$ (29.25)
11/8/2011	16609	S	SHARP ELECTRONICS CORP	11-532	\$ (158.47)
11/8/2011	16610	S	ROBERT UNISZKIEWICZ	11-533	\$ (70.41)
11/8/2011	16611	S	AMWELL AUTO & TIRE CENTER	11-534	\$ (101.94)
11/8/2011	16612	S	RVESCUE	11-535	\$ (350.00)
11/8/2011	16613	S	OPTIMUN ENERGY PRODUCTS LTD.	11-536	\$ (237.95)
11/8/2011	16614	S	ANGELOS PIZZA	11-537	\$ (80.00)
11/8/2011	16615	S	ELMERS CATERING	11-538	\$ (8,000.00)
11/8/2011	16616	S	EMERGENCY EQUIPMENT SALES, LLC	11-539	<u>\$ (12,844.35)</u>
<b>November 2011 Claims List</b>					<b><u>\$(62,486.26)</u></b>

### **APPROVAL TO TRANSFER DISTRICT FUNDS**

A motion was made by Commissioner Uniszkievicz and seconded by Commissioner Kane to transfer the amount of \$62,486.26 from savings to checking. Roll call vote. All approved.

### **COMMISSIONERS REPORTS**

#### **COMMISSIONER Kane:**

I will get the District vehicle license plate numbers to Fire Marshal Chris Weniger.

#### **Commissioner Uniszkievicz:**

Retention and Recruitment pictures for the top 10 responders from each fire company will be at the next meeting at 7:30 p.m. Top 10 from Fire Co #1 and #2 (need sizes from Fire Co #1). Do not have top 10 from Fire Co #3 and Neshanic Fire Co. Received list from Fire Co #3 at the meeting. Everyone is asking for zipper sweaters. The pay per call lists are due in by the end of the month. Need to write checks before the December meeting. LOSAP- only have a little over a month to meet the Districts Points requirements. Make sure everyone has everything they need for LOSAP. Junior firefighters are eligible for top 10 responders.

#### **COMMISSIONER DeCicco:**

I'm waiting to hear from Seagrave regarding the Quint and the hydraulic tank. Got a list from EES regarding outstanding invoices? However, they are not complete invoices. They do not follow up then they call Fire Safety and they don't send vouchers with invoices. Commissioner DeCicco will be talking with them.

#### **Commissioner Wetzel:**

The 1<sup>st</sup> mask fit test at Fire Co #2 went well. There will be testing Thursday at Fire Co #1. I've obtained information on the Fire Service Grant and Promenade checks for about \$37,000. Asked Commissioner DeCicco to work with Fire Marshal Ryan Giordano to set up a schedule for maintenance on the air cleaner filters at the Hillsborough Fire Companies and write up a schedule for each fire company. Commissioner DeCicco will talk to Air motion. Already talked to Fire Marshal Ryan Giordano and he can't do it alone. Fire Co #1 filters do not run. Everytime someone comes in the sensors get knocked out.

#### **Commissioner Berju:**

OEM's meeting to review the Hurricane Irene, spoke with John Sheridan OEM coordinator and he said he dropped the ball. (If there is a next time they will make the meeting time a time when everyone can meet). Officer qualifications need to be given in to Commissioner DeCicco. Called a representative at Franklin Fire District regarding air truck and I haven't heard back from them. Fire Marshal Ryan Giordano is handling maintenance and it will work with Commissioner DeCicco. Fire Marshal Chris Weniger will set up a meeting with the Chiefs to make this a smooth process. The goal will be for one vendor to handle repairs and P.M.'s. The companies that we would like to consider for this would be Guardian, Fire and Safety, First Priority, Absolute and Foley. Fire Marshal Chris Weniger put an RFP together and Fire Marshal Ryan Giordano worked on it. He will be sending it out to vendors for next year. P.O. Box was paid for in September. Things are getting mixed up. Board decided to keep the P.O. Box. The 2012 budget is done and has some changes. With the 2% cap increase instead of 3 wireless Bluetooth devices per fire company we are just going to get 3 and see how it works. Approved one rescue tool and 3 cameras for each chief. Money was set aside for a vehicle for Fire Co #3 as well as money for spare bottles for Fire Co #1. Approximately \$300,000 each year for the next 8 years for apparatus's purchase will be set aside.

### **CHIEF'S REPORTS**

#### **Fire Company #1, Assistant Chief Dave Foelsch**

1. Car 36 mileage: 107,800
2. Fit test Thursday- if sending members send them
3. Just had rit drill

#### **Fire Company #2, Chief Pat Buckley**

1. Car 37 mileage: 97,490
2. Drill- 2 drills
  - Rigging for Rescue 11/17-11/18 19:00 at Station 37 and 11/19 08:00 at SCFA
  - CPR 11/12/11 Station 37 08:00
3. Bail-out refresher/initial training- need headcount.
4. Helmet fronts- request authorization for \$600.00 for new fronts. Asked if could get permission for the new line officers. Each company needs to do this. Invoices need to be dated January 2, 2012.
5. New Lieutenant coming in the Fire Line.

#### **Fire Company #3, Chief Charles Nuara**

1. Mileage: 84,609
2. Drills:
  - November 7 Extrication – class room training
  - November 14 Extrication – Hands on
  - December 5 Tour of Twin Towers Memorial- not a drill but a trip
  - December 12 Year end Review at Fire Co #3
  - January 9 Blood Borne and Right to Know
  - January 23 CPR
3. New Equipment- everything is in except our Ryan bars
4. Truck committee is reviewing specs for tanker

**Neshanic Fire Co. Assistant Chief Chris Davis**

1. JCP&L blew the NFIRS when they turned the power on. Having computer vendor look at it. We have two drills.

**Rescue Squad**

Not present

**Public Comments**

Commissioner Berju asked that vouchers filled out for drills/lunches include the names of the Firefighters present.  
Discussed I.D. badge colors, orange exteriors, yellow junior firefighter.

**ADJOURNMENT**

There being no further public comment, a motion was made by Commissioner Berju and seconded by Commissioner Kane to adjourn at 9:16 p.m. All approved.

Respectfully submitted,

Kenneth Wetzel, Secretary/Vice-Chairman  
Hillsborough Township  
Board of Fire Commissioners